



**TOWN OF DOVER
TOWN BOARD REGULAR MEETING**

April 30, 2025

6:30 pm

126 East Duncan Hill Road

Dover Plains, NY

Members

Supervisor Richard C. Yeno
Deputy Supervisor James J. Murphy
Councilman Jan J. Maluda Jr.
Councilwoman Susan Jackson
Councilman Roy Thomas Holmes
Town Clerk Katie Palmer-House

- 1. Call Meeting to Order/Pledge of Allegiance**
- 2. Public Comments/Questions on Agenda Items**
- 3. Reports of Recreation Director, Highway Superintendent and Building Department**
- 4. Reports of Supervisor and Town Board Members**
- 5. Consent Agenda**
 - 5.1 Approve Payment of Abstract #4 of 2025**
 - 5.2 Accept Minutes of the March 26, 2025 Town Board Regular Meeting**
 - 5.3 Approve Town Clerk's Report for March 2025**
 - 5.4 Approve Supervisor's Financial Report for March 2025**
 - 5.5 Accept Unanticipated Revenue, Authorize Budget Transfers and Amendments and Payment of Off-Abstract Purchase Orders as submitted by the Town's Bookkeeper**
- 6. Resolutions**
 - 6.1 Accept 2025 Historical Program Grant from Berkshire Taconic Community Foundation**
 - 6.2 Award 2025-2026 Town Recreation Bus Transportation Services**
 - 6.3 Authorize Closure of Town Capital Projects Bank Account**
 - 6.4 Authorize Preparation and Submission of a 2025 Dutchess County Municipal Investment Grant (MIG) Program Application**
 - 6.5 Award Town Hall Wheelchair Lift Purchase and Installation Project (Tentative)**
 - 6.6 Authorize Releases of Planning Board-related Performance Bonds/Guarantees**
 - 6.7 Advertise for Sealed Bids for Installation of New Commercial Generators at Dover Library and**

Town Highway Garage

6.8 Authorize Payment of Deposit on Purchase of Portable Handicapped Accessible Restrooms for J. H. Ketcham Park

6.9 Authorize Hiring of Seasonal Recreation Employees

7. Public Comments

**8. Upcoming Meetings
Wednesday, May 28, 2025**

9. Executive Session/Adjournment

Account#	Account Description	Fee Description	Qty	Local Share	
A1255	Clerk Fees	Certified Copy/Certified Copies	22	220.00	
		MARRIAGE LICENSE FEE	5	87.50	
	Conservation	Conservation	12	45.89	
		Sub-Total:			\$353.39
A1560	Inspections	Inspections	1	95.00	
		Sub-Total:		\$95.00	
A2001	Recreation	Recreation	13	4,550.00	
		Sub-Total:		\$4,550.00	
A2110	Zoning Fees	Zoning Fees	3	450.00	
		Sub-Total:		\$450.00	
A2115	Planning Fees	Planning Fees	1	75.00	
		Sub-Total:		\$75.00	
A2544	Dog Licensing	Female, Spayed	7	90.00	
		Female, Unspayed	1	13.00	
		Male, Neutered	4	60.00	
		Male, Unneutered	3	39.00	
		Replacement Tags	2	6.00	
	Senior Discount	Senior Discount	5	-9.00	
		Sub-Total:		\$199.00	
	A2555	PERMIT FEES	Building Permit	8	1,487.00
Building Permit Renewal			30	7,491.00	
Building W/o A Permit			9	9,135.00	
Cert Of Occupancy Search			2	180.00	
Demolition Permit			3	375.00	
Fuel Storage Tank			1	95.00	
Mechanical Equipment			8	855.00	
Peddler			1	300.00	
Solar Installation			5	1,360.00	
Sub-Total:			\$21,278.00		
Total Local Shares Remitted:			\$27,000.39		
Amount paid to:	NYS Ag. & Markets for spay/neuter program			27.00	
Amount paid to:	NYS Environmental Conservation			1,154.11	
Amount paid to:	State Health Dept. for Marriage Licenses			112.50	
Total State, County & Local Revenues:		\$28,294.00	Total Non-Local Revenues:		\$1,293.61

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, Kathryn Palmer-House, Town Clerk, Town of Dover, 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

Berkshire Taconic Community Foundation

800 North Main Street
Sheffield, MA 01257-9503
t: 413.229.0370 | f: 413.229.0329
www.berkshiretaconic.org
info@berkshiretaconic.org

BOARD MEMBERS

Pamela R. Green, *Chair*
Karen Byers
Dr. Peter Dillon
Dr. Carlee Drummer
Carol Flaton
Peter Frank
Elizabeth M. Hewitt
Elizabeth R. Hilpman
Jane Iredale
Patricia J. Jenny
Matthew King
Ethan Klepetar
Tanushri Kumar
Ackneil M. Muldrow, III
Michael Obasohan
David Offensend
Gregg Osofsky
Daniel S. Sternberg
Gwendolyn VanSant
Eleanore Velez

INTERIM PRESIDENT

Kara Mikulich

CFNS

ACCREDITED
FOUNDATION

Confirmed in Compliance
with National Standards for
U.S. Community Foundations

April 9, 2025

Town of Dover
126 East Duncan Hill Road
Dover Plains, NY 12522

Congratulations! We are pleased to confirm that a grant of \$1,415.00 has been awarded to you by the Northeast Dutchess Fund for His View from "The Ridge," the Life and Works of Dover's Benson J. Lossing. The grant check is enclosed.

We received a number of applications, and the committee was thorough and considerate in selecting those requests that most closely met the mission of the Fund. We are confident that your dedication and expertise will ensure the success of your work, and we are excited to see the outcomes of your project.

You are welcome to reapply for funding in the future, but please note that the amount of funding available for grants may vary from year to year, depending on the income available from the Fund and the number of eligible requests.

Please note that your acceptance of this grant for the above-stated purpose confirms that no further goods, services, or benefits were provided to Berkshire Taconic in conjunction with this grant.

Please know that if your funding needs change over the course of this grant period, your organization may contact BTCTF/NED to request having the funding repurposed to meet those needs. The NED Area Fund Committee will review and decide on the repurposing requests on a case-by-case basis.

Publicizing Your Grant

Berkshire Taconic Community Foundation kindly requests acknowledgment in all literature, press, and announcements produced for the program. We suggest the following language:

"This project has been supported by a grant from the Northeast Dutchess Fund of the Berkshire Taconic Community Foundation."

You can find logos and communications guidelines on our website:
www.BerkshireTaconic.org/PublicizingYourGrant

Once again, congratulations on your award! We wish you every success with this program.

Sincerely,



Maeve O'Dea
Program Director

TOWN OF DOVER				
<u>2025-2026 Recreation Bus Services RFP</u>				
RFP Opening April 23, 2025				
BIDDER		First Student, Inc.		US Bus Rental, Inc.
				DBA Nationwide Bus Charter
ADDRESS:		43 Oniontown Rd.		2420 Arthur Kill Rd.
		Dover Plains, NY 12522		Staten Island, NY 10309
CONTACT:		Monica Mangieri		Nicholas Iannetti
		Location Manager		Director of Bids and Proposals
(X = INCLUDED WITH BID PACKET):				*RFP RECEIVED LATE
* Signed Bid Proposal Form		X		X
* Signature re: Required Insurance		X		X
* Required References		X		X
* RFP Certification		X		X
* Non-Collusion Statement		X		X
* Certificate of Authority		X		X
* Price Schedule		X		X
* Certification Pursuant to Section 103		X		X
Destinations		Bus type		Bus type
		Regular	Handicapped Accessible	Regular
				Handicapped Accessible
PROGRAM #1	Per hour	Per Hour	Per hour	Per Hour
Lake Compounce	\$75	\$75	\$1,750	\$1,750
Xtreme Play	\$75	\$75	\$1,750	\$1,750
Kelly's Creamery	\$75	\$75	\$1,750	\$1,750
New Milford Bowl	\$75	\$75	\$1,750	\$1,750
Fun Max	\$75	\$75	\$1,750	\$1,750
Maritime Aquarium	\$75	\$75	\$1,750	\$1,750
Various Local Trips	\$75	\$75	\$1,750	\$1,750
Mileage Chg.-Destinations Not Noted	\$75	\$75	\$1,750	\$1,750
PROGRAM #2				* see note below
Camp Berkshire Pool	\$75	\$75	\$1,750	\$1,750
Mileage Chg.-Destinations Not Noted	\$75	\$75	\$1,750	\$1,750
		* ADA bus rate may vary depending on availability & additional requirements needed		
		** for 55 passenger coach bus per trip		



2025 Municipal Investment Grant (MIG) Program Application Instructions & Guidance

Program Overview

The Municipal Investment Grant (MIG) program traditionally awards funding on a competitive basis to entities who have taxing authority (i.e., cities, towns, villages). The program has evolved over the years as the needs and priorities of the County and its communities have changed. MIG focus areas are reviewed annually, and as a result, the focus areas may be updated from year-to-year.

In 2025, the County set aside funding to support initiatives that improve and enhance senior centers and senior friendship centers throughout the County.

Eligible Applicants

Municipalities and non-profit organizations with a 501(c)(3) designation that currently or plan to operate a **municipal** or **County-run** senior center or senior friendship center within Dutchess County. The center must provide a minimum of 12 hours per week of programming in order to be eligible to apply. Centers created as a result of this funding must operate for a minimum of 5 years. Failure to remain open will result in a recapture of funds. Entities are encouraged to coordinate efforts and apply jointly, when possible.

Funding

- The total allocation for this initiative is \$500,000.
- Minimum Request: \$20,000
- Maximum Request: There is no maximum funding limit established; however, the County plans to fund multiple projects.
- Funds are available on a reimbursement basis. No advances.

Compliance

- All project expenses must be made within the term of the grant (October 1, 2025 – September 30, 2027).
- Compliance with [Dutchess County's Procurement Policies and Procedures](#) (pages 8-9) is required. Please review this prior to submitting your application to ensure the proposed activity can meet the requirements. **Failure to comply with these policies may affect your organization's ability to be reimbursed.**
- If your proposed activity involves general capital infrastructure, construction must commence within 12 months of the start of the grant term.

Timeline

April 1, 2025	Written questions and inquiries concerning this grant proposal must be submitted via email by 5:00 p.m. to communitygrants@dutchessny.gov .
April 4, 2025	All answers to the submitted questions will be posted on the Municipal Investment Grant webpage and within the Dutchess County Grant Portal.
May 15, 2025	Applications are due by 3:00 p.m. via the Dutchess County Grant Portal .
May – June 2025	Application review
July 2025	County Executive announcement of awards
October 1, 2025 – September 30, 2027	Grant Term

Eligible Expenses

Capital Infrastructure: Capital improvements to a public facility owned¹ by a municipality (city, town, village) or eligible 501(c)(3) non-profit organization in Dutchess County that currently operates or will operate a senior center or senior friendship center at a minimum of 12 hours per week. Capital Infrastructure is a project that helps to create, maintain or improve an organization's asset, such as construction of a new facility or renovation, replacement, or expansion of an existing facility. Targeted investments include renovations or expansions of existing space used for direct programming, as well as investments in the organization's overall facilities to ensure the health and safety of clients served.

Eligible Expense Examples

- General capital infrastructure to new or existing facilities, including physical structures (roof, windows, doors, etc.), HVAC, plumbing, electrical, security, furniture, fixtures, appliances, and equipment and/or supplies that will be used by clients for a specific activity.
 - Equipment (e.g., oven, refrigerator, microwave, Automated External Defibrillator (AED), TV/entertainment center, storage space, telephone, and hot rocks, ice packs, and insulated bags used for home delivered meals, etc.)
 - Supplies (e.g., various puzzles and/or coloring books, crayons, pens, pencils, games, etc.)
- Americans with Disabilities Act (ADA) improvements to promote accessibility and communication to ensure that people with disabilities have an equal opportunity to participate in a specific activity (e.g., accessible crosswalk, ramp, elevator). [Additional details and examples can be found by clicking on this link.](#)

¹ This can include long-term leases (20+ years) which are comparable to an ownership interest.

Ineligible Expenses

- Recurring operational expenses and staffing;
- Duplicative equipment;
- Repairs and deferred maintenance expenses;
- Recurring payroll expenses, benefits, and overtime;
- Seminars/Conferences; and
- Travel expenses.

Priorities

Priority will be given to the following types of projects:

- Partners with other municipalities and agencies;
- Projects that will result in recurring property tax savings;
- Includes an organizational match or contribution (high percentage contributions will be prioritized);
- Leverages other funding sources, including private resources.

Program Year

Projects should be completed within 18 months to two years. The grant term will be October 1, 2025 – September 30, 2027. Contracts may be eligible for an extension.

Policies and Procedures

All expenditures are subject to the [Contracted Services Policies and Procedures](#). Please review this prior to submitting your application to ensure the proposed activity can meet the requirements.

Procurement

- Compliance with procurement requirements as outlined in the [Dutchess County Procurement Policies and Procedures](#) (pages 8-9) is required. Failure to comply with these policies may affect your ability to be reimbursed.
- ****All public work projects are subject to the provisions contained in the New York State Labor Law, including prevailing wage. Please keep this in mind when preparing your project budget and funding request.****

General Application Instructions

- Applications must be submitted electronically through the [Dutchess County Grant Portal](#) by **3:00 p.m. on Thursday, May 15, 2025**.
- Only **one application per entity** can be submitted.
- Applications should be submitted by the Chief Elected Official (CEO)/Executive Director or a representative authorized to submit on behalf of the CEO/Executive Director. **Do not apply unless you received authorization from the CEO/Executive Director.**
- Written questions and inquiries concerning this grant proposal must be submitted via email to communitygrants@dutchessny.gov by 5:00 p.m. on April 1, 2025.

- Dutchess County Department of Planning & Development staff cannot assist in developing your program design or in drafting your grant application.
- Letters of support are not required and should only be included to make a compelling case for your project. Memorandums of Understanding (MOUs) should be submitted, if applicable, as a separate attachment(s) to the application.

Application Forms

The 2025 MIG Application and all required forms can be found within the [Dutchess County Grant Portal](#). You will be able to download each required form, save it to your computer, and upload the completed document.

Application Review

All applications will be reviewed to ensure compliance with the application instructions and guidance as outlined in this document.

The [Community Development Advisory Committee](#) (CDAC) will review eligible applications and make preliminary award recommendations to the County Executive for final review and approval.

Reporting Requirements

Organizations awarded funding will be required to submit regular payments and progress reports as outlined in the [Contracted Services Policies and Procedures](#) or as stated in the Agreement.

Grant Portal Instructions:

1. [Use this link to navigate to the Dutchess County Grant Portal webpage where you will login to your existing account or create an account if one does not already exist for your organization.](#)
2. **Please only create one account per organization; therefore, you should consider using your organization's general email and a shared password to be used by anyone within your organization who might work on an application within the grant portal, now or in the future.**
3. Once on the Logon Page, select 'Create New Account' and complete all required* fields marked with an asterisk* symbol.
4. After successfully creating an account, you will be brought to the 'Apply' page where you can click on the blue 'Apply' button that will bring you to the grant application.
5. Once you begin an application, it will be saved as a draft. You can re-enter the portal any time prior to the submission deadline to complete the application.

For more information, contact:

Dutchess County Department of Planning & Development
 85 Civic Center Plaza, Suite 107
 Poughkeepsie, NY 12601
 Phone: 845-486-3600
 Email: communitygrants@dutchessny.gov
 Website: dutchessny.gov/planning

Addendum 1
Questions and Answers (Q & A)
2025 Municipal Investment Grant (MIG)

Q1: What qualifies as a “friendship center”?

A1: A senior friendship center is a voluntary gathering hub for independent older adults ages 60+. A minimum of 12 hours per week of programming is offered which provides opportunities for the following:

- Social activities, including group meals, games, and events;
- Educational and recreational programs, including games, arts and crafts, music, etc.;
- Physical activities, including dance, yoga, walking, etc.; and
- Other support services, including information and referrals to other County or municipal resources, healthcare services, transportation, etc.

Q2: Are adult day cares eligible?

A2: No, adult day cares are not eligible as part of the MIG program. A senior friendship center is a voluntary gathering hub for **independent** older adults ages 60+.