



TOWN OF AMENIA TOWN BOARD

4988 Route 22, AMENIA, NY 12501
(845) 373-8860 www.ameniany.gov

TOWN BOARD MEETING AGENDA THURSDAY, JANUARY 16, 2025 TOWN HALL – 1ST FLOOR 7:00 PM

Salute Flag
Emergency Exits
Roll Call

Public Comment @start (3 mins per speaker)

Public Hearing on proposed “Local law no. ___ of the year 2024, repealing local law no. 1 of 2022 and opting-in to allow cannabis retail dispensaries within the town of amenia”

Public Hearing on introducing proposed “Local Law no. ___ of the year 2024, to amend chapter 121 of the town code, ‘zoning’, to regulate adult-use cannabis retail dispensaries”

Deputy Supervisor Report
Town Clerk Report
Water District Report
Building Department Report
Highway Department Report
Recreation Commission Report
Other Board and Committee Reports

Discussion Items:

Term for Supervisor and Term Limits for Board
Draft Procurement Policy
Community Development Block Grant

Resolutions:

Set Public Hearing – suggestions for 2025 CDBG application
Approve Carry-over of accumulated hours for 3 Town employees
Approve increase in salary for Supervisor’s secretary

Other Matters

Town Board Comments

Public Comment @end (3 mins per speaker)

Adjourn

Account Description	Fee Description	Account#	Qty	Local Share	
DEATH CERTIFICATE	Death Certificate	A 1255	20	200.00	
			Sub-Total:	\$200.00	
Dog Licensing	Female, Spayed	A2544	12	138.00	
Dog Licensing	Male, Neutered	A2544	3	34.50	
Dog Licensing	Male, Unneutered	A2544	3	52.50	
			Sub-Total:	\$225.00	
EZPASS	EZpass Tag	1255.01	5	125.00	
			Sub-Total:	\$125.00	
MARRIAGE CERTIFICATE	Marriage Cert. Copys	A 1255	3	30.00	
			Sub-Total:	\$30.00	
senior discount	senior discount	A2544	5	-7.05	
			Sub-Total:	-\$7.05	
			Total Local Shares Remitted:	\$572.95	
Amount paid to: NYS Ag. & Markets for spay/neuter program				24.00	
Total State, County & Local Revenues:			\$596.95	Total Non-Local Revenues:	\$24.00

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, Dawn Marie Klingner only such fees and monies, the application of which are otherwise provided for by law.

_____ Supervisor	_____ Date	_____ Town Clerk	_____ Date
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January 16, 2025

Town of Amenia
Authorization for Payment

To the Supervisor:

I hereby certify that the vouchers on this abstract dated November 16, 2024, and consisting of 8 pages were audited and allowed in the amounts shown.

Dawn Marie Klingner, Town Clerk 1/16/2025

Authorization is hereby given and direction is made to pay each of the claimants in the amount opposite his name.

Leo Blackman, Town Supervisor 1/16/2025

Paul Winters, Town Board 1/16/2025

Rosanna Hamm, Town Board 1/16/2025

Brad Rebillard, Town Board 1/16/2025

Nicole Ahearn, Town Board 1/16/2025

	Dec-24	Jan for Dec	Jan prepays	Jan-25	
General Fund A	61,967.12	52,959.59	51,413.55	67,405.51	233,745.77
Highway Fund DA0	28,367.93	8,123.53	31,574.10	3,743.96	71,809.52
Amenia Lighting		1,164.35			1,164.35
Wassaic Lighting		444.28			444.28
Amenia Water - SWO	2,802.33	2,434.70		3,815.00	9,052.03
					-
					-
Total	93,137.38	65,126.45	82,987.65	74,964.47	316,215.95

**NOTICE OF RECEIPT OF TAX ROLL AND WARRANT
2025**

TAKE NOTICE, that I, Dawn Marie Klingner, the undersigned Collector of Taxes of the Town of Amenia, County of Dutchess and State of New York, have duly received the tax roll and warrant for the collection of taxes within the Town of Amenia for the year 2025, and that I will attend at 4988 Route 22, Amenia from January 2, 2025 to February 28, 9:00 o'clock in the forenoon to 2:00 o'clock in the afternoon on each day, excepting Fridays, Saturdays, Sundays and holidays for the purpose of receiving the taxes listed on the said roll.

TAKE FURTHER NOTICE, that taxes may be paid on or before February 28, 2025. On all taxes received after such date, there shall be an additional one percent for each additional month or fraction thereof thereafter until such taxes are paid or until the return of unpaid taxes to the county treasurer pursuant to law.

January to February 28, 0% (percent) penalty;

March 1 to March 31 - 2% (percent) penalty;

April 1 to April 30 - 3% (percent) penalty;

May 1 to June 2 - 4% (percent) penalty;

June 1 until settlement with County Treasurer, 5% (percent).

In addition, after May 15, a fee of \$2.00 will be added for each parcel.

TAKE FURTHER NOTICE, that pursuant to the provisions of law the tax roll of the Town of Amenia will be returned to the County Treasurer of the County of Dutchess on the 2nd day of June.

Dated December 27, 2024

Dawn Marie Klingner

Amenia Tax Collector

Public Water System Name: Amenia Water District #1 Public Water System ID: NY

County: Dutchess Town, Village or City: Amenia Source Water Type(s): Surface Ground

Reporting Month/Year: December-2024 Date Report Submitted: 1/9/2025
MM/YYYY MM/YYYY

- GWDI
- Purchase with subsequent chlorination
- Purchase w/out subsequent chlorination
- 4 log treatment required

Date	Source(s) in use	Treated water volume (GALLONS/DAY x 1000)	CHLORINATION			ULTRAVIOLET RADIATION/OTHER TREATMENTS							
			Gaseous		Liquid	Free Chlorine residual at entry point (mg/l)	UV Unit Active (YES/NO)	Intensity meter > 70%		Quartz sleeve cleaned (YES/NO)	Checked by Initials		
			Cylinder weight (LBS.)	Chlorine used/Day (LBS.)	Hypochlorite added to crock (GALS)								
1	Well(s) 4, 4A, 6	70.5	N/A	N/A		0.8	N/A	N/A	N/A	N/A	PV		
2	Well(s) 4, 4A, 6	50.8	N/A	N/A		1.1	N/A	N/A	N/A	N/A	PV		
3	Well(s) 4, 4A, 6	65.3	N/A	N/A		0.9	N/A	N/A	N/A	N/A	MM		
4	Well(s) 4, 4A, 6	60.9	N/A	N/A		0.8	N/A	N/A	N/A	N/A	MM		
5	Well(s) 4, 4A, 6	79.6	N/A	N/A		0.5	N/A	N/A	N/A	N/A	MM		
6	Well(s) 4, 4A, 6	88.3	N/A	N/A		0.7	N/A	N/A	N/A	N/A	PV		
7	Well(s) 4, 4A, 6	61.9	N/A	N/A	3.5	0.9	N/A	N/A	N/A	N/A	PV		
8	Well(s) 4, 4A, 6	64.2	N/A	N/A	2.0	0.7	N/A	N/A	N/A	N/A	PV		
9	Well(s) 4, 4A, 6	48.1	N/A	N/A		0.5	N/A	N/A	N/A	N/A	PV		
10	Well(s) 4, 4A, 6	62.5	N/A	N/A		0.7	N/A	N/A	N/A	N/A	MM		
11	Well(s) 4, 4A, 6	72.8	N/A	N/A		0.9	N/A	N/A	N/A	N/A	MM		
12	Well(s) 4, 4A, 6	75.8	N/A	N/A		0.6	N/A	N/A	N/A	N/A	MM		
13	Well(s) 4, 4A, 6	62.6	N/A	N/A		0.9	N/A	N/A	N/A	N/A	PV		
14	Well(s) 4, 4A, 6	64.1	N/A	N/A	0.3	0.9	N/A	N/A	N/A	N/A	PV		
15	Well(s) 4, 4A, 6	71.7	N/A	N/A		0.7	N/A	N/A	N/A	N/A	PV		
16	Well(s) 4, 4A, 6	71.7	N/A	N/A		0.8	N/A	N/A	N/A	N/A	PV		
17	Well(s) 4, 4A, 6	63.1	N/A	N/A		0.8	N/A	N/A	N/A	N/A	MM		
18	Well(s) 4, 4A, 6	79.4	N/A	N/A		0.9	N/A	N/A	N/A	N/A	MM		
19	Well(s) 4, 4A, 6	52.3	N/A	N/A		0.6	N/A	N/A	N/A	N/A	MM		
20	Well(s) 4, 4A, 6	61.7	N/A	N/A		0.6	N/A	N/A	N/A	N/A	PV		
21	Well(s) 4, 4A, 6	62.8	N/A	N/A		0.9	N/A	N/A	N/A	N/A	PV		
22	Well(s) 4, 4A, 6	84.5	N/A	N/A		0.7	N/A	N/A	N/A	N/A	PV		
23	Well(s) 4, 4A, 6	48.2	N/A	N/A	0.8	0.6	N/A	N/A	N/A	N/A	PV		
24	Well(s) 4, 4A, 6	75.1	N/A	N/A		0.8	N/A	N/A	N/A	N/A	MM		
25	Well(s) 4, 4A, 6	75.1	N/A	N/A		0.9	N/A	N/A	N/A	N/A	PV		
26	Well(s) 4, 4A, 6	66.6	N/A	N/A		1.2	N/A	N/A	N/A	N/A	PV		
27	Well(s) 4, 4A, 6	70.9	N/A	N/A		0.8	N/A	N/A	N/A	N/A	PV		
28	Well(s) 4, 4A, 6	67.9	N/A	N/A		0.6	N/A	N/A	N/A	N/A	PV		
29	Well(s) 4, 4A, 6	51	N/A	N/A		1.1	N/A	N/A	N/A	N/A	PV		
30	Well(s) 4, 4A, 6	67.6	N/A	N/A		1.1	N/A	N/A	N/A	N/A	PV		
31	Well(s) 4, 4A, 6	71.4	N/A	N/A		1.2	N/A	N/A	N/A	N/A	PV		
Total		1,975				6.5							
AVG.		66				1.6	0.8						

Chlorine Mix Ratio = 2.0 Quarts/ of 12.50 % chlorine added to 156 gallons of water in crock

Date UV quartz sleeve last cleaned: N/A Date UV lamp replaced: N/A
MM/DD/YY MM/DD/YY

Alarm activation: If "Yes," date of activation: N/A Required Treatment Residual Level: mg/l
MM/DD/YY

Reported by: Joseph McLaughlin Title: Manager NYSDOH Operator Certification Number: NY0033218

Signature:  Date: 1/9/2025 Operator Grade Level: IA, IIA, IIB, C, D
MM/YYYY



TOWN OF AMENIA

BUILDING DEPARTMENT
4988 Route 22, AMENIA, NY 12501
TEL: 845-373-8860 x102 FAX: 845-373-9826
E-MAIL: Building@ameniany.gov WEB: www.AmeniaNY.Gov

MEMO

TO: Town Board Members
FROM: Building Department
DATE: January 13, 2025
SUBJECT: December 2024 Monthly Report

Town Board Members,

Please find the December Monthly Report for the Building Department.

In summary, these are the receipts as follows: Please see the attached for details

Municipal Searches – Residential	4	\$880.00
Fire Inspections	1	0.00
Building Permits	23	17,723.50

Total Building Department Income for December 2024 \$18,603.50

Best Regards,

Rosanna Hamm
Deputy Town Supervisor

Please see the accompanying PROBLEM AREAS LIST which has been compiled for Tom Keith, Code Enforcement Officer from Z3 Consultants. Tom will be looking into Zoning matters at the request of Supervisor Blackman.



TOWN OF AMENIA
TOWN BOARD

4988 Route 22, AMENIA, NY 12501
(845) 373-8860 www.ameniany.gov

RESOLUTION No. of 2025

**RE: AUTHORIZING LETTER OF INTENT AND SETTING PUBLIC HEARING ON
THE INTENDED USE OF COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDS FOR FISCAL YEAR 2025**

WHEREAS, the Town of Amenia is a participant in the Dutchess County Urban Consortium for the Community Development Block Grant program for fiscal year 2025; and

WHEREAS, the Dutchess County Department of Planning and Development is soliciting applications for the 2025 Community Development Block Grant Program; and

WHEREAS, the Town of Amenia intends to make an application for a Community Development Block Grant pursuant to the Dutchess County Department of Planning and Development's Community Development Block Grant Program for fiscal year 2025; and

WHEREAS, the Town is required to submit a Letter of Intent to the County on or before February 3, 2025; and

WHEREAS, the Town of Amenia is also required to hold a Public Hearing to discuss the Town's intended use of the Community Development Block Grant Funds prior to and in furtherance of making an application for said funds.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The recitations set forth above are incorporated in this Resolution as if fully set forth and adopted herein.
2. The Town Board is hereby authorized to draft and submit a Letter of Intent to the County on or before February 3, 2025.
3. The Town Board hereby schedules a Public Hearing to be held at the Town Hall, Town of Amenia, 4988 Route 22, Amenia, New York 12501, on the 6th day of February, 2025 at 7:00 P.M. at such time all parties and citizens shall have an opportunity to be heard as to the grant proposal for the Community Development Block Grant Funds being applied for by the Town of Amenia for fiscal year 2025.

4. The Town Clerk is hereby directed to publish and post the Notice of Public Hearing in the form annexed hereto at least five (5) days prior to the scheduled Public Hearing and post same on the Town's website and sign board maintained by the Town Clerk.

Motioned By: _____

Seconded By: _____

The foregoing resolution was voted upon with all councilmembers voting as follows:

Supervisor Blackman	_____
Councilmember Rebillard	_____
Councilmember Hamm	_____
Councilmember Winters	_____
Councilmember Ahearn	_____

Dated: Amenia, New York
January 16, 2025

DAWN MARIE KLINGNER, TOWN CLERK

NOTICE OF PUBLIC HEARING

TOWN OF AMENIA

NOTICE IS HEREBY GIVEN that the Town Board of the Town of Amenia will conduct a PUBLIC HEARING on the 6th day of February, 2025, at 7:00PM at the Town Hall, Town of Amenia, 4988 Route 22, Amenia, New York 12501, at which time all parties in interest and citizens shall have an opportunity to offer comments and suggestions on the Town's intended use of Community Development Block Grant Funds for calendar year 2025. Following the Public Hearing, the Town intends to make application for Community Development Block Grant Funds pursuant to the Dutchess County Department of Planning and Development's Community Development Block Grant Program.

All parties in interest and citizens shall have an opportunity to be heard upon said matter at such hearing.

Dated: Amenia, New York
January __, 2025

BY ORDER OF THE TOWN BOARD

DAWN MARIE KLINGNER, TOWN CLERK



TOWN OF AMENIA
TOWN BOARD

4988 Route 22, AMENIA, NY 12501
(845) 373-8860 www.ameniany.gov

RESOLUTION No. of 2025

RE: APPROVING THE CARRY-OVER OF UNUSED VACATION TIME

WHEREAS, pursuant to the Town of Amenia Employee Handbook, all full-time and part-time employees paid on an hourly basis, and regularly scheduled to work at least 15 hours per week, are eligible for paid vacation leave; and

WHEREAS, an eligible employee may carry over vacation leave from one year to the next with the approval of their Department Head; and

WHEREAS, each Department Head must report all approved vacation leave carry-over to the Secretary to the Supervisor; and

WHEREAS, the Secretary to the Supervisor has received the following approved requests for vacation leave carry-over which are annexed hereto and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The recitations set forth above are incorporated in this Resolution as if fully set forth and adopted herein.
2. The Town Board hereby approves the requests received into the Secretary of the Supervisor’s office to carry over vacation accruals from 2024 which are annexed hereto.

Motion made by _____

Seconded by _____

The foregoing resolution was voted upon with all councilmembers voting as follows:

Supervisor Blackman	_____
Councilmember Rebillard	_____
Councilmember Hamm	_____
Councilmember Winters	_____
Councilmember Ahearn	_____

Dated: Amenia, New York
January 16, 2025

DAWN MARIE KLINGNER, TOWN CLERK

REQUEST FORM TO CARRYOVER UNUSED
VACATION ACCRUALS

NAME: Marge Arnold
TODAY'S DATE: 12/31/24 DEPARTMENT: Supervisor
NUMBER OF VACATION HOURS TO BE
CARRIED OVER 24hrs
YEAR ACCRUALS WERE EARNED 24

COMMENTS

APPROVAL

APPROVED: YES NO

Supervisor/Manager Approval: LEO BLACKMAN Date: 12/31/24
Printed Name: Leo Blackman
Title Supervisor

REQUEST FORM TO CARRYOVER UNUSED
VACATION ACCRUALS

NAME: Michael Segetken
TODAY'S DATE: 12/15/24 DEPARTMENT: Building

NUMBER OF VACATION HOURS TO BE
CARRIED OVER 32

YEAR ACCRUALS WERE EARNED 96

COMMENTS

Will use for Kna Replacement
Michael Seget

APPROVAL

APPROVED: YES NO

Supervisor/Manager Approval: [Signature] Date: 09 DEC 24

Printed Name: LEO BLACKMAN

Title SUPERVISOR



TOWN OF AMENIA

PLANNING AND ZONING DEPARTMENT
4988 Route 22, AMENIA, NY 12501

PLANNING AND ZONING DEPARTMENT
4988 Route 22, AMENIA, NY 12501

TEL: 845-373-8860x122 FAX: 845-789-1132

E-MAIL: jwestfall@ameniany.gov www.AmeniaNY.Gov

January 2, 2025

To: Leo Blackman, Marge Arnold, Nancy Nowak

From: Judy Westfall

This memo is to notify you that I would like to carry over hours from 2024 to 2025. My calculations show that at December 31, 2024, I will still have 29 hours of Vacation time that will be unused. I would like approval of these 29 hours to be carried over to 2025. Please confirm authorization by signing below. If these amounts are not correct, please notify me of any changes. Thank you for your consideration.

Please sign for confirmation to carry over 29 hours Vacation Time to 2025

Judith Westfall
Planning & Zoning Secretary

Leo Blackman
Town of Amenia Supervisor



TOWN OF AMENIA
TOWN BOARD

4988 Route 22, AMENIA, NY 12501
(845) 373-8860 www.ameniany.gov

Resolution No. of 2025

RE: AUTHORIZING AN INCREASE IN SALARY FOR TYPIST TO SUPERVISOR

WHEREAS, the Town of Amenia Town Board, at their January 2, 2025 Reorganizational Meeting, appointed Nancy Nowak as the Typist to Supervisor, at the hourly rate of \$18.00; and

WHEREAS, the Typist to Supervisor position is a part-time non-competitive position consisting of no more than 20 hours per week pursuant to the Rules for the Classified Civil Service of Dutchess County; and

WHEREAS, the Supervisor eliminated the position of Confidential Secretary to the Supervisor and the Typist to Supervisor has absorbed part of the responsibilities; and

WHEREAS, the Town Board has agreed to increase Nancy Nowak’s salary from \$18.00 per hour to \$18.75 per hour for the additional responsibilities.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The recitations set forth above are incorporated in this Resolution as if fully set forth and adopted herein.
2. The Town Board hereby authorizes an increase in Nancy Nowak’s salary from \$18.00 per hour to \$18.75 per hour for performing the aforementioned additional responsibilities.
4. The Town Supervisor and Bookkeeper are hereby authorized and directed to file any and all documents with the Dutchess County Department of Human Resources to effectuate the terms of this Resolution.

Motioned By: _____

Seconded By: _____

The foregoing resolution was voted upon with all councilmembers voting as follows:

Supervisor Blackman	_____
Councilmember Rebillard	_____
Councilmember Hamm	_____
Councilmember Winters	_____
Councilmember Ahearn	_____

Dated: Amenia, New York
January 16, 2025

DAWN MARIE KLINGNER, TOWN CLERK



TOWN BOARD TOWN OF AMENIA

4988 Route 22, AMENIA, NY 12501
845-373-8860 www.ameniany.gov

Resolution # of 2025

Transfer of Funds – for December 2024, #3

WHEREAS, the Town Board has the authority to transfer funds when necessary or unanticipated to amend the budget; and

Whereas Budget Amendment in the General Fund increasing 14204.01 (Attorney CE) by \$15626.80 and decrease 14404.01 (Engineers CE) by \$15626.80

Whereas Budget Amendment in the General Fund increasing 16704.01.61 (Central Print Mail/Legals) by \$33.48 and increase 16704.01.68 (Central Print Mail/Postage) by \$2046.26 and increase 16804.01 (Data Processing CE) by \$269.79 and decrease 19104.01.80 (Unallocated Insurance) by \$2349.53.

Whereas Budget Amendment in the General Fund increasing 71104.01 (Amenia Park CE) by \$2474.70 and increase 71104.01.89 (Amenia Park CE/Ballpark) by \$61.98 and decrease 71454.01.30 (Intercommunity Rec CE/Trips) by 2536.68.

Whereas Budget Amendment in the Highway Fund increasing 51304.03.36 (Machinery CE/Diesel) by \$1094.67 and decrease 51424.03 (Snow Removal CE) by \$1094.67.

NOW, THEREFORE BE IT RESOLVED, the Town Board authorizes the transfer of necessary budget lines to process the transactions.

Motion made by _____

Seconded by _____

The foregoing resolution was voted upon with all councilwomen/councilmen voting as follows:

Supervisor Blackman _____

Councilman Rebillard _____

Councilwoman Hamm _____

Councilman Winters _____

Councilwoman Ahearn _____

Dated: Amenia, New York
January 16, 2025

DAWN MARIE KLINGNER, TOWN CLERK