

Town of Olive
County of Ulster
State of New York
Wednesday, December 29, 2016

Minutes of the annual audit meeting of the Town Board of the Town of Olive held Wednesday, December 29, 2016, 3:00 pm at the Town Office Building, West Shokan, New York.

Members Present: Sylvia Rozzelle, Supervisor
Scott Kelder, Board Member
Jim Sofranko, Board Member
Andrew Boggess, Board Member

Members Not Present: Peter Friedel, Board Member

Recording Secretary: Dawn Giuditta, Town Clerk

Others Present: Brian Burns, Highway Superintendent; Janice Lanzarotta, Bookkeeper; Timothy Cox, Town Justice

Supervisor Rozzelle called the meeting to order at 3:00 pm

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

On a Rozzelle/Boggess motion, the Town Board approved the following Transfers:

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

TRANSFERS:

\$39,375 from D9060.8 Highway Hospitalization to Trust & Agency for HSA's
\$18,375 from D9060.8 Highway Hospitalization to HRA's
\$40,500 from A9060.8 General Fund Hospitalization to Trust & Agency for HSA's
\$13,125 from A9060.8 General Fund Hospitalization to HRA's

BUDGET MODIFICATIONS

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

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

General Fund

Transfer: \$1,722 from A1990.4 Contingency in the amounts of:

\$ 189 to 1110.1 Justices Personal Services
\$1,063 to 1450.4 Election Contractual
\$ 290 to 1680.4 Data Processing Contractual
\$ 180 to 8010.1 Zoning Personal Services

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

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

AUDITING OF BILLS

| | |
|-----------------------------------|-------------|
| General Fund Vouchers #602 - #625 | \$ 8,782.00 |
| Highway Fund Vouchers #402 - #427 | \$20,487.73 |

CASH RECEIVED

| | |
|-------------------|-------------|
| November | \$82,210.35 |
| November Interest | \$27.99 |

AUDITING OF BOOKS

Hon. Timothy Cox presented his books to the Town Board for auditing. (#156-16)

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

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

Hon. Timothy Cox also presented Hon. Tanya Davis’s Books for auditing. (#157-16)

On a Rozzelle/Sofranko motion, the Town Board accepted Justice Tanya Davis’s books as presented.

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

Resolution #26 of 2016
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 for the fiscal year 1/1/16 to 12/29/16 at the annual audit held on December 29, 2016; and

WHEREAS, the Town of Olive Town Board did audit and examine said records and dockets provided by Town Justice Davis for the fiscal year 1/1/16 to 12/29/16 at the annual audit held on December 29, 2016; and

WHEREAS, the Town of Olive Town Board did approve said records and dockets of both justices as submitted on December 29, 2016;

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 Davis and adopts Resolution #26, of 2016.

AND MOVES ITS ADOPTION

Motion made by: Supervisor Rozzelle

Seconded By: Board Member Kelder

| | Aye | Nay | Absent |
|-----------------------------|-------|-------|--------|
| Sylvia Rozzelle, Supervisor | _X_ | _____ | _____ |
| Drew Boggess, Board Member | _X_ | _____ | _____ |
| Scott Kelder, Board Member | _X_ | _____ | _____ |
| Jim Sofranko, Board Member | _X_ | _____ | _____ |
| Peter Friedel, Board Member | _____ | _____ | _X_ |

Dated this 29THDay of December 2016

Dawn Giuditta, Olive Town Clerk

Town Clerk/Tax Collector Dawn Giuditta presented the Town Clerks Books for 2016. (#158-16)
 On a Rozzelle/Kelder motion the Town Board accepted the books of the Town Clerk/Tax Collector as submitted.
AYE- Boggess, Kelder, Sofranko, and Rozzelle **Nay** **Absent-** Friedel

Supervisor Rozzelle and Janice Lanzarotta, Bookkeeper presented the books of the Supervisor's office.
 On a Sofranko/Boggess motion, the Town Board accepted the books of the Supervisor as submitted.
AYE- Boggess, Kelder, Sofranko, **Nay** **Absent-** Friedel **Abstained-** Rozzelle

Closing of the Books- Highway

Supervisor Rozzelle noted the Highway Fund balance as of 12/29/16 as \$348,072.38. Payroll through 12/31/16 totaled \$22,635.84, payroll taxes through 12/31/16 totaled \$1,731.64, and year end expenses totaled \$24,367.48. Of the remaining Highway Fund balance of \$323,704.90, \$185,000.00 was applied to the 2017 budget leaving a balance in the Highway Fund of \$138,704.90. A motion was made by Supervisor Rozzelle to transfer the funds in the amount of \$138,704.90 into Reserve "A" Machinery.

On a Rozzelle/Kelder motion, the Town Board agreed to put the balance \$138,704.90 into Reserve "A" Machinery.
AYE- Boggess, Kelder, Sofranko, Rozzelle **Nay** **Absent-** Friedel

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 Sofranko seconded.
AYE- Boggess, Kelder, Sofranko, Rozzelle **Nay** **Absent-** Friedel

Closing of the Books- General Fund

Supervisor Rozzelle noted the General Fund balance as of 12/29/16 as \$601,644.45. Payroll through 12/31/16 totaled \$16,775.79; payroll taxes through 12/31/16 totaled \$1,340.73; unpaid year-end expenses totaled \$14,610.89; with total expenditures being \$32,727.41. Of the remaining General Fund unexpended balance of \$568,917.04, \$300,000.00 was applied to the 2017 budget leaving a balance of \$268,917.04.

Reserves and Restricted as of 12/31/2016

Highway

| | | |
|-----------|--------------------|--------------------|
| Reserve A | Machinery | \$227,460.52 |
| Reserve F | Improvements | <u>\$36,499.73</u> |
| | Highway fund Total | \$263,960.25 |

General Fund

| | | |
|------------------|------------------------------------|---------------------|
| Reserve B | Landfill | \$125,318.74 |
| Reserve C | Police | \$ 34,223.62 |
| Reserve D | Parks | \$212,049.39 |
| Reserve E | Assessor | \$101,923.71 |
| Reserve G | Handicapped | \$ 46,655.81 |
| Reserve I | Insurance/tax stab. | \$126,484.47 |
| Reserve K | Computers | \$ 6,751.54 |
| Reserve L | Buildings | \$343,919.87 |
| Reserve R | Records Management | \$ 13,588.14 |
| Reserve T | Legal & Consulting | \$ 93,604.31 |
| Reserve X | Retirement | \$ 26,562.67 |
| Recreation Trust | | <u>\$ 25,135.16</u> |
| | General Fund Total | \$1,156,217.43 |
| | Highway & General Fund Grand Total | \$1,420,177.68 |

DISTRIBUTION OF EXCESS FUNDS

On a Rozzelle/Sofranko motion, the Town Board approved the distribution of the General Fund unexpended balance of \$268,917.04 as follows: \$3,917.04 to Reserve "R" Records Management; \$100,000.00 to Reserve "D" Parks; \$100,000.00 to Reserve "L" Buildings; \$15,000.00 to Reserve "C" Police; \$15,000 to Reserve "K" Computers; \$35,000 to Reserve "T" Legal & Consulting.

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

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- Boggess, Kelder, Sofranko, Rozzelle **Nay** **Absent-** Friedel

On a Rozzelle/Kelder motion, the Town Board empowered the Supervisor to sign a contract with SJM with conditions of 2 weeks to meet with Jimmy Henderson and 2 weeks after that meeting to have RFP ready.

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

The Town Board discussed a request from Sprint to place a temporary cell tower in Grant Avery Park.

All business pertinent having been conducted the Town Board adjourned at 4:20 pm on a Rozzelle/Boggess motion.

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

Dawn Giuditta, Town Clerk