

Town of Milan – Regular Board Meeting – July 20, 2026

**Present: Councilpersons Debra Blalock, Clint Bond, Jr., Kevin Pike, Glenn Weinrich
Supervisor Bill Jeffway**

Absent: None

**Also Present:
Glenn Butler, Highway Superintendent**

Opening & Pledge of Allegiance

Supervisor Jeffway called the meeting to order at 7:02 pm with the Pledge of Allegiance.

Correspondence

- Office of the NYS Comptroller - Accounting for Voluntary Contributions on Dog License Applications

Public comment on agenda items

Mr. & Mrs. Byrne offered their thanks for two interactions:

- Transfer Station attendants when she went to bring her trash and recyclables; helped her and her husband.
- Glenn Butler regarding the culvert in front of their property and he responded promptly and fixed it and also helped the Lowe's truck deliver a refrigerator while new blacktop was being spread.

Resolution: Award Town Hall Roof Replacement to VAD Contractors

MOTION by Supervisor Jeffway, seconded by Council. Blalock, to approve the following resolution.

WHEREAS the Town of Milan opened sealed, competitive bids for the Town Hall Roof Replacement Project at a special meeting on June 15, 2026,

WHEREAS the lowest bid received was from VAD Contractors of Staten Island, NY, at \$56,671,

WHEREAS Optimus Architects advised that the VAD response was complete and sound,

WHEREAS references from VAD that were municipalities were contacted and provided positive, supportive comments,

WHEREAS an onsite meeting took place with VAD representative, Optimus Architects, and the Town Supervisor and Deputy Town Supervisor on July 15 that was satisfactory,

BE IT RESOLVED that the Town of Milan awards the work to VAD Contractors, the lowest bid, in the amount of \$56,671,

BE IT FURTHER RESOLVED that the Town Supervisor will brief Optimus Architects to prepare a contract for the review of the Town Board.

Discussion: Research shows that VAD has a good reputation for doing municipal work with Poughkeepsie and Beacon; federal and state sites were checked to verify that VAD Contractors is in compliance with all requirements.

Roll was taken and carried:

YES – 5 – Blalock, Bond, Jr., Pike, Weinrich, Jeffway

NO – 0

Resolutions: Proposed changes to Short-Term Rental Law

Relating to the passage of the Local Law No. 2 of 2026, entitled: “Local Law Amending Town Code Section § 200-36, Short-Term Residential Rental” including declaration of lead agency, Full Environmental Assessment Form (included), the law itself (included), and setting of public hearing date.

MOTION by Council. Blalock, seconded by Council. Pike, to adopt the following resolutions to improve safety requirements for short-term rentals.

Lead Agency Designation for Short-term Rental Law

WHEREAS the town of Milan finds it prudent and necessary to revise the requirement for short-term rentals in order to provide additional safety to owners, renters and neighbors of short-term rental properties,

BE IT RESOLVED the Milan Town Board be designated as lead agency for changes to Local Law No. 2-2026 Short-term rental.

Short-Term Rental FULL FORM ENVIRONMENTAL ASSESSMENT FORM

WHEREAS the changes to Local Law No. 2-2026 Short-term rental require a Full Environmental Impact Assessment,

BE IT RESOLVED The Full EAF is hereby provided, and its reading is waived.

Local Law No. 2 of 2026, entitled:

“ Local Law Amending Town Code Section § 200-36. Short-Term Residential Rental”

BE IT ENACTED BY, the Town Board of the Town of Milan as follows:

1. Section 36 (Short-Term Residential Rentals) of Chapter 200 (Zoning) of the Town Code is hereby amended by repealing and removing the existing sub-section B.(8) and adding a new sub-section B.(8) which shall read as follows:

B. Operation Requirements and Standard Conditions for all Short-Term Rentals:

(8) All short-term rentals must comply with the provisions of the Uniform Code, as amended. See Chapter 121 - Fire Prevention and Building Construction. The requirements of the Uniform Code include but are not limited to the short-term rental maintaining the required number of functioning smoke alarms, carbon monoxide detectors and fire extinguishers with proof of annual recharge attached and having at least two compliant means of ingress/egress for each bedroom in the short-term rental.

2. Section 36 (Short-Term Residential Rentals) of Chapter 200 (Zoning) of the Town Code is hereby amended by adding a new sub-section B.(9) which shall read as follows:

B. Operation Requirements and Standard Conditions for all Short-Term Rentals:

(9) The owner of the short-term rental shall post a copy of the short-term rental certificate and a copy of chapter 200 of the Town Code in a conspicuous place within the short-term rental. In addition, the owner of the short-term rental shall provide each responsible person utilizing the short-term rental with the following information prior to their occupancy of the short-term rental:

(a) The 911 address of the short-term rental for fire and/or medical emergencies;

(b) The names of the authorized local agent and owner of the short-term rental with telephone numbers where these parties can be reached on a twenty-four-hour basis;

(c) The maximum number of overnight occupants permitted to stay in the short-term rental, the maximum number of daytime occupants permitted in

the short-term rental and the maximum number of individuals permitted on the property where the short-term rental is located;

(d) Notice that all lodgers and visitors to the short-term rental are required to park in a designated paved parking area located on the lot where the short-term rental is located and not in or along any public roadway or on any lawn or vegetated area of such lot;

(e) Notice indicating the trash pickup day and applicable rules and regulations pertaining to leaving or storing trash or refuse on the exterior of the property;

(f) Notice regarding the applicable rules for pets at the short-term rental;

(g) Notice that the responsible person(s) utilizing the short-term rental may be cited or fined by the Town for violations of this chapter;

(h) Notice that the responsible person(s) utilizing the short-term rental may be evicted or removed by the owner of the short-term rental in accordance with state law, in addition to any other remedies available at law, for creating nuisances, disturbances or otherwise violating the provisions of this chapter.

(h) Notice that the failure to conform to the occupancy requirements of the short-term rental unit is a violation of this chapter.

3. Section 36 (Short-Term Residential Rentals) of Chapter 200 (Zoning) of the Town Code is hereby amended by repealing and removing the existing sub-section C.(3) and adding a new sub-section C.(3) which shall read as follows:

C. Short-term Rental Certificate. All Short-Term Rentals shall require a Short-Term Rental Certificate as described below:

3. A short-term rental certificate issued under this section shall require renewal by the Zoning Enforcement Officer no later than the anniversary of such issuance, if the property is to continue to be operated as a short-term rental. The owner must request the renewal in writing from the Zoning Enforcement Officer at least 90 days prior to such anniversary. Failure to do so may result in the lapse of the short-term rental certificate. Within 30 days after receipt of a renewal request, the Zoning Enforcement Officer shall review

whether the short-term rental is in compliance with the terms of its short-term rental certificate. **As a prerequisite to granting or renewing a short-term rental certificate, the Zoning Enforcement Officer must be allowed access to the short-term rental unit for the purpose of verifying compliance with the provisions of the Town Code, which includes the Uniform Code.** The Zoning Enforcement Officer shall have the discretion to renew, amend, or deny the renewal of the short-term rental certificate for good cause shown, which may include considerations of violations of the Town Code at the short-term rental unit as well as considerations of noise, disorderly conduct, or public safety at the short-term rental unit. No short-term rental shall be permitted at any time when a valid short-term rental certificate is not in effect.

4. The invalidity or unenforceability of any Section, subsection, paragraph, sentence, clause, provision, or phrase of this Local Law, as declared by the valid judgment of any court of competent jurisdiction to be unconstitutional, shall not affect the validity or enforceability of any other Section, subsection, paragraph, sentence, clause, provision, or phrase of this Local Law, which shall remain in full force and effect.

5. This Local Law is adopted pursuant to § 261-263 of the Town Law and § 20 of the Municipal Home Rule Law of the State of New York, which authorize the Town to adopt zoning provisions that advance and protect the health, safety, and welfare of the community.

6. To the extent that any provision of this chapter is inconsistent with Town Law §§ 263, 274-a, 274-b or any other provision of Article 16 of the Town Law, the provisions of this chapter are expressly intended to and do hereby supersede any such inconsistent provisions under the Town's municipal home rule powers, pursuant to Municipal Home Rule Law §10(1)(ii)(d)(3); §10(1)(ii)(a)(14) and §22 to supersede any inconsistent authority.

7. This Local Law shall take effect immediately upon filing with the Secretary of State.

Set Public Hearing on Changes to Milan Town Law § 200-36.

WHEREAS a public hearing is required on changes and additions to Milan Town Law § 200-36.
Short-term rental,

BE IT RESOLVED that a public hearing is set for Monday, August 17, 2026 at 6:55pm at the Milan Town Hall, 20 Wilcox Circle, Milan, NY

BE IT FURTHER RESOLVED that the town clerk will post the following public notice:

PLEASE TAKE NOTICE that the Town of Milan will hold a Public Hearing on Monday, August 17, 2026 at the Town of Milan Town Hall, 20 Wilcox Circle, Milan, New York 12571 at 6:55 pm concerning proposed Local Law No. 2 of 2026, entitled, “Local Law Amending Town Code Section § 200-36. Short-Term Residential Rental” pursuant to Article 16 of the N.Y. Town Law and Municipal Home Rule Law § 10.

This Local Law will take effect immediately upon filing with the Secretary of State. Complete copies of the proposed Local Law are available at the Town of Milan Town Clerk’s Office for inspection during regular business hours.

All interested persons and citizens shall have an opportunity to be heard on said proposal at the date, time and place aforesaid.

Further, the Town Clerk is to notify Town Clerks in surrounding towns of the public hearing and send a copy of the proposed law.

Discussion: Council. Blalock reported that the law has already been submitted to the County Planning Department and the County has responded that the law “is of local concern”.

Roll was taken and carried:

YES – 5 – Blalock, Bond, Jr., Pike, Weinrich, Jeffway

NO – 0

Workshop:

Recent resident concerns about road signage and safety.

- Glenn Butler reported that a resident of Willow Brook Road is concerned about the speed at which vehicles are traveling on this road upon which young parents walk with small children.
- Request for “children playing” sign on Ferris Lane where the speed limit is 30; Glenn Butler did a speed study – 85% of the cars are traveling 36 miles per hour or less. Such signs are considered obsolete now and such a sign is not applicable for this site. This may be more of a town-wide issue of drivers speeding.
- NYS DOT has lowered the speed limit on roads such as Milan Hollow Road (from 55 to 40) and people are still speeding.
- Glenn Butler commented that about half of Milan’s roads have posted speed limits on them and these are the roads for which the Town receives complaints.

- In the past, Town officials have asked NYS Police Troop K to come and patrol the roads since Milan does not have a police department.
- Supervisor Jeffway is talking with Chris Drago regarding the intersection of Turkey Hill Road and Route 199 because there is evidence that this intersection was physically larger in the past.
- Options include signage which has limited effectiveness; speed bumps which are expensive and have to be engineered; placement of fog striping which makes the lanes look narrower and has the impact of slowing down drivers.

Workshop:

Community Day and community outreach – Supervisor Jeffway has authored a town-wide newsletter which will be mailed prior to Community Day. Signage for the event has good placement throughout the Town and a large banner is on display in front of Town Hall.

Old & New Business

Designating Recipient of Voluntary Animal Shelter Contributions pursuant to NYS Agriculture & Markets Law §109

MOTION by Supervisor Jeffway, seconded by Council. Weinrich, to approve the following resolution.

WHEREAS, New York State Agriculture & Markets Law §109, as amended effective December 2025, requires that municipalities include in dog license applications and renewals an option for voluntary contributions to support an animal shelter; and

WHEREAS, pursuant to such law, voluntary contributions collected in connection with dog licensing are to be provided to the organization under contract with the municipality for animal shelter services; and

WHEREAS, the Town of Milan currently contracts with the Pine Plains Veterinary Hospital to provide such services; and

WHEREAS, the Town Board wishes to acknowledge and implement the requirements of §109 in a manner consistent with applicable law;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby acknowledges that, pursuant to New York State Agriculture & Markets Law §109, all voluntary animal shelter contributions collected in connection with dog licensing shall be for the benefit of the South Salem Animal Hospital, as the Town's contracted animal shelter provider; and

BE IT FURTHER RESOLVED, that the Town Clerk is authorized and directed to update dog license applications, renewal forms, and related materials to include a clearly identified voluntary contribution option in compliance with §109, including language stating that such contributions are voluntary and not part of the license fee, and identifying the Pine Plains Veterinary Hospital as the recipient; and

BE IT FURTHER RESOLVED, that the Town Supervisor as the Town Chief Financial Officer is authorized and directed to establish a dedicated fund or budget line item for the receipt and accounting of such contributions; and

BE IT FURTHER RESOLVED, that all funds collected pursuant to this program shall be remitted to the Pine Plains Veterinary Hospital no less than annually, and may be remitted on a more frequent basis as determined appropriate by the Town's financial officers; and

BE IT FURTHER RESOLVED, that the appropriate Town officials are authorized to take all actions necessary to implement this resolution, including administrative and system updates.

Roll was taken and carried:

YES – 5 – Blalock, Bond, Jr., Pike, Weinrich, Jeffway

NO – 0

Facility updates

Glenn Weinrich spoke with Bob Janelli about updating the locks on Town Hall; replacing the lock on the downstairs door. Glenn is awaiting the bid on the work, and depending on the level of the quote, may need to go out to bid.

Clint Bond and Kevin Pike met with the County regarding a Climate Smart Communities grant for solar power on the Town Hall roof; due to the deadline for the grant application being due on July 31st, this will be considered for 2027.

Electrical work in Town Hall – Supervisor Jeffway is pursuing an estimate from Rick VanEtten, electrician.

Replacement of the cafeteria double doors will be reviewed with Optimus Architecture; current doors are old and drafty and are not energy efficient.

Supervisor Jeffway referred to an article regarding reduction of EMS services in Pine Plains and Milan; the article will be circulated.

Town Seal for Court

Supervisor Jeffway reviewed the prospective design updates for the Town Seal. Kevin Pike will get an estimate on framing the selected version.

Public comment on any town business - none

Transfers

MOTION by Council. Pike, seconded by Council. Blalock, to transfer \$1,000.00 from 9050.8, Unemployment Benefits, to 1010.4, Town Board Contractual.

Roll was taken and carried:

YES – 5 – Blalock, Bond, Jr., Pike, Weinrich, Jeffway

NO – 0

Bills for payment

MOTION by Council. Pike, seconded by Council. Bond, Jr., to approve the following bills for payment:

General Abstract Claim #s 218 – 272, totaling \$ 49,751.20

Highway Abstract Claim #s 122 – 137, totaling \$ 122,271.62

Special Drainage District Claim # 1 totaling \$ 176.86

Roll was taken and carried:

YES – 5 – Blalock, Bond, Jr., Pike, Weinrich, Jeffway

NO – 0

Adjournment

MOTION by Supervisor Jeffway, seconded by Council. Blalock, to adjourn the meeting at 7:42 pm.

Roll was taken and carried:

YES – 5 – Blalock, Bond, Jr., Pike, Weinrich, Jeffway

NO – 0

Respectfully Submitted,

Ingrid E. Kulick
Town Clerk