

The Town of Kent Organization Meeting was held on Tuesday, January 2, 2024 at 7:00 p.m. To see the full meeting visit the Town of Kent's website at www.townofkentny.gov under Video's on Demand.

Supervisor McGlasson wished everyone a Happy New Year and welcomed everyone to the first meeting of the year.

Pledge of Allegiance

Supervisor Jaime McGlasson called the meeting to order with the Salute to the Flag at 7:00 p.m.

Roll Call

Supervisor Jaime McGlasson – present	Councilman Jorma Tompuri –present
Councilwoman Anne Campbell – present	Councilman Chris Ruthven – present
Councilman Shaun Boyd - present	

Also present: Town Clerk Cappelli, Highway Superintendent Othmer, Building Inspector Walters, Town Counsel Tagliafiero, Police Chief Owens, Chairperson of Recycling Kotzur, and several residents

Resolution #1- Set Time & Place for Town Board Workshops and Meetings

On a motion by Supervisor McGlasson
 Seconded by Councilman Ruthven
 Resolved: The Town Board workshops and regular meetings are on Tuesdays of each month at 7:00 p.m. as per the revised attached schedule except for November 6 which is on a Monday.
 Motion carried unanimously

Resolution #2 - Set Salaries of Non-Union Employees pursuant to the 2024 Budget

On a motion by Councilwoman Campbell
 Seconded by Councilman Ruthven
 Resolved: The salaries of Non-Union employee salaries are set pursuant to the 2024 budget.
 Motion carried unanimously

Resolution #3- Set Mileage Rate per IRS at .67 cents/mile

On a motion by Councilwoman Campbell
 Seconded by Councilman Ruthven
 Resolved: Reimbursement Mileage Rate is set at 67 cents/mile per IRS.
 Motion carried unanimously

Resolution #4 -Set Holiday Schedule as per Employee Handbook and Collective Bargaining Agreements

On a motion by Councilwoman Campbell
 Seconded by Councilman Ruthven
 Resolved: The Holiday Schedule is set as per employee handbook and collective bargaining agreements.
 Motion carried unanimously

Resolution #5 - Appoint Deputy Supervisor

On a motion by Councilwoman Campbell
 Seconded by Councilman Boyd
 Resolved: Councilman Chris Ruthven was appointed as Deputy Town Supervisor.
 Motion carried unanimously

Resolution #6- Appoint Claudia Dworaczyk as Confidential Secretary to the Town Supervisor

On a motion by Councilwoman Campbell
 Seconded by Councilman Ruthven
 Resolved: Claudia Dworaczyk was reappointed as Confidential Secretary to the Town Supervisor.
 Motion carried unanimously

Resolution #7- Appoint Town Supervisor as Budget Officer

On a motion by Councilwoman Campbell
 Seconded by Councilman Ruthven
 Resolved: Supervisor Jaime McGlasson is appointed Budget Officer.
 Motion carried unanimously

Resolution #8 -Reappoint Martha (Marti) Deneny as Deputy Tax Receiver

On a motion by Councilwoman Campbell
 Seconded by Councilman Ruthven
 Resolved: Martha (Marti) Deneny was reappointed as Deputy Tax Receiver.

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Motion carried unanimously

Resolution #9-Reappoint Yolanda Cappelli as Access to Records Clerk

On a motion by Councilwoman Campbell

Seconded by Councilman Ruthven

Resolved: Yolanda Cappelli is reappointed as Access to Records Clerk.

Motion carried unanimously

Resolution #10 -Reappoint Yolanda Cappelli as Registrar of Vital Statistics

On a motion by Councilwoman Campbell

Seconded by Councilman Ruthven

Resolved: Yolanda Cappelli is reappointed as Registrar of Vital Statistics.

Motion carried unanimously

Resolution #11 - Reappoint Yolanda Cappelli as Marriage Officer

On a motion by Councilwoman Campbell

Seconded by Councilman Ruthven

Resolved: Yolanda Cappelli is reappointed as Marriage Officer.

Motion carried unanimously

Resolution #12- Reappoint Lauren Louderback as Deputy Town Clerk 1

On a motion by Councilman Tompuri

Seconded by Councilman Ruthven

Resolved: Lauren Louderback is reappointed as Deputy Town Clerk 1.

Motion carried unanimously

Resolution #13-Reappoint Lauren Louderback as Deputy Registrar of Vital Statistics

On a motion by Councilman Tompuri

Seconded by Councilman Ruthven

Resolved: Lauren Louderback is reappointed as Deputy Registrar of Vital Statistics.

Motion carried unanimously

Resolution #14-Reappoint Jessica Edwards Court Clerk to Judge Timothy Curtiss

On a motion by Councilman Tompuri

Seconded by Councilman Ruthven

Resolved: Jessica Edwards was reappointed Court Clerk to Judge Timothy Collins.

Motion carried unanimously

Resolution #15-Reappoint Annette Flaherty as Court Clerk to Judge Kevin Douchkoff

On a motion by Councilman Tompuri

Seconded by Councilman Ruthven

Resolved: Annette Flaherty is reappointed as Court Clerk to Judge Kevin Douchkoff.

Motion carried unanimously

Resolution #16-Reappoint Ron Calkins as Deputy Fire Inspector

On a motion by Councilwoman Campbell

Seconded by Councilman Ruthven

Resolved: Ron Calkins is reappointed as Deputy Fire Inspector.

Motion carried unanimously

Resolution #17- Appoint Matthew Valente as Assistant Fire Inspector

On a motion by Councilwoman Campbell

Seconded by Councilman Ruthven

Resolved: Matthew Valente is appointed as Assistant Fire Inspector.

Motion carried unanimously

Resolution #18- Reappoint Mahopac National Bank, Putnam County Savings Bank & Putnam County National Bank as Additional Bank Depository

On a motion by Councilman Tompuri

Seconded by Councilman Ruthven

Resolved: Mahopac National Bank is reappointed as Bank Depository and Putnam County Savings Bank & Putnam County National Bank as additional Bank Depository.

Motion carried unanimously

Resolution #19- Reappoint Putnam County Press as Official Newspaper

On a motion by Councilman Tompuri

Seconded by Councilman Ruthven

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Resolved: Putnam County Press was reappointed as the Official Newspaper and any other newspaper as necessary.

Motion carried unanimously

Resolution #20- Reappoint Bill Volkmann as Chairperson of Conservation Advisory Committee Chairperson

On a motion by Councilman Tompuri

Seconded by Councilman Ruthven and Councilwoman Campbell

Resolved: Bill Volkmann is reappointed as Chairperson of the Kent Conservation Advisory Committee.

Motion carried unanimously

Resolution #21- Reappoint Jacqueline Rohrig-Strickland – Town Historian

On a motion by Councilman Tompuri

Seconded by Councilman Ruthven

Resolved: Jacqueline Rohrig-Strickland was reappointed as Town Historian. .

Motion carried unanimously

Resolution #22 - Reappoint Walter Recher – Lake Carmel Park District Advisory Board Chairperson

On a motion by Councilman Tompuri

Seconded by Councilman Ruthven

Resolved: Walter Recher was reappointed as Chairperson to the Lake Carmel Park District Advisory Board.

Motion carried unanimously

Resolution #23- Reappoint Audrey Calogero as Chairperson Water District #1

On a motion by Councilman Tompuri

Seconded by Councilman Ruthven

Resolved: Audrey Calogero is reappointed as Chairperson of Water District #1.

Motion carried unanimously

Resolution #24- Reappoint Carol Croston as Chairperson of Water District # 2

On a motion by Councilman Boyd

Seconded by Councilman Ruthven

Resolved: Carol Croston is reappointed as Chairperson for Water District #2.

Motion carried unanimously

Resolution #25- Appoint Cemco as Water District # 1 & 2 Operator

On a motion by Councilman Boyd

Seconded by Councilman Ruthven

Resolved: Cemco is appointed as Water District #1 and #2 Operator.

Motion carried unanimously

Resolution #26 - Reappoint Susan Kotzur Kent Recycling Commission Chairperson of

On a motion by Councilman Boyd

Seconded by Councilwoman Campbell

Resolved: Susan Kotzur is reappointed as Chairperson.

Motion carried unanimously

Resolution #27 – Reappoint Bill Buck to Conservation Advisory Committee

On a motion by Councilman Boyd

Seconded by Councilman Ruthven

Resolved: Bill Buck was reappointed to the Conservation Advisory Committee for a 5 year term to expire 12/31/2028.

Motion carried unanimously

Resolution #28 – Reappoint Joseph Fleischman to the Lake Carmel Park District Advisory Board

On a motion by Councilman Boyd

Seconded by Councilman Ruthven

Resolved: Joseph Fleischman was reappointed to the Lake Carmel Park District Advisory Board for a 5 year term to expire December 31, 2028.

Motion carried unanimously

Resolution #29 – Reappoint Pat Madigan to the Lake Carmel Park District Advisory Board

On a motion by Councilman Boyd

Seconded by Councilman Ruthven

Resolved: Pat Madigan was reappointed to the Lake Carmel Park District Advisory Board for a 5 year term to expire December 31, 2028.

Motion carried unanimously

Resolution #30 – Reappoint Walter Recher to the Lake Carmel Park District Advisory Board

On a motion by Councilman Boyd

Seconded by Councilman Ruthven

Resolved: Walter Recher was reappointed to the Lake Carmel Park District Advisory Board for a 5 year term to expire December 31, 2028.

Motion carried unanimously

Resolution #31 – Reappoint Siobhan Carey to the Lake Carmel Park District Advisory Board

On a motion by Councilman Boyd

Seconded by Councilman Ruthven

Resolved: Siobhan Carey was reappointed to the Lake Carmel Park District Advisory Board for a 5 year term to expire December 31, 2028.

Motion carried unanimously

Resolution #32- Reappoint Jackie Beshar to the Kent Planning Board

On a motion by Councilman Boyd

Seconded by Councilman Ruthven

Resolved: Jackie Beshar is reappointed to the Kent Planning Board for a 7 year term to expire 12/31/2030.

Motion carried unanimously

Resolution #33- Reappoint Bradley Ginesin to the Kent Recycling Commission

On a motion by Councilman Boyd

Seconded by Councilman Ruthven

Resolved: Bradley Ginesin is reappointed to the Kent Recycling Commission for a 5 year term to expire on 12/31/28.

Motion carried unanimously

Resolution #34- Reappoint Janet Barnard to the Kent Recycling Commission

On a motion by Councilwoman Boyd

Seconded by Councilman Ruthven

Resolved: Janet Barnard is reappointed to the Kent Recycling Commission for a 5 year term to expire on 12/31/28.

Motion carried unanimously

Resolution #35 - Authorize Town Clerk to Publish Legal Notices

On a motion by Councilman Boyd

Seconded by Councilman Ruthven

Resolved: The Town Clerk is authorized to publish legal notices.

Motion carried unanimously

Resolution #36- Authorize Town Clerk to Advertise Notice for Bids

On a motion by Councilman Ruthven

Seconded by Councilwoman Campbell

Resolved: The Town Clerk is authorized to advertise for bids.

Motion carried unanimously

Resolution #37 Authorize Town Clerk to Draw Warrants

On a motion by Councilman Ruthven

Seconded by Councilwoman Campbell

Resolved: The Town Clerk is authorized to draw warrants.

Motion carried unanimously

Resolution #38 - Authorize Town Clerk to Advertise Notice for Highway Bids

On a motion by Councilman Ruthven

Seconded by Councilwoman Campbell

Resolved: The Town Clerk is authorized to advertise for Highway Bids.

Motion carried unanimously

Resolution #39- Authorize Emergency Purchases for Highway Department

On a motion by Councilman Ruthven

Seconded by Councilwoman Campbell

Resolved: The Kent Highway Department is authorized to make emergency purchases not to exceed \$8,000.

Motion carried unanimously

Resolution #40 - Authorize Emergency Purchases for Lake Carmel Sanitation

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On a motion by Councilman Ruthven
 Seconded by Councilwoman Campbell
 Resolved: The Lake Carmel Sanitation is authorized to make emergency purchases not to exceed \$2,000.
 Motion carried unanimously

Resolution #41 - Authorize Emergency Purchases for Municipal Repairs

On a motion by Councilman Ruthven
 Seconded by Councilwoman Campbell
 Resolved: Municipal Repairs is authorized to make emergency purchases not to exceed \$3,500.
 Motion carried unanimously

Resolution #42 - Authorize Emergency Purchases for All Other Departments

On a motion by Councilman Ruthven
 Seconded by Councilwoman Campbell
 Resolved: Municipal Repairs is authorized to make emergency purchases not to exceed \$2,000.
 Motion carried unanimously

Resolution #43 - Authorize Highway Department to Hire Jeeps and Trucks for Snow Plowing

On a motion by Councilman Ruthven
 Seconded by Councilwoman Campbell
 Resolved: The Highway Superintendent is authorized to hire Jeeps and Trucks for Snow Plowing.
 Motion carried unanimously

Resolution #44- Authorize the Supervisor to pay upon receipt of Authorized Warrants and Contracts, Hospitalization, Telephone, Electric, Gas, Social Security, Freight and other similar bills as per Town Law Section 29(4)

On a motion by Councilman Ruthven
 Seconded by Councilwoman Campbell
 Resolved: The Supervisor is authorized to pay upon receipt of Authorized Warrants and Contracts, Hospitalization, Telephone, Electric, Gas, Social Security, Freight and other similar bills as per Town Law Section 29(4).
 Motion carried unanimously

Resolution #45 – Accepting New members to the Lake Carmel Fire Department

On a motion by Councilman Ruthven
 Seconded by Councilman Tompuri

WHEREAS, the Lake Carmel Fire Department has recommended the acceptance of James Launzinger, Jaden Giorgio, Ava Brenneman and Summer Sichler as new probationary members of the Lake Carmel Fire Department; and

WHEREAS, the Town Board of the Town of Kent wishes to accept the recommendations of the Lake Carmel Fire Department;

NOW, THEREFORE, BE IT RESOLVED, that Town Board of the Town of Kent hereby accepts and welcomes James Launzinger, Jaden Giorgio, Ava Brenneman and Summer Sichler as new probationary members of the Lake Carmel Fire Department.
 Motion carried unanimously

Resolution #46 – Award Highway Bids

On a motion by Councilman Ruthven
 Seconded by Councilman Tompuri

WHEREAS, the Town of Kent advertised for bids for prices of highway materials to be effective from January 1, 2024 until January 31, 2025; and

WHEREAS, bids were received and opened and publicly read at the Kent Town Center; and

WHEREAS, Highway Superintendent Othmer has reviewed the bids and recommends (i) rejecting and rebidding for tree cutting services; (ii) rebidding for tub grinding services as no bids have been received for such service; and (iii) awarding bids for all other materials to the lowest bidders as set forth on the summary document annexed hereto and incorporated herein;

NOW THEREFORE, BE IT RESOLVED, that upon the recommendation of Highway Superintendent Othmer, the Town Board of the Town of Kent hereby rejects the bids received for tree cutting services and authorizes the Town Clerk to rebid for tree cutting services and for tub grinding services; and

BE IT FURTHER RESOLVED, upon the recommendation of Highway Superintendent Othmer, the Town Board of the Town of Kent hereby accepts the bids for all other highway materials for 2024 as set forth on the summary annexed hereto.

Motion carried unanimously

Resolution #47 – Add Item to the Agenda

On a motion by Supervisor McGlasson

Seconded by Councilman Ruthven

Resolved: Mechanic for Municipal Repairs Department was added to the agenda.

Motion carried unanimously

Resolution #48 – Hire Mechanic for Town of Kent Municipal Repairs Department

On a motion by Councilman Ruthven

Seconded by Councilman Tompuri

WHEREAS, there is an open position of mechanic in the Town of Kent Municipal Repairs Department; and

WHEREAS, Jaime McGlasson, Town Supervisor, has recommended the hiring of Timothy Smith to fill said position; and

WHEREAS, the Town Board of the Town of Kent wishes to accept the recommendation and hire Timothy Smith as Mechanic for Municipal Repairs.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Kent hereby authorizes the hiring of Timothy Smith as Mechanic in the Municipal Repairs Department subject to any and all required background checks and pre-employment drug screening; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Kent hereby authorizes the Supervisor to execute any and all documents necessary to give effect to this resolution.

Motion carried unanimously

Resolution #49 – Authorizing Hiring of Part Time Recreation Assistant

On a motion by Councilman Ruthven

Seconded by Councilman Tompuri

WHEREAS, the Town of Kent is seeking to fill the position of Part Time Recreation Assistant for the Recreation Department; and

WHEREAS, Jaime McGlasson, the Town Supervisor has recommended hiring Nicole Deneny as part time Recreation Assistant with the Recreation Department;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Kent hereby authorizes the hiring of Nicole Deneny as Part Time Recreation Assistant at a rate of \$16.00 per hour effective January 3, 2024; and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Kent hereby authorizes the Supervisor to execute any and all documents necessary to give effect to this resolution.

Motion carried unanimously

Resolution #50 – Accept Insurance Proposal Workman Compensation

On a motion by Councilman Ruthven

Seconded by Councilman Tompuri

WHEREAS, that the Town of Kent wishes to elect to be a self-insurer as to Workers' Compensation claims pursuant to Subdivision 3-a of Section 50 of the Workers' Compensation Law 21.

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NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Kent hereby elects, pursuant to Subdivision 3-a of Section 50 of the Workers’ Compensation Law, to become a self-insurer as to Workers’ Compensation claims against the Town of Kent; and

BE IT FURTHER RESOLVED, that pursuant to Section 50 Subdivision 3-a of said Workers’ Compensation Law, notice of such election shall be filed forthwith with the Chairman of the Workers’ Compensation Board, Self- Insurance Section; and

BE IT FURTHER RESOLVED, that this election shall become effective as of January 1, 2024.
Motion carried unanimously

Resolution #51 - Accept NYS Municipal Workers Compensation Alliance Plan Document

On a motion by Councilman Ruthven
Seconded by Councilman Tompuri

WHEREAS, there has been proposed a “New York State Municipal Workers’ Compensation Alliance Plan Document” pursuant to Section 50 3-a of the Workers’ Compensation Law (hereinafter, the “Plan”; and

WHEREAS, the Town of Kent is eligible for membership in the Plan; and

WHEREAS, the Town of Kent has made an independent investigation of the Plan and reviewed the Plan document, and has concluded that it would be in the interests of the Town of Kent to participate therein;

NOW, THEREFORE, BE IT RESOLVED, that the Town Supervisor be and is hereby authorized and instructed to execute the Plan’s charter document on behalf of the Town of Kent; and

BE IT FURTHER, RESOLVED, that the custody of all joint Plan moneys by the Plan Administrator under the Plan be and the same hereby is approved.
Motion carried unanimously

Resolution #52 - Approval of Vouchers

On a motion by Councilman Ruthven
Seconded by Councilman Tompuri
Resolved: All Vouchers and claims submitted by:

2023 Vouchers		
1. Cemco Water	\$2,106.48	Town Center: November
2. Hudsonia	\$13,575.00	Natural Resources Inventory
3. Kent Seniors	\$2,000.00	Christmas Party 4 Brothers
4. NYSEG	\$2,778.16	Electric: Ryan’s Field
	\$2,810.51	Electric: Town Hall
5. Pitney Bowes	\$2,000.00	Postage
6. Royal Carting	\$4,254.18	Recycling Garbage
7. Win Waste	\$8,391.74	Lake Carmel Garbage
2024 Vouchers		
1. Kent Manor Sewer Corp.	\$91,682.66	2024 Rent
2. Lexipol	\$11,868.86	Annual Law Manuals

Be paid.
Motion carried unanimously

Announcements

- Councilwoman Campbell announced she will soon be asking the public for support in obtaining the \$5 million NYSDOT grant for sidewalks and safe corridors along the RT 52 corridor.
- The Kent Library is having for Teens starting on 1/8/24 at 5:30 pm a Teen Zeen, a publication for teens.
- Healthy Habits begins tomorrow.
- In conjunction with the Danbury Hatriks they will host the 2nd Town of Kent Community night on Saturday February 24th at the Danbury Ice Arena against the Elmira River Sharks we receive special group prices type in Kent24 seats in Section 100.

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-Councilman Ruthven urged all to obtain the RSV vaccine. He had it and it was worse than Covid.

Public Comment – There was none

Resolution #53 – Adjournment

On a motion by Councilman Ruthven

Seconded by Councilwoman Campbell

Resolved: The meeting of January 2, 2024 adjourned at 7:23 p.m.

Motion carried unanimously

Respectfully Submitted,

Yolanda D. Cappelli
Town Clerk

Liaisons for 2024**Jaime McGlasson**

Water District #1 & #2

Lake Carmel Park District Co-Chair

Kent Seniors

Lake Tibet

Sanitation

Historical Society

Chris Ruthven

Lake Carmel Park District Co-Chair

Conservation Advisory Committee Co-Chair

Planning Board

Climate Smart

Jorma Tompuri

Zoning Board of Appeals

Beautification

Lakes Committee

Lake Tibet

Anne Campbell

Kent Public Library

Recycling

Conservation Advisory Committee Co-Chair

Climate Smart

Shaun Boyd

Water District #1 & #2

Sewer District

Historical Society

Lakes Committee

Beautifications



2024 Holiday Schedule

January 1 New Year's Day

January 15 Martin Luther King Day

February 19 President's Day

May 27 Memorial Day

June 19 Juneteenth

July 4 Independence Day

September 2 Labor Day

October 14 Columbus Day

November 5 Election Day

November 11 Veterans Day

November 28, 29 Thanksgiving/ Day after Thanksgiving

December 25 Christmas Day

December 26 Day after Christmas

Early dismissal on the following days:

May 24 July 3 August 30

December 24 December 31



2024 Town of Kent Board Meeting Schedule

January 2, 16

February 6, 20

March 5, 19

April 2, 16

May 7, 21

June 4, 18

July 2, 16

August 6, 20 (Daytime)

September 3, 17

October 1, 15

November 12, 19

December 3, 17

HIGHWAY DEPARTMENT – Material Bids – 2024

Valid County, State and Municipal Bids can be substituted at any time

HEATING OIL & SERVICE	Mirabito Energy Products
DYED DIESEL FOR GENERATORS.....	Optimum Oil & Propane
ROAD SALT.....	Apalachee Salt (State Bid)
WASHED HIGHWAY SAND.....	Red Wing Properties, Inc.
SUMMER BLACKTOP.....	Peckham Materials/Thalle Industries, Inc. (Depending on job and location)
WINTER MIX.....	Package Pavement
BLACKTOP IN PLACE.....	Intercounty Paving Co.&Kect Construction Corp.
ADS PLASTIC PIPE	Chemung Supply Corp./Expanded Supply Products (Depending on quantity & availability)
CONES & SIGNS.....	Chemung Supply Corp., Expanded Supply Products, Glenco Supply (Depending on availability, pricing and quality as needed)
CRUSHED LIMESTONE.....	Putnam Materials Corp.
CRUSHED BLUESTONE.....	Thalle Industries,Inc./Wingdale Materials, LLC. (Depending on availability & job location)
HAND TOOLS & PACKAGE.....	Home Depot, Tractor Supply (Depending on availability, pricing and quality as needed)
PLOW BLADES.....	Chemung Supply Corp., Expanded Supply Products, Glenco Supply (Depending on availability)
Chemung Supply Corp.,	
GUIDE RAIL & INSTALLATION.....	Chemung Supply Corp.
CATCH BASINS.....	Expanded Supply, Chemung Supply Corp. (Depending on specific material required for job & availability)
CAST IRON GRATES.....	Chemung Supply Corp., Expanded Supply Products, Glenco Supply Inc. (Depending on specific material required for job)
HWY EQUIP. & OPERATOR.....	Fred Adams, Jr.
TRI-AXLE DUMP TRUCK.....	Avello Brothers Contractors, Inc.

Add SI