

*******DRAFT*******

The Town of Forestburgh Town Board held their regular monthly meeting on **Thursday, June 7, 2012** at the town hall.

Supervisor Sipos called the meeting to order at 7:00 p.m.

Roll Call: Present – William B. Sipos, Supervisor
Eugene D. Raponi, Councilman
John W. Galligan, Councilman
Susan Parks-Landis, Councilwoman
Michael Creegan, Councilman

Absent – None

Recording
Secretary – Joanne K. Nagoda, Town Clerk

Others
Present – William D. Bavoso, Attorney for the Town
Dan Hogue, Jr., Highway Superintendent

Supervisor Sipos introduced Mr. Jonathan Falk of Virtual Towns and Schools who would like to do the towns website. The town board has already seen this presentation at our meeting for planning matters last month, since it's more appropriate to do it during the town board meeting, we have asked Mr. Falk back. Mr. Falk stated that they are website designers and hosts for the municipal and school market. He gave a brief background of the company. One of the reasons that they are well received in the municipal market is the available options beyond their standard web design that offer municipalities limitless options for their website. You are not limited and as your needs and budget may grow, you can expand as well. Our system is what's known as "CMS" or content management system, that is what allows anyone who has password can go in and update the website from their computer or any internet connected device. There have been changes to the open meetings law, for example, the clerk can go in and update the system and it will be instantaneous. What you, the constituents will find is that the website will be attractive, well organized and quick access to core information. We like to follow a "two click rule" we feel that you should find what you are looking for in two clicks otherwise you'll leave the website. Back to the CMS systems, anyone who can use a word processing program and e-mail can use our system to update it. There is no coding, no special knowledge or training, it's that simple. Mr. Falk then showed various options and design options and demonstrated how the system is linked to the information you are looking for. Mr. Falk then demonstrated the "urgent news banner" for information that is time sensitive or urgent, when you need it it's there, when you don't it's gone. There is a news and events column, there are unlimited calendars available. Mr. Falk demonstrated other areas of the website design and options available to the town. Susan Hawvermale asked who exactly owns the site? Mr. Falk replied the town owns the site and the content, but it is hosted on our server. Our server is located in a bomb-proof and flood proof facility, and last year during Hurricane Irene, none of our sites went down. Ms. Hawvermale then asked that if they decide to change servers, all of this goes with the town to the new server. Mr. Falk replied yes, if in a year or two the town decides to switch to a new vendor, we will work with them to transfer all of the data. Dan Hogue, Sr. – how much is this whole thing going to cost? Mr. Falk stated there are two proposals before the town, one is for, it is a three step process to get the website up and going, the first step is to have a design meeting. The second step is what we call the requirements analysis meeting, that is where we talk to the department heads about what they need on the website, lastly is the training of those who will be responsible for placing the information on the site. So, the two proposals are one, for me to come down and have all of these meetings here, we break up the cost into three yearly payments, for me to come down would be \$1,831. For the design and development fee for three years and \$2,250.00 a year for support and hosting. To do it online it's a little different, it's a combined cost of \$2,295 a year for three years and then \$1,995 a year after that. Dan Hogue Sr. stated that the bottom line is about four grand a year. Mr. Falk stated \$2,295 a year if I don't come here and if after the first year the town is happy, then we are done. We do have a 95 percent retention rate. If the town is not happy and cancels, we don't bill the other two years. Support is unlimited, we have a live call center that is our people, it's not another company, this is all they do. Susan Hawvermale asked where the call center is. Mr. Falk responded at their home office in Maynard,

MA. Dan Hogue Sr. – we have a problem in this area, it's called the internet, a lot of people don't have computers and internet service here is mainly done by Time Warner, you're saying within two minutes it will be on my screen, some mornings it takes ten minutes to get the internet to come up. Mr. Falk stated that the information would be on the website in two minutes, how long it takes to get to you is beyond our control. We do take that into account during our design phase, in an area with a lot of dial up, we try to not make it graphic heavy. We also break large items into smaller ones to help with the download time. Dan Hogue, Jr. – what's your billing cycle? January or when we open the website? Mr. Falk replied the way the contract is structured, once the contract is signed, fifty percent is billed, the other fifty percent is billed upon design approval, but that is just the design & development fee. The hosting fee is billed after we go live. Dan Hogue, Jr. – so if we went with this we would be billed say, July of every year? Or would it become a January bill every year? Mr. Falk stated that the town has the option, we normally go from whatever the go live date is and go yearly from that, but if the town says it's better for them to match fiscal year, then we would pro-rate it and match up with the fiscal year from there. Mr. Falk continued to highlight items such as volunteer forms, signing up for e-mail news and outlining the interactive features of the website. Dan Hogue, Jr. – One thing I want the board to be aware of, and I'm sure Attorney Bavoso will back me, on the online complaint forms, there are deadlines for complaints and the town must respond to that, somebody would have to constantly monitor, should somebody report a hazard ... Supervisor Sipos stated that when we started this website under Supervisor Galligan we opted out of that whole part. Councilman Galligan asked how great is the responsibility, we have to respond and a responsibility to act. Attorney Bavoso suggested the board discuss this. Dan Hogue, Jr. – this isn't an avenue for somebody to report a tree blocking a road, because somebody might not look at it for six or eight hours – it could sit there and impede traffic. I think 911 would be the avenue for that, if the town decides to go with it. Or put on there to call 911 in an event like that, there is a liability issue here. Mr. Falk stated this is all optional, what you put on there for people to respond to is entirely up to you. We have even patented “best practices” that we pre-load into your website, as we've done this so long, we know basically what paperwork say, the building department needs to have out there, versus the town clerk or the assessor's office. We put it on there. We also offer traffic statistics, which is helpful to see where and if people are dropping off the website, can we improve them finding the information they are looking for. Councilman Galligan asked if we can put all of our codes and zoning and subdivision regulations on the site. Mr. Falk responded absolutely, we work closely with General Code, they are the biggest and the best in New York and the majority of our sites use General Code, that is no problem. Dan Hogue, Sr. – what's the smallest community you serve? Mr. Falk responded company wide, probably four to five hundred residents. There are some pretty small villages/towns in New Hampshire that we serve. In New York, Cairo isn't all that big. Charlton, in today's world, almost every municipality has a website. The question is, what is the quality of that site. What can the town do with it and how quickly can you get information out, especially if you are dealing with a third party webmaster and you lose control over when it's going to get posted. This way the control is all within the town hall or any web enabled device. For example, if there is a blizzard and the town hall is closed, no one has to get to the town hall to put the emergency/urgent banner up. You can just log in from home and post that the town hall is closed due to the blizzard. Carl Amaditz – so the town clerk is going to be responsible for all of the updating and maintain of the website? And how do you control it if she's on vacation of something? How many people do you open it to? Mr. Falk replied that the system is password protected, so only those with a password can make any changes. There are only two, possibly three passwords, it's up to the board to decide who gets one, I know the clerk will be one. The clerk is already doing the work, it's just that she is sending it out to a third party. This way instead of sending it out somewhere, it's not going to take any more time, it will just be updated quicker. There is also an audit trail, so if somebody does something that someone doesn't like, we can tell you what password was used and who that password was assigned too. Dan Hogue, Sr. – if you do this are you going to discontinue the newsletter? Supervisor Sipos stated that the bookkeeper and town clerk have done the math. Clerk Nagoda stated currently we mail out four hundred and twenty three newsletters once a month at forty five cents each, equaling \$2,284.20 just on postage, that does not include the time to write it, print it, the paper and toner to print it and the time to assemble it. We estimate three thousand dollars a year to do the newsletter and that doesn't include what we are currently paying our webmaster, which is \$480.00 a year. We think if we use the three month “design and development” time to get the word out that newsletter is being discontinued, we could advertise to have a list of those who must have the newsletter mailed. Dan Hogue, Sr. asked how many people currently get the newsletter by e-mail. Approximately 20-30 was the response. It was also noted how many calls and comments were received about the current website being bad/incorrect and then taken down. Carl Amaditz asked if he would be able to get an e-mail informing him that changes/newsletters have been made to the website? Mr. Falk replied absolutely, one of the standard options is a permission based, (i.e. you would have to sign up to request it) you would opt in and when any changes occur on the website you would receive an e-mail notification. Dan Hogue Sr. asked if they would sell our e-mail addresses to other companies. Mr. Falk replied absolutely not and it's illegal. Councilman

Creegan asked if we could make changes along the way if we liked the way one thing is working and not another, and Mr. Falk replied of course. Dan Hogue, Sr. asked what we currently pay our webmaster, forty dollars a month was the reply. Susan Hawvermale asked who would work on this for the design and the content? Supervisor Sipos replied that we have not gotten that far yet. Discussion was held with regard to how many residents have cable or satellite or are still on dial up. The board thanked Mr. Falk for his presentation and time.

PUBLIC COMMENT – None.

REPORTS –

Supervisor Sipos submitted the financial report for the month of May, 2012.

Justices Carroll and Gunther submitted a report of justice court fines and activity for the month of May, 2012.

Town Clerk, Joanne Nagoda submitted a report of clerk fees and activity for May 2012, and a final year end close report of funds turned over to the town for tax collection.

MINUTES – Town Clerk, Joanne Nagoda submitted minutes of the regular town board meeting of May 2, 2012 and the town board meeting for planning matters of May 21, 2012 for review. Highway Superintendent Hogue stated that the minutes of May 2 say we are not collecting any steel or metal for clean up. The reason for that is the town has no policy on scrap metal. Then on May 21, I was not here for that meeting, but I did get the quotes for clean up, it says here that Thompson Sanitation quoted \$160.00 per container and if we collected metal they would have paid us two hundred, their quote said they would credit the town's account two hundred dollars per ton. It also says the town board accepted the quote of \$140.00 per container, it was actually \$145.00. **MOTION** by Councilman Creegan, seconded by Councilman Galligan to accept the minutes with the noted corrections. Vote: 5 ayes – 0 nays. Motion carried.

GENERAL FUND VOUCHERS - #120 – 153 in the sum of \$10,043.05 as set forth in abstract # 6 were audited for payment. **MOTION** by Councilman Galligan, seconded by Councilman Raponi to pay the general fund vouchers. Councilwoman Landis abstained as there is a voucher for Evelyn Parks. Vote: 4 ayes – 0 nays. Motion carried.

HIGHWAY FUND VOUCHERS - # 75 – 98 in the sum of \$19,056.63 as set forth in abstract # 5 were reviewed. **MOTION** by Councilman Galligan, seconded by Councilwoman Landis to accept the highway fund vouchers. Vote: 5 ayes – 0 nays. Motion carried.

ESCROW FUND VOUCHERS - # 17 in the sum of \$132.50 as set forth in abstract # 6 were audited for payment. **MOTION** by Councilman Creegan, seconded by Councilwoman Landis to pay the escrow fund voucher. Vote: 5 ayes – 0 nays. Motion carried.

COMMUNICATIONS – Town Clerk, Joanne Nagoda read a letter from Hedy & Rick Scopino of Burns Road questioning who will be responsible for the injury or death on Burns Road, will it be the tax free New Jersey Boy Scouts or the Town of Forestburgh? Burns Road is a one lane, narrow, seasonal road which is kept as an emergency exit for those on Burns Road and Galligan Road, when the road is opened, it becomes a busy road for the locals and their families. Camp Turrell gives instructions to use Burns Road instead of Galligan Road for their arrivals. I live at the bottom of Burns Road and am waiting for someone to lose control and end up in my house or go off the cliff. Last weekend a charter bus came down this road, knowing how long it takes for a bus to stop, what happens when a car is going up at the same time. I have had a bus start up with cars behind it and they all had to back down, some turning around on our land. This is not acceptable. The sign needs to be moved past Burns Road and the 1,500 foot sign did not help. This does not stop the scouts or a very large box truck from using it. The wires for electric are all across this road and have almost been ripped out by these trucks. The lines supply not only us but all of Galligan Road. I am asking for something to be done before something bad happens. Supervisor Sipos stated that what is probably contributing to this is the use of a GPS system which will find the shortest route. Maybe we can get signs “no buses/trucks”. Superintendent Hogue stated he was not sure if you could restrict a public access road, without just cause, such as weight. It is a town road it is a tax funded road, I don't know if the town can legally restrict it. Mrs. Scopino stated you see signs all over, no longer than, no wider than, kids at play why can't we? Councilman Galligan asked if we could make it one way or restrict it somehow. Superintendent Hogue stated it's a town road, its

our responsibility, nothing with the county. Supervisor Sipos asked Attorney Bavoso for our options, who replied basically what the highway superintendent recommends to you is the best possible option. Superintendent Hogue stated that he would check in the manual and see if there is something. We spent over \$300,000 to improve that road after the floods, it's a public road with public tax dollars and it's hard to restrict access on the roads, it's illegal. Mrs. Scopino added that there are kids who walk that road for the school bus, there are kids on quads, and it takes a long time to stop a bus. Superintendent Hogue stated that he would check and see what we can do. Discussion was held on other options such as making the road a one way, putting a timed light, and other possible options.

UNFINISHED BUSINESS

WEBSITE – VIRTUAL TOWNS AND SCHOOLS – Supervisor Sipos stated there is a lot to consider here and good points were brought out tonight. Discussion was held on the problems with the current website, seeing how many are still on dial up, how many would still need to get the newsletter in print, difficulties in mailing and time of arrivals. Supervisor Sipos suggested putting it in the newsletter to see how many are willing to give up the newsletter. Let's see what kind of response we get for the July meeting. Matter tabled.

ROAD NAME – Clerk Nagoda stated that she has received nothing on this matter. She contacted Mr. Carbone and informed him that he needed to provide written approvals from the other property owners on that road for the board to consider his request and nothing has been received. Councilman Galligan stated that he had checked with the 911 office in the real property tax office and there had been discussion quite some time ago on this, but nothing recently. The board will wait and see if anything is received in July. Matter tabled.

SENIOR OF THE YEAR – CARL AMADITZ – Supervisor Sipos requested the clerk read the resolution for the senior of the year.

RESOLUTION OF THE TOWN OF FORESTBURGH NAMING CARL AMADITZ AS THE 2012 SENIOR OF THE YEAR

WHEREAS, the Town of Forestburgh honors a senior resident of the Town every year as the Senior of the Year; and

WHEREAS, the Senior of the Year for 2012 has demonstrated dedication and commitment to the Town of Forestburgh through service to his Town and its residents; and

WHEREAS, the Senior of the year for 2012 has been the Tax Preparer for Seniors through the Cornell Cooperative for 3 years; and

WHEREAS, the Senior of the year for 2012 has served as part of the Retired Senior Volunteer Program; and

WHEREAS, the Senior of the year for 2012 previously served as President of Forestburgh Fire Company #1; and

WHEREAS, the Senior of the year for 2012 continues to serve as the Chairman of the Zoning Board of Appeals for the Town of Forestburgh; and

WHEREAS, the Senior of the year for 2012 continues to serve as the Chairman of the Board of Assessment Review for the Town of Forestburgh; and

WHEREAS, the Senior of the year for 2012 continues to serve as the Chairman of the New York Interstate Law Enforcement Association; and

WHEREAS, the Senior of the year for 2012 serves as a member and officer of the Sullivan County Shields; and

WHEREAS, the Senior of the year for 2012 continues to serve as the Secretary of the Board of Trustees and is an Elder of the First Presbyterian Church of Port Jervis; and

WHEREAS, the Senior of the year for 2012 retired from service with the Federal Bureau of Investigation; and

WHEREAS, the Senior of the year for 2012 resides within the Town of Forestburgh with his wife, Paula, and his 2 sons, Ken and Michael who were raised in the Town,

NOW BE IT RESOLVED, that in appreciation and gratitude for his continued service to his community, the Town of Forestburgh, the County of Sullivan and beyond, the Town of Forestburgh hereby honors Carl Amaditz as its 2012 Senior of the year.

Supervisor Sipos presented Mr. Amaditz with a signed copy of the resolution and a plaque and congratulated him.

LOST LAKE RESORT – Supervisor Sipos stated that we have received a notice of complete application from the DEC on the Lost Lake project. Notice of complete application was published in the Environmental Notice Bulletin and the Sullivan County Democrat, technical review has begun and there is now a thirty day comment period. A decision will be reached within 90 days of this notice unless a public hearing is held which would delay the decision. Attorney Bavoso stated that we have asked the applicant to send us copies of all comments received and also their responses to those comments. Councilman Galligan asked when the 30 days start for the comment period. Attorney Bavoso replied whatever date the notice was published.

NEW BUSINESS

POOL – SUMMER RECREATION – Supervisor Sipos asked Clerk Nagoda for an update. All summer staff attended the mandatory CPR class at Monticello Fire Department. The pool was opened on Tuesday and an e-mail from camp director Chuck Vassallo to bring to the boards attention that we must replace the chlorine crocks before we have a hazard when one of them cracks. Request for quotes were mailed to all local pool companies and two prices were taken from the internet. For the fifty five gallon crocks that we have the two online prices were \$329.99 each, Wechsler was the only local vendor who responded and quoted us a price of \$107.00 each. Discussion was held due to questions about the proper size of the crocks to fit our containers, the difference in price between the quotes. MOTION by Councilman Galligan, seconded by Councilwoman Landis to purchase two chlorine crocks not to exceed \$660.00. Vote: 5 ayes – 0 nays. Motion carried.

CARPETING/FLOOR CLEANING – Last year the board approved the cleaning company to come and shampoo the carpeting and strip and wax the floors. Due to a problem with ARC the floors never got done, should we have it done now or hold it over until the fall? MOTION by Councilman Raponi, seconded by Councilman Galligan to authorize ARC to shampoo the rugs and strip and wax the floors. Vote: 5 ayes – 0 nays. Motion carried.

DEC MEETING/NEVERSINK GORGE AND FISH HATCHERY – Supervisor Sipos stated that the DEC will hold a meeting here on Wednesday, June 13, 2012 at 6:00 p.m. to get public opinion on amendments to the Neversink Gorge and the Eden Brook Fish Hatchery.

AGRICULTURAL GRANT FUNDS – Back in 2009 former Supervisor Galligan in conjunction with the county department of planning applied for an agricultural and farming planning grant, funds have not been handed out since 2010, but the state has authorized further funding for this grant. We are still on this list for the funds. We would have to match funds in the amount of \$1,667.00. Councilman Galligan asked what would we have to do with these funds? It was explained that we would have to create an agricultural protection plan in our zoning. Discussion was held to use the funds for the completion of the re-writing of the zoning and subdivision regulations, Attorney Bavoso stated that the funds can't be used for that purpose. You would have to create a plan that is compatible with the agricultural protection plan that the county has and their comprehensive plan with the assistance of a professional planner and identify active and inactive farms and you need to do an analysis on the economic impact of the farms to the municipality along with programs and strategies to be implemented by the plan to promote continued agricultural use. It is specific to agricultural use in the town. Discussion was held by the board on the scope of work sounds more expensive than the grant, the amount of farms/agriculture in Forestburgh, the responsibility of completing all of the required documentation and analysis. MOTION by Councilman Galligan, seconded by Councilman Raponi to withdraw our application for the agricultural and farming grant. Vote: 5 ayes – 0 nays. Motion carried.

COMMITTEE REPORTS

Planning Board – We are currently working on the zoning codes, you can join us for that at our planning meetings. Furthermore, an e-mail from Chuck Voss of Barton & Logouidice and the outstanding invoice, they are willing to reduce the invoice by \$1,300. Councilman Galligan suggested that we sit down again with Mr. Voss, straighten out this issue with the bill and bring him back to finish this. Councilman Raponi agreed. Attorney Bavoso suggested that the board determine how much money they wish to spend, contact Mr. Voss and tell him let's wrap this up for "x" amount. Supervisor Sipos stated that for anyone who wasn't aware of how we got here, we had an original contract with Mr. Voss for \$25,000, we opted to not go any further with the document in January 2011, we voted to not take the presented contract at that time and to stop. At that time, we had a balance of \$1,200 on the original contract. No bill was received until October when an invoice in the amount of \$12,000 arrived. Sitting down with Mr. Voss and former Supervisor Galligan, there was some miscommunication, the contract was over extended, Mr. Voss went

back and sharpened his pencil, and now the question is what do we do at this point. Attorney Bavoso's suggestion is good, but we must find the money, as we did not budget for this. We didn't leave \$20,000 in the planning board to do this. The key is we have this document here, we don't wish to adopt it in its current form. We have to find a number and settle on it. We will continue to review it and keep each meeting limited to an hour. Councilman Creegan would like a price from Mr. Voss to finish. Attorney Bavoso offered to contact Mr. Voss and explain where we are and I will report back to the board.

Historian – report filed.

Building Inspector – report filed.

Seniors – Meeting on Monday, June 11, and lunch at Buona Fortuna on Thursday.

Green Committee – lights at the highway department.

Forestburgh Day – August 11, 2012 – There will be chicken, lobster tails and clams, antique fire apparatus, music by the Rausch Brothers, County Historian, John Conway, the summer theater will perform, the 5k run in the morning and hot dogs for lunch. We are looking for some other entertainment for the kids.

PUBLIC COMMENT –

Mary Ann Toomey – When are we going to get the TV hooked up? Supervisor Sipos stated he would look into it and I also have the signs to be put up outside also, for justice court and no smoking.

Richard Robbins – Has the 503C been set up for the benefit of the old town hall? Supervisor Sipos stated yes, but I don't know if it's complete.

Councilwoman Landis – I just want to thank everyone who came out and supported the plant exchange. It was a great success and we received \$25.00 in donations for Forestburgh Day. The leftover plants were donated to the master gardener program at Cornell Cooperative Extension. We also had a large hanging basket donated by Monticello Greenhouse which was raffled off and was won by Lynn Kotlarich.

ADJOURNMENT – MOTION by Councilwoman Landis to adjourn at 9:15 p.m.

Respectfully submitted,

Joanne K. Nagoda,
Town Clerk