

Town of Olive  
County of Ulster  
State of New York  
Thursday, December 28, 2017

Minutes of the annual audit meeting of the Town Board of the Town of Olive held Thursday, December 28, 2017, 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; Tanya Davis, Town Justice

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

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

**BUDGET MODIFICATIONS**

On a Rozzelle/Kelder motion, the Town Board approved the following Special Lighting District Transfers:

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

**Special Lighting District-**

Transfer \$63.73 from 599SL to SL51824 Street Lights (Onteora Court)

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: \$5,978 from A1990.4 Contingency as follows:

- \$ 51 to 1620.1 Buildings (Personal Services)
- \$4,947 to 1620.4 Buildings (Contractual)
- \$ 354 to 1650.4 Central Communications (Contractual)
- \$ 214 to 1670.4 Printing & Mailing (Contractual)
- \$ 412 to 8020.1 Planning (Personal Services)

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

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

Transfer \$161 from 8160.4 Refuse & Garbage (Contractual) to 8160.1 (Personal Services)

Transfer \$168 from 8160.4 Refuse & Garbage (Contractual) to 8160.2 Refuse & Garbage (Equipment)

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

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



	Aye	Nay	Absent
Sylvia Rozzelle, Supervisor	<u>  X  </u>	_____	_____
Drew Boggess, Board Member	<u>  X  </u>	_____	_____
Scott Kelder, Board Member	<u>  X  </u>	_____	_____
Jim Sofranko, Board Member	<u>  X  </u>	_____	_____
Peter Friedel, Board Member	_____	_____	<u>  X  </u>

Dated this 28<sup>TH</sup> Day of December 2017

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Dawn Giuditta, Olive Town Clerk

Town Clerk/Tax Collector Dawn Giuditta presented the Town Clerks Books for 2017. (#144-17) On a Rozzelle/Sofranko 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 12/28/17 as \$409,491.25. Payroll through 12/31/17 totaled \$21,218.00, payroll taxes through 12/31/17 totaled \$1,626.62, and year end expenses totaled \$2,991.29. Of the remaining Highway Fund balance of \$383,655.34, \$175,000.00 was applied to the 2018 budget leaving a balance in the Highway Fund of \$208,655.34. (#146-17)

Resolution #32 of 2017  
Town of Olive  
Establish Highway Bridge Repair Reserve Fund "H"

BE IT RESOLVED, the Town of Olive Town Board, pursuant to Section 6-d of General Municipal Law hereby establishes a Highway Bridge Repair Reserve Fund "H" for repairs of Upper Boiceville Road Bridge and DeSilva Road Bridge over the Trib 8 Stream; Red Maple Road Bridge and Bostock Road Bridge over the Butternut Creek; Brodhead Road Bridges (three in total); McMillan Road Bridges (two in total); High Point Mountain Road Bridges at Bitterman (two in total) Burgher Road Bridge over the Drybrook; Bostock Road at Trib 8 Stream (bank stabilization) and Avery Road (bank stabilization) and for infrastructure repairs under the jurisdiction of the Olive Highway Department.

FURTHER RESOLVED that such fund is to be known as the Highway Bridge Repair Reserve Fund "H" for the Town of Olive; and

FURTHER RESOLVED that out of surplus moneys of the Highway Fund not otherwise appropriated the Town Board may deposit funds into Reserve "H"; and

FURTHER RESOLVED the Supervisor is hereby directed to deposit the moneys on account in the aforesaid Highway Bridge Repair Reserve "H" into a separate bank account to be known as Highway Bridge Repair Reserve "H"; and

BE IT FURTHER RESOLVED such additional funds as may hereafter be appropriated shall become part of the fund; and

BE IT FURTHER RESOLVED the Supervisor may invest the moneys in the manner provided by Section 11 of General Municipal Law of the State of New York, and any interest on the moneys so deposited shall accrue to and become part of the fund; and

BE IT FURTHER RESOLVED that no expenditure shall be made from the fund except by authorization of the Olive Town Board pursuant to the provisions of Section 6-d.2 of General Municipal Law of the State of New York which requires a resolution approved by not less than two-thirds of the board members. Prior to the adoption of the resolution a legal notice (which must specify the amount of the expenditure) must be published in the designated newspaper properly advertising the time and place of a public hearing on said expenditure resolution.

**AND MOVES ITS ADOPTION**

Motion made by: Supervisor Rozzelle  
Seconded by: Board Member Boggess

**A Vote was Duly Taken:**

	AYE	NAY	ABSENT
Sylvia Rozzelle, Supervisor	<u>  X  </u>	_____	_____
Jim Sofranko, Board Member	<u>  X  </u>	_____	_____
Andrew Boggess, Board Member	<u>  X  </u>	_____	_____
Scott Kelder, Board Member	<u>  X  </u>	_____	_____
Peter Friedel, Board Member	_____	_____	<u>  X  </u>

Dated this 28<sup>th</sup> day of December 2017

\_\_\_\_\_  
Dawn Giuditta, Town of Olive Town Clerk

On a Rozzelle/Sofranko motion, the Town Board agreed to put \$100,000 into Reserve "A" Machinery and \$35,000 in Reserve "F" Improvements. The Board also agreed to transfer \$73,655.34 into the newly established Reserve "H" Highway Bridge Repair.

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

**Closing of the Books- General Fund**

Supervisor Rozzelle noted the General Fund balance as of 12/28/17 as \$597,048.00. Payroll through 12/31/17 totaled \$17,669.09; payroll taxes through 12/31/17 totaled \$1,437.67; unpaid year-end expenses totaled \$32,105.00; with total expenditures being \$51,211.76. Of the remaining General Fund unexpended balance of \$545,836.88, \$290,000.00 was applied to the 2018 budget leaving a balance of \$255,836.88. (#145.17)

**Reserves and Restricted as of 12/31/2017 (#147-17)**

**Highway**

Reserve A	Machinery	\$366,200.85
Reserve F	Improvements	<u>\$1,503.37</u>
	Highway fund Total	\$367,704.22

**General Fund**

Reserve B	Landfill	\$117,330.87
Reserve C	Police	\$ 49,228.42
Reserve D	Parks	\$312,079.74
Reserve E	Assessor	\$101,933.94
Reserve G	Handicapped	\$ 46,660.50
Reserve I	Insurance/tax stab.	\$126,497.10
Reserve K	Computers	\$ 21,753.60
Reserve L	Buildings	\$443,963.43
Reserve R	Records Management	\$ 17,506.89
Reserve T	Legal & Consulting	\$128,616.87
Reserve X	Retirement	\$ 26,565.34
Recreation Trust		<u>\$ 26,137.91</u>
	General Fund Total	\$1,418,274.61

Highway & General Fund Grand Total \$1,785,978.83

**DISTRIBUTION OF EXCESS FUNDS**

On a Rozzelle/Boggess motion, the Town Board approved the distribution of the General Fund unexpended balance of \$255,836.88 as follows: \$5000.00 to Reserve "R" Records Management; \$100,000.00 to Reserve "D" Parks; \$55,836.88 to Reserve "L" Buildings; \$20,000.00 to Reserve "C" Police; \$15,000 to Reserve "K" Computers; \$60,000 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

All pertinent business having been conducted the Town Board adjourned at 4:04pm on a Rozzelle/Sofranko motion.

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

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Dawn Giuditta, Town Clerk