TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. ___ OF 2026

RESOLUTION ADOPTING ANNUAL TOWN BUDGET
FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2027

WHEREAS, the Town Supervisor has filed the Tentative 2027 Budget for the Town of Union Vale pursuant to Section 106 of the Town Law; and

WHEREAS, the Town Clerk delivered the Tentative Budget to the Town Board in accordance with Town Law Section 106; and

WHEREAS, the Tentative Budget has been considered, discussed, reviewed and modified and adopted as the Preliminary Budget by the Town Board on October 21, 2026; and

WHEREAS, the Town Board, on November 4, 2026, commencing at 7:30 p.m., held a Public Hearing on the Preliminary Budget approved by this Board and filed with the Town Clerk for the fiscal year commencing January 1, 2027, and having heard all persons desiring to be heard in the matter, and the budget for the Town for the fiscal year 2027 having been fully discussed and considered, they closed the public hearing; and

WHEREAS, the Town Board has considered certain changes, alterations and revisions to the Preliminary Budget; and

WHEREAS, the Preliminary Budget approved and filed as aforesaid is hereby changed, altered and revised as set forth in the minutes of the proceedings of the Town Board.

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. Pursuant to Town Law Section 109, that said Preliminary Budget, *as changed, altered and revised,* is hereby adopted and established as the annual budget for this Town for the fiscal year beginning January 1, 2027, and that such annual budget as so adopted is detailed in the minutes of the proceedings of this Town Board.

3. The 2027 Town tax rate is $5.73 per $1,000.00 of assessed value, with a tax levy imposed at $3,726,655.00.

4. The Town Clerk of this Town shall prepare and certify as provided by law, duplicate copies of the said annual budget as so changed, altered and revised and as hereby

adopted, and deliver one of such copies to the Supervisor of the Town, and that she shall present such copy to the Dutchess County Legislature as required by law.

INTRODUCED _____

SECONDED _____

The foregoing resolution was put to a vote which resulted as follows:

Supervisor Frazier	_____
Councilmember Durland	_____
Councilmember Harrington	_____
Councilmember McGivney	_____
Councilmember Redinger	_____

Dated: LaGrangeville, New York
November 18, 2026

_____
ANDREA CASEY, TOWN CLERK

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. ___ OF 2026

RESOLUTION AMENDING THE TOWN OF UNION VALE EMPLOYEE HANDBOOK BY ADDING SECTION 5.10 "REQUIRED ANNUAL TRAINING OF EMPLOYEES"

WHEREAS, the Town Board of the Town of Union Vale is responsible for establishing personnel policies and procedures that promote a safe, lawful and effective workplace; and

WHEREAS, New York State law requires certain annual training for municipal employees including, but not limited to, Workplace Sexual Harassment Prevention Training pursuant to New York State Labor Law Section 201-g; and

WHEREAS, the Town Board recognizes the importance of ensuring that employees remain current on mandatory workplace training requirements and other training programs necessary to maintain compliance with federal, state and local laws and regulations; and

WHEREAS, the Town Board finds it necessary and appropriate to amend the Town of Union Vale Employee Handbook to establish uniform requirements for the completion of annual training by Town employees.

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 of the Town of Union Vale hereby amends the Town of Union Vale Employee Handbook by adding a Section 5.10 entitled "Required Annual Training of Employees", to read as follows:

5.10 Required Annual Training of Employees

The Town shall provide ample opportunities to receive the annual training outlined below which all Town of Union Vale employees are required to take, complete and provide certification of completion. All courses are required to be taken annually and completed prior to December 31 of each year. Certification from other employers will be accepted as meeting this requirement in the Town of Union Vale.

"Employees" shall include all elected officials, salaried staff, hourly workers, part-time personnel and stipend recipients who perform duties for the Town of Union Vale government.

5.10.1. Sexual Harassment Prevention Training

Under New York Labor Law § 201-g, the Town of Union Vale must provide interactive sexual harassment prevention training to all employees annually. The training must be interactive

(requiring employee feedback, quizzes, or Q&A) and align with the state's updated standards.

5.10.2. Workplace Violence Prevention Training

The Town of Union Vale is required to maintain a safe workplace environment under New York State Department of Labor standards. Public service employees must participate in annual training outlining agency-specific risk evaluation, reporting protocols, and threat minimization strategies.

5.10.3. Cybersecurity and Information Security Awareness

State law mandates the Town of Union Vale to provide annual cybersecurity training for all local government agency employees. This training covers data protection standards, identifying phishing and social engineering attempts, and safeguarding critical state-maintained infrastructure.

3. This amendment shall take effect January 1, 2027, and shall be incorporated into the Town of Union Vale Employee Handbook as of that date.

4. A copy of this Resolution shall be added and included in the Town of Union Vale Employee Handbook and a copy of this Resolution shall be distributed to all Town employees and elected officials.

INTRODUCED _____

SECONDED _____

The foregoing resolution was put to a vote which resulted as follows:

Supervisor Frazier	_____
Councilmember Durland	_____
Councilmember Harrington	_____
Councilmember McGivney	_____
Councilmember Redinger	_____

Dated: LaGrangeville, New York
November 18, 2026

_____
ANDREA CASEY, TOWN CLERK

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. ___ OF 2026

RESOLUTION APPROVING PROPOSAL FOR PLANNING CONSULTANT SERVICES IN CONNECTION WITH THE PLANNING BOARD AND ZONING BOARD OF APPEALS REVIEW PROCEDURES

WHEREAS, the Town of Union Vale is seeking to retain professional planning consultant services to assist the Planning Board and the Zoning Board of Appeals with its application and review procedures in order to improve clarity, consistency and efficiency in the development review process for Town staff, applicants and Board Members; and

WHEREAS, the Town of Union Vale received a proposal from KARC Planning Consultants, Inc. ("KARC") dated November 5, 2026, for professional planning consultant services in the amount of $7,500.00, a copy of which is annexed hereto; and

WHEREAS, the Town Board of the Town of Union Vale would like to retain the services of KARC; and

WHEREAS, KARC was previously retained by the Town to provide planning services to the Planning Board and has experience analyzing, interpreting and the historical application of the Code, making them uniquely qualified for this project; and

WHEREAS, this is a Type II action under the State Environmental Quality Review Act ("SEQRA") and therefore not subject to review under SEQRA; and

WHEREAS, the services to be provided by KARC to the Town constitute professional services which are exempt from the bidding requirements under General Municipal Law § 103 and the Town of Union Vale Procurement Policy.

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 of the Town of Union Vale hereby approves the planning consultant services proposal from KARC dated November 5, 2026 in the amount of $7,500.00, a copy of which is annexed hereto.

3. The Town Board hereby authorizes the Town Supervisor to execute an agreement with KARC, in the form annexed hereto.

4. The Town Board of the Town of Union Vale hereby authorizes and directs the payment of such services to be paid from Town Planner Budget Line No. 8020.4.

INTRODUCED _____

SECONDED _____

The foregoing resolution was put to a vote which resulted as follows:

Supervisor Frazier	_____
Councilmember Durland	_____
Councilmember Harrington	_____
Councilmember McGivney	_____
Councilmember Redinger	_____

Dated: LaGrangeville, New York
November 18, 2026

_____
ANDREA CASEY, TOWN CLERK

KARC
PLANNING CONSULTANTS, INC.

November 5, 2026

Town of Union Vale
249 Duncan Road
Lagrangeville, NY 12540

Attention: Supervisor Steve Fraizer

Re: Town of Union Vale
249 Duncan Road
Proposal for Planning Board / Zoning Board Process Streamlining

Dear Supervisor Fraizer

As requested, KARC Planning Consultants Inc. [hereinafter KARC] is pleased to submit this proposal to assist the Town of Union Vale with improvements to its Planning Board and Zoning Board of Appeals application and review procedures. The purpose of this work is to improve clarity, consistency, and efficiency in the development review process for Town staff, applicants, and board members.

At this time, we have determined the following scope of services:

1. **Initial Coordination and Process Review Meeting.** Facilitate one (1) meeting, up to 1.5 hours, with Planning Board and ZBA members and key Town staff to discuss existing application and review procedures, identify recurring challenges and inefficiencies, and establish priorities for process improvements.

    - **Deliverable:** Summary of key issues and recommended areas of focus to inform the subsequent review and preparation of revised procedures and application materials.

2. **Development Review Procedures.** Review the existing development review procedures established in the Town Code, incorporating feedback from the initial coordination meeting, and identify opportunities to improve application intake, review sequencing, and coordination between Town staff and boards.

    - **Deliverable:** Written recommendations for procedural improvements, including identification of any Town Code provisions that may warrant amendment.

3. **Development Review Process Flowchart.** Develop a process flowchart illustrating the primary steps in the Planning Board and ZBA review processes, including application submission, completeness review, referrals, required approvals, and responsible parties.

    - **Deliverable:** Process flowchart(s) suitable for internal Town use and public distribution.

4. **Internal Staff Review Checklists.** Develop standardized checklists for use by Town staff during application intake and initial review, addressing: Application completeness and required submission materials; Preliminary zoning compliance, including identification of applicable zoning requirements and potential variances.

    - **Deliverable:** Standardized application completeness and zoning compliance checklists for Town staff.

5. **Planning Board and ZBA Application Forms.** Review and revise the Town's existing Planning Board and ZBA application forms to improve clarity, consistency, and alignment with applicable submission requirements and review procedures.

    - **Deliverable:** Revised Planning Board and ZBA application forms.

6. **Applicant Instructions.** Prepare an applicant guidance document explaining the application process, required submission materials, review procedures, and general expectations for Planning Board and ZBA applications.

    - **Deliverable:** Applicant instructions document suitable for distribution with application forms and posting on the Town's website.

7. **Application Fee Schedule.** Review the Town's existing Planning Board and ZBA application fee schedule and identify opportunities for adjustments to better reflect administrative and review costs, where warranted.

    - **Deliverable:** Recommendations for fee schedule modifications, if necessary.

We estimate that the above scope of work will not exceed $7,500. This estimate equates to approximately 2 hours for Principal, 14 hours for Director of Planning and 22 hours for Senior Planner. Services will be billed on an hourly basis against this budget; therefore, if the actual cost of services is less than $7,500, the Town will only be responsible for the hours incurred.

KARC
PLANNING CONSULTANTS, INC.

2027 Billable rates are as follows:

Principal - $300
Director of Planning - $230
Senior Planner - $165
Project Manager - $150
Planner - $135
Administrative - $115
Site Super / Construction Observation - $140
Assistant Project Manager - $130

Principal Evening Meeting Rate - $375

Reimbursable expenses are billed at cost plus 30%.

All invoices submitted by KARC will include detailed narrative of the work performed.

These additional services are intended to supplement the services previously authorized under the Professional Services Agreement between the Town of Union Vale and KARC, dated December 12, 1014 (the "Original Agreement"). Except as specifically modified or supplemented by this proposal, the terms and conditions of the Original Agreement shall remain in effect. Please contact me if you have any questions.

Sincerely,

Kelly Libolt

By signing below, the Town of Union Vale acknowledges and accepts the scope of additional services outlined in this proposal, as supplemental to the Original Agreement.

Town of Union Vale

By: _____
Steve Fraizer, Town Supervisor

Date: _____

PO Box 924 | Poughkeepsie, NY 12602 | 845.594.1055 | kelly@karcpc.com
DBE Certified | WBE Certified in NY and NJ | US SBA WOSB & EDWOSB Certified

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. ___ OF 2026

RESOLUTION APPROVING PROPOSAL FOR PLANNING CONSULTANT SERVICES IN CONNECTION WITH THE REVIEW OF THE TOWN'S COMPREHENSIVE MASTER PLAN AND ZONING CODE

WHEREAS, the Town of Union Vale is seeking to retain professional planning consultant services to assist with the review of the Town's Comprehensive Master Plan and Zoning Code; and

WHEREAS, the Town of Union Vale received an email proposal from KARC Planning Consultants, Inc. ("KARC") dated October 30, 2026, in the amount of $2,500.00, a copy of which is annexed hereto; and

WHEREAS, the Town Board of the Town of Union Vale would like to retain the services of KARC; and

WHEREAS, KARC was previously retained by the Town to provide planning services to the Planning Board and has experience analyzing, interpreting and the historical application of the Code, making them uniquely qualified for this project; and

WHEREAS, this is a Type II action under the State Environmental Quality Review Act ("SEQRA") and therefore not subject to review under SEQRA; and

WHEREAS, the services to be provided by KARC to the Town constitute professional services which are exempt from the bidding requirements under General Municipal Law § 103 and the Town of Union Vale Procurement Policy.

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 of the Town of Union Vale hereby approves the planning consultant services email proposal from KARC dated October 30, 2026 in the amount of $2,500.00, a copy of which is annexed hereto.

3. The Town Board hereby authorizes the Town Supervisor to execute an agreement with KARC, after the approval of the Attorney to the Town, reserving the right to make amendments as necessary.

4. The Town Board of the Town of Union Vale hereby authorizes and directs the payment of such services to be paid from Town Planner Budget Line No. 8020.4.

INTRODUCED _____

SECONDED _____

The foregoing resolution was put to a vote which resulted as follows:

Supervisor Frazier	_____
Councilmember Durland	_____
Councilmember Harrington	_____
Councilmember McGivney	_____
Councilmember Redinger	_____

Dated: LaGrangeville, New York
November 18, 2026

_____
ANDREA CASEY, TOWN CLERK

supervisor unionvaleny.us

To: Natalie Quinn
Subject: RE: KARC Proposal – Development Review Process Improvements

From: Natalie Quinn <natalie@karcpc.com>
Sent: Friday, October 30, 2026 2:52 PM
To: supervisor unionvaleny.us <supervisor@unionvaleny.gov>
Cc: Kelly <kelly@karcpc.com>; Jozlyn Young <jozlyn@karcpc.com>
Subject: RE: KARC Proposal – Development Review Process Improvements

Hi Steve,

Thats great! Really looking forward to working with the Town on this.

We will send you a contract to sign next week for the PB/ZBA Procedures and Forms work.

Regarding the review of the comp plan and zoning, I believe what you are looking for is a comprehensive review of the two documents to identify what aspects might be out of date, what aspects / newer topics are missing, and outline a potential process for how the two could be updated over the next few years. This analysis will also include a list of grants the Town can apply for in 2027 to get funding to help complete this work – there are at least 2 or 3 we can apply to. I'm imagining the deliverable for this initial review will just be a memo. If this all sounds right to you, we think the estimate would be $2,500 for ~10 hrs of work.

Let me know if you would like me to get started on that.

Thanks,
Natalie

KARC
PLANNING CONSULTANTS, INC.

WBE Certified NY and NJ
DBE Certified
US SBA WOSB Certified

Natalie Quinn
Director of Planning
KARC Planning Consultants
PO Box 924
Poughkeepsie, NY 12602

845.874.7166 (Mobile)
Natalie@karcpc.com
https://www.karcpc.com/

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. ___ OF 2026

RESOLUTION AUTHORIZING THE PREPARATION OF BID SPECIFICATIONS TO FORMALLY BID FOR THE PURCHASE OF A NEW MOWER FOR THE PARKS DEPARTMENT

WHEREAS, the Town Board of the Town of Union Vale is seeking to purchase a new mower for the Parks Department; and

WHEREAS, in compliance with the Town of Union Vale Procurement Policy, quotes were sought for the purchase of a new mower and all the quotes received were in the range of $27,000.00 or more; and

WHEREAS, pursuant to General Municipal Law § 103 and the Town of Union Vale Procurement Policy, all purchases of supplies or equipment which will exceed $20,000.00 shall be subject to competitive bidding unless otherwise exempt; and

WHEREAS, the Town Board has determined that this purchase must be competitively bid and is seeking authorization to prepare bid specifications to formally bid for the purchase of a new mower for the Parks Department.

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 of the Town of Union Vale hereby authorizes the preparation of bid specifications to formally bid for the purchase of a new mower for the Parks Department pursuant to General Municipal Law § 103 and the Town of Union Vale Procurement Policy.

INTRODUCED _____

SECONDED _____

The foregoing resolution was put to a vote which resulted as follows:

Supervisor Frazier	_____
Councilmember Durland	_____
Councilmember Harrington	_____
Councilmember McGivney	_____
Councilmember Redinger	_____

Dated: LaGrangeville, New York
November 18, 2026

_____
ANDREA CASEY, TOWN CLERK

TOWN OF UNION VALE TOWN BOARD
RESOLUTION NO. ___ OF 2026

RESOLUTION AUTHORIZING THE PURCHASE AND INSTALLATION OF AN AUDIO SYSTEM FOR THE TOWN OF UNION VALE MEETING ROOM

WHEREAS, the Town Board of the Town of Union Vale has determined that an upgraded audio system is necessary to improve sound quality and public access during Town Board meetings, public hearings and other official functions; and

WHEREAS, the purchase of an audio system will enhance communication among board members, staff and members of the public, while supporting the Town's commitment to transparent and efficient government operations; and

WHEREAS, the Town Supervisor obtained a proposal from Hudson Valley Audio Visual, Inc. for the purchase and installation of an audio system in the Town of Union Vale meeting room; and

WHEREAS, funds for the purchase of such equipment are available within the current budget; and

WHEREAS, the Town Board has reviewed the proposal from Hudson Valley Audio Visual, Inc. and finds it to be in the best interest of the Town; and

WHEREAS, this procurement involves substantially more than the acquisition of ordinary audio equipment. It requires specialized technical expertise and professional judgment in the design, configuration, integration, installation, programming, testing, and commissioning of a comprehensive audio system tailored to the specific acoustic and operational requirements of the Town Hall; and

WHEREAS, the professional services component constitutes the primary and predominant purpose of the procurement, and the equipment and related professional services are inextricably integrated such that separating the equipment acquisition from the professional design and integration services would not be practical or in the Town's best interests; and

WHEREAS, the services to be provided by Hudson Valley Audio Visual, Inc. constitute professional services which are exempt from the bidding requirements under General Municipal Law § 103 and the Town of Union Vale's Procurement Policy.

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 of the Town of Union Vale hereby authorizes the Town Supervisor to purchase an audio system and any necessary accessories, installation services and related equipment for the Town of Union Vale meeting room from Hudson Valley Audio Visual, Inc. in the amount of $10,176.00.

3. The Town Board of the Town of Union Vale has determined that this procurement qualifies for the professional services exception under General Municipal Law § 103 and the Town of Union Vale's Procurement Policy.

4. The Town Board hereby authorizes the Town Supervisor to execute any purchase orders, agreements or other documents necessary to effectuate this purchase and in accordance with the annexed proposal.

5. The Town Board of the Town of Union Vale hereby authorizes and directs the payment for the purchase and installation of an audio system for the Town of Union Vale meeting room from Computer Equipment/Video Budget Line No. 1680.2 in the amount of $10,176.00.

INTRODUCED _____

SECONDED _____

The foregoing resolution was put to a vote which resulted as follows:

Supervisor Frazier	_____
Councilmember Durland	_____
Councilmember Harrington	_____
Councilmember McGivney	_____
Councilmember Redinger	_____

Dated: LaGrangeville, New York
November 18, 2026

_____
ANDREA CASEY, TOWN CLERK

PROPOSAL

Audio system in meeting room

Unionvale, Town
249 Duncan Road
LaGrangeville, NY 12540

Revision: 0
Modified: 10/26/2026



Presented By:

Hudson Valley Audio Visual, Inc.

1914 Rte.44-55
Modena, NY 12548 United States
(845) 797-7000
hudsonvalleyav.com

HVAV
HUDSON VALLEY AUDIO VISUAL

SCOPE OF WORK

This proposal is to add in-room audio reinforcement, as well as bidirectional audio for video conferencing on Zoom. To accomplish this, we will install an audio processor with full acoustic echo cancelling to ensure that outbound audio is clean and echo free, and inbound audio is clearly heard throughout the room. The system will also amplify existing in-room microphones and analog audio sources in the room without feedback, or negative effects to the zoom audio. A direct USB connection is required between the processor and streaming device.

This will need to be integrated into the existing room microphones, video system, and streaming device. Existing wiring architecture will need to be rewired and redeployed. In addition to Zoom, outbound audio and video to local cable access will need to be maintained.

The room has an existing Tricaster Multi camera system for in-room video streaming. That camera system will need to be re-wired and integrated into this deployment.

It has also been requested to add a video ingest point so that a user's laptop computer data can be displayed on existing in room TV's and routed to the Zoom stream. This laptop input point should be activated automatically, without any user input.

These changes will need to be integrated into the existing room microphones, video system, and streaming device. Existing wiring architecture will need to be rewired and redeployed. In addition to zoom, outbound audio and video to local cable access will need to be maintained. Storage for new equipment can be in the existing equipment rack, after the removal and decommissioning of existing obsolete equipment.

HVAV will need uninterrupted access to the space for a full day to complete the project.

Pricing is based on wire installation by others. HVAV will supply the wire and instructions.

* Price Includes Accessories



2 **JBL CBT50LA-1-WH** $1,310.00
Compact Line Array speaker, 150 W- White



1 **Extron 60-849-01** $615.00
XPA 1002 - Two Channel Amplifier - 60 Watts Per Channel @ 8 Ohms



1 **Biamp TesiraFORTE CI** $3,239.00
Fixed I/O DSP with 12 analog inputs, 8 analog outputs, 8 channels configurable USB audio, and Acoustic Echo Cancellation (AEC) technology (all 12 inputs)



1 **Biamp TEC-1S** $615.00
Surface-mount remote Ethernet control device for Tesira system



1 **Kramer Electronics VS-211XS** $489.00
4K60 4:4:4 2x1 HDMI Switcher with audio and control



1 **Philmore 75-677** $33.00
Stainless Steel Wall Plate with One HDMI Female Connector



1 **Netgear GS308PP** $135.00
8-Port Gigabit Ethernet SOHO PoE+ Unmanaged Switch (83W) (Europe)



1 **Kramer Electronics C-USB/AB-10** $10.00
USB 2.0 Type A to Type B cable - 10'

* Price Includes Accessories



1	**Kramer Electronics C-HM/HM-6** Cable, HDMI (M) To HDMI (M), 6 Foot Length	$15.00



1	**HVAV Miscellaneous** Miscellaneous wire, cables, connectors and mounting hardware	$165.00



1	**HVAV PROGRAMMING** Audio processor and video switcher programming	$300.00



1	**HVAV Labor Labor** Installation, commissioning, testing, and training at prevailing wage rate	$3,100.00



1	**HVAV FREIGHT** Shipping	$150.00

Unassigned Total	**$10,176.00**
Project Subtotal:	**$10,176.00**

* Price Includes Accessories

PROJECT SUMMARY

Total Installation Price:	$10,176.00
Grand Total:	**$10,176.00**

Proposal Expires after 30 days

Client:	**Steve Frazier**	**Date**
Contractor:	**Hudson Valley Audio Visual, Inc.**	**Date**