

THE MEETING TONIGHT IS FOR THE CONDUCT OF TOWN BUSINESS BY THE TOWN BOARD. THE PUBLIC IS INVITED TO PARTICIPATE AT THE ITEMS MARKED ON THE AGENDA "PUBLIC COMMENT." DURING THAT SEGMENT OF THE MEETING, IF YOU HAVE A QUESTION OR COMMENT FOR THE SUPERVISOR, PLEASE RAISE YOUR HAND AND WAIT TO BE ACKNOWLEDGED. PLEASE STATE YOUR FULL NAME AND LIMIT YOUR REMARKS TO THREE MINUTES. THANK YOU FOR YOUR ANTICIPATED COOPERATION.

FIRST MEETING OF THE MONTH
TOWN BOARD TOWN OF MARLBOROUGH
21 MILTON TURNPIKE, MILTON NY
FEBRUARY 14, 2022 7:00 PM

ITEM #1 Call to order - Pledge of Allegiance

ITEM #2 Moment of Silence

ITEM #3 Motion to approve agenda.

ITEM #4 Motion to approve the January 24, 2022 Town Board Meeting

ITEM #5 Authorize payment of bills

ITEM #6 Comments on the agenda

ITEM #7 Presentations

A). Victoria Ciaglia-FCCLA project-Little Local Libraries

ITEM #8 Report of Departments and Boards

- A) SUPERVISOR – SCOTT CORCORAN
- B) BUILDING INSPECTOR - THOMAS CORCORAN
- C) POLICE CHIEF - GERALD COCOZZA
- D) HIGHWAY SUPERINTENDENT – JOHN ALONGE
- E) WATER SUPERINTENDENT - CHARLIE MUGGEO
- F) TOWN CLERK - COLLEEN CORCORAN
- G) WASTEWATER TREATMENT FACILITY- JULIAN FALCO
- H) DOG CONTROL OFFICER - ANDREW MCKEE
- I) ASSESSOR - CINDY HILBERT
- J) PLANNING - CHRIS BRAND

ITEM #9 Report of Committees

- A) RECREATION COMMITTEE
- B) EMERGENCY MANAGEMENT PREPAREDNESS COMMITTEE
- C) CONSERVATION ADVISORY COMMITTEE
- D) IT COMMITTEE
- E) MILTON TRAIN STATION FOUNDATION
- F) MILTON LANDING CITIZENS COMMITTEE
- G) MARLBORO HAMLET ECONOMIC DEVELOPMENT COMMITTEE
- H) MEET ME IN MARLBOROUGH
- I) HAMLET OF MILTON ASSOCIATION COMMITTEE
- J) TRANSFER STATION REVIEW COMMITTEE

ITEM #10 Old Business

- A). Tomvac Rehabilitation Update
- B). South Pier Update

ITEM #11 New Business

- A). Greenman-Pedersen, Inc-on call engineering agreement
- B). Medical Director for Summer Camp- Motion to Advertise

ITEM #12 Correspondences

ITEM #13 Public Comments

ITEM #14 Resolutions

- A). Resolution #28 To amend the Town of Marlborough Employee Handbook
- B). Resolution #29 To appoint an Ethics Board Chairman
- C). Resolution #30 To promote Michael Sotanski to Police Sergeant

ITEM #15 Adjournment

February 14, 2022

A). Resolution #28 To amend the Town of Marlborough Employee Handbook

Supervisor Corcoran proposes the following:

Whereas, the Town Board of the Town of Marlborough adopted the Town of Marlborough Employee Handbook by resolution on June 25, 2012, and

Whereas, the Town Board wishes to amend the handbook to include the following updates.

311 Holidays

UPDATE to Add:

311 Holidays

The following are holidays and dates of observance for all regular, full-time employees **and planning board secretary (5 hours)**. Such employees shall be paid at the employee's regular rate for these days.

Juneteenth (amended 02/14/2022)

312 Vacation

UPDATE to Add:

Each full-time employee hired prior to January 1, 2013, who has reached 17 years of service shall be entitled to a buyout of five (5) unused vacation days per calendar year. Each such employee shall be entitled to only one (1) buyout in a calendar year.

The Planning Board Secretary

Date of Hire

*Vacation Time
(Working days)*

After 3 years service

5 (25 hours)

316 Personal Leave

UPDATE to Add:

Three (3) days of personal leave is permitted per year. Unused personal leave cannot be carried over into the next calendar year and must be taken in increments of no less than two (2) hours.

A one-day notice of the request to take personal leave time shall be given by the employee to his/her Supervisor, except in the case of an emergency.

Employees shall not be paid for unused personal leave upon any termination of employment.

ADD:

418 Town Hall Snow Closing (inclement weather) Policy

Town Hall will follow the (MCSD) Marlboro Central School District delays and closings for inclement weather as follows

- 1. When MCSD has a One-hour delay, Town Hall is on a One-hour delay**
- 2. When MCSD has a Two-hour delay, Town Hall is on a Two-hour delay**
- 3. When MCSD Closes, Town Hall will remain on a Two-hour delay**

In cases of serious emergency or when the operation of Town facilities could be hazardous to the lives of employees, the Supervisor may declare an emergency day and close Town Hall.

In the case Town Hall is not closed and an employee needs to take the day off, the said employee will need to utilize personal time for any hours not allocated in the snow policy.

Notification will be sent out to residents via Town Facebook and Town Website.

419 Cell Phone Reimbursement Policy

Each Town Board Council member, the Town Supervisor, the supervisor secretary, and the Town Budget officer shall be reimbursed thirty dollars (\$30.00) a month for his/her cell phone use. The onetime payment of (\$360.00) for the year will be paid in the last payroll of the year.

420 Work from Home Policy

Each employee who has been issued a laptop for the purpose of emergency work from home use, can only do so with the permission of the Supervisor.

421 Comp Time Policy

- 1. Comp time needs to be approved by the Dept. head and the Supervisor**
- 2. Comp time needs to be used within the calendar year it was approved**
- 3. Comp time cannot be accrued from year to year**
- 4. Any unused Comp time not used in a calendar year will be lost**

And moves for its adoption:

Councilman Molinelli	-----
Councilwoman Sessa	-----
Councilman Cauchi	-----
Councilman Zambito	-----
Supervisor Corcoran	-----

February 14, 2022

B). Resolution #29 To appoint an Ethics Board Chairman

Supervisor Corcoran proposes the following:

Whereas, the Town of Marlborough as adopted a Code of Ethics in 2009, and

Whereas, the code states that the Town needs a Board of five members appointed by the Town Board, and

Whereas, we currently have two open positions, one being a chairperson, and

Whereas, it is the recommendation to appoint James Kuha as the Ethics Board Chairman effective immediately with a term ending date of December 31, 2025

And moves for its adoption:

Councilman Molinelli	-----
Councilwoman Sessa	-----
Councilman Cauchi	-----
Councilman Zambito	-----
Supervisor Corcoran	-----

February 14, 2022

C). Resolution #30 To promote Michael Sotanski to Police Sergeant

Supervisor Corcoran proposes the following:

Whereas, the Town of Marlborough Police Department is looking to fill a Sergeant position, and

Whereas, Michael Sotanski began his employment with the Town of Marlboro Police Department on July 9, 2012, and

Whereas, Michael has been an asset to the Department, and Community, and

Whereas, Michael has taken and passed the Ulster County Civil Service Sergeant exam.

Be it resolved, that Michael Sotanski be promoted to Police Sergeant effective March 1, 2022.

And moves for its adoption:

Councilman Molinelli	-----
Councilwoman Sessa	-----
Councilman Cauchi	-----
Councilman Zambito	-----
Supervisor Corcoran	-----