

The Organizational Meeting of the Town Board of the Town of Stamford was held on Jan. 12, 2022 at 7:00 P.M. at the Town of Stamford Municipal Building with the following present:

Supervisor-John Kosier
Councilperson- Daniel Deysenroth
Councilperson-Roderick Hillis
Councilperson-David Post
Councilperson-Brent Trimbell
Hwy. Supt. Jonathan Ballard

Also present: Liz Page and Duane Martin

A MOTION was made by Daniel Deysenroth and seconded by Roderick Hillis to approve the minutes of the previous meeting. ALL AYE votes cast, MOTION carried.

A MOTION was made by David Post and seconded by Brent Trimbell to approve the Supervisor's monthly report. ALL AYE votes cast, MOTION carried.

LED street lights were discussed for the South Kortright lighting district and the highway garage. Supv. Kosier will contact NYSEG for information.

A MOTION was made by Brent Trimbell and seconded by Daniel Deysenroth to approve General bills abstract no. 1, dated Jan. 12, 2022, Fund A claim nos. A1 – A11, Fund B no. B1 and Fund SL no. 1 in the amount of \$5,174.49. ALL AYE votes cast, MOTION carried.

A MOTION was made by Daniel Deysenroth and seconded by Brent Trimbell to approve Highway bills abstract no.1, dated Jan. 12, 2022, Fund DA claim nos. DA1 – DA4 and Fund DB nos. DB 1 – DB3 in the amount of \$21,647.30. ALL AYE votes cast, MOTION carried.

A MOTION was made by Roderick Hillis and seconded by David Post to approve South Kortright Sewer District bills abstract no.1, dated Jan. 12, 2022, claim nos. SK1 – SK4 in the amount of \$6,536.62. ALL AYE votes cast, MOTION carried.

Highway Supt. Jonathan Ballard gave the following report:

- We have been replacing road signs that have been windblown or stolen
- The 2012 Western Star truck is back running. A tie rod end fell off at the garage.
- The brush hog frame has been repaired.
- We have been hauling stone for future road projects.
- We have been cleaning ditches on Town Brook Rd. and Tower Mountain Rd.
- Planning on pug milling the end of Brockway Spur and Pickens Road, grader patching Red Rock Rd. and re-chip seal Tower Mountain Rd.

Town of Stamford	Supervisor's Report						Dec-21
	General Townwide	General Part-Town	Highway Townwide	Highway Part-Town	SK Light	SK Walls	Sewer Dist.
Beginning Balance:	\$ 244,012.29	\$ 49,144.90	\$ 44,713.86	\$ 41,206.29	\$ 1,588.70	\$ 2,437.24	\$ 42,602.28
REVENUES							
Interest Earned	\$ 9.42	\$ 5.15	\$ 8.66	\$ 6.65			\$ 0.23
Dog Fees	\$ 9.00						
Registrar	\$ 100.00						
Permits		\$ 160.00					
Town Clerk Fees	\$ 51.69						
CHIPS				\$ 300,606.52			
American Power Rebate	\$ 12.08						
EXPENDITURES							
Abstracts	\$ 6,979.78	\$ 2,775.94	\$ 16,009.71	\$ 12,175.82	\$ 167.14		\$ 4,716.10
Health Insurance	\$ 1,823.11		\$ 6,540.64				
Payroll & Fringe	\$ 14,827.27	\$ 775.74	\$ 16,855.04				
ENDING BALANCE	\$ 220,564.32	\$ 45,758.37	\$ 5,317.13	\$ 329,643.64	\$ 1,421.56	\$ 2,437.24	\$ 37,886.41

RESOLUTION NO. 1-2022 was introduced by Roderick Hillis and seconded by David Post:

1. Give the Hwy. Supt. authority to go to bid for whatever isn't on State contract.
2. Approve Town Clerk's 2021 audit and annual report
3. Approve salary resolutions as per budget
4. Approve highway worker's wage - \$22.90 hr. (except Dean McIntyre \$22.92)
5. Authorize payment of Assn. of Town's dues
6. Approve mileage reimbursement rate - \$.58
7. Approve petty cash fund for Town Clerk/Tax Coll. (\$100.)
8. Approve petty cash fund for Town Justice (\$100.)
9. Designate bank depositories for Town funds (Del. Nat. Bank of Delhi, Wayne Bank, NBT, Community Bank, The Bank of Cooperstown and The Bank of Greene County)
10. Designate official newspaper – Mountain Eagle
11. Appoint 1st Deputy Town Clerk - Eleanor Lamport@\$12.00 hr.-1/1/22-12/31/22
12. Appoint Deputy Supv. - Daniel Deysenroth - 1/1/22-12/31/22
13. Appoint Deputy Highway Supt.- Kevin Rinehart@\$1500. yr.-1/1/22-12/31/22
14. Appoint Town Attorney – Andrew Van Buren– 1/1/22-12/31/22
15. Appoint Chairman of Assessor – Charlie Ferris – 1/1/22-12/31/22
16. Appoint Chairman of Assessment Review Bd.-Frank Lamport- 1/1/22-12/31/22
17. Appoint Chairman of Planning Board – Art Turner - 1/1/22 – 12/31/22
18. Appoint Bookkeeper – Jackie Lamport – 1/1/22 – 12/31/22
19. Appoint Town Historian – Kelly Chien – 1/1/22 – 12/31/22
20. Appoint Court Clerk – Barbara Rockefeller 1/1/22-12/31/22
21. Appoint Building Inspector – Tomi Tompkins – 1/1/22-12/31/22
22. Appoint Dog Control Officer – James Barr III – 1/1/22 – 12-/31/22
23. Appoint Budget Committee-John Kosier & Dan Deysenroth 1/1/2022-12/31/22
24. Authorize all assessors to attend any school pertaining to job
25. Authorize all Town Board members to attend Assn. of Towns Convention in NYC and all necessary expenses to be pd. by Town.
26. Authorize Supv. to invest Town funds
27. Authorize Supv. to pay electric, phone, landfill and any other bill that has a discount for early pymt.
28. Authorize Hwy. Supt. to purchase tools etc. without prior approval up to \$2500. and to attend the annual Cornell Highway School in Ithaca, NY or Equivalent.
29. Adopt and publish mtg. dates for the coming yr. – 2nd Wed. of ea. mo. @ 6 PM
30. Approve Official Blanket Undertaking in the amount of \$50,000. for the positions of Supv. /Town Clerk/Tax Coll. /Justice and Hwy. Supt.
31. Appoint Fair Housing Officer – Michael Triolo – 1/1/22 – 12/31/22

The foregoing RESOLUTION WAS DULY PUT TO A VOTE WHICH resulted as follows:

AYES: John Kosier-Roderick Hillis-Daniel Deysenroth
David Post-Brent Trimbell

NOES: None

Said RESOLUTION was thereupon declared duly adopted.

Account#	Account Description	Fee Description	Qty	Local Share
	Supervisor	Certified Copy	54	540.00
		Marriage License	12	210.00
		Sub-Total:		\$750.00
A1255	Conservation	Conservation	70	333.80
		Sub-Total:		\$333.80
A2544	Dog Licensing	Female, Spayed	23	103.50
		Female, Unspayed	2	21.00
		Male, Neutered	29	130.50
		Male, Unneutered	6	63.00
		Replacement Tags	4	12.00
		Sub-Total:		\$330.00
Total Local Shares Remitted:				\$1,413.80
Amount paid to: New York State Dept. Health				247.50
Amount paid to: NYS Ag. & Markets for spay/neuter program				76.00
Amount paid to: NYS Environmental Conservation				6,063.20
Total State, County & Local Revenues:		\$7,800.50	Total Non-Local Revenues:	
			\$6,386.70	

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Diane Grant, Town Clerk, Town of Stamford during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor	Date	Town Clerk	Date

RESOLUTION NO. 2-2022 was introduced by David Post and seconded by Brent Trimbell:

BE IT HEREBY RESOLVED that we adopt the following Town of Stamford Housing Rehabilitation Program Regulations and Procedures:

TOWN OF STAMFORD HOUSING REHABILITATION PROGRAM

REGULATIONS AND ADMINISTRATIVE PROCEDURES

2020 Office Community Renewal.
Community Development Block Grant Owner-Occupied Housing Rehabilitation
PROGRAM #1108HR101-20

Adopted Unanimously by the Town Board Jan 12, 2022

Funding for this program is provided through the Community Development Block Grants awarded by the New York State Office of Housing and Community Renewal. These Regulations have been prepared in compliance with Rules established by HUD and published at 24 CFR Part 570.



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PROGRAM REGULATIONS

1.0 STATEMENT OF PURPOSE

1.1 Purpose

The purpose of the program is to improve and rehabilitate substandard housing within the program Service Area. The primary objective is to eliminate any conditions which may lead to health or safety problems. Energy conservation, historic preservation and other minor repairs will also be encouraged where the need exists.

1.2 Target Area

The Target Area for this program is outlined in the application to the Office of Community Renewal. The Target Area encompasses the entire Town of Stamford.

2.0 DEFINITIONS

Following are definitions of various terms as used with respect to the Housing Rehabilitation Program.

a. **Approving Body** - the approving body for all rehabilitation assistance will be the Town of Stamford Citizen's Review Committee, appointed by the Town Board of the Town of Stamford.

b. **Elderly and/or Handicapped** - elderly is defined by HUD in 24 CFR 892.105 as an individual 62 years or older, handicapped is defined by HUD in 24 CFR 891.305.

c. **Income** - the total annual income for all household members as defined by HUD.

d. **Low- and Moderate-Income Limits** - The latest income limits established by the Department of Housing and Urban Development for Section 8 projects.

e. **Mixed Use Property** - a building occupied by business(es) and residential unit(s).

f. **Owner Occupied Property** - a property occupied by the owner as their full-time primary and sole residence, containing 1 to 4 dwelling units, and used entirely for residential purposes, except that home businesses are allowed where they conform to the local zoning code.

g. **Program Staff** - the individuals who have been assigned the responsibility of administering the Housing Rehabilitation Program and reviewing individual applications for compliance with these guidelines and all applicable regulations.

h. **Rental Property** - a property or dwelling unit used entirely for residential purposes that is not occupied by the owner.

i. **Residential Property** - a building that contains at least one residential dwelling unit occupied by the owner on a full-time basis as their primary and sole residence. Mixed use property is considered residential property if the residential unit is occupied by the owner on a full-time basis as their primary and sole residence.

j. **Section 8 Standards** - The Department of Housing and Urban Development Section 8 Housing Quality Standards.

k. **Service Area** - the area in which rehabilitation grants may be made as designated by the community and the Office of Community Renewal. The Service Area encompasses the entire Town of Stamford.

3.0 ELIGIBILITY FOR ASSISTANCE

3.1 Property Location

The assistance under this program will be made available to residential properties located within the designated Service Area.

3.2 Property Ownership

Assistance will be available to the owner of the property if the property is owned by an individual and is occupied by the owner on a full-time basis as their primary and sole residence. The owner will be required to prove ownership by producing the most current copy of the deed or land contract that has been filed with the County Clerk's office.

3.3 Application Priority

Applications for the program will be processed on a first come, first served basis. However, any applicant who seeks assistance to reduce lead hazards in the home, demonstrates that there is at least one occupant with elevated blood lead levels, and has received an order from the New York State Department of Health to reduce lead hazards pursuant to lead testing in the home, shall be moved to the top of the waiting list. In such case, the applicant must present all such documentation from the State Health Department for such consideration. In addition, owners over the age of 62 with incomes at or below 50% County median income will be given preference.

4.0 ELIGIBLE IMPROVEMENTS

4.1 Priority 1: Health and Safety Improvements

All Priority One work must be performed if any work is to be done in the building. Generally, Priority One items include items necessary to make the building safe, and bring it into compliance with NY State code. The following would be considered Priority One items; not listed in order of importance:

a. **HUD Section 8 Standards** - all work items necessary to bring the building into compliance with HUD Section 8 Housing Quality Standards.

b. **Codes** - work items required to comply with New York State Uniform Fire Prevention Code, New York State Building Code and local codes.

c. **Roof** - repair or replacement (if life expectancy is less than 3 years).

d. **Plumbing Systems** - any work necessary to comply with the New York State Uniform Fire Protection and Building Code.

e. **Electrical Wiring** - any work necessary to comply with Section 8 Existing Housing Quality Standards.

- f. **Heating Systems** - installation or upgrading heating systems to maintain an interior temperature of at least 68 degrees F.
- g. **Structural** - repair or replacement of any structural defects, such as settling of porches, foundations, rotted support columns, rotted subflooring, masonry, etc.
- h. **Lead Paint** - reduction of lead-based paint hazards.
- i. **Windows** - replacement or repair of broken sash or panes.
- j. **Doors** - replacement or repair of damaged primary doors.
- k. **Stairwells and Platforms** - any work necessary to ensure that they are safe.

4.2 Priority 2: Energy Related Improvements

The following energy conservation and weatherization items are eligible. The determination of priority for the following items shall be based on an analysis of cost effectiveness. The following would be considered Priority Two items; not listed in order of importance:

- a. **Windows** - repair or installation of storm or insulated glass windows.
- b. **Doors** - repair or installation of storm or more energy efficient doors.
- c. **Insulation** - installation of ceiling, wall, floor, and foundation insulation with proper ventilation.
- d. **Caulking and Weather Stripping** - repair or installation of caulking and weather stripping materials.
- e. **Water Heater Insulation** - repair or installation of water heater insulation.

4.3 Priority 3: Other Necessary Improvements

The following list of items are eligible for assistance only if all conditions which may lead to health and safety problems (listed above) and energy conservation and weatherization items (listed above) are being corrected, or if none exist. The following would be considered Priority Three items; not listed in order of importance:

- a. **Exterior Protection** - painting or covering of exterior surfaces, except that existing wood siding shall not be covered, unless no feasible alternative exists.
- b. **Wood Surfaces** - repair of any damaged or deteriorated wood surfaces.
- c. **Interior Walls and Ceilings** - repair or covering of interior walls and ceilings. Use of vapor barrier paints is encouraged.
- d. **Floors** - covering of floors.

4.4 Applicable Standards

Those properties which have been identified by the New York State Historic Preservation Office as having historic, architectural, or cultural significance will be rehabilitated in accordance with the U.S. Secretary of Interior's "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings."

4.5 Ineligible Improvements

Any repairs or improvements that fall into any of the following categories are not eligible for financial assistance through this program:

- a. Replacement of any building systems, coverings, fixtures or equipment determined to be adequate by the Program Staff;
- b. Expansions or additions to existing structures (including into non-living space) unless medical conditions of one of the present occupants or overcrowding by existing occupants create a need for such additional space (these exceptions shall be determined by the Program Staff on a case by case basis);
- c. Conversion of non-residential space to residential space; except as determined by 4.5b.
- d. Subdividing existing living space into additional and separate dwelling units.
- e. Purchase of movable appliances, air conditioning systems or air conditioners (unless medically required).
- f. Construction of new garages, driveways, patios, or other amenities not essential to the dwelling units.
- g. Repair of non-attached buildings such as garages, sheds and barns.

5.0 FINANCIAL ASSISTANCE

5.1 Assistance to Owner-Occupied Properties

a. Low and Moderate Income

Low- and Moderate-income owner occupants (those whose income is below 80% of the area median income as adjusted for family size) will be eligible for grants for 100% of the eligible repairs per unit on their property up to **a maximum of \$40,000 per dwelling unit**. This assistance is limited to properties containing one to four dwelling units.

Family income and housing need will be used to determine eligibility for CDBG housing rehabilitation grants. The program will provide grants for rehabilitation of owner-occupied properties. To qualify, the household must have income (adjusted for family size) that does not exceed 80% of Delaware County Median Income (AMI).

Eligibility is conditioned upon the applicant meeting the income qualifying guidelines set by the Technical Guide for Determining Income and Allowances for the HOME Program, published by HUD. In determining an applicant's income eligibility for the program, submission of two years

1040 Federal income tax forms with W-2s attached and four of their most recent pay stubs showing current income will be required. Income verification from all other sources will be reviewed in determining that the applicant is eligible. Eligible properties are owner-occupied houses that are on land that is also owned by the applicant on scattered sites located within the Town of Stamford. The household income must be under 80% AMI.

b. Income above Section 8 Limits

Owner occupants with income above the Section 8 Income limits (those whose income is above 80% of the area median income as adjusted by family size) are not eligible for grants.

c. Multiple Buildings on One Parcel

If there is more than one building on one tax parcel, each building will be treated as a separate property for eligibility purposes. This means that if one structure on a parcel is owner occupied, and there is another house on the same parcel, the house not occupied by the owner will be treated as a rental property.

d. Rehabilitation of existing mobile homes

The rehabilitation of existing mobile homes is not an eligible activity.

5.2 Assistance to Rental Properties

Rental properties are eligible for assistance under this program.

5.3 Calculation of Grant

a. Contract Method

For housing rehabilitation work to be performed by a contractor, the grant shall be calculated on the basis of the lowest bid submitted by a qualified contractor.

b. Self Help Method

Owners may not do work under this grant program.

5.4 Multiple Grants

Applicants may receive more than one grant in conjunction with this program.

5.5 Restrictions on Financial Assistance

a. Elected Officials, Relatives, and Business Partners

Elected officials, property owners who are related to elected officials in the Town of Stamford, and property owners who have business ties to elected officials are prohibited from receiving financial assistance, unless a waiver is granted by OCR to permit such financial assistance.

b. Limitations on Compensation

No property owner can be paid for performing rehabilitation work on the property. This means that the owner cannot receive payment of CDBG funds for working on a property in which they have a financial interest, either directly, or as an employee of a contractor or subcontractor who is working at the property. This restriction also applies to family members and business associates of the property owner.

6.0 CONDITIONS

6.1 Property Taxes

As a condition to receiving assistance through this program, all property taxes must be paid. As part of the application, the owner will be required to provide proof of payment of all property taxes due, including local municipal taxes, water, and sewer bills, and school taxes. If the homeowner is on an installment plan to catch up on back taxes, and is current on the installment plan, the owner is eligible to receive financial assistance.

6.2 Insurance

All properties assisted through the program must be insured at not less than the fair market value (FMV). The homeowner will be required to provide proof of liability and property damage insurance on the property.

6.3 Sale Limitations

The owner of any residential property rehabilitated under this program will agree to maintain ownership and occupy the residence for a period of five (5) years after the completion of the project for which he or she receives a grant. Should the property be sold within this time period or if the property becomes unoccupied by the owner or becomes part of an estate, the seller must repay all or a portion of the grant to the Town, based on the following schedule:

<u>Sale Within</u>	<u>Amount Recaptured</u>
One Year	100%
Two Years	80%
Three Years	60%
Four Years	40%
Five Years	20%
After 5 Years	No Recapture

A transfer of property between immediate family members will not be construed as a sale of the property. Funds recaptured will be used within the Town for owner-occupied housing rehab or mobile home replacement if possible. An immediate family member is defined as, with respect to a person: a spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in loco parentis; or any other person living in the household of that person and related to that person by blood or marriage.

6.4 Other Financial Conditions

As a condition of receiving financial assistance under the program, property owners are expected to maintain a reasonably sound financial standing so as to avoid being in jeopardy of losing their homes to foreclosure or other action after receiving rehabilitation assistance. A meeting with the WCCRC Housing Counselor, to establish that these conditions are met, is mandatory to participate in this program.

In addition, the Town files a 5-year lien against the property to enforce the regulations of this program. Excessive debts or judgments filed against the property or its owner will render the lien of little or no value. Therefore, the Town of Stamford shall deny assistance to property owners who have open judgments or State or Federal tax liens of any kind.

Assistance shall also be denied in the event of excessive debt filed against the property such that the total liens against the property shall exceed the fair market value of the property. The provisions of this section may be waived upon review by the Citizen Review Committee, if the property owner can demonstrate unusual hardship which is not self-imposed by the property owner.

6.5 Other Legal Considerations

The Town reserves the right to deny assistance to any applicant who is under indictment for any criminal act under State, Federal, or local law, or is currently serving a sentence for such criminal act.

ADMINISTRATIVE PROCEDURES

7.0 APPLICATION PROCESSING

The following are steps involved in processing an application for assistance.

Function	Reference Section
a. Explain the objectives and requirements of the program to the applicant	Section 1.0-6.0
b. Make initial determination of eligibility	Section 3.0
c. Owner fills out application form and gathers documentation	Section 9.0
d. Verification of information obtained on the application form	Section 3.0 – 5.0
e. Applicant will meet with Housing Counselor	Section 6.4
f. Property Inspection	Section 10.1
g. Prepare inspection report, and work write-up	Section 10.1-10.2
h. Conduct bid-walk and obtain bids from contractors	Section 10.3-10.6
i. Determine grant amount	Section 5.3
j. Notify applicant of approval	Section 11.1
k. Prepare contracts and obtain signatures on contracts	Section 11.2
l. Authorize contractor to proceed	Section 11.4
m. Inspection of work	Section 12.1
n. Approve payments	Section 12.2
o. Change orders (if required)	Section 12.3
p. Final payment and close-out	Section 12.4

8.0 VERIFICATION OF APPLICANT DATA

8.1 Ownership

The program must verify that the applicant(s) is/are the legal owner(s) of the property to be improved before a grant award can be made. A copy of the deed to the property (with the County Clerk's filing stamp and book and page numbers) may be acceptable as proof of ownership. If the Town is not satisfied that a copy of a deed is sufficient proof, the applicant may be required to submit a title report. Land contracts are acceptable if they are recorded at the County Clerk's Office.

8.2 Income

The Program Staff must verify the annual income of the applicant(s) in order to determine eligibility under the income guidelines. Verification of income can be done with various documents including tax returns, pay stubs, copies of paychecks, Social Security award letters, phone call to employer, etc. Whatever verification method is used, the Program Director should feel that the reported income has been substantiated and copies of such documents must be included in the applicant's case file.

8.3 Insurance and Taxes

The homeowner must provide proof of insurance coverage and payment of property and school taxes as spelled out in Section 6.1 and 6.2.

9.0 APPLICATION PACKAGE

9.1 Application Package Contents:

- a. Application Form and Supporting Documentation
- b. Deed or Land Contract
- c. Proof of Insurance
- d. Proof of Income
- e. Other documentation to confirm program eligibility

10.0 DETERMINATION OF AND CONTRACTING FOR REHABILITATION

10.1 Inspection of the Property

The Program Staff will inspect the property and prepare an inspection report identifying any conditions which could lead to health and/or safety problems and any additional eligible work items an applicant wishes to do. This inspection report will serve as a basis for preparing a work write-up. A report identifying all risks associated with lead paint hazards will be prepared according to Federal guidelines by an EPA licensed inspector according to HUD & EPA guidelines, if required.

10.2 Work Write-up & Notice of Lead Risk Assessment

A work write-up is a statement prepared by the Program Staff based upon the inspection report, itemizing all the improvements to be made on the property. The write-up should first describe those work items which correct potential health and safety hazards as described in Section 4.1 and then in successive order those items listed in Section 4.2 and 4.3.

The work write-up should contain sufficient detail to allow a contractor to submit a complete proposal. The work write-up will be prepared in consultation with the applicant as to his/her preferences in materials, colors and other options. For those properties which have been identified as having historic or architectural significance, the work write-up will correspond to the

Secretary of Interior's "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings". The Program Staff must review these work write-ups with the State Historic Preservation Officer.

The occupants of the affected building will be provided with EPA Brochure 747-K-94-001 "Protect Your Family From Lead in Your Home" and will also be provided with a notification that a lead risk assessment has been completed along with a copy of the lead risk assessment report. Occupants will be provided with the opportunity to obtain further information regarding lead based paint risks in their home.

10.3 Contractor Selection

The selection of contractors to perform the improvements shall be done in the following manner:

- a. The Program Staff will provide copies of the Work Write-up packet to the property owner;
- b. Western Catskills Community Revitalization Council, Inc. will secure proposals from at least two contractors who have been approved by the Program Staff.
- c. All sealed proposals will be received by the Program Staff and opened with the homeowner at a predetermined time.
- d. The Program Staff will determine which bid is the lowest qualified bid and will recommend that the homeowner accept the lowest qualified bid. The homeowner can choose to accept a bid that is not the lowest qualified, but the homeowner will be required to pay the difference in cost. In no case will the homeowner be allowed to accept a bid that the Program Staff deems unqualified.

10.4 Contractor Qualifications

The Program Staff shall exercise good care and judgment in selecting a contractor. A selected contractor shall be of good reputation, financially sound, have adequate financial resources to carry out his bid and proposal and be qualified to do the required work. The contractor shall be required to carry sufficient disability, comprehensive public liability, bodily injury, and workers' compensation insurance for all employees as required by N.Y.S. Law.

A contractor may be denied participation in the program, or be removed from the list of participating contractors in the program, for any of the following reasons:

- a. Failure to complete a contract within the deadline specified in the contract.
- b. Repeated complaints from homeowners or the Program Staff about work quality, scheduling of work, or oversight of subcontractors.
- c. Failure to follow specifications or program procedures in completing work, including but not limited to change order procedures, bidding procedures, or billing procedures.
- d. Repeated disputes with the Program Staff regarding specifications or completeness of the work.
- e. Being placed on the Federal List of Debarred Contractors.

- f. Violation of any rules or regulations of HUD, including Fair Housing and Equal Employment Opportunity, any acts of discrimination, failure to pay prevailing wage scale on projects involving Davis Bacon requirements, or any other State or Federal regulation.
- g. Allowing required insurance coverage to lapse during the performance of a contract.
- h. Threatening, abusive, or harassing behavior toward Program Staff, homeowners, or inspectors.
- i. Any acts of collusion with any other bidder, or refusal to sign a certification of non-collusion.
- j. Any conduct that undermines the efficient operation, effectiveness, or integrity of the program.
- k. Charging a homeowner for work that is already included in the contract specifications.
- l. Not following codes, laws, or regulations regarding the use of licensed contractors or subcontractors where such licenses are required.

10.5 Acceptance of Proposals

The Program Staff will review all proposals to ensure that they cover the work specified in the work write-up, the materials and method of work is acceptable, and the price is reasonable for that type of work in the locality. A bid tabulation form will be prepared by the Program Staff and approved by the applicant. After bid opening, contractors are not to contact homeowners to discuss bids or to coerce homeowners to accept any particular bid over another.

10.6 Bid Awards

Bid award letters will be sent out after the bid opening and homeowner's approval. Prior to signing a contract, the contractor must provide updated proof of insurance coverage, including disability, liability, property damage, and workers' compensation coverage. Work will not commence until a contract and notice to proceed order has been issued by the Program Staff.

10.7 Labor Performed by Owner

A property owner may not complete any of the tasks described in the work write-up to improve a property.

11.0 PRE-CONSTRUCTION ACTIVITIES

11.1 Notifications

Upon approval of the application, Program Staff will send a notification letter to the applicant. If the application is denied, a letter setting forth the reasons for denial will be sent to the applicant.

11.2 Contract Signing

The Program Staff will prepare all appropriate contracts:

- a. Construction Contract - Program Staff will prepare and distribute copies of the Construction Contracts. All copies will be signed by the owner(s) and contractor. One copy goes to the contractor, one to the owner, and one to the case file.
- b. Grant Agreement - Two copies of the contracts (Grant Agreements) between the Town and the Owner will be prepared and executed, one for the owner and one for the case file.

11.3 Pre-Construction Conference

A conference will be held including the Program Staff, contractor(s), and property owner(s). All parties will review the scope of work, the contract provisions, and all other general requirements to ensure all parties agree.

11.4 Notice to Proceed Order

After the pre-construction conference, a notice to proceed order will be given to the contractor(s) instructing them to commence work within a specified time period.

12.0 INSPECTION OF WORK AND PAYMENTS

12.1 Inspections

Inspections will be made as necessary to ensure that construction work is being completed in accordance with the construction contract.

12.2 Payments

Payments will be made to the contractor(s) in accordance with the payment schedule established in the construction contract. In the case of a homeowner contribution, the owner's funds will be used first in making payments. Payment checks will be made out to both the homeowner and contractor and must be signed by the homeowner prior to release to the contractor. Before final payment, the contractor will supply the property owner with a copy of all warranties and will sign a Release of Liens Form.

12.3 Change Orders

Change orders are to be prepared on forms provided and approved by the Program Staff, the homeowner, and the contractor for any change from the original work write-up. Any change order that requires an increase in the approved grant amount of more than 3%, shall be reviewed and approved by the OCR. If the homeowner is contributing funds for the rehabilitation, then the contribution shall be adjusted accordingly, and the homeowner must provide the additional contribution prior to the expenditure of any further CDBG funds.

12.4 Final Payment

Final payment will not be made until all work has been inspected by the Program Staff, and all punch list items have been addressed.

The foregoing RESOLUTION WAS DULY PUT TO A VOTE WHICH resulted as follows:

AYES: John Kosier-Roderick Hillis-Daniel Deysenroth
David Post-Brent Trimbell

NOES: None

Said RESOLUTION was thereupon declared duly adopted.

RESOLUTION NO. 3-2022 was introduced by Brent Trimbell and seconded by David Post:

BE IT HEREBY RESOLVED that we authorize Town Supervisor John Kosier and Deputy Town Supervisor Daniel Deysenroth to sign on all Town of Stamford bank accounts with the exception of Town Clerk/Tax Collector and Justice accounts.

The foregoing RESOLUTION WAS DULY PUT TO A VOTE WHICH resulted as follows:

AYES: John Kosier-Roderick Hillis-Daniel Deysenroth
David Post-Brent Trimbell

NOES: None

Said RESOLUTION was thereupon declared duly adopted.

RESOLUTION No. 4- 2022 was introduced by Brent Trimbell and seconded by Daniel Deysenroth:

TOWN ASSESSOR – AUTHORITY TO GRANT EXEMPTIONS ON THE 2022 TOWN ASSESSMENT ROLL.

BE IT HEREBY RESOLVED that Hearing no objection, the Town Board of the Town of Stamford, pursuant to the authority granted by Executive Order No. 11.1, issued by the Governor of the State of New York, does hereby direct the Town Assessor of the Town of Stamford to grant exemptions on the 2022 assessment roll in accordance with the Resolution attached hereto.

The foregoing RESOLUTION WAS DULY PUT TO A VOTE WHICH resulted as follows:

AYES: John Kosier – Roderick Hillis -Daniel Deysenroth
David Post – Brent Trimbell

NOES: None

Said RESOLUTION was thereupon declared duly adopted

RESOLUTION No. 5 2022 was introduced by Brent Trimbell and seconded by Daniel Deysenroth:

TOWN ASSESSOR – AUTHORITY TO GRANT EXEMPTIONS ON THE 2022 TOWN ASSESSMENT ROLL.

WHEREAS, on December 26, 2021, Governor Kathy Hochul issued Executive Order No. 11, declaring a State disaster emergency for the entire State of New York due to the COVID-19 pandemic; and

WHEREAS, this State disaster emergency has resulted in limited hours in municipal offices in the Town of Stamford and rendered senior citizens and individuals with disabilities residing in Stamford homebound. These factors combined have made it difficult, if not impossible, for many in these populations to file their real property tax exemption applications in person and many, further, lack the ability to file such applications online; and

WHEREAS, in recognition of the above problems caused by the pandemic, Governor Hochul issued Executive Order No. 11.1 on December 26, 2021, thereby extending Executive Order No. 11. This extension of the Governor’s Executive Order modifies subdivisions 7, 7-a and 8 of section 459-c of the Real Property Tax Law and subdivisions 5, 5-a, 5-b, 5-c and 6 of section 467 of the Real Property Tax Law, the effect of which permits the governing body of an assessing unit (i.e., the Town Board of the Town of Stamford to adopt a Resolution directing the Assessor to grant exemptions on the 2022 assessment roll to all property owners who received such exemptions on the 2021 assessment roll (i.e., senior citizens and individuals with disabilities with limited income), thereby dispensing with the need for such persons to file renewal applications to request such exemptions, and further dispensing with the requirement that assessors mail renewal applications to such persons; and

WHEREAS, Executive Order 11.1 further allows the governing body of said assessing unit, in any such Resolution, at its option, to include procedures by which its Town Assessor may require a renewal application to be filed if he has reason to believe that an owner who qualified for the exemption on the 2021 assessment roll may have since changed his or her primary residence, added another owner to the deed, transferred the property to a new owner or died; and

WHEREAS, pursuant to said Executive Order, the Town Board of the Town of Stamford wishes to adopt such Resolution directing the Town Assessor of the Town of Stamford to grant exemptions on the 2022 assessment roll to all eligible senior citizens and individuals with disabilities with limited income, and granting the Town Assessor of the Town of Stamford the authority to require renewal applications for due cause, as discussed above, utilizing procedures outlined below;

NOW THEREFORE, BE IT RESOLVED, pursuant to the authority granted by Executive Order No. 11.1, issued by the Governor of the State of New York, that the Town Board of the Town of Stamford hereby directs the Town Assessor of the Town of Stamford to:

1. Grant exemptions on the 2022 assessment roll to all individuals who received the senior exemption on the 2021 assessment roll and all individuals who received the exemption on the 2021 assessment roll because they were recognized as a person with disabilities and limited income, thereby dispensing with the need for any such individuals to file renewal applications for such exemptions, except that;

2. The Town Assessor may, in his sole discretion, require a renewal application to be timely filed with his office if he has reason to believe that any such individual, who qualified for the aforementioned exemption on the 2021 assessment roll, may have since changed their primary residence, added another owner to the deed for the relevant property, transferred such property to a new owner or died. If the Town Assessor requires such renewal application be filed, he shall notify the owner of the subject property of such requirement by regular mail, with such notice shall containing instructions on how to file the renewal application. Said renewal application may be returned by mail or by making an appointment to drop same off at the Town Assessor's office, 101 Maple Ave., Hobart, NY 13788.

The foregoing RESOLUTION WAS DULY PUT TO A VOTE WHICH resulted as follows:

AYES: John Kosier – Roderick Hillis -Daniel Deysenroth
David Post – Brent Trimbell

NOES: None

Said RESOLUTION was thereupon declared duly adopted

RESOLUTION No. 6 -2022 was introduced by Brent Trimbell and seconded by Daniel Deysenroth:

BE IT HEREBY RESOLVED that we reappoint Warren Post to the Board of Assessment Review effective Jan. 12, 2022 – Sept. 30, 2023.

The foregoing RESOLUTION WAS DULY PUT TO A VOTE WHICH resulted as follows:

AYES: John Kosier – Roderick Hillis -Daniel Deysenroth
David Post – Brent Trimbell
NOES: None
Said RESOLUTION was thereupon declared duly adopted

The board discussed the dog control officer's duties and submitting reports. Supv. Kosier will contact him.

Also discussed was Councilperson Brent Trimbell attending the Village of Hobart board meeting regarding possible guide rails on Town Brook Rd. This will possibly be included in the town's budget next year.

Covid tests provided by the county were distributed by Councilperson Brent Trimbell.

Councilman Brent Trimbell gave the board an update on the proposed paid ambulance service. Robinson-Broadhurst Foundation, Inc. is setting up a Board of Directors and then will begin the incorporation process and hire an administrator.

A MOTION was made by Daniel Deysenroth and seconded by Brent Trimbell to adjourn this meeting at 6:53 P.M. The next regular meeting will be held on Feb. 9, 20202 at 6:00 P.M. at the Town Municipal Building, 101 Maple Ave., Hobart, New York.

WE, the undersigned members of the Town Board of the Town of Stamford,
Delaware County, New York, do hereby certify that we have examined the minutes of the
previous meeting and found them to be correct and accurate as recorded.

Supervisor _____

Councilperson _____

Councilperson _____

Councilperson _____

Councilperson _____

Attest _____

Town Clerk