

TOWN OF CHATHAM
488 STATE ROUTE 295
CHATHAM, NEW YORK 12037

TOWN BOARD MEETING MINUTES

June 21, 2018

6:00 PM

PRESENT

Supervisor Maria Lull, Councilman Bob Balcom, Councilman John Wapner, Councilwoman Landra Haber, Councilman Kevin Weldon, Town Clerk Beth Anne Rippel

Supervisor Lull called the meeting to order at 6PM and led the pledge to the flag.

CORRESPONDENCE

- Email/Letter from Suzette Booy, Director Columbia County Real Property Tax Service Agency regarding change in New York State Policy on requiring senior citizens to register online or by phone to keep their Enhanced STAR exemption.
- Email from Beatrice Reis Thanking Councilman John Wapner for new water pump/tank for Community Garden.
- Letter from Keith Goetz NYS Department of Environmental Conservation in response to Town Supervisor Lull's inquiry to the Governor's Office regarding Governor's Pilot Tick Prevention Program in state parks.

PUBLIC COMMENT STATEMENT

The Chatham Town Board appreciates information received from the public during the Public Comment portion of each meeting, which often is very helpful in the governance of the Town. It is, however, not intended to be a debate with the public or a question and answer period. Issues raised during the public comment may be addressed by the Board during its regular meeting or by the Supervisor between meetings as necessary. As a courtesy to the other members of the public, there is a 5 minute per person limitation on oral comments for each public comment period. The public is also encouraged to provide the Board with written comments or materials when the subject matter cannot be presented in this time frame. Of course, while the Board discourages any remarks which may be considered defamatory or stigmatizing, it will not restrict the content of the public comment.

PUBLIC COMMENT

None

SUB-COMMITTEE REPORTS

- Report by Councilman Wapner and Councilman Weldon regarding the Recreation & Parks Committee. Wapner reported that Mike West is gearing up for summer camp. An Arbor Day tree was

planted near the pond as the school had done in 2017. Pavilion rental is brisk. Lull suggested the Commission might want have a “sponsor a picnic table” fund raiser. Wapner thought was an excellent idea but CARP should do it. Wapner reported that the Children’s Garden is functioning and Cait Denny has financially healed for the moment. The Commission is finishing up the bylaws and mission statement. Park Day is moving along. New this year will be a concert in the early evening and beer will be available. At Summerfest they will have a joint booth with the Climate Smart committee and will do a survey on what people would like to see down at the Park.

- Report by Councilman Balcom on the meetings of the Citizens Finance and Planning Committee. Balcom reported that the Recreation Commission had asked for money to purchase bathrooms from PS21 to be installed at the Park. However the deal fell through. Wapner asked that the money still be available for Park improvement use. Balcom said that the unappropriated and available fund balance is strong in A and B. The Board will use the rest towards the 2019 tax levy. DB is currently at 30%, they’d like to see it at 40% fund balance. They’ve put 39K in a Park capital reserve fund. Balcom said that they need to get better at predicting revenue and work on that for the 2019 budget.
- Report by Councilman Balcom on the Comprehensive Plan Implementation Committee.
- Report by Councilwoman Haber and Councilman Weldon on Climate Smart Community Committee. Weldon reported there had been discussion on changing out street lights for more efficient lighting but they’re still investigating options. The charging stations are up and running. They are still talking with the Village as to whether they will have 2 parking spaces or just one. The grant application for the highway garage heating system will be submitted by the end of the month.
- Report by Councilwoman Haber on the Communications Committee. Lull reported that County MIS is coming on the 25 and 26 to convert everyone over to the new email system. Email policy has gone out and employees will need to sign and return to David in Accounting. As per Lull MIS will assist with putting the new email on everyone’s devices, ipad, iphone, and computer

REPORTS

- Highway Department – on file
- Assessor – Lull reported that the Towns Uniform percentage of value is currently at 80% according to NYS Tax and Finance. Lull plans to meet with the Assessor discuss the equalization rate.
- Code Enforcement/Building Inspector
- Dog Control – on file
- Environmental Management Council
- Finance Department Report – on file
- Justice Court –on file

- Office of the Aging Advisory Board
- Recreation Director - on file
- Supervisor's Report – on file
- Town Accounting firm – Monthly Financial Report & Abstract –on file
- Town Attorney
- Town Clerk – Rippel reported that taxes were returned to the County Treasurer on June 11 having collected over five million dollars in five months' time. Penalties were down this year possibly due to collecting in December for the first time. The K.I.S.S. program will be providing barrels for shredding until the end of the month. We are now offering this service on a quarterly basis; dates are on the website calendar. The REVIZE contract has been reviewed by County MIS and we're ready to get started on the new website.

NEW BUSINESS

- Kenneth Fay request to install a giant chess set at Crellin Park as part of his Eagle Scout project. Motion was made by Councilman Wapner, seconded by Councilman Weldon to accept Kenneth Fey's proposal to create a giant chess and checkers set for use by campers and visitors at Crellin Park. Motion carried.
- Request by Recreation Committee to allow serving of alcoholic beverages at Park Day.
- Request by Sgt. Paul Strobbel, NYS Police to share office with Columbia County Sheriff's Department. Lull stated that the Town will loan the NYS Police an old computer which MIS will scrub.
- Town Email Address assignments to be installed by County MIS staff
- New Town Email Policy

OLD BUSINESS

- Public Hearing date for new zoning code has been set for Thursday, August 2, 2018 at 6 PM at the Tri-Village Fire Company meeting room with Town Land Use Attorney John Lyons and Town Planner Nan Stolzenburg.

RESOLUTIONS

Resolution 103-2018 to authorize Park Day at Crellin Community Park and the serving of alcoholic beverages.

WHEREAS, the Recreation & Park Commission and the Recreation Director requests the Town Board to approve a special community recreation and fundraising event Saturday, August 4, 2018 from 12 noon to 8:00 PM to be known as "Park Day" at Crellin Park 2940 State Route 66, Chatham, NY to encourage and foster community participation in the town owned Crellin Park, and WHEREAS, the Town Board has

determined that alcohol may be served under limited conditions at property owned by the Town known as Crellin Park under a special use permit procedure adopted by the Town and, WHEREAS, Chatham Brewing, LLC has requested a Town Board Special Event Use Permit for use of alcohol at Crellin Park on August 4, 2018 from 4:00 PM to 7:30 PM, have provided all necessary information under the Crellin Park Use Form, including copies of NYS Liquor License and Certificates of Insurance, and NOW, THEREFORE, BE IT RESOLVED that the request to hold "Park Day" at Crellin Park 2940 State Route 66, Chatham, NY and the application for permission to serve alcohol at Crellin Park on August 4, 2018 under the terms of the application for a Special Use Permit is hereby granted in all respects and the Supervisor is authorized to issue a Special Event Use Permit in the form annexed to this resolution.

Offered by Councilman Weldon and seconded by Councilman Wapner

VOTE

AYE: Lull, Balcom, Haber, Wapner, Weldon NAY: None Resolution adopted

Resolution 105-2018 to accept the financial Abstract as present to pay the Town's bills.

Offered by Councilman Balcom, seconded by Councilman Wapner.

VOTE

AYE: Lull, Balcom, Haber, Wapner, Weldon NAY: None Resolution adopted

Resolution 106-2018 to accept the town accountant's financial report of May 31, 2018.

Offered by Councilwoman Haber and seconded by Councilman Balcom.

VOTE

AYE: Lull, Balcom, Haber, Wapner, Weldon NAY: None Resolution adopted

Resolution 107-2018 to approve the minutes of the Town Board Meeting(s) of May 3, 17, June 6 & June 8, 2018. Offered by Councilwoman Haber and seconded by Councilman Weldon.

VOTE

AYE: Lull, Balcom, Haber, Wapner, Weldon NAY: None Resolution adopted

Resolution 108-2018 authorizing Town Attorney to sign Order of Consent and Judgment on behalf of Town of Chatham on Sunoco Products assessments.

WHEREAS, the Supreme Court of the State of New York County of Columbia has issued a Consent Order and Judgment regarding Sonoco Products versus the Board of Assessment Review, and/or Assessor of the Town of Chatham, Columbia County, New York, regarding the assessment years 2014, 2015, 2016, 2017 and 2018 on Tax Map No. 56.17-1-6 on the tax rolls of the Town of Chatham, and **WHEREAS**, this matter has been ordered, adjudged and determined that the assessments on the properties designated as Tax Map No. 56.-17-1-6 on the assessment rolls of the Town of Chatham for the stated assessment years are reduced, corrected and fixed for the assessment rolls as follows:

Assessment Roll	Assessment	Revised Assessment	Amount of Reduction
2014	\$1,753,500	\$1,753,500	\$0

2015	\$1,753,500	\$1,753,500	\$0
2016	\$1,753,500	\$1,753,500	\$0
2017	\$1,753,500	\$1,566,800	\$186,700
2018	\$1,753,500	\$1,280,000	\$473,500

NOW, THEREFORE, it is hereby **RESOLVED** that the Town Attorney is authorized to sign the Order of Consent and Judgment on behalf of the Town of Chatham.

Offered by Councilman Weldon and seconded by Councilwoman Haber.

VOTE

AYE: Lull, Balcom, Haber, Wapner, Weldon NAY: None Resolution adopted

Resolution 109-2018 authorizing the repair of the crack spanning both of the tennis courts at Crellin Community Park.

WHEREAS, the Town Board of the Town of Chatham has been advised by the Recreation Director that the tennis courts at Crellin Community Park are in need of repair due to a large crack spanning the two tennis courts, and WHEREAS, the Recreation Director received an estimate of \$6,200.00 from Copeland Coating Company to repair crack, and NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Chatham authorizes the repair of the two tennis courts to an amount not to exceed \$6,500.00 to be completed as soon as possible. Expenditure is to be taken from the Budget Contingency Account.

Offered by Councilman Balcom and seconded by Councilman Wapner.

VOTE

AYE: Lull, Balcom, Haber, Wapner, Weldon NAY: None Resolution adopted

Resolution 110-2018 authorizing Chatham Reds donated construction of two dugouts at baseball diamond.

WHEREAS, the Chatham Reds Baseball Team who have an agreement with the Town of Chatham to use the facilities and baseball field at Crellin Community Park, and WHEREAS, the Chatham Reds Baseball Team are requesting the installation of two dugouts on each side of the baseball diamond using chain link fencing wherein materials and labor are to be donated to Crellin Community Park and become permanent fixtures to the park, NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Chatham authorizes the donated construction of the two dugouts plans of the two dugouts to be approved by the Town Supervisor and Chairman of the Recreation Committee and installation to be supervised by the Town Recreation Director.

Offered by Councilman Weldon an seconded by Councilwoman Haber

VOTE

AYE: Lull, Balcom, Haber, Wapner, Weldon NAY: None Resolution adopted

Resolution 111-2018 adopting a Town Email Policy.

WHEREAS, the Town of Chatham will be assigning to each department head and elected official a Town email address, and WHEREAS, the Town of Chatham Town Board wishes to formalize a Town Email Policy for use by all Town employees, elected officials and representatives, NOW THEREFORE be it RESOLVED, the Town Board of the Town of Chatham adopts the following Town Email Policy to be signed by each Town employee and elected official to take effect immediately:

Email Policy
June 21, 2018

1. Overview

Electronic email is pervasively used in almost all industry verticals and is often the primary communication and awareness method within an organization. At the same time, misuse of email can pose many legal, privacy and security risks, therefore, it is important for users to understand the appropriate use of electronic communications for a municipal employer. The following rules and regulations govern the use of the TOWN OF CHATHAM computer network system and access to the Internet.

2. Purpose

The purpose of this email policy is to ensure the proper use of TOWN OF CHATHAM email system and make users aware of what the TOWN OF CHATHAM deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within the TOWN OF CHATHAM network. The Town provides computers and internet, email access for the express purpose of conducting Town business and performing municipal tasks.

3. Scope

This policy covers appropriate use of any email sent from a TOWN OF CHATHAM email address and applies to all employees, and designated agents operating on behalf of the TOWN OF CHATHAM and allowed to have a TOWN OF CHATHAM email account. Any questions concerning the rules and regulations should contact the Town Supervisor, who shall act as the Towns' Computer Network Coordinator.

4. Policy

4.1 All use of email must be consistent with the TOWN OF CHATHAM policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.

4.2 The TOWN OF CHATHAM email account should be used for TOWN OF CHATHAM business-related purposes; personal communication is permitted on a limited basis, only in an emergency. Non-TOWN OF CHATHAM related commercial uses are prohibited.

4.3 All TOWN OF CHATHAM data contained within an email message or an attachment must be secured.

4.4 Email should be retained only if it qualifies as a TOWN OF CHATHAM business record. Email is a TOWN OF CHATHAM business record if there exists a legitimate business reason to preserve the information contained in the email.

4.5 Email that is identified as a TOWN OF CHATHAM business record shall be retained according to TOWN OF CHATHAM Record Retention Schedule.

4.6 The TOWN OF CHATHAM email system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, disability, age, sexual orientation, pornography, religious beliefs and practices, political beliefs, national origin or other inappropriate content. Employees who receive any emails with offensive or inappropriate content from any TOWN OF CHATHAM employee should report the matter to the Town Supervisor immediately.

4.7 Users are prohibited from automatically forwarding TOWN OF CHATHAM email to a third-party email system. Individual messages which are forwarded by the user must not contain TOWN OF CHATHAM confidential or above information.

4.8 Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct TOWN OF CHATHAM business, to create or memorialize any binding transactions, or to store or retain email on behalf of TOWN OF CHATHAM. Such communications and transactions should be conducted through proper channels using the TOWN OF CHATHAM approved documentation.

4.9 Sending chain letters or joke emails from the TOWN OF CHATHAM email account is prohibited. 4.10 The TOWN OF CHATHAM employees shall have no expectation of privacy in anything they store, send, or receive on the Towns' email system except that the subject of such emails are entitled to such privacy rights as provided by the New York State Public

Officers Law.

4.11 The TOWN OF CHATHAM may monitor messages without prior notice. The TOWN OF CHATHAM is not obliged to monitor email messages.

4.12 In regard to the Town email accounts, all Town employees and public officials are required to use only their Town-issued email accounts to conduct TOWN OF CHATHAM business. As of the date of inception of this Email Policy, Town employees are prohibited from using their personal email accounts to conduct Town business. When corresponding on Town business via email, all Town personnel must include the Town’s standardized email stationary and signature within the emailed message. If an employee should immediately forward the email to his or her Town email address for storage. No email concerning Town business should be destroyed or deleted except in accordance with the Town’s record retention policy. Any email regarding Town business sent from a private email address will make the email and the private email address subject to the Freedom of Information Act subject to release.

5. Policy Compliance

5.1 Compliance Measurement

The Columbia County MIS team will verify compliance to this policy through various methods, including but not limited to, periodic walk-thru, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

5.2 Exceptions

Any exception to the policy must be approved by the Town Supervisor in advance and in writing.

5.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. The unauthorized disclosure of confidential or privileged information belonging to the TOWN OF CHATHAM is basis for disciplinary action, up to and including termination.

6. Related Standard, Policies and Processes

6.1 Each Town Employee or representative shall reflect an email signature and disclaimer as follows: [Name] [Title, and/or Department]

Town of Chatham
488 State Route 295
Chatham, NY 12037
(518) 392- [Department number at Town Hall]
(518) [Personal Mobile Telephone Number]
<http://chathamnewyork.us/> [Town Website]

NOTICE: This email is only intended for the person(s) to whom it is addressed. Unless stated to the contrary, any opinions or comments are personal to the writer and do not represent the official view of the municipality. If you have received this email in error, please notify us immediately by reply to this email or call 518-392-_____ and then delete this message from your system. Please do not copy it or use it for any purpose or disclose its contents to any other person. Thank you for your cooperation.

6.2 All email passwords are to be registered with the Town Clerk for all Town assigned email addresses.

6.3 When an employee or representative leaves the Town employ, all email records are to be copied to a flash drive and turned into the Town Clerk if the emails are not on a town owned computer.

7. Revision History

Date of Change Responsible: Summary of Change

Town of Chatham Town email address assignment
I, _____, have been provided with a copy of the TOWN OF CHATHAM Email Policy, understand the purpose and scope of the Policy and agree to comply with the Policy in all respects,
Assigned Email:

Password:

Name of Town of Chatham Employee or Representative

Date

Offered by Councilwoman Haber and seconded by Councilman Weldon

VOTE

AYE: Lull, Balcom, Haber, Wapner, Weldon NAY: None Resolution adopted

Resolution 112-2018 to authorizes the additional purchase of Muncity Software.

WHEREAS, the Town Board approved the purchase of Muncity Software for the Building Department and information access by the Town Assessor, Planning Board, and Zoning Board of Appeals June 8, 2017, and WHEREAS, conversion of the Building Department records from the BASS system to Muncity program was not factored into the original cost estimate of \$10,865.00 but considered after the new Muncity software was installed to enable all data to be on one program (Muncity) instead of two programs, and WHEREAS, the additional charge for the transfer of the BASS system to the Muncity program amounts to \$2,115.00, NOW THEREFORE be it RESOLVED, the Chatham Town Board approves the additional investment in the Muncity Software data transfer in the amount of \$2,115.00 to be transferred as follows:

1. \$423.00 be transferred from Fund A Contingency (A1990.4) to Assessors Department Equipment Expense Account (A1355.2) 20%. A
2. \$1,269.00 be transferred from the Fund B Unreserved Fund Balance to the Building Department Equipment Expense Account (B3620.2) 60%.
3. \$211.50 be transferred from the Fund B Unreserved Fund Balance to the Zoning Department Equipment Expense Account (B8010.2) 10%.
4. \$211.50 be transferred from the Fund B Unreserved Fund Balance to the Planning Department Equipment Expense Account (B8020.2) 10%.

Offered by Councilwoman Haber and seconded by Councilman Weldon.

VOTE

AYE: Lull, Balcom, Haber, Wapner, Weldon NAY: None Resolution adopted

Resolution 113-2018 to authorize a Public Hearing on new zoning code.

WHEREAS, the Town of Chatham Town Board passed the Comprehensive Plan in 2009, convened a Zoning Implementation Committee, a Zoning Advisory Committee, and held a Public Information Meeting, and WHEREAS, the Town Board desires to enact a new Zoning Law, and WHEREAS, a Public Hearing is required before the enactment of a new Zoning Law, NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Chatham hereby directs that a public hearing will be held by the Town Board of the Town of Chatham on August 2, 2018 at 6 p.m. at the Tri-Village Fire Company Meeting Room, 111 County Route 13, Old Chatham, NY, and BE IT FURTHER RESOLVED that the Town Clerk is hereby directed to publish notice of public hearing in the official newspaper as designated by the Town Board and that copies of said proposed Zoning Code are available for review at the Town Clerk's Office.

Offered by Councilwoman Haber and seconded by Councilman Weldon

VOTE

AYE: Lull, Balcom, Haber, Wapner, Weldon NAY: None Resolution adopted

Resolution 88-2018 to approve expenditure of \$3,300.00 for new town website as per the REVIZE Web Services Sales Agreement.

Offered by Councilwoman Haber and seconded by Councilman Weldon

VOTE

AYE: Lull, Balcom, Haber, Wapner, Weldon NAY: None Resolution adopted

Councilman Wapner asked if Supervisor Lull or anyone else on the Board had received questions or comments on the new Zoning Code. No one has gotten anything except for Councilman Balcom who spoke to Rick Werweiss regarding hamlets and the zoning map

PUBLIC COMMENT

On a motion by Councilman Weldon and second by Councilman Wapner the meeting adjourned at 7:05.
Motion carried

Respectfully submitted by,
Beth Anne Rippel, RMC
Town Clerk