



Town of Pawling Town Board

Pawling Town Hall
160 Charles Colman Blvd
Pawling, NY 12564

Reorganizational Meeting of the Town Board

*Meeting will be broadcast live on the
Town of Pawling YouTube page*

**Wednesday, January 8th, 2025
6:00PM**

James Schmitt, Supervisor
James McCarthy, Deputy Supervisor / Councilman
Martin Mygan, Councilman
Coleen Snow, Councilwoman
Corinne Musella-Pitt, Councilwoman

Cathy Giordano, Town Clerk

RULES FOR PUBLIC COMMENT:

1. Each presentation to the Board made by an individual shall be limited to three (3) minutes in duration, unless extended by agreement by the Town Supervisor/ designee
2. Comments should be directed to the Board. Comments should be made in a respectful manner to the Board and from the Board to the community.

The Town Supervisor or designee may:

- a. Interrupt, warn, or terminate an individual's comment when the comment is personally directed, abusive or obscene.
- b. Request that any individual leave the meeting when that individual fails to observe reasonable decorum.
- c. Call for a recess or an adjournment to another time.

The intent of these rules are:

1. To allow members of the public a fair and adequate opportunity to be heard.
2. To assure that the regular agenda of the Town Board is completed; and
3. To recognize the nature of the Board and community's time and to use that time effectively.

Meeting Agenda

- a) Roll Call of the Town Board
- b) Pledge of Allegiance
- c) Public Hearing – Ethics Board
- d) Resolutions
 - a. Organizational Agenda
 - b. Workshop Agenda
- e) Discussion
 - 1. Tax bills will be mailed out January 15, 2025
 - 2. Transfer Station Saturday Sales – January 25, 2025 & February 1, 2025
(2024 stickers will expire on January 31, 2025)
- f) Town Board Items for Special Consideration & New Business
- g) Privilege of the Floor with respect to Agenda & Non-Agenda items (3 minutes)
- h) Adjournment

Resolutions

RESOLUTION 2025-001

Designating Standard Workday for Employees of the Town of Pawling

WHEREAS, the Town Board of the Town of Pawling sets the standard workday for the term of one year, and

NOW THEREFORE BE IT RESOLVED, that the standard workday is as follows:

Pawling Town Hall; 160 Charles Colman Boulevard will be: 8:30AM to 4:00PM Monday through Friday

Building/Code Enforcement Department will operate at 8:30AM to 4:00PM Monday through Friday

Buildings and Grounds Department; 2 Lakeside Drive; will operate 7AM to 3:30 PM Monday through Friday

Recreation Department; 2 Lakeside Drive; will be 9 AM to 4 PM Monday through Friday.

RESOLUTION 2025-002

Designation Official Newspaper for the Town of Pawling

NOW THEREFORE BE IT RESOLVED, that the Poughkeepsie Journal, a newspaper regularly published in the Town of Pawling, Dutchess County, New York, and having a general circulation in the Town, and being a newspaper entered as second-class mail matter, be and the same hereby is designated as the official newspaper of the Town, and

NOW THEREFORE BE IT FURTHER RESOVLED, that the Town Clerk be and is hereby authorized and directed to give notice of such designation to the publisher of such newspaper.

RESOLUTION 2025-003

Designating the Time and Place for Meeting of the Town Board for the Calendar Year 2025

NOW THEREFORE BE IT RESOLVED, that the Regular Monthly Meetings of the Town Board of the Town of Pawling shall be held at 6:00 PM, at Pawling Town Hall, 160 Charles Colman Boulevard, in the Village of Pawling, Dutchess County, New York, in the evening of the first (1st) and second (2nd) Wednesday of each month, or at such other place or time within the Town of Pawling as the Town Board shall from time to time designate, and

NOW THEREFORE BE IT FURTHER RESOLVED, that the meetings of the Town Board, including any adjourned or rescheduled meetings shall be posted in Town Hall on the Town bulletin board and on the Town website. The Town Clerk is directed to take whatever steps are necessary to have such Town Board meetings accurately reflected on the Town bulletin board and Town website; and

NOW THEREFORE BE IT FURTHER RESOLVED, that the months of June, July, August, will have only one meeting of the Town Board; specifically, June 11, July 9, and August 13.

RESOLUTION 2025-004

**Setting Meeting Dates for the
Planning Board and Zoning Board of Appeals**

NOW THEREFORE BE IT RESOLVED, that the meeting dates for Planning Board and the Zoning Board of Appeals is as follows:

Planning Board: First and Third Mondays of each month starting at 7:00 PM.

Zoning Board of Appeals: Fourth Monday of each month starting at 7:00 PM.

RESOLUTION 2025-005

Designation of Grievance Day in the Town of Pawling

WHEREAS, the Town of Pawling, as required by New York State Law, holds a day in which property owners can grieve their property taxes, and

NOW THEREFORE BE IT RESOLVED, that the Town of Pawling will hold Grievance Day on Wednesday, May 28, 2025.

RESOLUTION 2025-006

**Designating Various Banks as the Official
Depositories for the Town of Pawling**

NOW THEREFORE BE IT RESOLVED, that the banks listed below, all located and authorized to do business in the State of New York (hereinafter the "Banks") are hereby designated as the depositories of the Town of Pawling:

Putnam County Savings Bank, M&T Bank, and Key Bank

RESOLVED, that until further order of the Town Board of the Town of Pawling, the maximum amount that may be kept on deposit at the aforementioned Banks at any one time is Five Million Dollars (\$5,000,000.00).

RESOLVED, that the Town Supervisor of the Town of Pawling is hereby authorized to execute and deliver all security and custody agreements relating to the pledge of collateral by the Bank as security for the deposit of public funds by, and the investment of public funds of, the Town of Pawling government and the custody of such collateral and investments all in such form as may be approved by any such officers, such approval to be evidence of the execution of any such agreement.

RESOLVED, that the Town of Pawling is authorized to accept an Eligible Surety Bond as security for the deposit of public funds by the Town of Pawling, having such terms and conditions as shall be approved by resolution of the Town of Pawling or as set forth in the investment policy adopted by the Town of Pawling.

RESOLVED, that the Banks are hereby appointed as an agent of and custodian for the Town of Pawling to hold collateral pledged by the Banks as security for deposits of public funds by the Town of Pawling and to hold investments of the Town.

RESOLVED, that the following officers of the Town of Pawling be and hereby are, and each of them hereby is, authorized to open accounts or otherwise to conduct business with the aforementioned Banks and to deposit any of the funds of the Town of Pawling in the Banks either at its head office or at any of its branches:

Town Supervisor or Deputy Supervisor, Town Clerk, Tax Collector, Justices of the Justice Court

Such officers are also authorized to give any and all instructions to charge accounts of the Town of Pawling which they have opened with the aforementioned Banks. Any one or more of these officers are also authorized to enter into agreements with the Banks with respect to products or services relating to the accounts or other Bank services, including, but not limited to, wire and other funds transfers products, night deposits, safe deposit boxes and direct deposit of payroll, in whatever form as may be approved by that officer.

RESOLVED, that until further order of the Town of Pawling, any funds of the Town of Pawling deposited in the aforementioned Banks or placed with the Banks for investment are subject to withdrawal, transfer or charge at any time and from time to time, electronically or otherwise, upon checks, authorizations, letters or other instruments, orders, items or instructions for the payment or transfer of money when made, signed, drawn, accepted, endorsed or given, orally, in writing, or by any other means, on behalf of the Town of Pawling by any one of the following:

Town Supervisor or Deputy Supervisor, Town Clerk, Tax Collector, Justices of the Justice Court

RESOLVED, that the Banks are hereby authorized to pay any such check, authorization, letter, or other instrument, order or item or execute any such instructions or effect any such withdrawal, transfer or charge and also to receive the same from the payee or any other holder without inquiry as to the circumstances of issues, withdrawal, transfer or charge or the disposition of the proceeds, even if drawn to the individual order of or paid to any signing person, or payable to the Banks or others for his or her account, or tendered in payment of his or her individual obligation, and whether drawn against an account in the name of the Town of Pawling or in the name of any officer or agent of the Town of Pawling as such, and, at the option of the Banks, even if the account shall not be in credit to the full amount of such instrument, withdrawal, transfer or charge.

RESOLVED, that the Banks, as designated depository of the Town of Pawling, be and hereby are requested, authorized and directed to honor all checks, authorizations, letters, or other instruments, orders, items or instructions for the payment or transfer of money when made, signed, drawn, accepted, endorsed or given in the Town of Pawling name on its account(s) (including but not limited to those drawn to the individual order of or paid to any person or persons whose name or names thereon as signor or signers thereof or who deliver such instructions) when bearing or purporting to bear the facsimile signature(s) of any one of the following:

Town Supervisor or Deputy Supervisor, Town Clerk, Tax Collector, Justices of the Justice Court

and the Banks shall be entitled to honor and to charge the Town of Pawling for all such checks, authorizations, letters, or other instruments, orders, items or instructions regarding the payment or transfer of money, regardless of by whom or by what means the actual or purported facsimile signature or signatures thereon may have been affixed thereto if such facsimile signature or signatures resemble the facsimile specimens from time to time filed with the Banks by the recording officer or other officer of the Town of Pawling.

RESOLVED, that the Town Supervisor of the Town of Pawling is authorized to open one or more accounts with the Banks for the provision of investment advisory, custodial and other investment services on behalf of the Town of Pawling (the "Account") and to execute agreements (including amendments thereto) on behalf of the Town of Pawling with respect to the Account.

RESOLVED, that the following officers of the Town of Pawling are authorized to instruct the Banks, in writing, orally, electronically or by means of telex, TWX, facsimile transmission, bank wire or other teleprocess, regarding any notices, instructions or requests made by the Town of Pawling in accordance with any security agreement with the Banks, and the establishment, modification or replacement of investment objectives for the Account, the purchase, sale, transfer or other disposition of funds or property held in the Account, the transfer of funds or property into the Account, and any other matters concerning the Account:

Town Supervisor or Deputy Supervisor, Town Clerk, Tax Collector, Justices of the Justice Court

RESOLVED, that the Town of Pawling be and hereby is authorized to certify to the Banks the names of the present officers of the Town of Pawling and other persons authorized to sign for it (including but not limited to persons to whom such officers or authorized persons have delegated their authority) and the offices respectively held by them, if any, together with specimens of their signatures, and in case of any change of authorized persons or of any holder of any such office or holders of any such officers, the fact of such change and the name of any new officers and the offices respectively held by them, if any, together with specimens of their signatures; and the Banks be and are hereby authorized to honor any checks, notes, drafts, bills of exchange, acceptances, undertakings, authorizations, letters, or other instruments, orders, items or instructions or agreements or other documents signed by any new officer or officers in respect of whom it has received any such certificate or certificates or by any such person with the same force and effect as if said officer or said officers or person were named in the foregoing resolutions.

RESOLVED, that the Banks be promptly notified in writing by the Town Clerk of the Town of Pawling of any change in these resolutions, such notice to be given to each office of the Banks in which any account of the Town of Pawling may be maintained or from which any product or service affected by such change is provided to the Town of Pawling, and that until it has actually so received such notice in writing it is authorized to act in pursuance of these resolutions, and that until it has actually received such notice and has had a reasonable opportunity to act upon such notice, it shall be indemnified and saved harmless from any loss suffered, claim or liability incurred by it in continuing to act in pursuance of these resolutions, even though these resolutions may have been changed.

RESOLUTION 2025-007

**Establishing Salaries for Elected Officials
in the Town of Pawling**

BE IT RESOLVED, that the annual salaries for calendar year 2025 for the following named elected Town Officials be in the same hereby are fixed and established at the following rates in accordance with the duly adopted budget of the Town of Pawling for calendar year 2025, retroactive to January 1, 2025:

| | |
|-------------|----------------------------|
| \$25,703.00 | Supervisor |
| \$2,000.00 | Deputy Supervisor |
| \$10,267.00 | Councilmember (4) |
| \$62,921.00 | Town Clerk |
| \$19,164.00 | Town Justice (2) |
| \$71,076.00 | Superintendent of Highways |
| \$18,749.00 | Tax Collector |

BE IT FURTHER RESOLVED, that the salaries of the persons holding the aforementioned positions shall be divided over a 26 week pay period, and paid bi-weekly, retroactive to and commencing on January 1, 2025, and thereafter for the remainder of the 2025 calendar year.

RESOLUTION 2025-008

Establishing Petty Cash Funds for Various Offices

WHEREAS, pursuant to Town Law §64 (1-a), the Town Board is authorized to establish petty cash funds for any Town officer, head of a department or office in the Town, for payment, in advance of audit, of a properly itemized or certified bill for materials, supplies or services furnished to the Town for the conduct of its affairs and upon such terms as set forth in Town Law § 64 (1-a), and

NOW THEREFORE BE IT RESOLVED, that the Town Clerk, Tax Collector, Town Justice Court, Legislative Aide and the Town Recreation Department are hereby authorized and directed to establish a petty cash fund, in a sum not to exceed Two Hundred Fifty Dollars (\$250.00) for each such petty cash fund, and

NOW THEREFORE BE IT FURTHER RESOLVED, that all such disbursements made from petty cash funds and the audit of such funds shall be made in accordance with the express provisions, terms and conditions of Town Law § 64 (1-a), and that reconciliation statements will be submitted to the Town Supervisor’s office by the 15th of April, July, October and January for the prior quarter’s activity.

RESOLUTION 2025-009

Setting Town of Pawling Mileage Reimbursement Rate for 2025

WHEREAS, pursuant to Town Law §116(1), the Town of Pawling compensates employees for the use of the employee’s personal vehicle whenever the employee utilizes such personal vehicle for Town business, and

WHEREAS, the Internal Revenue Service has established the allowable reimbursement rate for 2025 at the rate of \$0.70 per mile for business miles driven, and

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The recitations above set forth are incorporated in this Resolution as if fully set forth and adopted herein.
2. The Town Board hereby establishes and authorizes the allowable mileage reimbursement rate to a Town employee at \$0.70 per mile for business miles driven whenever a Town employee uses his/her personal vehicle for Town business, effective January 1, 2025.

This rate shall remain in effect until modified by further Town Board Resolution.

RESOLUTION 2025-010

Establishing Paid Holidays for Employees of the Town of Pawling

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Pawling hereby establishes the paid holiday schedule for employees of the Town of Pawling for the calendar year 2025 as follows:

| | |
|-------------------------------|---|
| Martin Luther King’s Birthday | Monday, January 20, 2025 |
| Presidents Day | Monday, February 17, 2025 |
| Good Friday | Friday, April 18, 2025 |
| Memorial Day | Monday, May 26, 2025 |
| Juneteenth | Thursday, June 19, 2025 |
| Independence Day | Friday, July 4, 2025 |
| Labor Day | Monday, September 1, 2025 |
| Columbus Day | Monday, October 13, 2025 |
| Veteran’s Day | Tuesday, November 11, 2025 |
| Thanksgiving (day before) | Wednesday, November 26, 2025 (close @ noon) |
| Thanksgiving | Thursday, November 27, 2025 |
| Thanksgiving | Friday, November 28, 2025 |

Christmas Eve
Christmas Day
Day After Christmas
New Year's Day (2026)
Day After New Year's Day (2026)

Wednesday, December 24, 2025 (close @ noon)
Thursday, December 25, 2025
Friday, December 26, 2025
Thursday, January 1, 2026
Friday, January 2, 2026

RESOLUTION 2025-011

**Authorizing Attendance at the 2025 Association
of Towns Annual Meeting and Appointing the Delegates**

WHEREAS, the Town Board of the Town of Pawling has annually authorized elected officials and employees of the Town of Pawling to attend the New York State Association of Towns Annual Meeting and Educational Conference in the City of New York, and

WHEREAS, the Town Budget for Fiscal Year 2025 includes educational expense line items for various Town departments, and

WHEREAS, the Town Board of the Town of Pawling has determined the purpose of attendance at the Conference to be primarily educational and requires all attendees to attend a minimum of four (4) hours of daily educational seminars, and

WHEREAS, the Town Board hereby authorizes payment of related expenses for attendance at the conference, and

WHEREAS, the Town Board seeks to appoint a delegate and an alternate delegate to the conference on behalf of the Town of Pawling.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The recitations above set forth are incorporated in this Resolution as if fully set forth and adopted herein.
2. The Town Board hereby authorizes and approves elected officers, appointees and employees of the Town to attend the 2025 New York State Association of Towns Meeting and Educational Conference in the City of New York.
3. The Town Board hereby authorizes the pre-payment to the New York State Association of Towns for the conference registration costs, overnight accommodations and advance expense payment on a "per diem" basis in accordance with the NYS Office of the State Comptroller guidelines. The Town Board requires "per diem" advance expense payments to be requested through an executed voucher by each attendee.
4. The Town Board hereby appoints James Schmitt to serve as the delegate to the Association of Towns at the February 2025 Annual Meeting and hereby appoints James McCarthy as the alternate delegate for said meeting.

RESOLUTION 2025-012

Appointment of the Dog Control Officer for the Town of Pawling

BE IT RESOLVED, that Mary Madsen is hereby appointed as Dog Control Officer for the Town of Pawling for calendar year 2025.

NOW THEREFORE BE IT FURTHER RESOLVED, that said Mary Madsen shall receive a \$20,000 salary as set forth in the duly adopted Budget for the Town of Pawling for calendar year 2025 and that said salary shall be payable in 52 weekly installments retroactive to and commencing on January 1, 2025.

RESOLUTION 2025-013

**Appointment Public Information Officer for the
Town of Pawling**

WHEREAS, the position of Public Information Officer is an appointed position that provides information to the public, media, and town employees on programs, services, issues and policies, and

NOW THEREFORE BE IT RESOLVED, that James Schmitt and Catherine Giordano are hereby appointed the Town of Pawling Information Officers.

RESOLUTION 2025-014

**Acknowledging the Appointment of the Deputy
Supervisor for the Town of Pawling**

NOW THEREFORE BE IT RESOLVED, that Town Supervisor James Schmitt has appointed James McCarthy to hereby serve as Deputy Supervisor for the Town of Pawling for calendar year 2025.

NOW THEREFORE BE IT FURTHER RESOLVED, that said James McCarthy shall receive a \$2,000 salary as set forth in the duly adopted Budget for the Town of Pawling for calendar year 2025 and that said salary shall be payable in 52 weekly installments retroactive to and commencing on January 1, 2025.

RESOLUTION 2025-015

**Acknowledging the Appointment
of the Bookkeeper for the Town of Pawling**

NOW THEREFORE BE IT RESOLVED, that Town Supervisor James Schmitt has appointed Christine Mitchell to hereby serve at the pleasure of the Town Supervisor as Bookkeeper for the Town of Pawling for calendar year 2025, and

BE IT FURTHER RESOLVED, that said Christine Mitchell shall receive a salary as set forth in the duly adopted Budget for the Town of Pawling for calendar year 2025 and that said salary shall be payable in 26 bi-weekly installments retroactive to and commencing on January 1, 2025. Christine Mitchell shall be compensated with Flex Time for any time worked outside normal business hours as approved by the Town Supervisor.

RESOLUTION 2025-016

**Appointment of the Water District Clerks
for the Town of Pawling**

BE IT RESOLVED, that Catherine Giordano and Cheryl Knowles are hereby appointed as the Water District Clerks for the Town of Pawling for calendar year 2025.

NOW THEREFORE BE IT FURTHER RESOLVED, that said Catherine Giordano shall receive a \$1,360.00 stipend and Cheryl Knowles shall receive a \$1,604.00 stipend as set forth in the duly adopted Budget for the Town of Pawling for calendar year 2025 and that said salaries shall be payable in 26 bi-weekly installments retroactive to and commencing on January 1, 2025.

RESOLUTION 2025-017

Appointment of the Secretary to the Planning Board and Secretary to the Zoning Board of Appeals

WHEREAS, pursuant to the authority vested in the Planning Board pursuant to Town Law § 272, the Planning Board hereby confirms to the Town Board that it wishes to appoint JoAnne Daley to the position of Part-Time Secretary to the Planning Board; and

WHEREAS, the Zoning Board of Appeals hereby recommends to the Town Board that JoAnne Daley be appointed to the position of Part-Time Secretary to the Zoning Board of Appeals.

WHEREAS, the appointment is a full-time position.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The recitations above set forth are incorporated in this Resolution as if fully set forth and adopted herein.
2. The Town Board hereby acknowledges the appointment of JoAnne Daley to the position of Part-Time Secretary to the Planning Board and hereby appoints JoAnne Daley as Part-Time Secretary to the Zoning Board of Appeals for the calendar year 2025, said appointment to expire December 31, 2025.

JoAnne Daley shall be paid an annual salary as set in the 2025 adopted Budget, to be paid in 26 bi-weekly installments

That the Secretary to the Planning Board shall be compensated with Flex Time for any time worked outside normal business hours as approved by the Town Supervisor.

RESOLUTION 2025-018

Appointment of the Town Attorney for the Town of Pawling

WHEREAS, The Town of Pawling retains counsel for advice on legal matters, and

WHEREAS, the law firm of Hogan, Rossi & Liguori will provide counsel for said purpose, and

NOW THEREFORE BE IT RESOLVED, that the Town Board does hereby appoint the law firm of Hogan, Rossi & Liguori as Town Attorneys for the Town of Pawling to be compensated at the rate set in the 2025 Town Budget.

RESOLUTION 2025-019

Appointment of Legal Counsel for the Purposes of Litigation / Tax Certiorari for the Town of Pawling

WHEREAS, The Town of Pawling retains counsel for advice on legal or court litigation matters, and

WHEREAS, the law firm of Hogan, Rossi & Liguori will provide counsel for said purpose, and

NOW THEREFORE BE IT RESOLVED, that the Town Board does hereby authorize the law firm of Hogan, Rossi & Liguori to be employed and retain services for the purposes of furnishing the Town Board and its officers and agencies, with such professional services as may be required and shall receive compensation for such services for Tax Certiorari and Litigation at the hourly rate not to exceed that of the rate set in the 2025 Town Budget.

RESOLUTION 2025-020

**Appointment of Legal Counsel for
the Purposes of Labor for the Town of Pawling**

Whereas, the Town of Pawling retains counsel for advisement on labor and personnel matters, therefore, be it

Resolved, that the Town Board hereby authorizes Hogan, Rossi & Liguori to be appointed as Town Labor Counsel for the year 2025.

RESOLUTION 2025-021

**Appointment of a Town Court Special
Prosecutor for the Town of Pawling**

WHEREAS, the position of Town Court Prosecutor is an appointed position that serves at the pleasure of the Town Board, and

NOW THEREFORE BE IT RESOLVED, that Cappillino, Rothschild & Egan, LLP and Hogan, Rossi & Liguori are hereby appointed Town of Pawling Town Special Prosecutors.

RESOLUTION 2025-022

**Appointment of Engineering Services for
the Town of Pawling**

WHEREAS, the position of Engineer to the Town is an appointed position serving for a one-year term of the pleasure of the Town Board, and

NOW THEREFORE BE IT RESOLVED, The Laberge Group is hereby named Engineer to the Town for the purposes of furnishing the Town of Pawling; its officers and agencies, such professional engineering and planning services as necessary and may be required.

RESOLUTION 2025-023

**Appointment of Additional Engineering
Services for the Town of Pawling**

WHEREAS, the position of Engineers to the Town is an appointed position serving for a one-year term of the pleasure of the Town Board, and

WHEREAS, the term of Engineers to the Town is effective the date January 8, 2025 herein known as the Town of Pawling Reorganization Meeting of 2025, and

NOW THEREFORE BE IT RESOLVED, RONALD J. GAINER, P.E., PLLC, Zarecki & Associates and Putnam Engineering are hereby appointed to serve as Additional Engineering Services to the Town for the purposes of furnishing the Town of Pawling; its officers and agencies, such professional engineering and planning services as necessary and may be required.

RESOLUTION 2025-024

**Appointment of Financial
Advisor for the Town of Pawling**

WHEREAS, a financial advisor assists in organizing and structuring debt for the best possible rates, and

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Pawling hereby appoints Beth Ferguson of Fiscal Advisors & Marketing Inc. as the Financial Advisor to the Town of Pawling.

RESOLUTION 2025-025

Voting Delegate DCMS4CC

WHEREAS, the Town of Pawling is a member in good standing with the Dutchess County MS4 Coordination Committee (DCMS4CC), and

WHEREAS, participation in such committee enhances the towns ability to address issues of mutual concern in matters of compliance with Phase II Stormwater regulations, and

WHEREAS, municipalities from all over Dutchess County are members of the DCMS4CC to plan education campaigns, product media items for distribution, provide training on Stormwater practices to municipal employees and Board members, and

NOW THEREFORE BE IT RESOLVED, that the Town Board hereby designates JoAnne Daley as the Voting Delegate for the Town of Pawling.

RESOLUTION 2025-026

Appointment: Chair, Planning Board

NOW THEREFORE BE IT RESOLVED, that Aaron Cioppa is hereby appointed Chair for a one-year term commencing on one January 1, 2025 and ending on December 31, 2025 and shall become compensated at a rate set within the adopted 2025 Town of Pawling Budget.

RESOLUTION 2025-027

Appointment: Chair, Zoning Board of Appeals

NOW THEREFORE BE IT RESOLVED, that Margaux Miller is hereby appointed Chair for a one-year term commencing on one January 1, 2025 and ending on December 31, 2025 and shall be compensated at a rate set within the adopted 2025 Town of Pawling budget.

RESOLUTION 2025-028

Appointments to the Planning Board of the Town of Pawling

NOW THEREFORE BE IT RESOLVED, that Greg Bernard is appointed Town of Pawling Planning Board to a three-year term ending on December 31, 2027.

RESOLUTION 2025-029

Appointments to the Planning Board of the Town of Pawling

NOW THEREFORE BE IT RESOLVED, that Jennifer Coleman is appointed Town of Pawling Planning Board to a three-year term ending on December 31, 2027.

RESOLUTION 2025-030

**Appointments to the Zoning Board of the
Town of Pawling**

NOW THEREFORE BE IT RESOLVED, that Terrance Wansley is appointed to the Town of Pawling Zoning Board to a three-year term ending on December 31, 2027.

RESOLUTION 2025-031

Appointment of the Town Historian of the Town of Pawling

NOW THEREFORE BE IT RESOLVED, that Robert P. Reilly is appointed as Town Historian of the Town of Pawling to a two-year term ending on December 31, 2025 and that said Robert P. Reilly shall receive an annual salary of \$1,500.00.

RESOLUTION 2025-032

Appointment of the Transfer Station Manager for the Town of Pawling

WHEREAS, the position of Transfer Station Manager is an appointed position serving for a one-year term at the pleasure of the Town Board of the Town of Pawling, and

NOW THEREFORE BE IT RESOLVED, that the current term of the Transfer Station Manager is effective to the date of January 1, 2025.

NOW THEREFORE BE IT FURTHER RESOLVED, that Robert Brill is hereby appointed Town of Pawling Transfer Station Manager, and compensated at the amount established within the approved Town of Pawling 2025 budget, and

NOW THEREFORE BE IT FURTHER RESOLVED, that bi-monthly activity reports relating to the operation of the Transfer Station will be submitted to the Town Supervisor and Town Board members for their review.

RESOLUTION 2025-033

Appointment of Fire Commissioner

WHEREAS, the Pawling Fire District is overseen by the board of fire commissioners that are appointed jointly by the Town of Pawling and Village of Pawling, and

WHEREAS, the board of fire commissioners has recommended that Chris Burke be re-appointed for another five (5) year term, and

NOW THEREFORE BE IT RESOLVED, that the town board of the Town of Pawling hereby appoints Chris Burke to a five (5) year term effective 1/1/2025 and ending on 12/31/2029.

RESOLUTION 2025-034

Appointment to the Pawling Joint Sewer Commission

WHEREAS, a vacancy exists on the Pawling Joint Sewer Commission, and

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Pawling hereby confirms the Town Supervisor's appointment of James McCarthy to serve as a Vice Chairperson on the Pawling Joint Sewer Commission, and

NOW THEREFORE BE IT FURTHER RESOLVED, that the Town Board of the Town of Pawling hereby confirms the Town Supervisor's appointment of Corinne Musella-Pitt to serve as a Commissioner on the Pawling Joint Sewer Commission, and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Pawling hereby confirms the Town Supervisor's appointment of Coleen Snow to serve as an Alternate Commissioner on the Pawling Joint Sewer Commission.

RESOLUTION 2025-035

Payroll Schedule 2024

WHEREAS, the Town Board shall adopt the Bi-Weekly Payroll Schedule for each year at the reorganization meeting, and

NOW THEREFORE BE IT RESOLVED, that the Town Board hereby adopts the 2025 Bi-Weekly Payroll Schedule every other Friday.

RESOLUTION 2025-036

Consultant, Stormwater Management Program (MS4)

WHEREAS, the Town of Pawling appoints a consultant for the Stormwater Management program of the NYSDEC and NYCDEP Regulations placed upon the Town, and

WHEREAS, the Town has received the services of *Stormwater Management Consultants* and has been advised on matters of the East of the Hudson Coalition, Dutchess County East of Hudson group, and

WHEREAS, Walter Artus has reviewed the Town for compliance, and

NOW THEREFORE BE IT RESOLVED, that the Town Board hereby appoints Walter Artus to provide such services to the Town of Pawling for the year 2025.

RESOLUTION 2025-037

Approval of Flex Time

WHEREAS, the Town of Pawling operates the Dutcher Golf Course and has appointed a Clubhouse Manager to operate the facility, and

WHEREAS, due to the nature of the operational duties the Clubhouse Manager must at times work over the normal regularly scheduled work hours, and

NOW THEREFORE BE IT RESOLVED, the Clubhouse Manager shall be compensated at the rate set within the 2025 adopted Budget, and

NOW THEREFORE BE IT FURTHER RESOLVED, that the Clubhouse Manager shall be compensated with Flex Time for any time worked outside normal hours as approved by the Town Supervisor.

RESOLUTION 2025-038

**Authorizing Agreement between Town of Pawling
Water District No. 2 and Cedarwood Environmental Services**

WHEREAS, the Town of Pawling has been utilizing the services of H2O Innovations for the maintenance of Water District No. 2, and

WHEREAS, as of January 15, 2025, H2O Innovations will be terminating their services to the Town, and

WHEREAS, the Town is desirous to contract for operation of Water District No. 2 with Cedarwood Environmental Services (Delaware Operations, Inc.) and to maintain professional administration for a period of three (3) years, and

WHEREAS, the following will be provided by the Operator, subject to modification by the Town at any time:

- a. Daily inspection of the well house and all required daily testing.
- b. Routine sampling required by the NYS Department of Health.

- c. Filing of monthly reports to the NYS Department of Health.
- d. Handle any inspections by the NYS Department of Health.
- e. Write any correspondence needed to the NYS Department of Health and explain any correspondence received.
- f. Provide off-site technical support 24 hrs./day.
- g. Emergency call-ins (alarms etc.), billed at the rate provided.
- h. Lawn mowing
- i. Snow removal

WHEREAS, The Town agrees to provide the following in conjunction with the operation of the water system:

- a. Chemicals
- b. Material and Supplies
- c. Plant Insurance
- d. Utilities
- e. Excavation Work
- f. Permit Fee(s)
- g. Capital Improvements
- h. Specialized Maintenance Contracts

WHEREAS, the cost for 7-day per week coverage (including certifications) is \$1,645.00 per month, and

WHEREAS, this will be a cost saving of \$960.00 for Water District No. 2 for 2025, and

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Pawling hereby approves the agreement between the Town of Pawling Water District No. 2 and Cedarwood Environmental Services at \$1,645.00 per month, and

BE IT FURTHER RESOLVED, that the Town Board of the Town of Pawling authorizes the Town Supervisor to execute this agreement.

RESOLUTION 2025-039

Setting Parks, Recreation, and Facility Use Fees for 2025

WHEREAS, the Town of Pawling Recreation Department has proposed the following fees for Parks and Recreation programs and services for 2025:

| 2025 PROJECTED PROGRAM & MEMBERSHIP FEES | | | |
|--|---|---|---|
| CAMP | \$ RESIDENT PRICING | NON-RESIDENT \$ | |
| Traditional Camp / weekly session | \$210/week | \$250/week | potty trained age 4 - entering 8th grade, discounted rate for each week added |
| Summer School Enrollment & Camp | \$90/week | n/a | discounted reate for each week added |
| Leader In Training / Session | \$115 | \$145 | entering 9th grade |
| Counselor In Training / Session | \$55 | \$80 | entering 10th grade |
| Before Care /weekly fee | \$45 | \$70 | 7am -9 am |
| After Care / weekly fee | \$45 | \$70 | 4pm - 6pm *if there is a need for this service* |
| Beach Week (5 days) | \$250 | \$300 | |
| Late Camp Regsitrartion Fees | | | |
| May 15 | \$10 per camper | \$15 pre camper | |
| June 15 | \$15 per camper | \$20 per camper | |
| July 15 | \$20 per camper | \$25 per camper | |
| *addtions or changes made as needed and presented to the board | | | |
| | | | |
| | | | |
| WATERFRONT PROGRAMS | \$ RESIDENT PRICING | NON-RESIDENT \$ | |
| Swim Lesson / Sesion (1 week) | \$55 | \$70 | |
| Swim Team / Season (6 week) | \$100 | \$125 | |
| | | | |
| *addtions or changes made as needed and presented to the board | | | |
| | | | |
| WATERFRONT MEMBERSHIP | \$ RESIDENT PRICING | NON-RESIDENT \$ | |
| Individual Adult | \$75 | \$150 | |
| Individual Child / Senior (62+) | \$50 | \$100 | |
| Family Membership (2) | \$100 | n/a | "family" is up to two parents and their unmarried children under the age of 21. Children 2 and under are FREE |
| Family Membership (3) | \$125 | n/a | |
| Family Membership (4) | \$150 | n/a | |
| Family Membership (5) | \$200 | n/a | |
| Weekday Daily Pass | 5 per person | \$10 per person | children 2 and under FREE |
| Weekend Daily Pass | \$5 per child + senior, \$10 per adult | \$15 per child + senior \$20 per adult | children 2 and under FREE |
| *addtions or changes made as needed and presented to the board | | | |
| | | | |
| RECREATION PROGRAMS | \$ RESIDENT PRICING | NON-RESIDENT \$ | |
| Art Workshops | varies | varies | |
| Bounce Into Summer | \$0 | \$0 | |
| Co-Ed Volleyball (Feb-May) | \$40 | \$50 | |
| Co-Ed Volleyball (Sept - Dec) | \$40 | \$50 | |
| Easter Egg Hunt | \$0.00 | n/a | |
| Flag Football (6 weeks) | \$70 | \$80 | |
| French Class | \$5 per day | n/a | |
| Holiday Story Time with Santa | \$0 | \$0 | |
| Indoor Pickleball Monthly | \$12-\$15 | \$20-\$25 | |
| Make a Scene Theater Program *grant funded | \$0 | \$0 | |
| Music By The Lake Concerts | \$0 | \$0 | |
| One Day Basketball Skills Session | \$25 | \$30 | |
| Over 35 Basketball | \$0 | \$0 | |
| Pawling Book Club | \$0 | \$0 | |
| Rec Club After School* eff: 9/24 | \$300 | n/a | |
| Rec Club Before School* eff: 9/24 | \$225 | n/a | |
| Senior Fitness | \$0 | \$0 | |

| | | |
|--|--|-------------------------------|
| Senior Lunch of the Month | \$0 | n/a |
| The Great Inflate | \$0.00 | \$0.00 |
| The Kids Table Cooking Class (6 weeks) | \$125 | \$135 |
| Tiger Running Club | \$25 per week | \$35 per week |
| Tiny Tots Sports | \$80 per session | \$90 per session |
| Tiny Tots Tumbling | \$45 | \$55 |
| Toddler Troop Playgroup | \$0 | \$0 |
| Trick or Treat Trail | \$0.00 | n/a |
| Walking Club | \$0 | \$0 |
| *Additional programs will be added as we continue to grow and offer new programs | | |
| <u>RECREATION MEMBERSHIP</u> | <u>\$ RESIDENT PRICING</u> | <u>NON-RESIDENT \$</u> |
| Pickleball (April 15 - November 15) | \$50 | \$125 |
| | | |
| <u>TRIATHLON</u> | <u>ENTRY PRICING</u> | |
| Sprint Triathlon (age 16+) | \$90-\$150 per person depending on registration date | |
| Youth Triathlon (age 5-15) | \$50-\$75 for Youth Triathlon depending on registration date | |
| | | |
| In-House Race Directors (2) | \$3,000 for up to 399 registrants | |

FACILITY RENTAL FEES

| 2025 Town of Pawling facility rental fees | MONDAY-THURSDAY | | FRIDAY-SUNDAY | | INCLUDES | extra hour fee if available? | HOLIDAYS (if available) | Community Organization One Time Rental *with volunteer commitments at Rec Events* NOT AVAILABLE ON HOLIDAYS |
|---|--|----------------------------|--|----------------------------|--|------------------------------|-------------------------|---|
| | 9am-7pm | \$40/hour; 60/hour non-res | 10am-9pm | \$300/day; 500/day non-res | | | | |
| Auditorium | 9am-7pm | \$40/hour; 60/hour non-res | 10am-9pm | \$300/day; 500/day non-res | 20 chairs, 2 long tables, wifi, stage | 100/hour | additional \$150 fee | \$25 per hour |
| JCPenney | 9am-7pm | \$30/hour; 50/hour non-res | 10am-9pm | \$200/day; 400/day non-res | 20 chairs, 2 long tables, wifi | no | additional \$150 fee | \$20 per hour |
| Pavilion at Lakeside Park | 9am-8pm; 4-8pm-(July 1- Sept 1) | \$25/hour; 45/hour non-res | 9am-8pm | \$225/day; 425/day non-res | 10 picnic tables, charcoal grill, electricity | no | additional \$150 fee | \$20 per hour |
| Teen Center | 9am-7pm | \$40/hour; 60/hour non-res | 10am-9pm | \$300/day; 500/day non-res | 20 chairs, 2 long tables, wifi, stage, kitchen | 100/hour | additional \$150 fee | \$25 per hour |
| Murrow Pavilion | 9am-8pm | \$10/hour; 20/hour non-res | 9am-8pm | \$100/day; 200/day non-res | 4 picnic tables, grill | no | additional \$150 fee | \$10 per hour |
| Holmes Civic Center Upstairs Room | 9am-7pm | \$35/hour; 55/hour non-res | 10am-9pm | \$300/day; 500/day non-res | 20 chairs, 2 long tables, kitchen | 100/hour | additional \$150 fee | \$25 per hour |
| Town Hall Annex Building (lower level) | 9am-7pm (Monday & Friday); 4pm-7pm (Tues-Thurs) | \$20/hour (residents only) | 10am-9pm | \$100/day (residents only) | long tables, kitchen, wheelchair accessible | no | additional \$150 fee | \$15 per hour |
| Town Hall Pavilion | 9am-8pm | \$10/hour (residents only) | 9am-8pm | \$75/day (residents only) | | no | additional \$150 fee | \$10 per hour |
| Lacrosse Fields | \$60 / hour resident | | \$40 / hour organization | | \$80 / hour non resident | | | \$500 per season / per location |
| Baseball Fields | \$60 / hour resident + rate of electricity if needed | | \$40 / hour organization + rate of electricity if needed | | \$80 / hour non resident + electricity if needed | | | \$500 per season / per location |
| Soccer Fields | \$60 / hour resident | | \$40 / hour organization | | \$80 / hour non resident | | | \$500 per season / per location |
| Rink at Dodge Road | \$60 / hour resident + rate of electricity if needed | | \$40 / hour organization + rate of electricity if needed | | \$80 / hour non resident + electricity if needed | | | \$500 per season / per location |
| Special Events: Library Book Sale, Fall Fest, PCF Gala etc... | | | | | | | | price determined on each event request and presented to the Town Board for approval |

*during hours that staff is onsite to open/close

FACILITY RENTAL - EXTRA ADD ONS

| EXTRAS (added on to an approved rental) | |
|---|--|
| *Additional 100 deposits required for each add on | |
| Extended time | 30/hour (before 9 am, after 7pm) |
| Inflatable gaga pit | 100/event + additional deposit |
| Kitchen access (Lathrop or Teen Center) | 200/up to 4 hrs + staff + additional deposit |
| Sports kit | 20/event |
| Pickleball kit | 10/event |
| Disc Golf kit | 10/2 hours |
| Individual Discs | 3/disc |
| Stage kit (microphone, spot light, speaker) | 10/event |
| Movie kit (screen, projector, sound) | 10/event + additional deposit |
| Game Room access (requires teen center staff) | 100/event +additional deposit |

| 2025 RECREATION PROGRAM TITLES & WAGES | | |
|--|-----------------------------|-------------------|
| 6772.1 | Senior Program Supervisors | \$18-\$20 |
| 7020.1 | Senior Rec Leader | \$24.34 |
| | Rec Leader | \$22.89 |
| 7145.1 | Teen Program Supervisor | \$17-\$20 |
| | Teen Program Counselor | \$12-\$15 |
| 7230.1 | Waterfront Director | \$18-\$21 |
| | Head Lifeguard | \$17-\$19 |
| | Senior Lifeguard | \$15-\$17 |
| | Junior Lifeguard | \$14 |
| | Senior Park Assistant | \$15-\$17 |
| | Junior Park Assistant | \$13-\$15 |
| 7310.1 | Program/Event Supervisor | \$17-\$20 |
| | Program/Event Counselor | \$12-\$15 |
| 7320.1 | Camp Director | \$23-\$25 |
| | Camp Activities Coordinator | \$23-\$25 |
| | Camp Activities Specialist | \$17-\$20 |
| | Camp Behavior Specialist | \$17-\$20 |
| | Camp Counselor | \$12.50 - \$15.50 |
| 7330.1 | Rec Club Supervisor | \$17-\$20 |
| | Rec Club Specialist | \$17-\$19 |
| | Rec Club Junior Assisant | \$12 - \$15 |
| | Rec Club Senior Assistant | \$15-\$17 |

WORKSHOP AGENDA

RESOLUTION 2025-041

Adoption of the Pawling Joint Sewer Commission Budget for 2025 and Acknowledgement of Commission Stipends

WHEREAS, the Town of Pawling received a request from the Pawling Joint Sewer Commission to approve the budget, and

WHEREAS, the Town Board of the Town of Pawling has reviewed the budget on file with the Town Clerk, and

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Pawling hereby approves the Pawling Joint Sewer Commission Budget for the calendar year 2025 as follows: Revenues in the amount of \$1,384,068.50. Expenditures in the amount of \$1,076,218.50. Bonding costs in the amount of \$307,828.00. Total Budget of \$1,384,068.50.

NOW THEREFORE BE IT FURTHER RESOLVED, that the Town Board of the Town of Pawling does hereby acknowledge the 2025 Pawling Joint Sewer Commission Stipends as follows: Chairperson \$7,000.00 per year, Vice Chairperson: \$6,000.00 per year, Commissioner (5): \$5,500.00. Total: \$40,500.00 per year.

RESOLUTION 2025-042

Appointment of Part-Time Help to the Clerk's Office

WHEREAS, due to the resignation of Michael Keupp, a vacancy exists within the Clerk's office, and

WHEREAS, after interviewing several candidates, the Town Clerk would like to fill the part-time position with Dina McDevitt, and

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Pawling approves Dina McDevitt to serve as part-time help with the Clerk's office at an hourly rate of \$23.28 per hour, at 17.5 hours per week.

RESOLUTION 2025-043 Approval of Application to NYS Comptroller for Sewer District No. 4

WHEREAS, the attached Application for Authorization to Establish Sewer District No. 4 was prepared by the Town Attorney at the direction of the Town Board of the Town of Pawling; and

WHEREAS, the Town Board believes the contents of the Application to be accurate; and

WHEREAS, the Town Board has determined that Sewer District No. 4 is in the public interest and will not constitute an undue burden on the properties proposed to be within the benefitted area of the proposed sewer district; and

WHEREAS, the cost of the proposed improvements will be assessed in part against the benefitted area along the corridor of Route 22, and all property to be so assessed will be benefitted by the proposed improvements and no benefitted property has been excluded;

NOW THEREFORE, BE IT RESOLVED, that the Town Board approves the submission of the attached Application for Authorization to Establish Sewer District No. 4 to the Office of the State Comptroller; and

BE IT FURTHER RESOLVED, that the Supervisor is authorized to sign any and all documentation to give effect to this Resolution.

RESOLUTION 2024-135 Amendment to Handbook Regarding Nepotism

WHEREAS, the Town Board wishes to amend the Town of Pawling Employee Handbook to prohibit nepotism;

NOW THEREFORE, BE IT RESOLVED that the following shall be added as Section 311 of the Town of Pawling Employee Handbook, but shall not be applicable to any current employee as of the date of this Resolution, and shall only apply to new employees:

311. Employment of Relatives.

Except as otherwise required by law:

(1) No municipal officer or employee, either individually or as a member of a board, may participate in any decision whether to appoint, hire, promote, discipline or discharge a relative for any position for or within the Town of Pawling.

(2) No municipal officer or employee may directly supervise a relative in the performance of the relative's official powers or duties.

(3) Nothing contained herein shall prevent those town officers and town employees who, as of the effective date of this code of ethics currently serve the town, from continuing to do so. Those persons shall be grandfathered in.. Additionally, for such grandfathered individuals, the performance review, job duties or assignments and awards of overtime are subject to annual review by the Director of Human Resources, and in the event, problems are identified they may be referred to the Town Board.

(4) . When a relative of a Town Officer or employee is considered for seasonal or other employment with the Town, the hiring will be forwarded to the Human Resources Department/Pawling Town Board for final review and approval to assure compliance with the Town's current hiring guidelines.

"Relative" shall mean a spouse, child, stepchild, parent, stepparent, brother, brother-in-law, sister, sister-in-law, stepbrother, stepsister, father-in-law, mother-in-law, or legal guardian of any of said persons.

RESOLUTION 2024-163

**Amendment to Handbook Regarding
Medicare Part B Reimbursement**

WHEREAS, the Town Board wishes to amend the Town of Pawling Employee Handbook to include a price cap on Medicare Part B reimbursement for eligible retirees;

NOW THEREFORE BE IT RESOLVED, that the following shall be added in section 700-9 of the Town of Pawling Employee Handbook,

700. Medicare Part B Reimbursement

The Town will reimburse an eligible retiree for the cost of the Medicare Part B premium for up to \$3,000. The Town Board may, at its discretion and in accordance with plan documents, modify or eliminate this reimbursement for any retiree.

RESOLUTION 2024-167

Adopting a Local Law to Re-Establish a Board of Ethics

LOCAL LAW NO. __ OF THE YEAR 2024

**A LOCAL LAW AMENDING CHAPTER 28 OF THE TOWN CODE OF THE TOWN OF PAWLING ENTITLED "BOARD OF ETHICS
" TO RE-ESTABLISH A TOWN BOARD OF ETHICS**

BE IT ENACTED by the Town Board of the Town of Pawling, County of Dutchess, as follows:

Section 1: Chapter 28 of the Town Code regarding "Board of Ethics" shall be amended to read as follows:

§ 28-1 Establishment; organization; membership; appointments; terms of office; vacancies.

- A. The Board of Ethics is established pursuant to § 808 of Article 18 of the General Municipal Law, and shall be known as the "Town of Pawling Board of Ethics."
- B. The Board of Ethics shall consist of five members, shall be appointed by the Town Board and shall serve without compensation.
- C. Members shall be residents of the Town of Pawling and shall serve without compensation for two-year terms, except that initially two (2) members shall be appointed for two (2) years, and three (3) members shall be appointed for one year.
- D. No Ethics Board member may serve more than six consecutive years.
- E. The Board of Ethics shall designate one of its members as Chairperson.
- F. Vacancies on the Board of Ethics shall be filled by the Town Board, which shall make the appointment for the balance of the unexpired term or reappoint or make the appointment upon completion of a Board member's term.

- G. No members of the Board of Ethics shall be persons who are officers or employees of the Town. No Ethics Board member shall hold office concurrently in a political party or be employed or act as a lobbyist or hold elective office in any local, state or federal government.
- H. An Ethics Board member may make campaign contributions and may participate in any election campaign.
- I. Members are authorized to incur any and all expenses necessary to effectuate the purposes of the Joint Ethics Board within amounts which are appropriated by the Town Board annually.
- J. A Board of Ethics member may be removed by the Town Board after a finding of substantial neglect of duty, gross misconduct in office, inability to discharge the powers or duties of the office or violation of this chapter after written notice of the charges and an opportunity for reply.
- K. The Board of Ethics, in addition to the powers and duties prescribed herein, shall have all the powers and duties as prescribed by Article 18 of the General Municipal Law.

§ 28-2. Duties of the Board of Ethics.

A. The Board of Ethics shall render to the Town Board written advisory opinions with respect to the interpretation and application of this chapter or of Article 18 of the General Municipal Law. Such opinions shall be rendered at the written request of the Town Board or of an official or employee who wishes such opinion on his own actions or situation. The Town Board shall refer written, documented and sworn complaints to the Board of Ethics. Opinions of the Board of Ethics shall be solely for the guidance of the official or employee involved, the Town Board and the Town Attorney.

B. The Board of Ethics shall adopt, amend and rescind such rules and regulations to govern its procedure as it deems appropriate, subject to the approval of the Town Board.

C. The Board of Ethics may make recommendations to the Town Board with respect to amendments to or administration of this Code of Ethics.

D. Advisory opinions. The Board of Ethics shall render advisory opinions to Town officers, employees, professional consultants and agencies with respect to this Code of Ethics and the provisions of Article 18 of the General Municipal Law. Such advisory opinions shall be rendered pursuant to written request under such rules and regulations as the Board of Ethics may deem advisable and with the advice of the Town's attorney. The Board of Ethics shall be bound by any such opinion, until amended or revoked, in any subsequent proceeding concerning the person who requested the opinion, where such person in good faith relied on the opinion, unless material facts were omitted or misstated in the request.

E. Investigations. In addition to all powers provided for in Article 18 of the General Municipal Law, the Board of Ethics shall have the power and duty to conduct investigations upon the receipt of a sworn complaint by any citizen alleging a violation of this Code of Ethics or of Article 18 of the General Municipal Law, or upon its own determination that such a violation may exist, under such rules and regulations as the Board of Ethics may deem advisable. Pursuant to this power and duty, the Board of Ethics may administer oaths or affirmations and subpoena witnesses and documents. Upon the completion of any investigation, the Board of Ethics shall render to the Town Board a written confidential report of its findings, opinions and recommendations, which report shall be provided to the subject to the investigation. Any penalties or other subsequent action taken shall be by authorized bodies in accordance with applicable procedures. If the Board of Ethics determines, pursuant to this provision, that any action, including any approval or transaction, by any Town officer, employee, professional consultant or agency was undertaken in violation of any of the provisions of this Code of Ethics or in violation of Article 18 of the General Municipal Law, such action shall be voidable.

F. Confidentiality. With respect to all complaints and investigations and all related deliberations and findings, the Board of Ethics shall hold all such matters in confidence and meet in closed executive session to the fullest extent allowable by applicable law.

G. Voidable transactions. If the Town Board of Ethics concludes in a written opinion rendered pursuant to § 28-E that any action, including any approval or transaction, by any Town officer, employee or agency was undertaken in violation of any of the provisions of this Code of Ethics, such action shall be subject to nullification by resolution of the Town Board.

H. The Board of Ethics shall have only such other powers and duties prescribed by § 808 of the General Municipal Law.

Section 2. Severability.

If any provisions of this local law are held to be unconstitutional or otherwise invalid by any court of competent jurisdiction, the remaining provisions of this local law shall remain in full force and effect.

Section . Effective Date.

This local law shall take effect immediately upon the filing with the Secretary of State.