**AT THE WORKSHOP MEETING**

of the Town Board of the Town of Newburgh held

at 1496 Route 300 in said township at 7:00 p.m.

on Monday the 23th of June, 2025

 **Present** Paul Ruggiero, Councilman

 Scott Manley, Councilman

 *A*nthony R. LoBiondo, Councilman

James Politi, Councilman

 Gil Piaquadio, Town Supervisor

**Also Present**  Dawnmarie Busweiler, Deputy Town Clerk

**Absent** Lisa M. Vance Ayers, Town Clerk

*Meeting called to order at 7:03 p.m.*

**1. ROLL CALL**

**2. PLEDGE OF ALLEGIANCE TO THE FLAG**

**3. MOMENT OF SILENCE**

**4. CHANGES TO AGENDA-Removing #7**

**5. ACCOUNTING:**

 **A. Approval of the Audit**

MOTION made by Councilman Ruggiero to approve the audit in the amount of

 $2,324.142.16. Motion seconded by Councilman Manley. VOTE: Councilman Ruggiero –

 yes; Councilman Manley – yes; Councilman LoBiondo – yes; Councilman Politi – yes;

 Supervisor Piaquadio – yes. Motion passed: 5 yes; 0 no; 0 abstain; 0 absent.

 **B. Start the Process to Hire a Payroll Clerk**

Ronald E. Clum, Town Accountant is requesting approval to start the process of hiring a

 Principal Payroll Clerk to fill the vacancy we have in the Accounting Office. The hourly rate

 for this position is currently $25.5095 per hour, which we have budgeted for.

 MOTION made by Councilman LoBiondo to approve the starting process of hiring a

 Principal Payroll Clerk to fill the vacancy in the Accounting Office with an hourly rate of

 $25.5095 per hour. Motion seconded by Councilman Politi. VOTE: Councilman Ruggiero –

 yes; Councilman Manley – yes; Councilman LoBiondo – yes; Councilman Politi -yes;

 Supervisor Piaquadio – yes. Motion passed: 5 yes; 0 no; 0 abstain; 0 absent.

**6. BUILDINGS AND GROUNDS: Discussion on Improvements to the Police Department**

Councilman Ruggiero presented to the town board a list of possible projects quotes for the

 police department improvements. The projects listed are new Lighting fixtures, new flooring,

 new ceiling tiles, restoration epoxy in the jail cell floors and walkways, painting of the

 bathrooms, cleaning or the carpets and a new finger print counter. The total cost of the

 improvements will cost approximately One Hundred and Nine Thousand dollars.

 The town board did not vote and will discuss further at another meeting.

**7. ~~LIABILITY INSURANCE: Selection of New Carrier~~**

 **WORKSHOP MEETING JUNE 23, 2025 PAGE 2**

**8. CODE COMPLIANCE: Private Road Name for Fucheck Subdivision**

Gerald Canfield, Code Compliance Supervisor is requesting approval for Fucheck Subdivision

 Road name request. Ms. Dawn Fucheck is looking for an approval for the road name Cabo

 Court which Code Compliance has reviewed SBL#6-1-11&12 and approved.

 MOTION made by Councilman Manley to approve Cabo Court as the private road name for

 the Fucheck Subdivision. Motion seconded by Councilman LoBiondo. VOTE: Councilman

 Ruggiero – yes; Councilman Manley – yes; Councilman LoBiondo – yes; Councilman Politi –

 yes; Supervisor Piaquadio – yes. Motion passed: 5 yes; 0 no; 0 abstain; 0 absent.

**9. ANIMAL CONTROL:**

 **A. T-94 Withdrawal Flannery Animal Hospital**

Tracey Carvell, Animal Control is requesting approval to use the T-94 account to pay for

 veterinarian services from Flannery Animal Hospital in the total amount of $50.95 for

 canine services.

 MOTION made by Councilman LoBiondo to approve the use of the T-94 account to pay for

 veterinarian services from Flannery Animal Hospital in the total amount of $50.95. Motion

 seconded by Councilman Politi. VOTE: Councilman Ruggiero – yes; Councilman Manley –

 yes; Councilman LoBiondo – yes; Councilman Politi – yes; Supervisor Piaquadio – yes.

 Motion passed: 5 yes; 0 no; 0 abstain; 0 absent.

 **B. Set Public Hearing on Local Law on Impoundment, Adoption and Rabies Fees**

MOTION made by Councilman Ruggiero to schedule a Public Hearing for the matter of

 Introductory Local Law no. 2 of 2025 “Schedule of Fees” of the code of the Town of

 Newburgh: Impoundment Fees, Adoption Fees and Rabies Vaccination Fees for Dogs and

 Cats on August 11, 2025 at 7:00 pm at the Town Board Meeting. Motion seconded by

 Councilman Manley. VOTE: Councilman Ruggiero – yes; Councilman Manley – yes;

 Councilman LoBiondo – yes; Councilman Politi – yes; Supervisor Piaquadio – yes.

 Motion passed: 5 yes; 0 no; 0 abstain; 0 absent.

**10. ENGINEERING:**

 **A. Proposal for Construction Administration and Observation Services- Elmhurst Avenue**

 **Culvert**

Patrick J. Hines, Rep Town Engineering is requesting approval for Proposal for

 Construction Administration and Observation Services – Elmhurst Avenue Culvert. Per Mr.

 Hines request, CPL provided the following Construction related services based on:

 **SCOPE of SERVICES**

 **Construction Administration and Observation**:

* Prepare contracts, schedule, coordinate and attend preconstruction/construction progress meetings.
* Issue a conformed set of contract documents which incorporate all changes prior to the start of the construction work.
* Take digital preconstruction photos.
* Review and approve all contracting and coordinating all utility locations and relocations.
* Administer the requirements of NYSDOT, coordinate all activities with NYSDOT
* Perform on-site construction observations to determine conformance with the contract documents and to ensure quality workmanship. Such observations include but are not limited to the following. Full time inspection is required for NYSDOT Local Projects:

\* In-place Reinforcing Bar Inspection

\* Substructure Concrete Pours

\* Setting of Superstructure

 **WORKSHOP MEETING JUNE 23, 2025 PAGE 3**

\* Asphalt Paving

\* Compaction Operations

\* Development of Pinch List Items

\* Final Inspection

\* Maintain and provide the Town of Newburgh with a copy of written field

 inspection reports for all consultant field visits and/or inspections.

\*Hire testing firm and coordinate concrete, and soil compaction testing (unless the

 Town decides to hire the testing firm directly)

* Maintain and provide the Town with a copy of written copy of preconstruction and progress meeting minutes.
* Digitally photograph (in .jpeg format) the entire construction progress and provide the Town of Newburgh with digital diary of the project on a CD.
* Review, verify and approve contractor’s monthly estimates and forward to Town of Newburgh for payment.
* Review, recommend and prepare contractor change order and time extension requests.
* Provide Town of Newburgh with a copy of a load rating calculation for each project.
* Prepare record plans and specifications. Submit one (1) full size and one (1) half size (11”x17”) copies to Town of Newburgh.
* Submit record drawings in digital format on a CD/Thumb Drive which are in .pdf format and are Windows compatible.
* Submit record specifications in both hard and digital format (.pdf) on a CD/Thumb Drive.
* Coordinate and submit to the Town all required contractor and consultant project close-out documents, including but not limited to shop drawings and material/field testing reports.
* Furnish the Town of Newburgh with a final 11”x14” glossy project photo, matted and framed to a standard size of 14”x18”. The final framed photo is to include the following information:

\* Project Name: Replacement of Elmhurst Avenue over Bushkill Creek

\* Project Location: Town of Newburgh

\* Structure Identification Number (i.e.: B,I.N. &/ or L.I.N.)

\* Consultant Name

\* Contractor Name

\* Owner Name

\* Year of Project Completion

 *FEE PROPOSAL*

|  |
| --- |
|  Construction Administration $13,350 |
|  Construction Observation (estimated hourly) $87,900 |
|  Non Salary (Reimbursable) $9,975  |
|   |
|  TOTAL $111,225 |
|  |
|  Soil testing Allowance $12,000 |

 Note that we propose to perform construction observation on a time and materials

 basis. Only the Inspector’s actual time spent on the project will be billed. This has the

 potential to lower overall project cost.

 **WORKSHOP MEETING JUNE 23, 2025 PAGE 4**

 MOTION made by Councilman Ruggiero to approve the Proposal for Construction

 Administration and Observation Services – Elmhurst Avenue Culvert subjected to Mark

 Taylor’s approval and also the price not to exceed $107,050.00. Motion seconded by

 Councilman Politi. VOTE: Councilman Ruggiero – yes; Councilman Manley – yes;

 Councilman LoBiondo – yes; Councilman Politi – yes; Supervisor Piaquadio – yes. Motion

 passed: 5 yes; 0 no; 0 abstain; 0 absent.

**11. EXECUTIVE SESSION: Sewer Promotion**

MOTION made by Councilman LoBiondo to go into Executive Session at 7:14 p.m. Motion

 seconded by Councilman Ruggiero. VOTE: Councilman Ruggiero – yes; Councilman Manley –

 yes; Councilman LoBiondo – yes; Councilman Politi – yes; Supervisor Piaquadio – yes.

 Motion passed: 5 yes; 0 no; 0 abstain; 0 absent.

 **Supervisor Piaquadio said no action was taken in Executive Session.**

MOTION made by Councilman LoBiondo to leave executive session at 7:26 p.m. Motion

 seconded by Councilman Ruggiero. VOTE: Councilman Ruggiero – yes; Councilman Manley –

 yes; Councilman LoBiondo – yes; Councilman Politi – yes; Supervisor Piaquadio – yes.

 Motion passed: 5 yes; 0 no; 0 abstain; 0 absent.

1. **Sewer Promotion**

Supervisor Piaquadio is requesting a motion to promote Daniel Tartter to the position of Wastewater Treatment Plant Operator on a provisional basis. The grade for this position is a step 18 which is $33.3398 per hour, with a starting date of September 1, 2025.

MOTION made by Councilman Ruggiero to approve the promotion of Daniel Tartter to the position of Wastewater Treatment Plant Operator on a provisional basis. Motion seconded by Councilman Politi. VOTE: Councilman Ruggiero – yes; Councilman Manley – yes; Councilman LoBiondo – yes; Councilman Politi – yes; Supervisor Piaquadio – yes.

Motion passed: 5 yes; 0 no; 0 abstain; 0 absent.

**12. ADJOURNMENT**

MOTION made by Councilman Ruggiero to adjourn the meeting at 7:30. Motion seconded

 by Councilman Politi. VOTE: Councilman Ruggiero – yes; Councilman Manley – yes;

 Councilman LoBiondo – yes; Councilman Politi – yes; Supervisor Piaquadio – yes. Motion

 passed: 5 yes; 0 no; 0 abstain; 0 no.

*Meeting adjourned at 7:45 pm*

*Respectfully submitted,*

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 Dawnmarie Busweiler

 Deputy Town Clerk