TOWN OF STANFORD TOWN BOARD   
MINUTES of NOVEMBER 9th, 2023

The Town of Stanford Town Board met for their monthly meeting on Thursday, November 9th, 2023, at the Town Hall. Supervisor Burton called the meeting to order at 7:00 PM with the Pledge of Allegiance led by Carl Merritt.   
 Supervisor Burton wanted this meeting dedicated to thank the Haunted Fortress volunteers for their amazing work even though they had the worst weather ever, but still made about $15,000. They lost four nights but worked so hard, with costumes, make-up etc. She also thanked the poll workers for their hard work, being here at 5AM until almost 10PM, adding that we couldn’t have a democracy without them.

Roll call: Wendy Burton – present

Anne Arent - absent

Margaret Fallon – present

Nathan Lavertue – present

Corey Clanahan - present

Also in attendance was Town Attorney Robert Butts.

MOTION TO APPROVE AGENDA: A motion was made by Corey Clanahan, seconded by Margaret Fallon, to approve the agenda, with the addition of setting a public hearing date for the revised Comprehensive Plan. Motion carried with all present voting in favor.

LIAISON REPORTS: Corey Clanahan did not have his notes from the Planning Board but said that a lot line adjustment was approved.

Nathan Lavertue said that the Rec. Commission, their longest in two years, discussed the Haunted Fortress, their revenue which was shy of last year’s but the final closing night had 285 people go through. They also discussed the “point of sale” and the connectivity in the booth. Also discussed was the upgraded playground with three available dates for construction for volunteers to work as well as the grants’ updates from Sen Hinchey. Rec. Director Lauren was getting bids for the pond pump electrical problems, a big project, since the electric lines go under the beach area. Winter programs are being planned for the New Year. One update was that the Trunk or Treat had a slightly lower turnout than in the past, and the Holiday of Lights parade would be Dec. 2nd.

Margaret Fallon stated that the CAC would be having a big meeting here on November 15th to explain their Natural Resources Inventory Project: needed volunteers, a time line, what the final plan will look like and then a Q & A session, and a power point presentation.

Wendy Burton stated that everyone was glad the Election season was over but grateful, and congratulated all of the candidates who will serve all parts of the community. With the ARPA Funds, new doors were installed at the Town Hall, a definite energy saver; all the lights will be changed to LEDs, and the Street Lighting change to LED has already saved money on the Light District invoices. There will be no ceremony here for Veterans’ Day but there will be one in Pine Plains at 11AM. Adrienne Zetterberg will be the Stanford representative working with the Grange for veterans in need and will have further information; a citizens’ review committee will be chaired by Carl Merritt to secure coverage by the Troopers and the Sheriff’s office regarding speeding issues in town; the Hunns Lake Road bridge replacement is moving slowly and will not open until perhaps mid-January. The Board has received her Supervisor’s report, two payroll verifications and bank reconciliation; there was a large increase in the 3rd quarter sales tax and a good increase in the mortgage tax; the Transfer Station revenue is up, interest earnings are up because of the NY Class accounts, and the Town Clerk will exceed her revenue projections. Budget lines will be moved so we’ll be fine for the end of the year. Ms. Burton added that she was unable to go to the ZBA meeting last night but that there was a public hearing on a proposed front setback variance on Grist Mill Lane which was approved.

PRIVILEGE OF THE FLOOR:

Jane Cottrell, 5951 Route 82 – said that she was so moved by the work of the poll workers, the hours they must work, and added that her neighbor was one of them and she had to leave early the day after for her job. Regarding the new Town Hall lights, they are supposed to run for 60,000 hours. Councilwoman Fallon added her thanks to the poll workers and spoke of the amazing food that they brought for their potluck meals.

Claudia DeBellis, Charwill Drive – thanked those for picking up elections signs in Town.

Kathy Zeyher, 158 Shelley Hill Road – mentioned that the traffic speed signs are flashing

and need to be fixed. She asked if Councilwoman Arent had resigned as she had resigned from

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the School Board and had a new job in Massachusetts. She also asked questions about the new Zoning Commission: the Code is deficient and needs attention, have there been any applicants? What are the criteria for appointment? When would the commission start? Supervisor Burton responded that there have been a few applicants, they might start interviews in January, several of the applicants with substantial resumes. She also asked who the chair would be. The Supervisor replied that the commission will chose a chair. Ms. Zeyher said that the Board should not wait to set this commission as the Comprehensive Plan will take a longer time, with Ms. Burton responding that it will probably be passed by the end of the year.

Carl Merritt, 165 Creamery Road – thanked all the candidates in the elections and congratulated those that won. Added that he had a good phone call with the Supervisor and glad they worked things out.

NEW BUSINESS:

1. APPROVE SALARY SCHEDULE FOR 2024: A motion was made by Wendy Burton, seconded by Margaret Fallon, to approve the 2024 Salary Schedule, as included in the adopted 2024 Town Budget. Motion carried with all present voting in favor. (Copies available upon request)

2. BUILDING PERMIT FEES FOR 2024: Senior Clerk Katrina Gore in the Building Department had suggested that some of our Building Permit fees needed to be addressed. After discussing these fee changes for a few months, the Board agreed to increase certain fees, effective date will be January 1, 2024, as follows:

**Building Department Fees 2024:**

* APPLICATION/PLAN REVIEW FEE $ 40.00
* MINIMUM BUILDING PERMIT FEE $125.00
  + CO/CC FEE $50.00
* SINGLE AND TWO-FAMILY RESIDENCES
  + $1.00 per square-feet for habitable space
  + Modular Homes $500 + $1.00 per square-foot
  + Renewal of Building Permit fee is 50% cost of original Building Permit
* for **New Single-Family Residences & Commercial Buildings**
  + Renewal of all other Building Permits is the original cost or $175.00 whichever is less
  + Expired Building Permit re-submit for new permit
  + Building without a permit is twice the cost of the Building Permit fee
* COMMERCIAL BUILDINGS
  + $1.00 per square-feet (new)
  + $ .75 (renovation/alteration/addition)
* ADDITIONS, RENOVATIONS AND ALTERATIONS (to single-family residences)
  + $.75 cents per square-feet for habitable space
  + $.55 cents per square-feet for non-habitable
* PERMANENT ACCESSORY BUILDINGS
  + (GARAGES, SHEDS, CARPORTS & TENNIS COURTS)
* .55 cents per square-feet for non-habitable space
* SMALL MOVEABLE STRUCTURES
  + (UP TO 144 square feet no building permit required)
  + Must be setbacks to zone
* DECKS/PORCHES (Enclosed, Open, Screened)
  + $.75 cents per square-feet
* WOOD/PELLET STOVES $ 150.00
* FIREPLACES $ 150.00
* ACCESSORY STRUCTURES
  + SWIMMING POOLS: ABOVE-GROUND $ 200.00
  + IN-GROUND $ 275.00
  + FENCE FOR POOL: $75.00
  + HOT TUBS $ 125.00
* TENNIS COURTS $ 300.00
* DEMOLITION FEE $ 150.00
* New/Re-Roof $ 100.00

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* Generators/Solar Panels $ 200.00 + Electrical Fee
* Solar Farms up to 2.5 Megawatts $3,750.00
  + 2.51-3.75 Megawatts $5,625.00
  + 3.75-5.00 Megawatts $7,500.00
  + Greater than 5.00 Megawatts TBD
* Fence $75.00
  + (Up to 8 feet; exceeds more than 8 feet requires a variance)
* Timber Harvesting $300.00
* Municipal Searches
  + Residential $200.00
  + Commercial $275.00
* Fire Inspections $200.00
* Blasting Permit $400
  + (Per site and valid for one year)
* Electrical, Plumbing, HVAC $ 125.00
* Sprinkler System $ 125.00
* Alarm Permits $100.00
* Sign Permits $100.00
  + (Exempt State, Federal, & Local Gov’t)
* Tent Permits $125.00 PER TENT
* Grading Permits $150.00
* Mobile Homes (outside of mobile home parks) $10.00
* Cell Tower Antenna/Collocations $500.00
  + Cell Tower (new) $5,000
* Oil Tanks
  + Removal/Abandonment $150.00
  + Replacement $150.00
* Code Compliance/Administrative Fee $100.00
* **\*Note: For any work requiring a permit which is not listed in this fee schedule, the fees shall be calculated by taking the administrative fee for the category of work plus the cost of construction**

Motion made by Margaret Fallon, seconded by Nathan Lavertue. Motion carried with all present voting in favor.

3. RESOLUTION #11A – TRANSFER FUNDS FROM ARPF FOR FRONT DOORS PURCHASE: The following resolution was read by Supervisor Burton and seconded by Councilman Corey Clanahan:

**RESOLUTION #11A OF 2023**

**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 purchase new entryway doors for Town Hall which will be much more energy efficient 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 00-0010-009 American 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 +32,738.66

00-4089 Federal Aid ARPF

00-960 Appropriations +32,738.66

00-01-1620-41 Town Hall Capital Expense

00-200 Cash +32,738.66

00-209 Cash- ARPA

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The foregoing resolution was voted upon with all Board members present voting as follows: Wendy Burton, Supervisor - Yes; Anne Arent – absent; Margaret Fallon – Yes; Nathan Lavertue – Yes; Corey Clanahan – Yes.

Resolution #11A of 2023 was adopted by the affirmative votes of the Board members present and certified this 9th day of November 2023 *Ritamary Bell, Town Clerk*

4. RESOLUTION #11B – TRANSFER FUNDS FROM THE NY CLASS ACCOUNT FOR NEW DOORS’ INSTALLATION: The following resolution was read by Supervisor Burton and seconded by Councilwoman Margaret Fallon:

**RESOLUTION #11B OF 2023**

**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 removal and installation of new entryway doors for Town Hall which will be much more energy efficient 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 00-0010-009 American 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 +$8282.00

00-4089 Federal Aid ARPA

00-960 Appropriations +$8282.00

00-01-1620-41 Town Hall Capital Expense

00-200 Cash +$8282.00

00-209 Cash- ARPA

The foregoing resolution, #11B, was voted upon with all Board members present voting as follows: Wendy Burton, Supervisor - Yes; Anne Arent – absent; Margaret Fallon – Yes; Nathan Lavertue – Yes; Corey Clanahan – Yes.

Resolution #11B of 2023 was adopted by the affirmative votes of the Board members present and certified this 9th day of November 2023. *Ritamary Bell, Town Clerk*

5. RESOLUTION #11C – TO INTRODUCE PROPOSED LOCAL LAW #6, “BEST VALUE” AS A BASIS FOR CONTRACT AWARDS: The following resolution was read by Councilman Lavertue: **RESOLUTION No. 11C of 2023**

**To Introduce Local Law #6 of 2023**

**AUTHORIZING THE TOWN BOARD TO AWARD**

**PUBLIC CONTRACTS BASED ON “BEST VALUE”**

At a meeting of the Town Board of the Town of Stanford (“Town Board”), held at the Town of Stanford Town Hall on the 9th day of November, 2023, at 7:00 p.m., Town Supervisor Wendy Burton called the meeting to order, and she, seconded by Councilman Nathan Lavertue, moved the following resolution, to introduce the following proposed local law, to be known as Proposed Local Law No. 6 of 2023, entitled “A Local Law Authorizing the Town of Stanford Town Board to Award Certain Purchase Contracts Based on ‘Best Value’”, as follows:

BE IT ENACTED by the Town Board of the Town of Stanford as follows:

**Section 1.**  Declaration of intent. Section 103(1) of the New York State General Municipal Law authorizes the Town Board to award certain purchase contracts, including contracts for service work, which are subject to competitive bidding under GML §103 on the basis of “best value” as defined in Section 163 of the New York State Finance Law or any State law superseding or amending said statute, provided the Town Board has first enacted a local law. Awarding purchase contracts, including contracts for service work, based on “best value” means the Town Board will be able to award purchase contracts, or contracts for service work, to vendors it determines will be more cost efficient over time and consider factors such as lower cost of maintenance, durability, higher quality and longer product life rather than just awarding such contracts to the lowest responsible bidder based solely on price. The Town of Stanford Town Board has determined it is in the best interest of the Town and its residents to authorize the awarding of purchase contracts, including contracts for service work, which are otherwise subject to

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competitive bidding under GML §103, on the basis of “best value” in addition to lowest responsible bid and now wishes to enact a local law authorizing it to do so in accordance with GML §103.

**Section 2.** The Town of Stanford Town Code is hereby amended to add a new Chapter 60 entitled “Best Value Procurement” to state as follows.

“Chapter 60 **Best Value Procurement**

[§ 60-1 **Legislative purpose.**](https://ecode360.com/12907359#12907326)

New York General Municipal Law §103 provides the Town of Stanford Town Board with the authority to award purchase contracts, including contracts for service work, on the basis of “best value” provided the Town Board first enacts a local law providing such authority. The Town Board has determined that providing such authorization will give the Town Board greater flexibility to consider factors such as lower cost of maintenance, durability, higher quality and longer product life and therefore it is in the best interests of the Town to enact such a local law providing such authority.

[§ 60-2 **Authority.**](https://ecode360.com/12907359#12907327)

This Article is enacted pursuant to §103 of the New York General Municipal Law.

§ 60-3 **Awarding Contract Based on Best Value.**

The Town Board may award purchase contracts, including contracts for services, on the basis of “best value” as that term is defined in §163 of the New York State Finance Law. All awards based on best value shall require Town Board approval.

§ 60-4 **Applicability.**

The provisions of this Chapter apply to Town purchase contracts, including contracts for services involving an expenditure of more than $20,000, but excluding purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the New York Labor Law and any other contract that may in the future be excluded under New York State Law from the best value option. If the dollar thresholds of the New York General Municipal Law §103 are increased or decreased in the future by the New York State Legislature, the dollar thresholds set forth herein shall be deemed simultaneously amended to match the new General Municipal Law thresholds.

§ 60-5 **Standards for best value.**

Goods and services procured and awarded on the basis of best value are those that the Town Board determines optimize quality, cost and efficiency, among responsive and responsible bidders or offerors. The determination shall be based on an objective and quantifiable analysis of clearly described and documented criteria as they apply to the rating of bids or offers. The criteria may include, but shall not be limited to, any or all of the following: cost of maintenance; proximity to the contractors; durability; longer product life; product performance criteria; and quality of craftsmanship.

§ 60-6 **Basis for determination.**

Whenever any contract is awarded on the basis of best value instead of lowest responsible bidder, the basis for determining best value shall be thoroughly and accurately documented.

§ 60-7 **Inconsistent provisions.**

Any inconsistent provisions of the Town’s procurement policy, as adopted prior to the effective date of this Chapter by Resolution of the Town Board shall be deemed superseded by the provisions of this Article.”

**Section 3.** Numbering for codification. It is the intention of the Town of Stanford Town Board and it is hereby enacted that the provisions of this Local Law shall be included in the Code of the Town of Stanford; that the sections and subsections of this Local Law may be re-numbered or re-lettered by the Codifier to accomplish such intention; that the Codifier shall make no substantive changes to this Local Law; that the word “Local Law” shall be changed to “Chapter,” “Section” or other appropriate word as required for codification; and that any such rearranging of the numbering and editing shall not affect the validity of this Local Law or the provisions of the Code affected thereby.

**Section 4.** Severability. The invalidity of any word, section, clause, paragraph, sentence, part or provision of this Local Law shall not affect the validity of any other part of this Local Law, which can be given effect without such part or parts.

**Section 5.** Effective date. This local law shall take effect immediately upon filing with the New York Department of State.

Town Supervisor Wendy Burton advised the Town Board that, pursuant to the Municipal Home Rule Law of the State of New York, it was necessary to hold a public hearing upon this proposed local law.

WHEREAS, Supervisor Burton has introduced this proposed local law for the Town of Stanford, to be known as Town of Stanford Proposed Local Law No. 6 of 2023, entitled “A Local Law Authorizing the Town of Stanford Town Board to Award Certain Purchase Contracts Based on ‘Best Value.’”

NOW, THEREFORE BE IT FURTHER RESOLVED, that a public hearing be held in relation to the proposed local law as set forth in the form of notice, hereinafter provided, at which hearing parties in interest and citizens shall have an opportunity to be heard, to be held at the Town Hall on Thursday, December 14, 2023, at 7 o’clock p.m., and that notice of said meeting shall be published in the official newspaper of general circulation in the Town of Stanford by the Town Clerk, at least five (5) days before such hearing and that such notice shall be in the following form:

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DATED: Stanfordville, New York  
November 9, 2023 *Ritamary Bell, Town Clerk*

The foregoing resolution was voted upon with all Board members voting as follows:

Wendy Burton, Supervisor – yes; Anne Arent, Councilperson – absent; Margaret Fallon, Councilperson – yes; Nathan Lavertue, Councilperson – yes; Corey Clanahan, Councilperson – yes.

6. APPROVAL OF MINUTES: The Minutes of the October 12th, 2023 Town Board Meeting were approved as written on a motion made by Wendy Burton, seconded by Corey Clanahan. Motion carried with all present voting in favor. The Minutes of the October 19th, 2023 Special Meeting and Budget Public Hearing were approved as written on a motion made by Wendy Burton, seconded by Nathan Lavertue. Motion carried.

7. APPROVAL OF NOVEMBER ABSTRACT #11 OF 2023: A motion was made by Wendy Burton, seconded by Corey Clanahan, to approve the November Abstract of Claims as follows:

General Fund: check #s 7369-7386 and 7421-7457 in the amount of $ 106,783.62

[void checks 7377-7413, 7417-7420]

Highway Fund: check #s 4419-4441 in the amount of $ 133,585.57  
 Bangall Lights: check #3067 in the amount of $ 876.91

Escrow Fund: check #1039-1040 in the amount of $ 1,150.00

Total of November 2023 Abstract #11: $ 242,396.10

Motion carried with all present voting in favor.

8. OTHER: ADDITIONS TO THE AGENDA:

A. SET PUBLIC HEARING DATE FOR COMPREHENSIVE PLAN: After discussion, Wendy Burton made a motion, seconded by Margaret Fallon, to have a public hearing on the revised Comprehensive Plan, with a few grammatical changes made by consultant Nina Peek, on Thursday, December 7th at 7 PM. They will see if the Cold Spring School is available for this meeting. Motion carried.

9. PRIVILEGE OF THE FLOOR:

Carl Merritt, Creamery Road – He suggested that if Anne Arent is stepping down, maybe one of the other Town Board candidates could be considered, “reaching across the lines.”

With no other comments heard, a motion was made by Wendy Burton at 7:53 PM, seconded by Margaret Fallon, to close the meeting and go into an Executive Session regarding personnel. Motion carried with all present voting in favor.

At 8:32 PM a motion was made by Wendy Burton, seconded by Corey Callahan to close the Executive session and go back into the regular meeting, and with no action taken, to adjourn the meeting. Motion carried.

Respectfully submitted,

Ritamary Bell, Town Clerk