

Town of Olive
County of Ulster
State of New York
Thursday, October 4, 2012

Minutes of a special meeting of the Town Board of the Town of Olive held Thursday, October 4, 2012, 3 p.m. at the Town Office Building in West Shokan, NY. The purpose of the special meeting as stated in the legal notice is for Town Board members to receive the 2013 Tentative Budget.

Members Present: Berndt Leifeld, Supervisor
 Donald Van Buren, Board Member
 Linda Burkhardt, Board Member
 Bruce La Monda, Board Member
 Peter Friedel, Board Member

Recording Secretary: Sylvia Rozzelle, Town Clerk

Others Present: Janice Lanzarotta, Bookkeeper and Susan Horner, Clerk to the Supervisor

Supervisor Leifeld presented the 2013 Tentative Budget to Town Board members. He stated at this point this is a wish list and the board will be scheduling workshop meetings to discuss the budget lines. He noted the tentative budget shows an overall 4.5% increase in the tax levy. He stated this includes 2% salary increases, the Police contractual is up 49% for leasing a car, and employee benefits in the general and highway funds is up 12.4%. Supervisor Leifeld stated the big number in the police budget is due to there not being enough money to purchase a new police car and the department would need to lease a car. Board Member La Monda noted that on the advice of the mechanics the car with the blown engine would not be worth fixing.

Board Member Friedel stated the mechanic didn't use the right oil in the police car and that's why the engine blew. He noted that diesel oil had been used and is also being put in the town mowers. When asked who provided him with this information Board Member Friedel named two highway department employees. Supervisor Leifeld stated if that is true then it could be negligence. Board Member Burkhardt asked if it is negligence, is it because of that negligence that the engine blew up? It was noted they will find the facts at the upcoming budget workshop meetings when the Highway Superintendent is present.

Supervisor Leifeld stated in the tentative budget the Highway General repairs contractual expenses shows an increase of 7.7% and Highway Machinery contractual expenses increased 6.6%. He noted that overall revenues decreased 1.8%.

Supervisor Leifeld asked if everyone was on board with the 2% salary increases. Board Member Friedel stated he might have a problem with it and will see how it impacts the budget. Board Member La Monda stated the highway contract is a 2% salary increase and it has been past practice to provide this same increase to the general fund employees.

The Town Board set the following dates for budget workshop meetings: Tuesday, October 16th 7:00 pm at the Town Meeting Hall and if a second meeting is necessary, Wednesday, October 17th, 7:00 pm at the Town Office Building. It was noted that the Meeting Hall and American Legion Hall are not available for meetings on Wednesday nights.

Supervisor Leifeld presented an Information Technology Security Policy and a Computer System Security Breach Policy with Notification Reporting Form. He stated these are policies that NYS Audit and Control requests the Town Board adopt. He stated their adoption will be on the October 9th Town Board agenda.

All business pertinent having been discussed the Town Board adjourned at 3:30 p.m. on a Leifeld/La Monda motion.

Sylvia B. Rozzelle, Town Clerk

Town of Olive
County of Ulster
State of New York
Tuesday, October 9, 2012

Minutes of the monthly meeting of the Town Board of the Town of Olive held Tuesday, October 9, 2012, 7:30 pm at the Town Meeting Hall in Shokan, NY.

Members Present: Berndt Leifeld, Supervisor
Donald Van Buren, Board Member
Linda Burkhardt, Board Member
Bruce La Monda, Board Member
Peter Friedel, Board Member

Recording Secretary: Sylvia Rozzelle, Town Clerk

Others Present: Drew Boggess, Planning Board Chairman; Jimmy Fugel, Highway Superintendent; Susan Horner, Clerk to the Supervisor

On a La Monda/Burkhardt motion the Town Board approved the September Minutes as corrected on pages 186 & 190 and as submitted by the Town Clerk.

The following correspondence was read and filed:

#103-12

On a La Monda/Friedel motion the Town Board approved the membership of Joseph VanLeuvan to the Olive Fire Department.

On a La Monda/Burkhardt motion the Town Board approved payment of the following audited bills: Highway Vouchers #341-#383, \$18,795.04; Prepaid General Fund Voucher #411, \$1,003.00; General Fund Vouchers #412-#465, \$71,897.45; Prepaid Special Lighting Voucher #9, \$58.09; and Special Lighting Voucher #10, \$57.93.

Supervisor Leifeld noted the cash received for August was \$78,058.95 and interest received was \$384.50.

On a Leifeld/Burkhardt motion the Town Board approved the following General Fund Budget Modifications:

Transfer \$34,275.00 from Reserve "C" Police to 3120.2 Police Equipment

Transfer \$2,000.00 from A1990.4 Contingency to 3120.4 Police Contractual

Resolution #15 of 2012
Town of Olive Adoption of
Information Technology Security Policy

WHEREAS, NYS Audit and Control requires Towns to have a clear written policy on information technology security within the town, and;

WHEREAS, this policy must address employer/employee responsibility, user IDs and passwords, proper handling of town information, responsible internet usage, and establish legal guidelines for voicemail and e-mail, and;

WHEREAS, the Town has drafted a security policy based on information provided by NYS Audit and Control, NYS Archives and Records Administration, and the Committee on Open Government;

THEREFORE, BE IT RESOLVED, the Town Board of the Town of Olive adopts the Town of Olive Information Technology Security Policy.

	Aye	Nay
Berndt Leifeld, Supervisor	_____	_____
Donald Van Buren, Board Member	_____	_____
Linda Burkhardt, Board Member	_____	_____
Bruce La Monda, Board Member	_____	_____
Peter Friedel, Board Member	_____	_____

Dated this 9th day of October, 2012

Sylvia B. Rozzelle, Town Clerk

Resolution #16 of 2012
Town of Olive Adoption of
Computer System Security Breach Policy with Notification Reporting Form

WHEREAS, NYS Audit and Control requires Towns to have a clear written policy on unauthorized acquisition of computerized data which compromises security, and;

WHEREAS, the Town has drafted a security breach policy based on information provided by NYS Audit and Control and the NYS Association of Towns;

THEREFORE, BE IT RESOLVED, the Town Board of the Town of Olive adopts the Town of Olive Computer System Security Breach Policy with Notification Reporting Form.

	Aye	Nay
Berndt Leifeld, Supervisor	_____	_____
Donald Van Buren, Board Member	_____	_____
Linda Burkhardt, Board Member	_____	_____
Bruce La Monda, Board Member	_____	_____
Peter Friedel, Board Member	_____	_____

Dated this 9th day of October, 2012

Sylvia B. Rozzelle, Town Clerk

Supervisor Leifeld introduced Resolution #15 of 2012 Town of Olive Adoption of Information Technology Security Policy stating that the NYS Auditor spent several weeks in Olive and this is one of the policies that must be adopted within the next few months. Board Member Friedel stated he has a problem with the email section in that he would like to see a central repository or server for town issued email accounts. Town Clerk Rozzelle stated that the Town legally owns all emails of town officials when the content of the message involves town business. This ownership is regardless of whether the employee is a volunteer or is salaried and whether the email is sent from a town owned email address or from an employee's personal email account. NYS officials have suggested to her that paper filing of emails with the Records Management Officer would properly insure the records are available for FOIL requests and would be maintained per NYS required records retention and disposition schedule. Board Member Friedel stated that if everything is on a server or in a central location then there wouldn't be a concern about people not submitting all of their emails. Board Member La Monda stated that by passing this policy now we would be in compliance and can look into what Board Member Friedel is suggesting. On a Leifeld/La Monda motion and unanimous roll vote the Town Board adopted Resolution #15 of 2012. Roll vote being: Van Buren, yes; Burkhardt, yes; La Monda, yes; Friedel, yes; and Leifeld, yes.

Supervisor Leifeld introduced Resolution #16 of 2012 Town of Olive Adoption of Computer System Security Breach with Notification Reporting Form. On a Leifeld/Burkhardt motion and unanimous roll vote the Town Board approved Resolution #16 of 2012. Roll vote being: Van Buren, yes; Burkhardt, yes; La Monda, yes; Friedel, yes; and Leifeld, yes.

Supervisor Leifeld stated the town has advertised for bids for pool repairs. He noted after 8 or 9 years the chlorine eats into the side of the pool and refurbishing the sides is required. This will also require repainting the racing lane stripes. Board Member La Monda thanked Susan Horner for having the specs scanned and put on the town website. Supervisor Leifeld noted this will happen next spring though we will have the numbers this month. He stated the bid opening will be October 22nd at 1 p.m. at the Town Clerk's Office, Town Office Building in West Shokan.

Supervisor Leifeld noted there will be a budget workshop meeting on October 16th, 7 pm at the Town Meeting Hall. If a second meeting is needed it will be held on October 17th, 7 pm at the Town Office Building in West Shokan. He noted the tentative budget is a wish list showing a 4.7% increase at this point and recapped the information he provided the Town Board at the October 4th meeting. He noted this increase will not stand as they will take it down to 2% noting that personally he would like to see it less than 2%.

Supervisor Leifeld noted that all polling sites will be open from 6 am until 9 pm on Election Day November 6th.

Supervisor Leifeld noted the following public hearings will be held Thursday, November 8th at the Town Meeting Hall: Fire Department Contract Hearing at 7 pm and 2013 Budget Hearing at 7:30 pm. The monthly Town Board meeting will be held Tuesday, November 13th at 7:30 pm.

Supervisor Leifeld stated that Veteran's Day will be observed Monday, November 12th at the American Legion Hall at 11:00 a.m.

It was noted that Halloween curfew will be 8:00 pm.

The following committee reports were read and filed:

POLICE Commissioner La Monda submitted report #104-12 showing 135 responses for the month of September. Board Member La Monda stated that the Police contractual is up 49% because there is a possibility of leasing a car which is projected as \$12,000.00 for the year.

Town Clerk Rozzelle stated she has received several complaints from residents on Route 213 about excessive speeding through the hamlet of Olivebridge. She stated the speed limit there is 35 mph and residents feel enforcement is needed. Board Member La Monda stated he will inform the Police Department to patrol Route 213.

TOWN CLERK Rozzelle submitted September revenue report #105-12 showing \$49,631.41 in revenues for the month of September. She stated that the last day to register to vote will be Saturday, October 13th 2 pm – 9 pm at the Board of Elections in Kingston. Mail in registrations must be postmarked no later than October 12th. Burn permits are now being issued by her office as the burning ban will be lifted October 10th. She stated that Mr. Ed Ford, Town Historian for the City of Kingston for 28 years, came to her office this past week bringing individual real estate multiple listings from the 1970's on. She stated that Mr. Ford had organized the photographs and property information cards by town roads. She noted this will be valuable information for the archives when people are searching for the history of their homes.

On a La Monda/Burkhardt motion the Town Board requested a letter of thanks be sent to Mr. Ford for his donation to the Town of Olive Archives.

Carol La Monda stated that Time Warner sent out a card that now they will be charging recipients for their equipment. Board Member Friedel stated he and Supervisor Leifeld will be meeting with them. Mrs. La Monda suggested a letter be sent to them from the Town Board. Board Member Friedel stated a federal grant was done which included Olive to try to expand coverage in different areas for wifi and cable.

Board Member La Monda made a motion for the Town Board to send a get well card to Dino Giuliano. This motion was seconded by Board Member Burkhardt.

Liz Hansen asked why there has to be a stop sign at the end of Reservoir Road where you can only go one direction to the left. Board Member La Monda stated he was told it is there to help control traffic for the pedestrians. Mrs. Hansen suggested the need for speed enforcement at County Road 3 and Upper Samsonville Road.

Board Member La Monda stated the newspaper article on the Ulster County budget makes the county look good but they are putting things back on the town. He noted that the safety net means that we in Olive will no longer just be paying for our own welfare recipients; we will be paying for those in Kingston and throughout the county.

All business pertinent having been discussed the Town Board adjourned at 8:35 pm on a Leifeld/La Monda motion in memory of Robert W. Davidson and Leo Fleury.

Sylvia Rozzelle, Town Clerk

Town of Olive
County of Ulster
State of New York
Tuesday, October 16, 2012

Minutes of a budget workshop meeting of the Town Board of the Town of Olive held Tuesday, October 12, 2012, 7:00 pm at the Town Meeting Hall in Shokan, NY.

Members Present: Bruce La Monda, Deputy Supervisor
 Donald Van Buren, Board Member
 Linda Burkhardt, Board Member
 Peter Friedel, Board Member
Member Absent: Berndt Leifeld, Supervisor
Others Present: Janice Lanzarotta, Bookkeeper; Jimmy Fugel, Highway
Superintendent (arrived 7:26)

In the absence of the Town Clerk notes for the meeting were submitted by Board Member Burkhardt.

Deputy Supervisor La Monda called the meeting to order at 7:00 pm stating that Supervisor Leifeld was absent due to a death in the family. He stated this is a workshop meeting for Town Board members to discuss the tentative budget for 2013.

The Town Board started at the beginning of the budget. General consensus of the Town Board as suggested by Deputy Supervisor La Monda is there would be a pay freeze for the four council members. General consensus was to not lease a police patrol vehicle and repair the old car, reduce Highway Fund General Repairs DA5110.4 to \$325,000.00, and reduce Highway Fund line DA5130.4 by \$10,000.00.

In response to questions from Board Member Friedel, Bookkeeper Janice Lanzarotta presented an explanation of .1 salaries of the Highway Fund snow removal budget.

The Town Board tentatively scheduled the possibility of two additional workshop meetings on the budget: October 29th at 7:00 pm or October 27th at 1:00 pm.

Board Member Friedel stated he would like a salary freeze for all elected officials. Board Member Van Buren stated he would like to see a salary freeze for all elected officials and for all non contractual employees. Deputy Supervisor La Monda and Board Member Burkhardt supported pay increases for all town employees. Deputy Supervisor La Monda stated that some elected officials are doing this full time as a career and should receive pay increases.

All business pertinent having been discussed the Town Board adjourned at 8:20 pm on a Friedel/VanBuren motion.

Sylvia B. Rozzelle, Town Clerk

Town of Olive
County of Ulster
State of New York
Friday, October 26, 2012

Minutes of an emergency meeting of the Town Board of the Town of Olive held Friday, October 26, 2012 1:30 pm at the Town Office Building in West Shokan, NY. The purpose of the meeting is to prepare for and implement emergency procedures due to the potential of Hurricane Sandy.

Members Present: Berndt Leifeld, Supervisor
 Bruce La Monda, Board Member
 Linda Burkhardt, Board Member
Members Absent: Peter Friedel, Board Member
 Donald Van Buren, Board Member
Recording Secretary: Sylvia B. Rozzelle, Town Clerk
Others Present: Janice Lanzarotta, Bookkeeper; Jimmy Fugel, Highway Superintendent; Chris Winne, Fire Chief; Ray Nichols, Police Chief; Susan Horner, Supervisor Clerk; and Terry Elmendorf, Olive First Aid Representative

Supervisor Leifeld stated a press release will be sent to the radio stations, DAILY FREEMAN, and TV station YNN and posted on the town website stating that all residents who live in flood prone areas should plan to evacuate in the event of an emergency. It will also be noted that the town does not have the manpower to go door to door to check on homeowners. The Command Center will be the Town Offices in West Shokan and in the event there is no power at the Town Offices the Command Center will be the Olivebridge Fire House. Supervisor Leifeld will be the one to declare the State of Emergency, if necessary, and once it is official the State of Emergency will be faxed to Ulster County Emergency Director Art Snyder for immediate press release. During a State of Emergency no non-emergency vehicles will be allowed on the roads until further notice. Per Supervisor Leifeld's request, Fire Chief Winne will be in contact with him regarding the state of the Fire Department and roads and Clerk Susan Horner will be press secretary. Fire Chief Winne will give daily road closures to the Command Center and then Susan Horner will place this information on the internet, radio stations, and YNN. Police Chief Ray Nichols stated that Sgt. Barry Creagan will be working the day shift on Monday and Tuesday and Officer Michael Ashford will be working the second shift Monday and Tuesday. He added that if an extra shift is required to please contact him as soon as possible.

Olivebridge Fire House has wi-fi and cell service and Fire Chief Winne stated the Ladies Auxiliary is prepping for food and will stock the Olivebridge Fire House. Fire Chief Winne stated he has 84 cases of water at his residence and noted he will be at the Olivebridge Fire House instead of the Highway Department in case of an emergency. Terry Elmendorf stated that all three ambulances will be available and he would like to get a list of local lifeline and home oxygen residents. This is to be announced in the press release. Leaflets will be distributed in the flood prone areas. Sgt. Barry Creagan will pick up the leaflets and see they are distributed over the weekend. These flood prone areas being Watson Hollow, Moonhaw, Coldbrook, and Boiceville.

All business pertinent having been discussed the Town Board adjourned at 2:20 pm on a Burkhardt/La Monda motion.

Sylvia B. Rozzelle, Town Clerk

Town of Olive
County of Ulster
State of New York
Monday, October 29, 2012

Minutes of an emergency meeting of the Town Board of the Town of Olive held Monday, October 29, 2012, 10:30 pm at the Town Office Building in West Shokan, NY.

Members Present: Berndt Leifeld, Supervisor
 Donald Van Buren, Board Member
 Linda Burkhardt, Board Member
 Bruce La Monda, Board Member
Member Absent: Peter Friedel, Board Member
Recording Secretary: Sylvia Rozzelle, Town Clerk
Others Present: Jimmy Fugel, Highway Superintendent; Susan Horner, Supervisor
 Clerk; Janice Lanzarotta, Bookkeeper

It was stated that Supervisor Leifeld declared a State of Emergency in the Town Olive commencing at 5 p.m. on Sunday, October 28, 2012. Said State of Emergency was declared due to the potential adverse weather from Hurricane Sandy.

Highway Superintendent Jimmy Fugel is in need of a generator to be installed at the radio tower in Shokan to insure that highway radio communications is in effect in case of power outages created by this storm. It was noted that Campers World refused to grant the Town of Olive credit until the November 13th Town Board meeting.

On a Burkhardt/Van Buren motion the Town Board approved payment of \$299.99 to Campers World for purchase of a generator.

All business pertinent having been discussed the Town Board adjourned at 10:40 pm on a Burkhardt/Leifeld motion.

Sylvia B. Rozzelle, Town Clerk