

**REORGANIZATION MEETING, TOWN OF MOUNT HOPE, JANUARY 3, 2022**  
**www.townofmounthope.org**

*The reorganization meeting of the Town Board of the Town of Mount Hope was held at Town Hall on January 3, 2022 at 7:30pm with the following present: Supervisor Matthew Howell, Councilman Brian Carey, Councilman Jim Jennings, Councilman Chris Furman, Councilwoman Amanda Davis & Town Clerk Kathleen Myers.*

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**OFFICIALS PRESENT:** Highway Supt. Hassenmayer, Police Chief Rickard, Deputy Police Chief Maresca & Attorney D. Bavoso.

The meeting was called to order by Supervisor Howell following the Pledge of Allegiance at 7:30pm. He welcomed everyone to the 1<sup>st</sup> meeting of the year. He asked the Town Clerk to read the resolution for Conduct & Decorum.

**MOTION TO ADOPT THE TOWN BOARD MEETING PROCEDURES:**

MOTION offered Councilman Furman 2<sup>nd</sup> Councilman Carey that the Town Board hold regular meetings on the first and third Monday of each and every month at 7:30PM, at Town Hall, 1706 Route 211 West, Otisville, New York. If cancelled, notification will be given to the media and posted on the official signboard of the Town Clerk. Special meetings are to be called by the Town Supervisor and all Board Members will be notified by telephone, electronic mail, in person or by postal service by the Town Clerk at least twenty-four hours in advance of the meeting unless in the opinion of the Town Supervisor emergency conditions dictate the necessity of shorter notice. Agendas will be prepared by the Town Supervisor and Town Clerk no later than twenty-four hours prior to all meetings. Items can be added and deleted when needed. Minutes of the meetings will be prepared by the Town Clerk in accordance with the Open Meetings Law. When action is required, a motion, followed by a second, will be asked for by the Town Supervisor. A discussion can then be held and then each member will vote verbally on the issue (one vote per member). When required, the Town Board will be polled by the Town Clerk. If there is a dispute as to the form or priority of motions or other meeting procedural issues not set forth herein Roberts Rules of Order shall prevail, consistent with New York municipal law, with the Attorney for the Town acting as Parliamentarian. When all business is finalized, the meeting will be adjourned. Any deviation from these procedures must be determined by the Town Board.

**Roll call vote:**

Councilman Jennings – AYE  
Councilman Furman – AYE  
Supervisor Howell – AYE  
Councilman Carey – AYE  
Councilwoman Davis – AYE  
Motion carried/adopted.

**MOTION TO ADOPT PROCEDURES DURING PUBLIC COMMENT SEGMENT OF MEETINGS:**

MOTION offered Councilman Carey 2<sup>nd</sup> Councilman Furman to adopt the following procedures to be followed during the public comment segment of the meetings:

- a. The public may speak only during public comment or at any time the Town Board permits, for a period of three (3) minutes. Time cannot be yielded to other members of the public.
- b. Comments are to be made to the Town Board only, not other members of the public or individual Board members.
- c. Speakers will observe commonly accepted rules of courtesy, decorum, dignity and good taste when addressing the Board and making comments.
- d. Written communication will be accepted/presented to the Town Clerk.

Any deviation from these procedures must be determined by the Town Board.

**Roll call vote:**

Councilman Jennings – AYE  
Councilman Furman – AYE  
Supervisor Howell – AYE  
Councilman Carey – AYE  
Councilwoman Davis – AYE  
Motion carried/adopted.

**MOTION TO APPROVE PRIOR MEETING MINUTES:**

MOTION offered Councilwoman Davis 2<sup>nd</sup> Councilman Carey to approve the minutes from Dec. 20, 2021 as printed. All in favor: Davis, Carey, Howell, Jennings, Furman; carried.

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**CORRESPONDENCE:**

1. 2022 Appointment List
2. 2022 Investment Policy
3. "2017" Procurement Policy to be re-affirmed for 2022
4. 2022 Committee list
5. STOP DWI resolution for 2022
6. (2)Resolutions from Assessor's office re: Authority to Grant Exemptions on the 2022 Town Assessment Roll
7. 2022 Library agreement with Port Jervis Free Library
8. 2021 completion of continuing education classes re: Joe Hosking & John Goldsmith
9. Fuel agreement received from Cornell on Dec 23, 2021
10. Letter from judges re: receipt book audit
11. Correspondence from Atty Plotsky re: Finchville Solar LLC
12. Qualifications from Pitingaro & Doetsch re: re-appointment for 2022
13. Letter of request to surplus & dispose of equipment from Police Chief Rickard

**BOARD REPORTS:**

**Councilman Jennings** reported the village meeting will be January 6 @7pm. Planning Board will meet on the 17<sup>th</sup> at 7pm.

**Councilman Furman** had no report but stated that he's proud to be sitting with Matt & Amanda. He is looking forward to the progress of the town.

**Councilman Carey** reported that he and Amanda will be working on the audit of the receipt books over this weekend.

**Councilwoman Davis** – no report.

**Supervisor Howell:** we've been working for a couple months, closing in on 5 months, to upgrade the HVAC system at the police/senior center buildings. We were notified from the engineering firm today that the bid packet has been completed and will be brought to us so we can start the bid process then subsequently start the upgrade work to that building.

**HIGHWAY DEPARTMENT:**

Supt. Hassenmayer reported he did an inspection of the generator at the senior center/police station building. The exhaust system is completely rotted out. He has prices/estimates to re-do it. Looks like about \$2100. He would like to have that approved before he orders parts. Supervisor Howell: our employees will cover the labor of that? Supt. Hassenmayer: yes. Councilman Carey: is that something we were planning on or talked about replacing this year, 2022? Supt. Hassenmayer: it was a thought, yes. Councilman Carey: I think with some of the money we got from COVID – I thought we talked about replacing – we're doing the one at the youth center – possibly doing something in 2022 with that money. Supervisor Howell: correct, one of our workshop meetings was one of the recommendations as a long term.... Chief Rickard: it's old and Mike has made repairs in the past & he's not been able to get parts for it. It's working but we're gonna have to plan on in the future....Supt. Hassenmayer: replacement is about \$30,000. Councilman Carey: \$2100 doesn't sound too bad as compared to \$30,000. Supervisor Howell asked if the board had any problems with h'way supt. making necessary repairs to keep that unit operational until we can replace it. Councilman Furman: my fear is (inaudible) running improperly.

Supt. Hassenmayer: most of you know Joseph Krawcyk – he was our summer helper for the last 2 years. You also know that we have an opening the last 2 years in the highway department. My recommendation would be we offer it to Joseph with the stipulation (attorney will write) that he attains a CDL license within 18 months at his cost. The new law with CDL license as of February 1<sup>st</sup> is he will have to go through professional training which I think is a good thing for us. I talked to him. He is onboard with it. I would like your approval tonight for Joseph pending a stipulation agreement and drug testing that has to be done beforehand. Councilman Carey: what exactly will he be doing? Supt. Hassenmayer: if we hire him now through the winter, he will be maintaining this area, the parking lot, helping out with intersections with the small truck. We currently have 4 trucks we plow with that don't require CDL so he could fill in with any of those 4. In the summer, he'll probably be working with a new summer helper to maintain the parks and grounds which is a full-time job itself. That's my plans for him in the immediate future. I know at budget time we talked about somebody to take care of buildings. That would be Chris Santos – I have him working with Joseph the last 2 summers at the parks. I'd like to move him up in to that role. Supervisor Howells asked for any further questions.

**MOTION TO AUTHORIZE HIGHWAY SUPT. TO MAKE GENERATOR REPAIRS:**

MOTION offered Councilman Jennings 2<sup>nd</sup> Councilman Furman to authorize the highway supt. to make the generator repairs for a cost of \$2100.00. All in favor: Davis, Carey, Howell, Furman, Jennings; carried.

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**MOTION TO HIRE JOSEPH KRAWCYK AS HIGHWAY WORKER:**

MOTION offered Councilman Carey 2<sup>nd</sup> Councilman Furman to hire Joseph Krawcyk, fulltime effective January 10, 2022, to a highway department position pending the signed stipulation agreement as outlined by the highway supt. and the drug screening as required.  
All in favor: Davis, Carey, Howell, Furman, Jennings; carried.

**POLICE DEPARTMENT:**

Chief Rickard explained the surplus then destroy list. Mostly old computer equipment.  
Chief Rickard needs the resolution approved for the 2022 STOP DWI.  
He would like approval to send Manuel Medeiros to tactical training to be a use of force instructor, April 25-29, 2022, cost \$1078 (for training & accommodations), in Verona NY.  
There is one person out with COVD and is cleared to come back to work tomorrow.

**MOTION TO APPROVE TACTICAL TRAINING FOR OFFICER MANUEL MEDEIROS:**

MOTION offered Councilman Furman 2<sup>nd</sup> Councilwoman Davis to approve Police Officer Manuel Medeiros to go to Verona NY for NY Tactical Officers Assoc. Tactical training Use of Force conference April 25-29, 2022, cost \$1078.00 for training & accommodations.  
All in favor: Davis, Carey, Howell, Furman, Jennings; carried.

**MOTION TO APPROVE SURPLUS THEN DESTROY LIST FROM POLICE DEPARTMENT:**

MOTION offered Councilman Carey 2<sup>nd</sup> Councilman Furman to approve the list to surplus & destroy the following:  
Canon MG6120 Wifi Multi-function printer, K30312  
Dell Power Edge T310, Product # D884W A01 JSD2  
HP Intel Core i5, Serial # 2UA3091215  
HP Compaq Elite, Convertible Mini Tower serial #ZUA20109RZ  
HP Elite Desk 800 G1 Tower, serial #ZUA4221JHX.  
All in favor: Davis, Carey, Howell, Furman, Jennings; carried.

**MOTION TO AUTHORIZE POLICE CHIEF TO SIGN ORANGE COUNTY STOP DWI CONTRACTS FOR 2022:**

MOTION offered Councilman Furman 2<sup>nd</sup> Councilman Jennings to authorize Police Chief Rickard to sign the 2022 Orange County STOP DWI contracts. All in favor: Davis, Carey, Howell, Furman, Jennings; carried.

**VILLAGE OF OTISVILLE:**

Trustee Loeven welcomed Matt to his new position and she looks forward to working with him.

**MOTION TO ADOPT THE 2022 APPOINTMENT LIST:**

MOTION offered Councilman Furman 2<sup>nd</sup> Councilman Carey to adopt the 2022 Appointment List as amended. (list attached to these minutes)  
All in favor: Davis, Howell, Carey, Furman, Jennings; carried.

**MOTION TO APPOINT PITINGARO & DOESTCH CONSULTING ENGINEERS ON A TEMPORARY BASIS:**

MOTION offered Councilman Furman 2<sup>nd</sup> Councilman Carey to temporarily appoint Pitingaro & Doetsch Consulting Engineers as planning board engineers until further notice.  
All in favor: Davis, Howell, Carey, Furman, Jennings; carried.

**MOTION TO APPROVE THE 2022 INVESTMENT POLICY:**

MOTION offered Councilman Carey 2<sup>nd</sup> Councilwoman Davis to approve the 2022 Investment Policy as presented (policy attached to these minutes)  
All in favor: Howell, Carey, Davis, Jennings, ABSTAINED: Furman; motion carried.

**MOTION TO ACCEPT THE 2022 PROCUREMENT POLICY:**

MOTION offered Councilman Carey 2<sup>nd</sup> Councilman Furman to re-affirm the '2017' Procurement Policy as presented (policy attached to these minutes).  
All in favor: Howell, Carey, Davis, Jennings, Furman; carried.

**MOTION TO ACCEPT THE 2022 COMMITTEE LIST:**

MOTION offered Councilman Furman 2<sup>nd</sup> Councilman Carey to accept the 2022 Committee list as presented and attached to these minutes.  
All in favor: Davis, Howell, Carey, Furman, Jennings; carried.

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**RESOLUTION TO GIVE TOWN ASSESSOR AUTHORITY TO GRANT EXEMPTIONS ON THE 2022 TOWN ASSESSMENT ROLL #1:**

**MOTION** offered Councilman Jennings 2<sup>nd</sup> Councilman Furman that

**WHEREAS**, on December 26, 2021, Governor Kathy Hochul issued Executive Order No. 11, declaring a state disaster emergency for the entire State of New York due to the COVID-19 pandemic; and

**WHEREAS**, this State disaster emergency has resulted in limited hours in municipal offices in the Town of Mount Hope and rendered senior citizens and individuals with disabilities residing in Mount Hope homebound. These factors combined have made it difficult, if not impossible, for many in these populations to file their real property tax exemption applications in person and many, further, lack the ability to file such applications online; and

**WHEREAS**, in recognition of the above problems caused by the pandemic, Governor Hochul issued Executive Order No. 11.1 on December 26, 2021, thereby extending Executive Order No. 11. This extension of the Governor's Executive Order modifies subdivisions 7, 7-a and 8 of section 459-c of the Real Property Tax Law and subdivisions 5, 5-a, 5-b, 5-c and 6 of section 467 of the Real Property Tax Law, the effect of which permits the governing body of an assessing unit (i.e., the Town Board of the Town of Mount Hope) to adopt a Resolution directing the Assessor to grant exemptions on the 2022 assessment roll to all property owners who received such exemptions on the 2021 assessment roll (i.e., senior citizens and individuals with disabilities with limited income), thereby dispensing with the need for such persons to file renewal applications to request such exemptions, and further dispensing with the requirement that assessors mail renewal applications to such persons; and

**WHEREAS**, Executive Order 11.1 further allows the governing body of said assessing unit, in any such Resolution, at its option, to include procedures by which its Town Assessor may require a renewal application to be filed if he has reason to believe that an owner who qualified for the exemption on the 2021 assessment roll may have since changed his or her primary residence, added another owner to the deed, transferred the property to a new owner or died; and

**WHEREAS**, pursuant to said Executive Order, the Town Board of the Town of Mount Hope wishes to adopt such Resolution directing the Town Assessor of the Town of Mount Hope to grant exemptions on the 2022 assessment roll to all eligible senior citizens and individuals with disabilities with limited income, and granting the Town Assessor of the Town of Mount Hope the authority to require renewal applications for due cause, as discussed above, utilizing procedures outlined below;

**NOW THEREFORE, BE IT RESOLVED**, pursuant to the authority granted by Executive Order No. 11.1, issued by the Governor of the State of New York, that the Town Board of the Town of Mount Hope hereby directs the Town Assessor of the Town of Mount Hope to:

1. Grant exemptions on the 2022 assessment roll to all individuals who received the senior exemption on the 2021 assessment roll and all individuals who received the exemption on the 2021 assessment roll because they were recognized as a person with disabilities and limited income, thereby dispensing with the need for any such individuals to file renewal applications for such exemptions, except that;
2. The Town Assessor may, in his sole discretion, require a renewal application to be timely filed with his office if he has reason to believe that any such individual, who qualified for the aforementioned exemption on the 2021 assessment roll, may have since changed their primary residence, added another owner to the deed for the relevant property, transferred such property to a new owner or died. If the Town Assessor requires such renewal application be filed, he shall notify the owner of the subject property of such requirement by regular mail, with such notice shall containing instructions on how to file the renewal application. Said renewal application may be returned by mail or by making an appointment to drop same off at the Town Assessor's office, 1706 Route 211 West, Otisville, New York 10963.

**ROLL CALL:**

Councilman Jennings – AYE  
Councilman Furman – AYE  
Supervisor Howell – AYE  
Councilman Carey – AYE  
Councilwoman Davis – AYE;

**MOTION CARRIED.**

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**RESOLUTION TO GIVE THE TOWN ASSESSOR AUTHORITY TO GRANT EXEMPTIONS ON THE 2022 TOWN ASSESSMENT ROLL:**

**MOTION** offered Councilman Carey 2<sup>nd</sup> Councilwoman Davis that Hearing no objection, the Town Board of the Town of Mount Hope, pursuant to the authority granted by Executive Order No. 11.1, issued by the Governor of the State of New York, does hereby direct the Town Assessor of the Town of Mount Hope to grant exemptions on the 2022 assessment roll in accordance with the Resolution attached hereto.

**ROLL CALL:**

Councilman Jennings – AYE  
Councilman Furman – AYE  
Supervisor Howell – AYE  
Councilman Carey – AYE  
Councilwoman Davis – AYE;

**MOTION CARRIED.**

**2022 LIBRARY AGREEMENT DISCUSSION:**

Supervisor Howell: we have made several attempts to negotiate some changes or modifications to benefit us fiscally in terms of our card count or a cutoff date in terms of renewal. If someone comes in on December 30<sup>th</sup>, we pay full price for a card that's valid for 2 days. With those attempts, we were unsuccessful. The library will accept the contract if we approve it tonight for this calendar year. Attorney Bavoso: that's correct and it's the same contract as the board authorized signature on last year. Supervisor asked if there were further questions from the board.

**MOTION TO APPROVE 2022 AGREEMENT TO PROVIDE LIBRARY SERVICES BETWEEN THE PORT JERVIS FREE LIBRARY & THE TOWN OF MOUNT HOPE, ORANGE COUNTY, NY:**

**MOTION** offered Councilman Carey 2<sup>nd</sup> Councilman Furman to approve the 2022 Agreement to Provide Library Services Between Port Jervis Free Library and the Town of Mount Hope, Orange County NY and authorize the town supervisor to sign it. All in favor: Davis, Howell, Carey, Furman, Jennings; carried.

**DANGEROUS BUILDING SBL 10-1-46 – 1641 ROUTE 211 WEST:**

Supervisor Howell asked the building inspector for updates.

BI Musial passed out paperwork to board members. She explained the paper. It's a summary of all the violations that was sent to the attorney's office. It's a summary of what each of the violations said and what they were for. Basically, you should have the town engineer do an assessment and a report before you guys do your final determination as to what will be done. Supervisor Howell: what you gave us is a summary of the detailed email from about a week ago with the explanation for each of these items, correct? Musial: correct. Councilman Carey: did you walk on the property? Musial: the 1<sup>st</sup> violations listed there on 2-20-2020, yes, I did. And, the ones after that – no. I was specifically told I was not allowed on that property. Carey: the 8 unlicensed vehicles on the property as an example is just an evaluation from... Musial: basically, it's what I could see from the neighbor's property & the roadway. Same thing with the 4 unlicensed trailers and some of the structures. I've seen broken windows, the deck on the lefthand side of the house is kind of askew. I was telling Matt earlier that the roof line on the back of the house from what I could see is compromised and bowing. And areas that were previously noted as having holes that have had repairs made without a permit are dipping. It doesn't look as though anything structural was done. There may have been just a cosmetic type of repair. The rest are summarized very briefly. Supervisor asked the attorney: in terms of the order you had produced for the board, that order is pending a written report from the engineer, correct? Attorney: correct. Supervisor: called for a motion to approve the engineer to make & file the report with us at the town in procedure to file and finalize with the procedures produced by David and his office.

Attorney Bavoso: just so this board knows, as part of the process – generally speaking a town board can issue an order before having a public hearing. Generally speaking, a public hearing is an appeals situation as written in the code. With all things similar to this process matters and it was my opinion having the public hearing ahead of time was a good idea so we can get as much evidence on the record as we could. There's no time frame necessarily for the adoption of the order that needs to be met. It would have to be an appeal. It would have to be within 30 days of the closing of the public hearing. If the board wanted to wait on the report from the engineer before finally adopting the order, that's fine. Just so everybody knows, the order is set up so that when it's issued, work would have to begin within 30 days and completed within 60 days of the start of it. If either of those time frames is not met, then the town could take whatever steps they need to secure the building themselves or to take the building down.

**MOTION TO HAVE ENGINEER PRODUCE A REPORT AS REQUIRED BY THE PROCEEDINGS FOR SBL 10-1-46:**

**MOTION** offered Councilman Carey 2<sup>nd</sup> Councilwoman Davis to authorize the engineering firm produce a report as required by the proceedings. All in favor: Davis, Howell, Carey, Furman, Jennings; carried.

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**CREDIT CARD RECEIPTS:**

**Supervisor Howell** noted that he gave out paperwork that will go to all department heads for making credit card purchases for the town. In the past, there were discussions about receipts and accounting for purchases on the credit cards. We have some recurring purchases ie: police department has the professional car wash service. That's something we know comes in every month. There's no receipt for that. We need receipts to accompany purchases – in case we are audited by the state comptroller office or any government body, we need the documentation. I don't see there's an issue.

**PUBLIC COMMENT:**

**Alison Miller** asked for clarification from the last meeting in December for the motion to accept the retirement of Joe Hosking. Supervisor Howell explained the Judge had filed for his retirement so as a procedure within the state retirement system, he had to retire then he can be re-hired because he's an elected official. That was his following procedure of state retirement in order to be eligible for his retirement. We similarly did this about a month ago for a police officer that retired and he was re-hired again. Miller: so they had to retire to collect retirement but they're still working for the town? Supervisor: correct.

**Rich Rebman:** the new hire for the highway department (Joseph Krawczyk) -why would he have to pay to get his CDL? Supervisor: the town doesn't furnish the expense of the license. Rebman: nobody? For none of them? Supervisor: correct. Rebman: what about the drug test? Isn't he already drug tested as a PT employee over the last 2 years? H'way Supt: yes, it's procedure before anyone gets hired. Rebman: I can only talk to the board, right, so no one should be talking to me. Works both ways, right? Supervisor: If Dean has to answer the questions because it's his department then, yes. Rebman: ok it only works one way then? We only talk to you and everybody can talk to me? Supervisor: well, if it's Dean has the answer for the question then he can answer. H'way Supt: you can answer that Matt. You know the answer. Supervisor: procedurally, we hire a new police officer, anybody that does physical machinery work for a motor vehicle, they go through a drug screening process as a new hire. Even if they are previously – part time, full time. He was a summer helper. That has ended. Now he's coming in as a new hire for a full-time position. Rebman: he's been drug tested before? Supervisor: in accordance to the hiring procedures. He's considered a new hire. Rebman: at the last meeting, why did you have to go into executive session for the library contract? If it's a public documentation? Supervisor: if we're going to deliberate as a board to negotiate terms of that contract, it's not exactly in our favor to show our hand before it's dealt. Rebman: shouldn't we know what's going on? The public? Supervisor: the reason we went to executive session was to get advice from the attorney to discuss a contract, if we were to discuss a contract to hire a police officer – yes it would become public knowledge in terms of before it's available for that release we're not going to advertise what we want to negotiate our terms because now the library is gonna say 'well we know they want a, b, & c so we're gonna say no and they can have 1, 2 & 3'. Rebman: and that's what happened? Supervisor: correct. We, as a board, discussed what we wanted to negotiate with the library board and gave that info to the attorney to relay that to them. Rebman: ok, thank you.

**Lucio Armellin:** (Regarding my property on 102 White Bridge Road.) About September last year, I was notified that we had 3 violations on the property – we want to sell the house. I received this violation notice and I proceeded to clear those violations. And I had to pay a fine which is about \$1800.00. I noticed that this violation actually were not really violations because one of the violations was the shed in the back. I was told the shed was not there when I bought the house. And at that time, I could not prove that the shed was there. I remember that the shed was there when I bought the house. At one point I managed to go into the records of the Orange County assessment and it shows that the shed was there. To correct the violation because I couldn't prove that the shed was there, I demolished the shed. I spent money to demolish it and I lost the shed. Another violation was a piece of equipment – it was a sand spreader for the winter ice. I don't know why that was a violation. I got rid of that. I paid the fine. After that, I was assured that I would be fine after that. A few days after, I went to talk to the supervisor because its difficult to find a plumber because I needed a plumbing inspection. At that point, while I was in the meeting, the inspector Julie Musial came in visibly upset and she presented me with further fine for about \$2500. I don't understand. I'm sorry I'm getting emotional now because I feel like this is an injustice. I exercise my right to talk to a supervisor – I shouldn't pay for that. I'm about to sell my house. It's my last asset. I'm retired. I don't have this extra income. I lost a shed. I lost time. It's difficult to sell the house now because the buyer is waiting. I'm asking if we can be reasonable and not give me further difficulty. The house without the shed is less value. Supervisor Howell: you had sent us an email about this topic about a month ago. Since then, we have spoken with building department for clarification on our end as to the 2 sets of violations. The 1<sup>st</sup> set which you described as paying already was from what they had done was a drive by inspection for what they could see from the road for the title search of the property for the sale. The 2<sup>nd</sup> set, once they came to the property for an inspection, and were inside the home, that's when the 2<sup>nd</sup> set was generated is from being inside and seeing the additional items that could not be seen from an off-site inspection. Mr. Armellin: the 2<sup>nd</sup> set of violation, I was told they would have been overlooked, not considered because I had complied with everything I had been asked. I realized that the 2<sup>nd</sup> set fine was given to me after I went to talk to the Supervisor. So, that is clearly a retaliation or an abuse of power. I don't understand. It is my right to ask for help. I got help. I got a plumber. I don't see why Julie had to be upset because I went to talk to someone else.

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Councilman Carey: I know you came down after our last meeting because I know that I reached out and talked to you also. I know you kind of explained the circumstance to us. We were able to talk to Julie after that. It's completely 100% my fault. I called the number I thought was you – clearly after getting back to you today, you never got my voicemail. That was completely on me. But, if you would like and Julie doesn't have an issue or none of the board members have an issue, if you want, after we adjourn this meeting, we could sit down right here and we could discuss further as far as in detail and hear it from both sides? Is the board all right with that? I want to give you an answer. I realize that you're in the process of selling your house so I understand that. Let's just settle it after this meeting that's why I invited you here tonight.

**Diane Loeven:** This would be the month that the CAB was getting back together. That's not going to happen. They are operating still under a CODE RED. If there's any issues that come up regarding any of the facilities, let us know. We'll be sure to pass it on and try to get a resolution. I was very happy to hear the library contract is going to get passed. I can't tell you the # of calls I have gotten because people know I come to these meetings. The concern I was beginning to have is that that would give more fuel and motivation to the MV library district initiative. When they had those informational meetings, one of the things they kept saying was that 'your contract with Port Jervis is not guaranteed. Any year that can be pulled out from under you.' I was getting – 'did that happen?' I will be happy to make calls back to those people to tell them. Supervisor: David, did the library give you a date as to when the new applications will be accepted? Attorney: I would think it would be as soon as tomorrow. I will contact the board president and I will get them -the copy is here for the supervisor to sign. Loeven: as long as people know that it was approved, I think that will relieve their anxiety.

**BOARD COMMENTS:**

**Councilman Carey:** Has anyone noticed the sign in front of town hall has been out? I'm thinking maybe we can power it down and power it back up. Dean: I tried that last week and it didn't work. It started out it was doubling information at the bottom. I tried cutting the power to it. Tried it a couple times. We had it before Chad started. I know there was grant money. We'll have to look into that if we replace it.

**Town Clerk Kathleen Myers:** I had a request today from someone who has to cancel their event they were having at the youth center in February due to COVID. She wants to know if she can extend out her \$100 non-refundable deposit to 2023 for a function. I don't know how long you want to extend them out – if a few months is ok? 6 months? 8 months? I need some sort of a guideline for that. I told her I would talk to the board tonight and see if you had any kind of answer. Supervisor Howell: in their agreement, how are we.....David: probably not the answer they want. I would think a refund would make more sense for the town. Not knowing how many deposits the town currently has. I don't know if you want to be holding so many deposits until an indeterminant date in the future. Myers: this is the non-refundable deposit. What caused all of this was because people were renting and then they don't come in Friday to pick up their key, then I'm hanging around until 4-4:15 thinking somebody is coming and then. David: the event is in February, right? Myers: yes. David: the non-refundable deposit became non-refundable when they made it? Myers: in order to hold the date, you have to leave the non-refundable deposit. I don't know where you want to draw the line. Supervisor: does anybody have any objections to refunding the deposit? David: just know you're gonna have to do that for all. Given the situation, I don't think that's necessarily the issue.

**MOTION TO ISSUE REFUND OF HALL CANCELLATION DUE TO COVID:**

MOTION offered Councilman Furman 2<sup>nd</sup> Councilwoman Davis to refund deposit as requested through the clerk's office to the renter due to the COVID pandemic. All in favor: Davis, Howell, Carey, Jennings, Furman; carried.

**LIBRARY AGREEMENT:**

Supervisor Howell wanted to let the public know with the library agreement, the town's position to negotiating was to get a better bang for your buck. We were looking to get a little cost savings going forward for the tax payer so that's why that's something we don't really want to show our hand with. We were hoping to keep the same service with a cost effective for the resident.

**MOTION FOR ADJOURNMENT:**

MOTION offered Councilman Carey 2<sup>nd</sup> Councilman Furman to adjourn the meeting at 8:26pm. All in favor: Davis, Howell, Carey, Jennings, Furman; carried.

The next meeting is scheduled for January 18, 2022 at 7:30pm.

Respectfully submitted,

Kathleen A. Myers  
Town Clerk

**REORGANIZATION MEETING, TOWN OF MOUNT HOPE, JANUARY 3, 2022**  
**www.townofmounthope.org**

**2022 TOWN OF MOUNT HOPE APPOINTMENT LIST**

**ACCOUNTANT:** K, K, B & N  
**ASSESSOR CLERK:** Angela Cangialosi  
**BOND ATTORNEY:** Orrick, Herrington & Sutcliffe, LLP (Doug Goodfriend)  
**BUDGET OFFICER –** Matthew Howell  
**BUILDING INSPECTORS / CODE ENFORCEMENT OFFICERS / FIRE INSPECTORS –** Julie-Ann Musial, Heidi Volpe  
**BUILDING DEPT. CLERK –** Deborah Taylor  
**CONFIDENTIAL SECRETARY TO THE SUPERVISOR –** Angela Cangialosi  
**COURT CLERKS –** Francine Heppes & Myrna MacIntosh  
**DEPUTY HIGHWAY SUPT. –** Andrew Pingotti  
**DEPUTY SUPERVISOR –** Brian Carey  
**DEPUTY TAX COLLECTOR -** Paula Bird  
**DEPUTY TOWN CLERK –** Paula Bird  
**DOG CONTROL OFFICER –** Thomas Yonskie  
**EMERGENCY MANAGEMENT COORDINATORS –** Paul Rickard & Matthew Howell  
**HIDDEN VALLEY PLANT OPERATOR –** Michael Brock  
**ASST. PLANT OPERATOR –** David Brock  
**HISTORIAN –** Nancy Craig  
**HIGHWAY CLERK –** Amy Hassenmayer  
**PLANNING BOARD MEMBER –** Jeff Boyd (Term to expire 1-2029)  
**PLANNING BOARD CLERK –** Linda Franck  
**ASST. CLERK –** Angela Cangialosi  
**PLANNING BOARD ENGINEER –** \*\*\* FOR DISCUSSION\*\*\*  
**PLANNING BOARD ATTORNEY –** Glen Plotsky (Bavoso & Plotsky)  
**POLICE CLERK –** Marie Bubilo  
**P/T ASST. CLERK –** Maureen Woods  
**REGISTRAR OF VITAL STATISTICS –** Kathleen A. Myers  
**DEPUTY REGISTRAR OF VITAL STATISTICS –** Paula Bird  
**SEXUAL HARASSMENT OFFICER –** Anna Briceno  
**SPECIAL PROSECUTOR (for conflict cases) –** John Bach (Thursday/Goldsmith)  
**SPECIAL PROSECUTOR (for conflict cases) –** Leonard Kessler (Tuesday/Hosking)  
**TOWN ATTORNEY –** David Bavoso (Bavoso & Plotsky)  
**TOWN ENGINEER –** Clark Patterson Lee Eng. P.C. (Environmental) & John D. Fuller PE  
**ZONING BOARD OF APPEALS MEMBER –** Mary Carver (Term to expire 1-2027)  
**ZONING BOARD ATTORNEY –** Glen Plotsky (Bavoso & Plotsky)  
**DELEGATE/ASSOC. OF TOWNS MTG. –** Delegate – Matthew Howell (alternate – Brian Carey)  
**DESIGNATED BANKS –** NY Class, Orange Bank & Trust, Wallkill Valley Federal Savings & Loan  
**DESIGNATED NEWSPAPER –** Times Herald Record  
**INVESTMENT POLICY –** Reviewed with changes  
**MEETING NIGHTS –** 1<sup>st</sup> AND 3<sup>rd</sup> Monday Nights unless otherwise approved by Town Board & except as follows **due to holidays:** Meetings: for Jan. will be 18<sup>th</sup>, Feb. will be 22<sup>nd</sup>, July will be 5<sup>th</sup>, Sept. will be 6<sup>th</sup> & Dec. will be 20<sup>th</sup>.  
**MILEAGE -** .57 1/2 cents per mile/rate (established by the I.R.S.- to be examined quarterly)  
**POSTAGE, PAYROLL & ASSOCIATED DEDUCTIONS & UTILITIES PAID PRIOR TO AUDIT**  
**PROCUREMENT POLICY –** Reviewed with no changes



**REORGANIZATION MEETING, TOWN OF MOUNT HOPE, JANUARY 3, 2022**  
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**TOWN OF MOUNT HOPE**  
**2022 INVESTMENT POLICY**

**Motion** by Councilmember Carey

The Town Supervisor is designated to make all investment transactions for the Town. The Town of Mount Hope investment policies are governed by the statutes of the State of New York, however, the Town must have a stated and approved investment policy. The Town funds are deposited in F.D.I.C. insured banks located within the State. The Town uses demand accounts and may use Certificates of Deposit. Collateral is required for all funds on deposit not covered by Federal deposit insurance. Obligations that are pledged as collateral shall be obligations of the U.S., its agencies, New York State, its municipalities and school districts. The collateral should be placed in a third party bank and the third party bank is to give the Town notification of possession, the depositories for the Town investments shall be Orange Bank & Trust Company, NY Class & Wallkill Valley Federal Savings & Loan. The investment policy of the Town shall be in accordance with the statutes of New York State and be periodically reviewed and revised as necessary to reflect changes in available investment opportunities and market conditions. Investment records and controls should be within the guidelines of policies and procedures set forth by the Office of the State Comptroller.

**Seconded** by Councilmember Davis

		<b>AYE</b>	<b>NAY</b>
<b>Supervisor</b>	Matthew Howell	X	
<b>Councilman</b>	Brian Carey	X	
<b>Councilman</b>	James Jennings	X	
<b>Councilman</b>	Chris Furman	ABSTAINED	
Councilwoman	Amanda Davis	X	

Approved at Town Board meeting held on January 3, 2022.

Kathleen A. Myers, RMC  
Town Clerk

**REORGANIZATION MEETING, TOWN OF MOUNT HOPE, JANUARY 3, 2022**  
**www.townofmounthope.org**

**LOCAL LAW NO. 2 OF 2017**  
**A LOCAL LAW ESTABLISHING THE PROCUREMENT POLICY OF**  
**THE TOWN OF MOUNT HOPE**

Purpose:

The Town of Mount Hope seeks to update its Procurement Policy to meet the monetary threshold standards of §103(1) of the General Municipal Law of the State of New York. The Town of Mount Hope also seeks to employ the “best value” approach to procurement. Pursuant to §103(1) of the General Municipal Law, any use of the “best value” approach must be authorized by local law.

Legislation:

The Town of Mount Hope does hereby adopt the following procurement policies and procedures:

- 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.
- 2. All purchasers of a.) supplies or equipment which will exceed \$20,000 in the fiscal year or b.) public works contracts over \$35,000 shall be formally bid pursuant to General Municipal Law 103.
- 3. All estimated purchases of:

\*Less than \$20,000 but greater than \$5,000 require a written request for a proposal (RFP) and written/fax/email quotes from 3 vendors.

\*Less than \$5,000 but greater than \$1,000 require an oral request for the goods and oral/fax/email quotes from 2 vendors.

\*Less than \$1,000 are left to the discretion of the purchaser.

All estimated public works contracts of:

\*Less than \$35,000 but greater than \$10,000 require a written RFP and RFP and fax/email/proposals from 3 contractors.

\*Less than \$10,000 but greater than \$1,000 require a written RFP and fax/email/proposals from 2 contractors.

\*Less than \$1,000 are left to the discretion of the purchaser.

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of vendors from who written/fax/oral/email quotes have been requested and the written/fax/oral/email quotes offered.

All information gathered in complying with the procedures of this guideline shall be preserved and filed with the documentations supporting the subsequent purchase of public works contract.

- 4. The quote representing the best value to the Town shall be awarded the purchase or public works contract. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.
- 5. A good faith effort shall be made to obtain the required number of proposals or quotations, the purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.
- 6. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:
  - A. Acquisition of professional services;
  - B. Emergencies;
  - C. Sole source situations;
  - D. Goods purchased from agencies for the blind or severely handicapped;
  - E. Goods purchased from correctional facilities;
  - F. Goods purchased from another governmental agency;
  - G. Goods purchased at auctions;
  - H. Goods purchased for less than \$1,000;
  - I. Public works contracts for less than \$1,000.
- 7. This policy shall be reviewed annually by the Town Board at its organization meeting or as soon thereafter as is reasonable and practical.

**REORGANIZATION MEETING, TOWN OF MOUNT HOPE, JANUARY 3, 2022**  
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- 8. The Town Board may award purchase contracts and service contracts that have been procured pursuant to competitive bidding or otherwise under New York General Municipal Law § 103, Subdivision 1, or this chapter by either the lowest responsible bidder standard or the “best value” standard.
  - A. “Best value” is defined in State Finance Law § 163 to mean “the basis for awarding contracts for services to the offerer which optimizes quality, cost and efficiency, among responsive and responsible offerers. Such basis shall reflect, wherever possible, objective and quantifiable analysis. Such basis may also identify a quantitative factor for offerers that are small businesses or certified minority- or women-owned business enterprises as defined in Subdivisions 1, 7, 15 and 20 of § 310 of the New York Executive Law to be used in evaluation of offers for awarding of contracts for services.” For purposes of this Guideline No. 9, the Town Board adopts the above definition of “best value,” as the same may be modified from time to time by the State Legislature.
  - B. Pursuant to New York General Municipal Law § 103, Subdivision 1, the “best value” standard may be used for purchase contracts, including contracts for service work, but it excludes and may not be used for any purchase contracts necessary for the completion of public works contracts pursuant to New York Labor Law Article 8.
  - C. Whenever any contract is awarded by the Town Board on the basis of “best value” instead of the lowest responsible bidder, the basis for determining “best value” will be thoroughly and accurately documented. Such documentation may include, but is not necessarily limited to, the cost of maintenance; durability; availability of replacement parts or maintenance contractors; longer product life; product performance criteria; quality of craftsmanship; or compatibility with existing Town buildings or property.
  
- 9. If the monetary thresholds of New York General Municipal Law § 103 are increased or decreased in the future by the State Legislature, the monetary thresholds set forth herein will be deemed simultaneously amended to match the new General Municipal Law thresholds.

PLEASE TAKE NOTICE TO THE EXTENT THAT THIS LOCAL LAW MAY CONFLICT WITH APPLICABLE PORTIONS OF THE TOWN LAW OF THE STATE OF NEW YORK, IT IS THE STATED INTENTION OF THE TOWN TO EXERCISE ITS AUTHORITY TO SUPERSEDE AND AMEND, AS GRANTED UNDER THE MUNICIPAL HOME RULE LAW OF THE STATE OF NEW YORK, SECTION 10. THE TOWN HEREBY PROVIDES NOTICE THAT IT IS EXERCISING ITS AUTHORITY TO SUPERSEDE AND AMEND PURSUANT TO MUNICIPAL HOME RULE LAW OF THE STATE OF NEW YORK SECTION 22.

Re-affirmed at the Town Board meeting

held on January 3, 2022.

For the Town Board,

Kathleen A. Myers, Town Clerk

**REORGANIZATION MEETING, TOWN OF MOUNT HOPE, JANUARY 3, 2022**  
**www.townofmounthope.org**

**COMMITTEE LIST      2022**

**Chris**

Youth/Senior Center  
ZBA  
Hidden Valley Sewer  
Otisville Fair  
Foot Ball League  
DCO Officer  
Community Day  
Buildings  
Shelter for Dogs  
Park Committee

**Brian**

Website  
Concert Series  
Summer Rec.  
Tree Lighting  
Facebook Page  
Annual Audits  
Community Day  
Little League  
Youth/Senior Center

**Amanda**

Otisville Fair  
Buildings  
Fire Departments  
Summer Rec  
Planning Board  
Annual Audits  
Community Day  
Youth/Senior Center  
Veteran's Day

**Jim**

Tree Lighting  
Court Liaison  
Village Liaison  
Easter Parade  
Park Committee  
Youth/Senior Center  
Community Day  
Little League

**Effective January 1, 2022. Subject to changes if necessary.**