

Town of Olive  
County of Ulster  
State of New York  
Wednesday, December 30, 2015

Minutes of the annual audit meeting of the Town Board of the Town of Olive held Wednesday, December 30, 2015, 3:00 pm at the Town Office Building, West Shokan, and New York.

Members Present: Sylvia Rozzelle, Supervisor  
Scott Kelder, Board Member  
Jim Sofranko, Board Member  
Peter Friedel, Board Member  
Members Not Present: Don VanBuren, Board Member

Recording Secretary: Dawn Giuditta, Town Clerk

Others Present: Jimmy Fugel, Highway Superintendent; Janice Lanzarotta, Bookkeeper; Ronald Wright, Town Justice; Timothy Cox, Town Justice; Rich Ostrander, Police Commissioner

Supervisor Rozzelle called the meeting to order at 3:10 pm

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

On a Rozzelle/Kelder motion, the Town Board approved the following General Fund Budget Transfers:

**AYE-** Kelder, Sofranko, Friedel, and Rozzelle      **Nay**

BUDGET MODIFICATIONS

**General Fund**

Transfer: \$1,169.00 from 1110.4 Justices (Cont.) to 1110.1 Justices (P.S.)  
\$210.00 from 1990.4 Contingency to 1220.4 Supervisor (Cont.)  
\$10.00 from 1410.4 Town Clerk (Cont.) to 1410.1 Town Clerk (P.S.)  
\$166.00 from 3620.4 Safety Inspect. (Cont.) to 3620.2 Safety Inspect. (Equip.)  
\$622.00 from 7140.4 Playgrounds & Rec. to 7140.2 Playgrounds (Equip.)  
\$666.00 from 8010.1 Zoning (P.S.) to 8010.2 Zoning (Equip.)  
\$59.00 from 8160.4 Refuse & Garbage (Cont.) to 8160.1 Refuse & Garbage (P.S.)

On a Rozzelle/Friedel motion, the Town Board approved the following Highway Fund Transfers: **AYE-** Kelder, Sofranko, Friedel, and Rozzelle **Nay**

**Highway Fund**

Transfer \$32,954.00 from 5142.1 Snow Removal to 5110.1 General Repairs  
\$1,446.00 from 5120.4 Bridges to 5140.4 Brush & Weeds  
\$17,942.00 from 5130.4 Machinery to 5142.4 Snow Removal  
\$119.00 from 9030.8 Social Security to 9050.8 Unemployment Insurance

On a Rozzelle/Sofranko motion the Town Board approved the following Special Lighting District Transfer: **AYE-** Kelder, Sofranko, Friedel, and Rozzelle **Nay**

**Special Lighting District (Onteora Court)**

Transfer \$5.00 from 599SL (unappropriated fund balance) to SL5182.4 SL Street Lighting

On a Rozzelle/Sofranko motion the Town Board approved paying the audited bills:

**AYE-** Kelder, Sofranko, Friedel, and Rozzelle      **Nay**

AUDITING OF BILLS

General Fund Prepaid Vouchers #535-#536	\$ 4,456.40
General Fund Vouchers #537 - #583	\$29,438.21
Highway Fund Vouchers #429 - #458	\$31,974.34
Special Lighting Prepaid voucher #12	\$ 58.30

CASH RECEIVED

November	\$118,622.75
November Interest	\$24.14

AUDITING OF BOOKS

Hon. Timothy Cox’s presented his books to the Town Board for auditing. (#147-15)

On a Rozzelle/Friedel motion, the Town Board accepted Justice Timothy Cox’s books as presented.

**AYE-** Kelder, Sofranko, Friedel, and Rozzelle **Nay**

Town Clerk/Tax Collector Dawn Giuditta presented the Town Clerks Books for 2015. (#148-15)

On a Rozzelle/Friedel motion the Town Board accepted the books of the Town Clerk/Tax Collector as submitted.

**AYE-** Kelder, Sofranko, Friedel, and Rozzelle **Nay**

Supervisor Rozzelle and Janice Lanzarotta, Bookkeeper presented the books of the Supervisor’s office.

On a Boggess/Friedel motion the Town Board accepted the books of the Supervisor as submitted.

**AYE-** Kelder, Sofranko, Friedel, Rozzelle abstained **Nay**

Supervisor Rozzelle issued the Town Board copies of the Olive Local Flood Analysis 28A Bridge Replacement Study Area Flood Mitigation Strategies Draft and the final draft from LaBerge Engineers of the Facilities Needs Assessment.

The Town Board discussed the Proposals from the Cleaning Services for the Buildings. There were four proposals received:

- #35-15 Kari Shultis - \$210.00 per week
- #36-15 NSI Cleaning- \$156.00 per week
- #37-15 Naomi Dewitt- \$240.00 per week
- #38-15 Mark & Patricia Jeffrey - \$310.00 per week extra for window

The Procurement Policy states that if the Town Board does not take the lowest proposal then their reasons must be stated in writing. The Town Board will have a final vote for the Cleaning Service at the organizational meeting on January 4, 2016.

Supervisor Rozzelle discussed the Ash trees at the Transfer Station and the Town’s options on how to proceed. Board Member Kelder suggested sending this to the Environmental Advisory Committee.

**Closing of the Books- Highway**

Supervisor Rozzelle noted the Highway Fund balance as of 12/30/15 as \$327,299.53. Payroll through 12/31/15 totaled \$17,665.76, payroll taxes through 12/31/15 totaled \$1,388.79, and year end expenses totaled \$16,595.26 with total expenditures being \$35,649.81. Of the remaining Highway Fund balance of \$291,649.72, \$200,000.00 was applied to the 2016 budget leaving a balance in the Highway Fund of \$91,649.72. A motion was made by Supervisor Rozzelle to transfer the funds in the amount of \$91,649.72 into Reserve “A” Machinery.

On a Rozzelle/Kelder motion the Town Board agreed to put the balance \$91,649.72 into Reserve “A” Machinery.

**AYE-** Kelder, Sofranko, Friedel, Rozzelle **Nay**

Supervisor Rozzelle made a motion to empower the Supervisor to make transfers as needed for the end of the year closing of the books. Board Member Kelder seconded.

**AYE-** Kelder, Sofranko, Friedel, Rozzelle **nay**

**Closing of the Books- General Fund**

Supervisor Rozzelle noted the General Fund balance as of 12/30/15 as \$578,404.86. Payroll through 12/31/15 totaled \$13,663.43; payroll taxes through 12/31/15 totaled \$1,122.37; unpaid year-end expenses totaled \$18,336.83; with total expenditures being \$33,122.63. Of the remaining General Fund unexpended balance of \$545,282.23, \$330,000.00 was applied to the 2016 budget leaving a balance of \$215,282.23.

**Reserves and Restricted as of 12/30/2015**

**Highway**

Reserve A	Machinery	\$146,655.04
Reserve F	Improvements	<u>\$36,496.08</u>
	Highway fund Total	\$183,151.12

**General Fund**

Reserve B	Landfill	\$125,306.22
Reserve C	Police	\$ 43,818.43
Reserve D	Parks	\$145,172.21
Reserve E	Assessor	\$101,913.51
Reserve G	Handicapped	\$ 46,651.15
Reserve I	Insurance/tax stab.	\$126,471.83
Reserve K	Computers	\$ 10,979.50
Reserve L	Buildings	\$225,886.53
Reserve R	Records Management	\$ 13,104.44
Reserve T	Tax/Consultant Fund	\$ 93,594.96
Reserve X	Retirement	\$ 26,560.02
Recreation Trust		<u>\$25,132.65</u>
	General Fund Total	\$984,591.45
	Highway & General Fund Grand Total	\$1,167,742.57

**DISTRIBUTION OF EXCESS FUNDS**

On a Rozzelle/Sofranko motion the Town Board approved the distribution of the General Fund unexpended balance of \$215,282.23 as follows: \$4,282.23 to Reserve "R" Records Management; \$80,000.00 to Reserve "D" Parks; \$118,000.00 to Reserve "L" Buildings; ; \$13,000.00 to Reserve "C" Police;

**AYE-** Kelder, Sofranko, Friedel, Rozzelle **nay**

**ANNOUNCEMENTS**

- 2016 Organizational Meeting Monday, January 4<sup>th</sup> 7:00 pm
- Town Board Monthly Meeting Monday, January 12<sup>th</sup> 7:00 pm
- Flood Advisory Committee Meeting Thursday, January 7<sup>th</sup> 6:00 pm

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

**AYE-** Kelder, Sofranko, Friedel, Rozzelle **nay**

All business pertinent having been conducted the Town Board adjourned at 3:55 pm on a Rozzelle/Kelder motion.

**AYE-** Kelder, Sofranko, Friedel, Rozzelle **nay**

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Dawn Giuditta, Town Clerk