

The Milan Town Board held their Regular Town Board meeting on July 15, 2013 at 7:30 PM at the Milan Town Hall.

Present: Supervisor William Gallagher
Councilpersons Roberta Egan, Jack Grumet, Marion Mathison
Absent: Councilperson Jack Campisi

The Supervisor opened the meeting with The Pledge of Allegiance.

PUBLIC COMMENT:

Glenn Butler, Highway Superintendent distributed a letter he wrote dated 07/12/13 to the Town Board and then read it aloud. His letter stated that there were two (2) bridges on Fishwoods Road – one belonging to the County and other to the town. He said that the County is in the process of replacing their bridge and since the County is “replacing a structure in such a close proximity...a rare opportunity exists for the Town to join the County in the designing, bidding etc.” Mr. Butler felt that it would be advantageous of the Town, potentially saving thousand of dollars, to replace our structure under these circumstances. He believed that it warranted an investigation to determine the savings now versus what it might cost if this was postponed to a later date. Mr. Butler also indicated that the County would be interested because it would save them money as well. He said that if anyone had any questions he would be glad to answer them now or they could contact him later.

Russell Frehling said that he agreed with Mr. Butler. He also informed the Board that his ‘14-year old and under’ Baseball team are now the District 17 champs. He said that includes all of Dutchess County and they will be heading down to Westchester for the state championship. The Board wished him luck.

MINUTES: Regular Town Board Meeting – 06/17/13. **MOTION** by Supervisor Gallagher seconded by Council. Egan to accept these minutes as written. Roll was taken and carried.

YES – 4 Egan, Grumet, Mathison, Gallagher
NO – 0
Absent - 1 Campisi

BUSINESS:

CORNELL UNIVERSITY COOPERATIVE EXTENSION:

Hudson Estuary Watershed Resiliency Project

Mr. Sean Carroll, a Community Bio-environmental Educator from Cornell Cooperative Extension gave a presentation on the Hudson Estuary Watershed Resiliency Project, and handed out informational folders to each of the board members. He said that this project is a combination of research, demonstrations and educational projects to adjust the challenges of flooding, stream and water management and climate change. After Mr. Carroll’s presentation there was a brief question and answer period.

SHARED SERVICES

The Supervisor spoke about the meeting he had with County Legislator Debra Blalock and the Supervisors and Highway Superintendents from Northeast, Pine Plains, Stanford and Milan. They discussed shared services and made a list of services. Equipment that could be shared included a hydro seeder, stump grinder, grater, paver and a bucket truck. The Supervisor said that each town would do research on this equipment and they would all meet again in August with estimates. They also discussed the purchasing of sand and gravel as a group instead of individually and allocating money in an interest reserve fund for equipment purchases.

The Supervisor read a letter from Senator Gipson to William Gorton the Regional Director – NYSDOT regarding the condition of Route 199 in the Town of Milan and north of the Town. He asked Mr. Groton for an update and timetable on any improvements for Route 199 so that he could pass this information along.

RESOLUTION #74 – 2013 Providing for the Creation of a Records Management Program in the Town of Milan

Resolution offered by Supervisor Gallagher seconded by Council. Egan

Whereas, local government records document policies, activities and decisions, provide continuity with past operations, illustrate the evolution of government and its services, reflect interaction between government and individuals, protects the rights of citizens; and

Whereas, it is desirable to have a records management program in place on a continuing basis; and

Whereas, the Records Management Officer has undertaken a program for the establishment of a local government records management program and local government archives; and

Whereas, these objectives are best achieved by the official adoption of a comprehensive records management program,

Now therefore, be it resolved, that the Town Board hereby adopt the following Records Management Program:

Section 1. DEPARTMENT, OFFICER

The Town Clerk shall serve as the Records Management Officer (RMO). The records management program for the Town of Milan is established under the aegis of the Records Management Officer. The RMO will be responsible for administering the non-current and archival public records and storage areas for the Town in accordance with local, state and federal laws and guidelines. The RMO shall also be responsible for overseeing micrographic or imaging projects or any new technology projects involving Town records.

Section 2. POWERS AND DUTIES

The Records Management Officer shall have all the necessary powers to carry out the efficient administration, determination of value, use, preservation, storage and disposition of the non-current and archival public records kept, filed or received by the offices and departments of the Town.

- (1) The Records Management Officer shall continually survey and examine public records to recommend their classification so as to determine the most suitable methods to be used for the maintaining, storing and servicing of archival material:
 - a. Obsolete and unnecessary records according to New York State Archives Records Retention and Disposition Schedules (MU-1) thereby subject to disposition;
 - b. Information containing administrative, legal, fiscal, research, historical or educational value which warrant their permanent retention; or
 - c. Records not subject to disposition according to State Law.
- (2) Establish guidelines for proper records management in any department or agency of the Town in accordance with local, state, and federal laws and guidelines.
- (3) Report annually to the Board on the powers and duties herein mentioned including, but not limited to, the cost-benefit ratio of programs effectuated by the program.
- (4) Oversee all requests for records storage equipment, microfilm equipment, scanning and imaging system equipment, etc., and coordinate and participate in planning for the expansion of micrographics, imaging and information management systems.
- (5) Establish Inactive Records Storage Areas for the storage, processing and servicing of all non-current and archival records for all Town departments and offices.
- (6) The Records Management Officer shall perform the following functions with respect to the Town:

- a. Advise and assist Town departments in reviewing and selecting records to be transferred to the Inactive Records Storage Area for storage and/or preservation.
- b. Continually survey and examine public records to determine the most suitable methods to be used for the creating, maintaining, storing and servicing of archival materials.
- c. Establish and maintain an adequate repository for the proper storage, conservation, processing and servicing of archival records.
- d. Promulgate rules governing public access to and use of records in the archives, subject to the approval of the Records Advisory Committee.
- e. Develop a confidentiality policy for archival records designated confidential, providing such policy does not conflict with any Federal or State statutes.
- f. Provide information services to other Town offices.
- g. Develop a procedure whereby historically important records are to be identified at the point of generation.
- h. Collect archival materials which are not official Town records but which have associated value to the Town or a close relationship to the existing archival collection. Such collecting shall be subject to archive space, staff and cost limitations, and to the potential endangerment of such materials if they are not collected by the Town archives.

Section 3. RECORDS ADVISORY COMMITTEE

There shall be a Records Advisory Committee designated to work closely with and provide advice to the Records Management Officer. This Committee shall consist of representatives appointed by the Board. The Records Advisory Committee shall meet periodically and have the following powers and duties:

- (A) Provide advice to the Records Management Officer on the development of the records management program.
- (B) Review the performance of the program on an ongoing basis and propose changes and improvements.
- (C) Review retention periods not covered by the State Archives Schedule MU-1 or retention period changes recommended by Department Heads.
- (D) Provide advice on the appraisal of records for archival value and to be the final sign-off entity as to what is or is not archival.

Section 4. CUSTODY

The Records Management Officer shall maintain physical custody and official responsibility of all records in his/her possession. Department heads shall retain constructive control and authority over all department records, regardless of their physical location.

Section 5. REPLEVIN

The Town's Attorney may take steps to recover local government records, which have been alienated from proper custody, and may when necessary, institute actions of replevin.

Section 6. DISPOSAL OF RECORDS

No records shall be destroyed or otherwise disposed of by a department of the Town unless a Records Disposal Form has been executed. Records will not be destroyed if they are required for any pending audit, litigation or other investigation.

Section 7. DEFINITIONS

- (A) "**Archives**" means those official records, which have been determined by the Records Management Officer and Advisory Committee to have sufficient historical or other value to warrant their continued preservation by the Town.
- (B) "**Records**" means any documents, books, papers, photographs, sound recordings, microfilm, electronic document images, or any other materials, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official Town business.
- (C) "**Records Management**" means the planning, controlling, directing, organizing, training, promotion and other managerial activities involved in records maintenance, use and disposition, including records preservation, disposal, records centers or other storage facilities.
- (D) "**Records Disposition**" means:
- (1) The removal by the Town, in accordance with approved records control schedules, of records no longer necessary for the conduct of business by such agency through removal methods which may include:
 - i. The disposal of temporary records by destruction or donation; or
 - ii. The transfer of records to the Inactive Records Storage Area for temporary storage of inactive records and permanent storage of records determined to have historical or other sufficient value warranting continued preservation;
 - iii. The transfer of records from one Town Department to any other Town Department.
- (E) "**Inactive Records Storage Area**" means an establishment maintained by the Town primarily for the storage, servicing, security and processing of records which must be preserved for varying periods of time and need not be retained in active office space and equipment.
- (F) "**Servicing**" means making information in records available to any Town Department for official use or to the public.

Section 8. This Resolution shall take effect immediately upon adoption.

Roll was taken and adopted.

YES - 4 Egan, Grumet, Mathison, Gallagher

NO – 0

Absent – 1 Campisi

Council. Egan discussed with the Town Board the Mid-Hudson Economic Development group for a funding application from Senator Gipson's office. She said that his office sent over a list of grants that have been awarded in the past. Council. Egan said that the deadline was the end of July and the final application was August 12, 2013, which is before the next board meeting. Council. Egan wanted to get authorization tonight to apply for a grant project. She said that she had a couple of thoughts based on what they have given out, and since the town already has a fledgling Farmer's Market perhaps there is an opportunity to apply for an advertising budget. Council. Grumet said that it would nice to have an attractive sign entering the town because you never know when you are in the town so you would be able to differentiate and set the flavor of the town. He thought that it would delineate our boundaries and make people aware that they are in the Town of Milan and not Red Hook or Rhinebeck. Council. Egan said that she would need authorization since it has to be done now since the board does not meet again until after the deadline. MOTION by Council. Egan seconded by Council. Mathison to authorize Council. Egan to proceed with the priority project proposal application with the Mid- Hudson Economic Development Corporation. Roll was taken and carried.

YES - 4 Egan, Grumet, Mathison, Gallagher

NO – 0

Absent – 1 Campisi

PUBLIC COMMENT

Russ Frehling told Council. Egan that she should talk to Debra Blalock, County Legislature about this project and maybe Ms. Blalock might be able to help her with it.

BILLS – Bills were presented to the Board for their audit and review. **MOTION** by Supervisor Gallagher seconded by Council. Egan to pay General Abstract # 7 Claims 230 thru 265, totaling \$17,075.30 – Highway Abstract # 7 Claims 92 thru 107, totaling \$11,994.11 and Escrow Abstract # 7 Claim 9, totaling \$243.50. Roll was taken and carried.

YES – 4 Egan, Grumet, Mathison, Gallagher

NO – 0

Absent – 1 Campisi

MOTION by Supervisor Gallagher seconded by Council. Egan to adjourn this meeting. (8:10 PM). Roll was taken and carried.

YES – 4 Egan, Grumet, Mathison, Gallagher

NO – 0

Absent – 1 Campisi

Respectfully submitted,

Catherine Gill, Town Clerk