

Town of Olive  
County of Ulster  
State of New York  
Friday, December 28, 2012

Minutes of the annual audit meeting of the Town Board of the Town of Olive held Friday, December 28, 2012, 3:00 pm at the Town Office Building, West Shokan, NY.

Members Present:                Berndt Leifeld, Supervisor  
   Don VanBuren, Board Member  
   Linda Burkhardt, Board Member  
   Bruce La Monda, Board Member  
   Peter Friedel, Board Member  
Recording Secretary:        Sylvia B. Rozzelle, Town Clerk  
Others Present:                Jimmy Fugel, Highway Superintendent; Janice Lanzarotta, Bookkeeper;  
   Ronald Wright, Town Justice; Susan Horner, Clerk to Supervisor

Town Board members audited the bills until 3:30 pm.

On a VanBuren/Friedel motion the Town Board approved payment of the following audited bills: Highway Vouchers #434-#454, \$5,515.11 and General Fund Vouchers #560-#594, \$18,586.99.

Supervisor Leifeld noted the monthly income for November 2012 as \$25,865.67 and interest for November 2012 as \$310.67.

On a Leifeld/La Monda motion the Town Board approved the following Highway Fund budget modifications:

Transfer \$465.00 from 5130.4 Machinery (contractual) to 5140.4 Brush & Weeds (cont.)

On a Leifeld/Burkhardt motion the Town Board approved the following General Fund budget modifications:

Increase A2705 Donations \$1,000.00  
Increase A3120.4 Police (Contractual) \$1,000.00

On a Leifeld/La Monda motion the Town Board approved the following General Fund Budget modifications:

Transfer \$15,724.00 from 1990.4 Contingency to the following accounts in the amount of:

\$ 126.00 to	1110.1 Justice (Personal Services)
\$ 249.00 to	1410.4 Town Clerk (Contractual)
\$ 1.00 to	1460.1 Records Management (Personal Services)
\$ 360.00 to	1460.4 Records Management (Contractual)
\$ 405.00 to	1650.4 Central Communication (phones) (Contractual)
\$ 6,571.00 to	3120.1 Police (Personal Services)
\$ 7,592.00 to	3120.4 Police (Contractual)

\$ 174.00 to 7620.4 Senior Adult Recreation (Contractual)  
\$ 246.00 to 9050.8 Unemployment Insurance

Town Justice Ronald C. Wright submitted 2012 summary reports for himself and for Town Justice Tim Cox. Town Justice Wright's summary report #119-12 noted 815 cases closed; \$53,010.00 in fines, \$31,250.00 in surcharges, and \$180.00 in Civil fees. On a Burkhardt/La Monda motion the Town Board unanimously approved the books of Town Justice Wright as submitted.

Town Justice Timothy E. Cox's summary report #120-12 noted 687 cases closed; \$41,820.00 in fines, \$25,330.00 in surcharges, and \$172.50 in Civil fees. On a Burkhardt/La Monda motion the Town Board approved the books of Town Justice Timothy E. Cox.

On a Burkhardt/VanBuren motion the Town Board unanimously approved the books of the Town Clerk as submitted. Town Clerk 2012 year-to-date report (#121-12) noted \$232,818.65 in revenues and Ulster County Department of Finance Tax Collections Settlement (#122-12) totaled \$9,200,449.74.

Supervisor Leifeld noted the General Fund balance as of 12/31/12 as \$516,591.65. Payroll through 12/31/12 totaled \$9,329.62; payroll taxes through 12/31/12 totaled \$1,048.30; unpaid year-end expenses totaled \$13,005.05; with total expenditures being \$23,382.97. Of the remaining General Fund unexpended balance of \$493,208.68, \$300,000.00 was applied to the 2013 budget leaving a balance of \$193,208.68. It was noted that \$77,516.07 was received from FEMA for the gas tanks which were replaced due to the effects of Hurricane Irene and is included in the \$193,208.68.

Supervisor Leifeld noted the following Reserve Fund Balances as of 12/29/12 prior to transfers:

#### HIGHWAY CAPITAL RESERVE FUNDS

Reserve A Machinery	\$ 105,442.64
Reserve F Improvements	\$ 54,963.71
Escrow Retirement Account	<u>\$ 34,918.32</u>
Highway Reserve Fund Total	\$ 195,324.67

#### GENERAL CAPITAL RESERVE FUNDS

Reserve B Landfill	\$ 124,647.34
Reserve C Police	\$ 12,603.55
Reserve D Parks	\$ 54,615.11
Reserve E Assessor	\$ 76,874.18
Reserve G Handicapped	\$ 50,969.62
Reserve I Tax Stabilization (Health Insurance)	\$ 126,410.89
Reserve K Computers	\$ 21,074.01
Reserve L Buildings	\$ 78,941.28
Reserve R Records Management	\$ 7,760.82

Reserve T Tax Consultant/Legal Fund	\$ 93,549.86
Reserve X Retirement	\$ 26,547.17
Recreation Trust	\$ 23,581.95
Escrow Retirement Account	\$ 61,421.68
Boiceville Stormwater O&M	<u>\$ 81,080.72</u>
General Reserve Fund Total	\$ 840,078.18

Highway and General Fund Grand Total **\$1,035,402.85**

On a Burkhardt/Friedel motion the Town Board approved the distribution of the General Fund unexpended balance of \$193,208.68 as follows: \$20,000.00 to Reserve "B" Landfill; \$25,000.00 to Reserve "C" Police; \$50,000.00 to Reserve "D" Parks; \$5,000.00 to Reserve "R" Records Management; and \$93,208.68 to Reserve "L" Buildings.

On a Burkhardt/Friedel motion the Town Board unanimously empowered the Supervisor to transfer funds as need for the end of the year closing of the books.

Supervisor Leifeld noted the Highway Fund balance as of 12/29/12 as \$345,918.19. Payroll through 12/31/12 totaled \$9,870.24 and payroll taxes through 12/31/12 totaled \$755.07 with total expenditures being \$10,625.31. Of the remaining Highway Fund balance of \$335,292.88, \$150,000.00 was applied to the 2013 budget leaving a balance in the Highway Fund of \$185,292.88. It was noted that \$107,479.81 was received from Ulster County Soil & Water for the pipe on Bradken Road and is included in the \$185,292.88. Per Highway Superintendent Fugel's request on a VanBuren/Friedel motion the Town Board approved transferring \$100,000.00 to Reserve "F" Improvements and \$85,292.88 to Reserve "A" Machinery.

On a Leifeld/Friedel motion the Town Board unanimously empowered the Supervisor to transfer funds as need for the end of the year closing of the books.

On a Leifeld/Burkhardt motion the meeting was turned over to Deputy Supervisor La Monda.

On a La Monda/Friedel motion the Town Board approved the books of Supervisor Leifeld as presented.

On a La Monda/Burkhardt motion the Town Board approved returning the meeting to Supervisor Leifeld.

All business pertinent having been conducted the Town Board adjourned at 4:10 pm on a Leifeld/Burkhardt motion.

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Sylvia B. Rozzelle, Town Clerk