

Work Session Agenda

TOWN OF WALLKILL
DATE: 6/8/2022

WORK SESSION
TIME: 7:00pm

Topics:

- Town of Wallkill Parade 9/17/22 - Vendor Application
- Town of Wallkill Parade 9/17/22 – Event Proposal
- Approve Warrants

Resolutions:

1. Resolution - Authorize Town Supervisor to Execute Agreement for the 2022 Orange County Youth Bureau Grant Program
2. Resolution - Authorize Supervisor to Execute Agreement with Orange County to utilize vehicle in Town's Dial-A-Bus Program
3. Resolution – Appoint Seasonal Employees for The Town of Wallkill Parks Department
4. Resolution - Appoint Full-Time Clerk in Building Department
5. Resolution - Accept BID for Asbestos Survey for Town Owned Property & Buildings
6. Resolution – Authorize Supervisor to execute agreement to establish Sick Leave Bank for member of Assessor's Department
7. Resolution - Budget Amendments

Executive Session:

Motion to Adjourn:

Resolution No. : ___ of 2022

**THE TOWN OF WALLKILL
TOWN BOARD**

ROLL CALL VOTE

Names	Ayes	Noes	Abstain	Absent
<i>Councilman</i> Mr. Coyne				
<i>Councilman</i> Mr. Valentin				
<i>Councilman</i> Mr. Meyer				
<i>Councilman</i> Mr. Johnson				
<i>Supervisor</i> Mr. Serrano				
TOTAL				

The following was presented

By: _____

Sec'd by: _____

Date of Adoption: _____

**RESOLUTION OF THE TOWN BOARD OF THE TOWN OF WALLKILL
AUTHORIZING THE TOWN SUPERVISOR TO EXECUTE AN AGREEMENT WITH
THE COUNTY OF ORANGE FOR THE 2022 ORANGE COUNTY YOUTH BUREAU
GRANT PROGRAM**

WHEREAS, the County of Orange has awarded funding to the Town of Wallkill Police Department in the amount of \$9,620.00 to operate the Town of Wallkill Police Youth Coalition Program, which provides a positive environment for Town youth; and

WHEREAS, in order to obtain the required funding, the County of Orange requires that the Town execute an agreement under which the Town would be required to utilize said funds as indicated above; and

WHEREAS, the Town Board of the Town of Wallkill believes it is in the best interest of the Town of Wallkill to authorize the Supervisor to execute the aforesaid agreement,

NOW, THEREFORE, IT IS HEREBY

RESOLVED that the Town Board of the Town of Wallkill hereby authorizes and directs the Town Supervisor to execute and submit the annexed grant contract with the County of Orange to operate the Town of Wallkill Police Youth Coalition Program to effectuate said funding, subject to the approval of the Town Attorney.

Resolution No. : ___ of 2022

ROLL CALL VOTE

**THE TOWN OF WALLKILL
TOWN BOARD**

The following was presented

By: _____

Sec'd by: _____

Date of Adoption: _____

Names	Ayes	Noes	Abstain	Absent
<i>Councilman</i> Mr. Coyne				
<i>Councilman</i> Mr. Valentin				
<i>Councilman</i> Mr. Meyer				
<i>Councilman</i> Mr. Johnson				
<i>Supervisor</i> Mr. Serrano				
TOTAL				

**RESOLUTION OF THE TOWN BOARD OF THE TOWN OF WALLKILL
AUTHORIZING THE TOWN SUPERVISOR TO EXECUTE A LEASE AGREEMENT
WITH ORANGE COUNTY WITH RESPECT TO A VEHICLE TO BE UTILIZED IN
THE TOWN'S DIAL-A-BUS PROGRAM**

WHEREAS, the County of Orange has made available to the Town of Wallkill two new 2023 passenger buses to be used in the Town's Dial-A-Bus program; and

WHEREAS, in order to accept the buses, which are owned by Orange County, it is necessary for the Town of Wallkill to execute a certain lease, which shall require the Town to contribute grant matching funds of ten percent (10%) of the total cost of said buses in accordance with the voucher presented by Orange County annexed hereto as Exhibit "A" in the total amount of \$16,740.77, with the Town remaining responsible for fuel, insurance, maintenance and repair costs; and

WHEREAS, the Town Board of the Town of Wallkill believes it is in the best interest of the Town of Wallkill to authorize the Town Supervisor to take all steps necessary to acquire the subject buses from the County of Orange,

NOW, THEREFORE, IT IS HEREBY

RESOLVED by the Town Board of the Town of Wallkill that the Town Supervisor is hereby authorized and directed to accept the two subject 2023 buses from the County of Orange and execute all documents to effectuate the acceptance of the bus, including, but not limited to, the lease agreement with the County of Orange, a copy of which is annexed hereto, subject to the approval of the Town Attorney; and it further

RESOLVED, that this resolution supercedes and replaces Resolution No. ___ adopted by the Town Board on May 18, 2022 with respect to the acquisition of the aforementioned two buses.

Resolution No. : of 2022

**THE TOWN OF WALLKILL
TOWN BOARD**

ROLL CALL VOTE

The following was presented
By
Sec'd by
Date of Adoption

Names	Ayes	Noes	Abstain	Absent
<i>Councilman</i> Mr. Coyne				
<i>Deputy Supervisor</i> Mr. Valentin				
<i>Councilman</i> Mr. Meyer				
<i>Councilman</i> Mr. Johnson				
<i>Supervisor</i> Mr. Serrano				
TOTAL				

**RESOLUTION OF THE TOWN BOARD OF THE TOWN OF WALLKILL
APPOINTING SEASONAL EMPLOYEES FOR THE TOWN OF WALLKILL
PARKS DEPARTMENT**

WHEREAS, the Town Board has determined that there is a need to hire a seasonal employee for the Parks Department in order to provide for the efficient operation of said department; and

WHEREAS, in the opinion of the Town Board, Kyle Salte fulfills the requirements of knowledge, skill, and experience for the seasonal positions; and

NOW, THEREFORE, BE IT HEREBY

RESOLVED, that the Town Board of the Town of Wallkill hereby appoints Kyle Salte to the position of seasonal employee in the Parks Department at the rate of \$18.00 per hour, effective no earlier than June 13, 2022.

Resolution No. : ___ of 2022

ROLL CALL VOTE

**THE TOWN OF WALLKILL
TOWN BOARD**

The following was presented

By: _____

Sec'd by: _____

Date of Adoption: _____

Names	Ayes	Noes	Abstain	Absent
<i>Councilman</i> Mr. Coyne				
<i>Councilman</i> Mr. Valentin				
<i>Councilman</i> Mr. Meyer				
<i>Councilman</i> Mr. Johnson				
<i>Supervisor</i> Mr. Serrano				
TOTAL				

**RESOLUTION OF THE TOWN BOARD OF THE TOWN OF WALLKILL
APPOINTING A PERSON TO THE POSITION OF FULL-TIME CLERK
IN THE BUILDING DEPARTMENT**

WHEREAS, there exists a vacancy in the Town of Wallkill for a full-time Clerk in the Office of the Town Building Department; and

WHEREAS, Kimberly Conner fulfills the civil service requirements of knowledge, skills, and experience for the full-time Clerk position; and

WHEREAS, the Town of Wallkill has a need for a full-time Clerks for the efficient and cost-effective functioning of the Building Department; and

WHEREAS, it is the opinion of the Town Board that the aforesaid person is qualified to fill said position;

NOW, THEREFORE, BE IT HEREBY

RESOLVED, that the Town Board of the Town of Wallkill hereby appoints **Kimberly Conner** to the position of full-time Clerk to serve in said capacity in the Office of the Town Building Department at a salary of \$33,742.80, effective as of July 5, 2022 pending receipt of a satisfactory background check and provided that all appropriate documentation is submitted and accepted by the Orange County Department of Human Resources-Civil Service Department.

**THE TOWN OF WALLKILL
TOWN BOARD**

ROLL CALL VOTE

The following was presented

By: _____

Sec'd by: _____

Date of Adoption: _____

Names	Ayes	Noes	Abstain	Absent
<i>Councilman</i> Mr. Coyne				
<i>Councilman</i> Mr. Valentin				
<i>Councilman</i> Mr. Meyer				
<i>Councilman</i> Mr. Johnson				
<i>Supervisor</i> Mr. Serrano				
TOTAL				

**RESOLUTION OF THE TOWN BOARD OF THE TOWN OF WALLKILL
AUTHORIZING THE SUPERVISOR TO ACCEPT A BID FOR ASBESTOS SURVEY
FOR TOWN OWNED PROPERTY AND BUILDINGS**

WHEREAS, the Town Board of the Town of Wallkill is in need of contractors to provide asbestos surveys for Town owned property and buildings; and

WHEREAS, the Town is required under New York State Law to award such contract to the lowest responsible bidders; and

WHEREAS, bids to provide asbestos survey for Town owned property and buildings to the Town were solicited, opened and reviewed on June 6, 2022; and

WHEREAS, the lowest responsible bidders have been identified,

NOW, THEREFORE, LET IT BE HEREBY

RESOLVED, that the Town Board hereby authorizes and directs the Town of Wallkill Supervisor, or his designee, to accept the bid for asbestos survey for Town owned property and buildings from CT Male Associates Engineering, 12 Raymond Avenue, Poughkeepsie, NY 12603; and it is further,

RESOLVED, that the Town Supervisor, or his designee, is hereby authorized to execute any and all documents to effectuate acceptance of said bids, subject to the approval of the Town Attorney.

Resolution No. :__ of 2022

ROLL CALL VOTE

**THE TOWN OF WALLKILL
TOWN BOARD**

The following was presented

By: _____

Sec'd by: _____

Date of Adoption: _____

Names	Ayes	Noes	Abstain	Absent
<i>Councilman</i> Mr. Coyne				
<i>Councilman</i> Mr. Valentin				
<i>Councilman</i> Mr. Meyer				
<i>Councilman</i> Mr. Johnson				
<i>Supervisor</i> Mr. Serrano				
TOTAL				

**RESOLUTION OF THE TOWN BOARD OF THE TOWN OF WALLKILL
AUTHORIZING THE TOWN SUPERVISOR TO EXECUTE
A MEMORANDUM OF AGREEMENT WITH RESPECT TO ESTABLISHING A SICK
LEAVE BANK FOR A MEMBER OF THE ASSESSOR’S DEPARTMENT**

WHEREAS, an employee of the Town of Wallkill Assessor’s Department has a non-work-related illness, has exhausted her accrued leave time and is expected to be out on leave for an additional period of time; and

WHEREAS, a particular employee has requested that the Town consent to the establishment of a “sick bank” for said employee in order for other Town employees to donate some of their accumulated sick time to the ill employee, and the Town Board is amenable to said request,

NOW, THEREFORE, IT IS HEREBY

RESOLVED that the Town Board of the Town of Wallkill hereby authorizes the Town Supervisor, or his designee, to execute a sick bank agreement with a specific ill employee who works in the Town Assessor’s Department, subject to review of said agreement by the Town Attorney.

**THE TOWN OF WALLKILL
TOWN BOARD**

ROLL CALL VOTE

Names	Ayes	Noes	Abstain	Absent
<i>Councilman</i> Mr. Coyne				
<i>Councilman</i> Mr. Valentin				
<i>Councilman</i> Mr. Meyer				
<i>Councilman</i> Mr. Johnson				
<i>Supervisor</i> Mr. Serrano				
TOTAL				

The following was presented:

By:

Sec'd by:

Date of Adoption:

**RESOLUTION OF THE TOWN BOARD OF THE TOWN OF WALLKILL
AUTHORIZING THE TRANSFER OF FUNDS**

IT IS HEREBY RESOLVED, that the Town Board hereby authorizes and directs the Town Comptroller to transfer funds with respect to the 2022 Town Budget as follows:

1) GENERAL FUND

	Account:	Description:	Debit (From):	Credit (To):
From:	A080-1	Celebrations	200.00	
To:	A7550.4826	Earth Day Cleanup		200.00

This entry is utilizing donations for Celebrations to fund expenses for Earth Day cleanup.

2) GENERAL FUND

	Account:	Description:	Debit (From):	Credit (To):
From:	A5990	General Fund Balance	15,500.00	
To:	A1625.428	Dial-A-Bus Garage Propane		1,500.00
To:	A7021.428	Boys & Girls Club Propane		14,000.00

This entry is utilizing fund balance to cover large, unexpected increases in fuel costs.

3) GENERAL FUND

	Account:	Description:	Debit (From):	Credit (To):
From:	A5990	General Fund Balance	22,201.00	
To:	A1320.441	Audit Fees		22,201.00

This entry is utilizing fund balance to cover the final cost of the audit for the year ended December 31, 2021.

4) GENERAL FUND

	Account:	Description:	Debit (From):	Credit (To):
From:	A5990	General Fund Balance	24,000.00	
To:	A1621.4616	Community Center Building Repairs		7,000.00
To:	A1623.4616	Building A Repairs		17,000.00

This entry is utilizing fund balance to cover the additional expenses for building repairs for the year. There have been unexpected HVAC repairs in both town buildings this year. The town also purchased automatic door openers for Building A.

5) HIGHWAY FUND

	Account:	Description:	Debit (From):	Credit (To):
From:	DA5990	Highway Fund Balance	36,000.00	
To:	DA5132.428	DPW Propane		36,000.00

This entry is utilizing fund balance to cover large, unexpected increases in fuel costs.

6) HIGHWAY FUND

	Account:	Description:	Debit (From):	Credit (To):
From:	DA5112.4622	Highway Blacktop Paving	150,000.00	
To:	DA5112.463	Highway Gasoline		150,000.00

This entry is to correct the amendment passed on 6/1/22, #108 of 2022, that transferred \$150,000 from Highway Fund Balance to Blacktop Paving instead of Gasoline.

7) WATER FUND

	Account:	Description:	Debit (From):	Credit (To):
Db:	SWA391	Due from Other Funds	25,000.00	
Cr:	SWA201	Cons. Water Fund Investment		25,000.00
Db:	HWM201	Capital Water Meter Project Inv. Cash	25,000.00	
Cr:	HWM630	Due to Other Funds		25,000.00

This journal entry transfers funds from the Consolidated Water Fund Investment account to temporarily fund the Capital Water Meter Replacement Project engineering expenses, pending the issuance of bond anticipation notes. The Consolidated Water Fund Investment account (SWA201) balance is approximately \$3.5 million.