

Town of Olive
County of Ulster
State of New York
Thursday, December 30, 2013

Minutes of the annual audit meeting of the Town Board of the Town of Olive held Thursday, December 30, 2013, 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
Member Absent: Don VanBuren, Board Member
Recording Secretary: Sylvia B. Rozzelle, Town Clerk
Others Present: Jimmy Fugel, Highway Superintendent; Janice Lanzarotta, Bookkeeper;
 Ronald Wright, Town Justice; Dawn Giuditta, Town Clerk elect; Jim Sofranko & Scott
 Kelder, Town Board Members elect; and Thomas Vasta, Jr., Police Chief

Town Board members audited the bills for the month of December.

On a La Monda/Burkhardt motion the Town Board approved the December minutes as submitted by the Town Clerk.

#109-13

On a La Monda/Burkhardt motion the Town Board approved the membership of William Carl to the Olive Fire Department.

On a La Monda/Burkhardt motion the Town Board approved payment of the following audited bills: Highway Vouchers #374-#401, \$20,249.46; General Fund Prepaid Vouchers #581-#582, \$2,776.00; and General Fund Vouchers #583-#610, \$19,371.23.

Supervisor Leifeld noted the cash received through November as \$79,151.00 and interest received through November as \$23.21.

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

Transfer \$1,528.00 from DA5130.4 Machinery (cont.) to DA5140.4 Brush & Weeds (cont.)
Encumbered \$52,945.00 for Highway employee to work while retiree takes sick leave

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

Transfer \$38,855.00 from Contingency 1990.4 as follows:
 \$ 155.00 to 1010.4 Town Board (Contractual)
 \$9,519.00 to 1110.1 Town Justices (Personal Services)

\$5,723.00 to	1220.1 Supervisor (Personal Services)
\$ 46.00 to	1355.4 Assessor (Contractual)
\$ 120.00 to	1410.2 Town Clerk (Equipment)
\$ 105.00 to	1410.4 Town Clerk (Contractual)
\$4,981.00 to	1680.4 Data Processing (Contractual)
\$4,390.00 to	3120.1 Police (Personal Services)
\$2,410.00 to	3120.4 Police (Contractual)
\$ 125.00 to	3510.4 Control of Dogs (Contractual)
\$ 439.00 to	3620.1 Safety Inspector (Personal Services)
\$ 199.00 to	3620.2 Safety Inspector (Equipment)
\$ 311.00 to	3620.4 Safety Inspector (Contractual)
\$8,749.00 to	6140.4 Home Relief (Contractual)
\$ 490.00 to	8010.1 Zoning (Personal Services)
\$ 672.00 to	8160.1 Refuse & Garbage (Personal Services)
\$ 421.00 to	9050.8 Unemployment Insurance

On a Leifeld/Friedel motion the Town Board approved the transfer of \$25,000.00 from DA9060.8 for HAS and \$23,750.00 from A9060.8 for HAS.

On a Leifeld/Burkhardt motion the Town Board empowered the supervisor to pay Ray Nichols \$700.00 for past employment.

Supervisor Leifeld stated the request for proposals for liability insurance were McCane \$95,033.88 and Neimer Insurance (Marshall Sterling broker) \$56,305.40. On a Leifeld/La Monda motion the Town Board accepted the proposal from Marshall Sterling.

Supervisor Leifeld stated that Ulster County Civil Service Agency will no longer permit Police Officer Barry Creagan to serve in the position of Sergeant. At the December 19, 2013 Town of Olive Police Commissioners' meeting on a La Monda/Ostrander motion the Police Commission unanimously approved rescinding the hourly wage differential that was given to Officer Creagan for serving as provisional Sergeant as he can no longer serve in the Sergeant position. On a Leifeld/La Monda motion the Town Board unanimously approved and ordered that the hourly differential of \$1.92 that was paid to Police Officer Creagan for serving as a provisional Sergeant will no longer be paid effective January 1, 2014.

Town Justice Ronald C. Wright submitted 2013 summary reports for himself and for Town Justice Tim Cox. Town Justice Wright's summary report #110-13 noted 632 cases closed; \$35,875.00 in fines, \$29,589.00 in surcharges, and \$15.00 in Civil fees. On a La Monda/Burkhardt motion the Town Board unanimously approved the books of Town Justice Wright as submitted.

Town Justice Timothy E. Cox's summary report #111-13 noted 613 cases closed; \$35,624.00 in fines, \$25,879.00 in surcharges, and \$90.00 in Civil fees. On a La Monda/Burkhardt motion the Town Board approved the books of Town Justice Timothy E. Cox.

Resolution #16 of 2013
Town of Olive
Audit of Town of Olive Town Justice Court Records

WHEREAS, the NY State Unified Court System's ACTION PLAN FOR THE JUSTICE COURTS included initiatives to improve accountability and controls over Justice Court finances and records; and,

WHEREAS, Section 2019-a of the Uniform Justice Court Act requires that justices annually provide their court records and dockets to their respective town board and that such records then be examined or audited and that fact be entered into the minutes of the board's proceedings; and,

WHEREAS, the Town of Olive Town Board did audit and examine said records and dockets provided by Town Justice Cox and Town Justice Wright for the fiscal year 1/1/13 to 12/30/13 at the annual audit held on December 30, 2013; and,

WHEREAS, the Town of Olive Town Board did approve said records and dockets of both justices as submitted on December 30, 2013;

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of Olive does hereby accept the books of Town Justice Cox and Town Justice Wright and adopts Resolution #16, of 2013.

	Aye		Nay
Berndt Leifeld, Supervisor	<u>X</u>		_____
Don Van Buren, Board Member	_____	Absent	_____
Linda Burkhardt, Board Member	<u>X</u>		_____
Bruce La Monda, Board Member	<u>X</u>		_____
Peter Friedel, Board Member	<u>X</u>		_____

Dated this 30th day of December, 2013

Sylvia B. Rozzelle, Town Clerk
Town of Olive

Supervisor Leifeld introduced Resolution #16 of 2013 Audit of Town of Olive Town Justice Court Records. On a Leifeld/La Monda motion and unanimous roll vote the Town Board approved Resolution #16 of 2013. Roll vote being: Burkhardt, yes; La Monda, yes; Friedel, yes; and Leifeld, yes.

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

On a La Monda/Burkhardt 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.

On a Leifeld/La Monda motion the Town Board unanimously approved the books of the Town Clerk as submitted. Town Clerk December 2013 monthly report #112-13 showed total monthly revenues received as \$5,312.06. 2013 year-to-date report (#113-13) noted \$24,010.74 in revenues and Ulster County Department of Finance Tax Collections Settlement (#114-13) totaled \$8,782.967.41.

Supervisor Leifeld noted the Highway Fund balance as of 12/30/13 as \$280,760.38. Payroll through 12/31/13 totaled \$13,164.00, payroll taxes through 12/31/13 totaled \$1,062.40, and year end expenses totaled \$345.95 with total expenditures being \$14,572.35. Of the remaining Highway Fund balance of \$266,188.03, \$150,000.00 was applied to the 2014 budget leaving a balance in the Highway Fund of \$116,188.03. Encumbered funds of \$52,945.00 were for moving a part time employee to full time status leaving a balance of \$63,243.03. Per Highway Superintendent Fugel's request on a Leifeld/Friedel motion the Town Board encumbered said funds and approved transferring \$63,243.00 to Reserve "A" Machinery.

Supervisor Leifeld noted the General Fund balance as of 12/30/13 as \$407,165.28. Payroll through 12/31/13 totaled \$12,191.00; payroll taxes through 12/31/13 totaled \$1,448.30; unpaid year-end expenses totaled \$39,478.67; with total expenditures being \$53,117.97. Of the remaining General Fund unexpended balance of \$354,047.31, \$300,000.00 was applied to the 2014 budget leaving a balance of \$54,047.31.

Supervisor Leifeld noted the following Reserve Fund Balances as of 12/30/13 prior to transfers:

HIGHWAY CAPITAL RESERVE FUNDS	
Reserve A Machinery	\$ 190,767.72
Reserve F Improvements	\$ 54,985.14
Escrow Retirement Account	<u>\$ 34,926.79</u>
Highway Reserve Fund Total	\$ 280,679.65

GENERAL CAPITAL RESERVE FUNDS

Reserve B Landfill	\$ 140,279.26
Reserve C Police	\$ 33,809.36
Reserve D Parks	\$ 62,883.00
Reserve E Assessor	\$ 76,895.94
Reserve G Handicapped	\$ 46,641.85
Reserve I Tax Stabilization (Health Insurance)	\$ 126,446.68
Reserve K Computers	\$ 18,883.55
Reserve L Buildings	\$ 156,556.29
Reserve R Records Management	\$ 12,110.32
Reserve T Tax Consultant/Legal Fund	\$ 93,576.34
Reserve X Retirement	\$ 26,554.70
Recreation Trust	\$ 24,287.68
Escrow Retirement Account	\$ 61,436.48
Boiceville Stormwater O&M	<u>\$ 81,088.83</u>
General Reserve Fund Total	\$ 961,450.28

Highway and General Fund Grand Total **\$1,242,129.93**

On a Leifeld/Burkhardt motion the Town Board approved the distribution of the General Fund unexpended balance of \$54,047.31 as follows: \$10,000.00 to Reserve "B" Landfill; \$25,000.00 to Reserve "C" Police; \$15,000.00 to Reserve "D" Parks; \$2,000.00 to Reserve "R" Records Management; and \$2,047.31 to Reserve "L" Buildings.

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

All business pertinent having been conducted the Town Board adjourned at 4:00 pm on a Leifeld/Burkhardt motion.

Sylvia B. Rozzelle, Town Clerk