TOWN OF STANFORD TOWN BOARD   
MINUTES

MAY 12th, 2022

The Town of Stanford Town Board met for their monthly meeting on Thursday, May 12th, 2022 via Zoom. Supervisor Burton called the meeting to order at 7:00 PM with the Pledge of Allegiance led by Councilwoman Margaret Fallon.   
 This meeting was dedicated in memory of Farley Churton who died January 5th, 2020. His daughters came on the Zoom meeting and spoke of their Dad as wonderful and fun-loving, a lifetime member of this community who had also served as the Building Inspector for several years, had worked at the Highway Dept. when he was younger. He also had a karate studio and was a skilled carpenter and craftsman. Councilman Pepe had arranged to have a plaque made in Farley’s honor as he was the one who had made the large wooden slab table in the Town Board room where the Board members sit. Supervisor Burton added that she was sorry that she had never met him but the special table he so beautifully crafted will be here forever.

Roll call: Wendy Burton – present

Anne Arent - present

Margaret Fallon – present

Nathan Lavertue - present

Frank Pepe – absent

Also in attendance was Town Attorney Robert Butts.

LIAISON REPORTS:

Nathan Lavertue stated that he had been unable to attend the Rec. meeting last week, but they were continuing their search for an assistant Rec. leader, which is a critical position in order to open the programs. He did not have a Transfer Station report. Supervisor Burton said that they had broken ground for the new tennis courts.

Margaret Fallon said that the Whitlock clean-up had 30 people there: they cleared and marked trails, built a bridge over the wet area and thanked Mike Picinelli for taking all the garbage, the Dutchess Land Conservancy for their help with Big Rock and Coyote Flaco provided food and drink. They spoke of doing another clean up in the Fall.

Anne Arent said that she was unable to attend the ZBA meeting as it was the same night as the Candidates night at the Grange.

SUPERVISOR’S REPORTS: Wendy Burton reported that progress is being made on the Community Garden and she was delighted with the work the committee had done, with six raised beds already spoken for. The wood is being purchased and work days will be forthcoming, and Duffy Layton is donating the soil. The Highway Department had cleaned all the junk out of the pole barn, removed the old floor and covered it with fresh gravel. Thanks to the Grange for the Meet the Candidates night and School Budget information. The Comprehensive Plan workshops were put on hold due to Covid but will get back to meeting through some format.

The Supervisor had sent the Board copies of the April bank reconciliation, a monthly Supervisor report and two payroll verifications. We will be doing several financial resolutions tonight for some budget adjustments.

Her financial forecast showed that the General Fund had received 47% of anticipated revenue with sales tax revenue at 64.5% with more expected in the coming months. The Town Clerk had brought in 41% of anticipated revenue, with the Transfer Station at 30% and the Building Department at 37%, but their C.O. fees and searches were at 55%. Court revenues were down but they are down one clerk and are presently backlogged. The Court prosecutor will need more funds, as does the Highway budget but these will be corrected with Budget resolutions at this meeting.

PRIVILEGE OF THE FLOOR:

Ryan Grom, 5935 Rt. 82 – spoke about the work needed on the skate park at the Rec, that it needs a total renovation. Supervisor Burton answered that the Recreation Capital Fundraising was doing extensive research work, and holding their third public hearing to complete a Master Plan of the Rec. that would include the skate park. Ms. Burton suggested that he attend and voice his concerns, and urge other young people to as well. As the skate park had been mentioned, one design idea was for it to stay across the road, another was to move it to Rec. Park side. Ryan thanked the Board, adding that right now it was unusable and the closest parks are in Poughkeepsie and Copake. Ms. Burton encouraged him to do the survey.

Town Board Minutes

5/12/22, page 2

MOTION TO APPROVE AGENDA: A motion was made by Wendy Burton to approve the agenda, seconded by Nathan Lavertue. Motion carried with a roll call vote: Wendy Burton – yes; Anne Arent – yes; Margaret Fallon – yes; Nathan Lavertue – yes; Frank Pepe – absent.

NEW BUSINESS:  
1. PRESENTATION ON GRIEVANCE DAY BY BOARD OF ASSESSMENT REVIEW CHAIR STACEY ADAMS: B.A.R. Chair Stacey Adams explained the Grievance Day process:

* The Assessor sends out letters to all property owners regarding their updated assessments annually as his books close each July 1st, which are actually based on the prior year.
* If one disagrees with their assessment, go to the Town website under “Town services” and there is detailed information that we’ve compiled with information, guidelines, resources and other things one can do to grieve your assessment. There are also forms printed out in the Clerk’s office, and that there is a big difference between your assessment and your taxes.
* Speaking personally with the Assessor should be the first step: he explains everything and really listens to residents and sometimes you can reach an acceptable agreement with him prior to Grievance Day.
* If no resolution with the Assessor is agreed to, called a stipulation, come to the Board of Assessment Review, the 4th Tuesday in May, this year May 24th from 1 to 3 PM and 7 to 9 PM at the Town Hall, but be prepared with the proper documents to grieve your assessment, as outlined in the BAR guidelines. And you must submit the proper proof of having a lower assessment. Some people opt to have someone else represent them in their appeal, your decision.
* The Board reviews all paperwork submitted and comes to their decision in a closed deliberation session, then you will be notified by mail of the Board’s decision within a few weeks.

The Board thanked Ms. Adams for her valuable information.

2. BURDICK PARK COMMITTEE REQUEST FOR BRUSH-HOGGING: The committee was asking for $750 to have the Burdick Park area brush-hogged for trails and it was approved on a motion made by Wendy Burton, seconded by Anne Arent. Motion carried with all present voting in favor.

3. BUDGET RESOLUTION #5A – RETENTION INCENTIVE FOR PART-TIME EMPLOYEES: The following resolution was read by Supervisor Burton:

**Resolution #5A 2022**

**THE SUPERVISOR IS AUTHORIZED TO COMPLETE THE FOLLOWING BUDGET MODIFICATIONS AND TRANSFER THE FUNDS FROM THE AMERICAN RESCUE FUNDS ACCOUNT TO THE GENERAL FUND TO COMPLETE THE ONE TIME RETENTION INCENTIVE FOR PART TIME EMPLOYEES THAT WAS PASSED WITH RESOLUTION #4C ON 04/14/22.**

00-510 Estimated Revenue 21,400.94

00-4089 Federal Aid ARPA

00-960 Appropriations

00-01-1110-19 Justice Salaries ARPA 3,987.38

00-01-1220-19 Supervisor Salaries ARPA 3,649.05

00-01-1330-19 Tax Collector ARPA 2,870.12

00-01-1355-19 Assessor Salaries ARPA 1,256.95

00-01-1410-19 Town Clerk Salaries ARPA 1,128.41

00-01-1620-19 Building Salaries ARPA 444.18

00-02-3510-19 Dog Control Salaries ARPA 200.57

00-03-4020-19 Health Aide BAR ARPA 88.90

00-04-5010-19 Supt of Highway ARPA 1,389.34

00-06-7020-19 Rec Director Salary ARPA 867.63

00-06-7140-19 Playground Salary ARPA 1,358.71

00-06-7310-19 Youth Program Salary ARPA 203.88

00-07-8010-19 ZBA Salary ARPA 222.50

00-07-8020-19 Planning Board Salary ARPA 300.56

Town Board Minutes

5/12/22, page 3

00-07-8090-19 CAC Salary ARPA 83.43

00-07-8160-19 Refuse Salary ARPA 1,828.50

00-08-9030-89 Social Security ARPA 1,520.83

00-200 Cash

00-209 Cash-ARPA 21,400.94

Motion made by Wendy Burton, seconded by Margaret Fallon.

Roll call vote: Wendy Burton – yes; Anne Arent – yes; Margaret Fallon – yes; Nathan Lavertue – yes; Frank Pepe – absent.

**Resolution #5A of 2022** adopted by the affirmative votes of the Town of Stanford Town Board members present and certified this 12th day of May 2022. *Ritamary Bell, Town Clerk*

4. BUDGET RESOLUTION #5B – ACCOUNT FOR TENNIS COURT GRANT: Supervisor Burton read the following resolution:

**RESOLUTION #5B 2022**

**TO ESTABLISH AN ACCOUNT FOR THE NEW YORK STATE dasny GRANT FOR THE NEW TENNIS COURTS AND TO TRANSFER $125,000 FROM GENERAL FUND TO NEW ACCOUNT AT BANK OF MILLBROOK**

**WHEREAS**, the Town Board of the Town of Stanford established the Risk Retention Fund in in over two decades ago and minutes for the original creation of the fund cannot be located, and

**WHEREAS**, the Risk Retention Fund is an inactive fund and the monies anticipated for Tax Certiorari cases are now budgeted into the Town Accessor’s 42 line, and

**WHEREAS**, the Auditor for the Town of Stanford has recommended that this account be folded into the General Fund of which it is a part,

**NOW THEREFOR BE IT RESOLVED** that the Town Board of the Town of Stanford authorizes the Town Supervisor to close account #3806573 The Risk Retention Fund and consolidate it into account #3900018 The General Fund.

Motion made by Wendy Burton, seconded by Nathan Lavertue.

Roll call vote: Wendy Burton – yes; Anne Arent – yes; Margaret Fallon – yes; Nathan Lavertue – yes; Frank Pepe – absent.

**Resolution #5B of 2022** adopted by the affirmative votes of the Town of Stanford Town Board members present and certified this 12th day of May 2022. *Ritamary Bell, Town Clerk*

5. BUDGET RESOLUTION #5C – COPY MACHINES: Supervisor Burton read the following resolution: **RESOLUTION #5c 2022**

**BUDGET MODIFICATION TO PAY FOR THE PURCHASE OF TWO NEW RICOH COPIER MACHINES**

**Whereas** the Town of Stanford would like to make a budget amendment to the 2022 to cover the costs of two Ricoh copy machines that were not previously budgeted for,   
 **Whereas** the Pilot Agreement Revenue line has exceeded the original estimate for the 2022 fiscal year,  
 **Now therefore it be resolved** that the following budget amendments be made to the 2022 budget for the purchase and installation of the two Ricoh copy machines.  
00-510 Estimated Revenue   
00-1081 Pilot Agreement 8,111.69

00-960 Appropriation

00-01-1670-20 Central Printing Equip 7,801.98

00-01-1640-40 Central Printing Contract 309.71

Motion made by Wendy Burton, seconded by Nathan Lavertue.

Roll call vote: Wendy Burton – yes; Anne Arent – yes; Margaret Fallon – yes; Nathan Lavertue – yes; Frank Pepe – absent.

**Resolution #5C of 2022** adopted by the affirmative votes of the Town of Stanford Town Board members present and certified this 12th day of May 2022. *Ritamary Bell, Town Clerk*

6. RESOLUTION #5D – TO CLOSE THE HAUNTED HOUSE ACCOUNT: Supervisor Burton read the following resolution:

**RESOLUTION #5D 2022**

Town Board Minutes

5/12/22, page 4

**TO Consolidate the HAUNTED HOUSE ACCOUNT at bank of Millbrook #3806562 into the General Fund #3900018**

**WHEREAS**, the Auditor for the Town of Stanford has recommended that this account be folded into the General Fund of which it is a part, and

**WHEREAS** it has been a stated goal of the Town Board of the Town of Stanford to consolidate bank accounts to facilitate greater transparency of town finances, and

**WHEREAS**, in future Town Budgets, the Haunted “Fortress” will receive its own Appropriation lines to facilitate careful budget monitoring, and

**WHEREAS,** the Revenue Code 00-2002 will continue to be used to track all revenues brought in by the Haunted Fortress,

**NOW THEREFORE BE IT RESOLVED** that the Town Board of the Town of Stanford authorizes the Town Supervisor to close account #3806562 The Haunted House Account and consolidate it into account #3900018 The General Fund.

Motion made by Wendy Burton, seconded by Nathan Lavertue.

Roll call vote: Wendy Burton – yes; Anne Arent – yes; Margaret Fallon – yes; Nathan Lavertue – yes; Frank Pepe – absent.

**Resolution #5D of 2022** adopted by the affirmative votes of the Town of Stanford Town Board members present and certified this 12th day of May 2022. *Ritamary Bell, Town Clerk*

7. RESOLUTION #5E – WHITLOCK TRANSFER: Supervisor Burton read the following resolution: **RESOLUTION #5E OF 2022**

**TO TRANSFER FUNDS FROM WHITLOCK ESTATE ACCOUNT NY CLASS**

**NY 01-0010-0007 AND MOVE THE FUNDS TO THE GENERAL FUND #3900018**

**WHEREAS** the Town of Stanford will purchase wood to have a bridge repaired by the Conservation Advisory Commission in the Whitlock Preserve, and

**WHEREAS** the NY Class Account 01-0010-0007 Whitlock Estate Account contains funds for this purpose, and

**WHEREAS** the Town of Stanford will transfer funds from NY Class Account 00-0010-007 Whitlock Estate Account to the Millbrook General Fund Account 3900018.

**Now therefore be in resolved**, that the Supervisor is authorized to complete the following budget modifications and transfer the funds from the Whitlock Estate Account to the General Fund.

00-510 Estimated Revenue +82.83

00-5031 Interfund Transfer

00-960 Appropriations +82.83

00-06-7110-40 Park- Whitlock Estate Preserve

Trust Agency Portion

10-090 Whitlock Estate +82.83

10-202 Cash

Motion made by Wendy Burton, seconded by Margaret Fallon.

Roll call vote: Wendy Burton – yes; Anne Arent – yes; Margaret Fallon – yes; Nathan Lavertue – yes; Frank Pepe – absent.

**Resolution #5E of 2022** adopted by the affirmative votes of the Town of Stanford Town Board members present and certified this 12th day of May 2022. *Ritamary Bell, Town Clerk*

8. BUDGET MODIFICATION RESOLUTION #5F: The following resolution read by Supervisor Burton: **Budget Resolution # 5F of 2022**

**Budget modifications for general and highway funds**

**WHEREAS** the Town of Stanford has expenditures for the adopted 2022 General Fund and Highway Fund budget lines that will exceed the amount of fund available in these certain budget lines, and

**WHEREAS**, the General and Highway Funds have funds available in other lines and needs to transfer such funds to provide for expenditures,

**Now therefore be it resolved** that the Town of Stanford Town Board hereby amends and transfers from and to budget lines listed below for FY 2022:

ACCOUNT DESCRIPTION INCREASE DECREASE

Town Board Minutes

5/12/22, page 5

00-01-1330-40 Tax Collector Contractual +$142.72

00-01-1410-13 Record Retention Clerk Salary -$142.72

00-04-5132-40 Garage Salary + $1,388.22

00-01-9020-40 NYS Unemployment -$1,388.22

00-01-1110-41 Court Prosecutor +$20,000.00

00-01-1320-40 Auditor Expense -$10,000.00

00-07-8011-41 Zoning Commission Consultant -$10,000.00

**Total Funds General: +$21,530.94 -$21,530.94**

**HIGHWAY**

01-04-5130-20 Equipment +$5,600.00

01-04-5110 -45 Outside Repairs -$5,600.00

01-04-5130-42 Parts +$10,000.00

01-04-5130-45 Outside Repairs -$10,000.00

01-04-5130-47 Supplies +$5,000.00

01-04-5130-45 Outside Repairs -$5,000.00

01-04-5142-41 Sand +$3,849.92

01-04-5142-10 Snow Removal Salary -$3,849.92

**Total Funds Highway +$24,449.92 -$24,449.92**

Motion made by Wendy Burton, seconded by Anne Arent.

Roll call vote: Wendy Burton – yes; Anne Arent – yes; Margaret Fallon – yes; Nathan Lavertue – yes; Frank Pepe – absent.

**Resolution #5F of 2022** adopted by the affirmative votes of the Town of Stanford Town Board members present and certified this 12th day of May 2022. *Ritamary Bell, Town Clerk*

9. RESOLUTION #5G OF 2022 – ARP FUNDS FOR C.P.L. STUDY: The following resolution was read by Supervisor Burton:

**RESOLUTION #5G OF 2022**

**TO TRANSFER FUNDS FROM AMERICAN RESCUE FUNDS ACCOUNT NY CLASS NY 01-0010-0009 AND MOVE THE FUNDS TO THE GENERAL FUND #3900018**

**Whereas** the Town of Stanford will be investing American Rescue Plan funds to pay for the structural evaluation of town buildings by the engineering firm of Clarke Patterson & Lee, and

**Whereas** the NY Class Account 01-0010-0009 American Rescue Fund Account contains funds for this purpose, and

**Whereas** the Town of Stanford will transfer funds from NY Class Account 01-0010-0009 American Rescue Plan Account to the Millbrook General Fund Account 3900018.

. **Now therefore be it resolved**, the Supervisor is authorized to complete the following budget modifications and transfer the funds from the American Rescue Funds Account to the General Fund.

00-510 Estimated Revenue +14,900.00

00-4089 Federal Aid ARPA

00-960 Appropriations +14,900.00

00-01-1440-40 Engineer

00-200 Cash +14,900.00

00-209 Cash- ARPA

Motion made by Wendy Burton, seconded by Nathan Lavertue.

Roll call vote: Wendy Burton – yes; Anne Arent – yes; Margaret Fallon – yes; Nathan Lavertue – yes; Frank Pepe – absent.

**Resolution #5G of 2022** adopted by the affirmative votes of the Town of Stanford Town Board members present and certified this 12th day of May 2022. *Ritamary Bell, Town Clerk*

Town Board Minutes

5/12/22, page 6

10. GAY PRIDE PROCLAMATION: The following proclamation was read by Supervisor Burton: **2022 STANFORD PRIDE MONTH PROCLAMATION**

***WHEREAS*,** the Town of Stanford, New York recognizes and proclaims the month of June 2022 as Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ+) “Pride Month” throughout the town and

***WHEREAS,* The Town of** Stanford, joins the County of Dutchess, the State of New York, and the United States of America to observe Pride Month to honor the history of the LGBTQ+ liberation movement and to support the rights of all citizens to experience equality and freedom from discrimination; and

***WHEREAS,*** the LGBTQ+ Pride initiative advocates inclusion, and support other social movements that also advocate for LGBTQ+ people in society; and

***WHEREAS,*** all human beings are born free and equal in dignity and rights and LGBTQ+ individuals have had immeasurable impact on the cultural, civic and economic successes of our country and community; and

***WHEREAS*,** Stanford New York is committed to supporting visibility, dignity and equality for LGBTQ+ people in our diverse community; and

***WHEREAS,*** while society at large increasingly supports LGBTQ+ equality, it is essential to acknowledge that the need for education and awareness remains vital to end discrimination and prejudice; and

***WHEREAS****,* this nation was founded on the principle that every individual has infinite dignity and worth, and the Stanford Town Board confirms that the people of this community embrace this principle and work to eliminate prejudice everywhere it exists; and

***WHEREAS,*** celebratingPride Month influences awareness and provides support and advocacy for Stanford New York’s LGBTQ+ community, and is an opportunity to **act** and engage in dialogue to strengthen alliances, build acceptance and advance equal rights; and

***WHEREAS,*** recognizing all LGBTQ+ residents whose influential and lasting contributions to our neighborhoods make Stanford a vibrant community in which to live, work and visit.

***NOW, THEREFORE BE IT RESOLVED*** that the Stanford Town Board hereby proclaims the month of June 2022 as Pride Month in support of the LGBTQ+ community.

Motion made by Wendy Burton, seconded by Nathan Lavertue.

Roll call vote: Wendy Burton – yes; Anne Arent – yes; Margaret Fallon – yes; Nathan Lavertue – yes; Frank Pepe – absent. Supervisor Burton added that this will be read on June 4th at the Town Hall flagpole, the day they will celebrate at BangallWorks.

11. ACCEPT RESIGNATION OF DOREEN BROWN FROM THE SPECIAL EVENTS COMMITTEE: A motion was made by Wendy Burton, seconded by Anne Arent, to accept Mrs. Brown’s resignation from the Special Events Committee, adding that she was sorry to lose her but grateful for all her work on other town organizations. Motion caried with all present voting in favor. The Special Events Committee will now be looking for another volunteer, so if anyone is interested, please send a note to either the Supervisor or the Town Clerk.

12. A.R.P. FUNDING UPDATE: Supervisor Burton reported that the first American Rescue Plan funding check, received last July in the amount of $191,794.30, had been spent largely on improving the Town Highway/Fire Company communication system with new radios, a generator and repeaters, as well as $46,219 for a 5-year lease of the cell tower on Quarter Horse Way. Another $15,000 had been spent on a structural assessment of the Town’s buildings and an energy study for said buildings, with all these pieces coming together for the betterment of the Town’s future needs. $62,838.04 is left from this first payment. Another $192,000 will be coming this July, and Supervisor Burton and Councilperson Lavertue will be working on plans on how to use these funds as well.

13. HIGHWAY TRACTOR AND FLAIL MOWER: A motion was made by Wendy Burton, seconded by Anne Arent, for the Highway Superintendent to purchase a new tractor with a flail mower, the funds coming from the Highway Vehicle Reserve Fund in the amount of

Town Board Minutes

5/12/22, page 7

$148,184.80 from the Tiger Corp. The current tractor is from 2007, and the flail mower arm is no longer made and can’t be replaced. They will, however, use the old tractor for other work.

Motion carried will all present voting in favor. Ms. Burton added that Hwy. Supt. Myers will be

doing an inventory of the old equipment and will sell the metal pieces for junk scrap metal, rather than auction off that old equipment.

OTHER: Attorney Robert Butts had sent a copy of a draft policy for use of the Town flagpole that had been discussed at the workshop. Lengthy discussion continued with no formal policy being completed but Attorney Butts and Councilwoman Arent would work together on this matter in the next month or two. A motion was then made by Nathan Lavertue to have the Gay Pride flag flown on the Town flagpole through the month of June. No second was forthcoming. Wendy Burton made a motion to amend Mr. Lavertue’s motion to display a flag, or some symbol, on June 4th, 2022. The motion was seconded by Margaret Fallon with a roll call vote: Wendy Burton – yes; Anne Arent – yes; Margaret Fallon – yes; Nathan Lavertue – yes; Frank Pepe – absent.

14. APPROVAL OF MINUTES: The Minutes of the April 14th Town Board meeting and the April 27th Special Meeting were approved as written on a motion made by Wendy Burton, seconded by Nathan Lavertue. Motion carried with all present voting in favor.

15. APPROVAL OF ABSTRACT #5 FOR MAY 2022: The May Abstract of Claims was approved for payment on a motion made by Wendy Burton, seconded by Anne Arent, as follows:

General Fund: check #s 6472-6512, in the amount of $88,694.72  
 Highway Fund: check #s 4111-4126, in the amount of $27,348.47

Escrow: check # 1016 in the amount of $1,157.04

Motion carried with all present voting in favor.

PRIVILEGE OF THE FLOOR: Stacey Adams, 69 Millis Lane, asked if the cell tower would benefit residents’ cell phones, and was told no. The owner, Ted Bonte, worked with Verizon & AT&T but not for us. Ms. Adams also asked if she could get a copy of the energy survey and the investment policy. Supervisor Burton replied that she would send PDFs of both to her.

EXECUTIVE SESSION: A motion was made by Wendy Burton, seconded by Nathan Lavertue, to close the regular meeting and enter into an Executive Session regarding litigation and personnel at 8:53 PM. Motion carried with all present voting in favor.

The Board exited their Executive Session at 9:18 PM on a motion made by Wendy Burton, seconded by Margaret Fallon. No action was taken during the Executive Session as the matter discussed was in the policy manual.

At 9:19 PM, a motion was made by Margaret Fallon, seconded by Anne Arent, to adjourn the meeting. Motion carried with all present voting in favor.

Respectfully submitted,

Ritamary Bell

Town Clerk