

Approved
November 20, 2014

**November 10, 2014
Town of Taghkanic
Town Board Meeting**

6:30 pm: Town Board member audited and signed vouchers

7 pm: Supervisor Erik Tyree opened the Public Hearing for the 2015 Preliminary Budget and turned the hearing over to Councilwoman Joyce Thompson.

2014 Preliminary Budget Public Hearing Overview

9 November 2014
by
Joyce Thompson, Town Board Member
And the Financial Advisory Committee

Methodology

- Establish the amount of taxes allowed by the state to comply with the tax limit program. This year it is 1.56% because the inflation rate is lower than 2%.
 - Review the five-year history of all appropriation lines and determine the 2015 level.
 - Review the five-year history of all revenue lines and determine 2015 amounts.
 - Calculate the amount of unexpended Fund Balance needed in addition to taxes and estimated revenue to cover 2015 expenses.
 - Check the Fund Balance impact to ensure that the remaining level is acceptable.
-

Corrections to Preliminary as Passed on 16 October 2014

- **General Fund:** \$360 for Maintenance Personnel line was not included in the total formula for 5132.1 "Garage". The total appropriation for General Fund was increased from \$388,420 to \$388,780.
- **Highway Fund:** the entry for Bond Interest was incorrect. The entry was changed from \$518 to \$279. Total appropriation for Highway Fund was decreased from \$706,863 to \$706,624.
- **The summary page** now shows the three (3) components of revenue to offset expenses:
 - Taxes
 - Revenue sources other than taxes
 - Unexpended, appropriated Fund Balance

TRENDS

| HISTORY | 2010 | 2011 | 2012 | 2013 | BUDGET 2014 | ESTIMATED 2014 | 2015 |
|--------------------------|---------|---------|---------|---------|----------------|---|------------------------------------|
| General | | | | | | | |
| Expenses | 363,384 | 311,173 | 345,441 | 364,566 | 392,465 | 370,978 | 388,780 |
| Revenues | 313,803 | 350,805 | 375,062 | 393,614 | 392,465 | 335,188 | 388,780 |
| % CHG IN EXPENSE LINE | | 86% | 111% | 106% | 108% | 95% | 99% |
| Highway | | | | | | | |
| Expenses | 722,781 | 807,994 | 827,709 | 705,697 | 803,462 | 756,453 | 706,624 |
| Revenues | 848,182 | 862,510 | 947,234 | 877,218 | 803,462 | 880,235 | 706,624 |
| % CHG IN EXPENSE LINE | | 112% | 102% | 85% | 114% | 94% | 88% |
| Fund Balance | | | | | | | |
| General | 211,280 | 259,413 | 289,033 | 318,080 | 333,689 | 297,898 | INCLUDES \$15K CAPITAL MONEY |
| | | | | | | REVENUE LOSS AND PROJECT COSTS | |
| Highway | 90,793 | 145,309 | 264,834 | 436,355 | 438,366 | 505,536 | INCLUDES \$2K CAPITAL MONEY |
| | | | | | NO CHIPS | WITH CHIPS | |

General Fund: Major Components

- **Government Support**
 - Town Board, Town Justice, Supervisor, Town Clerk - Collector
 - Accounting
 - Assessors
 - Attorney, Engineer
 - Board of Ethics
 - Registrar
 - *Building Maintenance – Town Hall*
 - Insurance, Municipal Dues, Contingency
- **Public Safety**
 - Animal Control
 - Building Inspector (ZEO/CEO)
- **Transportation**
 - Highway Superintendent
 - *Garage Building Maintenance*
- **Benefits**
 - Retirement
 - Social Security
 - Disability
 - Hospitalization
- **Home and Community Services**
 - Zoning Board of Appeals
 - Zoning Commission
 - Planning Board

Highway Fund: Major Components

- **General Repairs (April - October)**
 - Personnel
 - Contractual (Materials)
 - Fuel
- **Machinery: Capital and Contractual**
- **Snow Removal (November – March)**
 - Personnel
 - Contractual (Materials)
- **Benefits**
 - Retirement
 - Social Security
 - Unemployment
 - Disability
 - Hospitalization
- **Debt Service**
 - Principal
 - Interest

-
- Larry Kadish what are we remediating?
 - Councilwoman Joyce Thompson, the polluted soil by the Highway Garage site
 - Supervisor Erik Tyree, Northeastern Environmental, our Highway Men and Claverack Town Highway excavator with a man will be removing around 460 cubic yards of soil.
 - Councilwoman Joyce Thompson, there will be two more monitoring wells placed that will be checked during the year.
 - Alice Platt, what are they doing with the soil?
 - Supervisor Erik Tyree, transporting it to an Albany incinerator.

7:15 pm: Supervisor Erik Tyree asked if there were any further question or comments concerning the 2015 Preliminary Budget. As there are no more questions or comments would someone make a motion to close the Public Hearing, so moved by Councilman Ryan Skoda, seconded by Councilwoman Joyce Thompson.

Approved: **5 Ayes** **(Erik, Carolyn, Joyce, Richard, Ryan)**
 0 Nays
 0 Absent

7:16 pm: The Town Board of the Town of Taghkanic held its regular monthly meeting on the above date at the Taghkanic Town Hall. Supervisor Erik Tyree opened the meeting with the Pledge of Allegiance, moment of Silence and Safety Review.

| | | |
|-----------------|-----------------|--------------|
| Present: | Erik Tyree | Supervisor |
| | Carolyn Sammons | Councilwoman |
| | Richard Skoda | Councilman |
| | Ryan Skoda | Councilman |
| | Joyce Thompson | Councilwoman |
| | Cheryl Rogers | Clerk |

Absent:

Guest Speaker: None

Supervisor Erik Tyree then asked for a motion to approve the following minutes:

October 9, 2014: Town Board and Building Committee minutes were accepted with suggested changes motioned by Councilwoman Carolyn Sammons, seconded by Councilman Richard Skoda.

Approved: 5 Ayes (Erik, Carolyn, Joyce, Richard, Ryan)
0 Nays
0 Absent

October 15, 2014: Regular meeting minutes were accepted as written with suggested changes motioned by Councilwoman Joyce Thompson, seconded by Councilwoman Carolyn Sammons.

Approved: 5 Ayes (Erik, Carolyn, Joyce, Richard, Ryan)
0 Nays
0 Absent

October 16, 2014: Town Board, Building Committee, Budget Workshop minutes were accepted with suggest changes motioned by Councilwoman Joyce Thompson, seconded by Councilman Ryan Skoda.

Approved: 4 Ayes (Erik, Joyce, Richard, Ryan)
0 Nays
0 Absent
1 Abstain (Carolyn,)

November 6, 2014: Tabled

The Correspondence consisted of:

1. NYS Sept. of Environmental Conservation: Article 24 Freshwater Wetland Permits.
2. MEGA, Municipal Electric and Gas Alliance
3. Kinderhook Bank, eCorp updates
4. Catherine El Bradley, commendation for the Highway Superintendent and Building Inspector
5. Nelson R. Alford, Jr. Town Attorney for Hillsdale Public Hearing Notice.
6. Crayville Fire District approved 2015 Budget.
7. 2014 Personnel Management School Agenda
8. Penflex, Churchtown Fire CO.

Correspondence with discussion:

1. Supervisor Erik Tyree, read the correspondence from Catherine El Bradley, commendation for the Highway Superintendent and Building Inspector

Then followed reports from the Boards:

- ✚ **Animal Control:** Wes Powell, no report submitted.
- ✚ **ZBA:** James Romaine, Chair, no report submitted.
- ✚ **Planning Board:** Katherine Bainer, Chair report submitted.
- ✚ **Assessor:** Craig Surprise report submitted.
- ✚ **ZEO/CEO/Building Inspector:** Dennis Callahan report submitted.
- ✚ **Historian:** Nancy Griffith, no report submitted.
- ✚ **Traffic Safety Board:** Linda Swartz, no report submitted, no meeting.
- ✚ **Environmental Management Council:** Anna Kadish reported:
 - The County EMC is considering a ban on plasticbag use, will keep you informed.
 - Nothing to report on fracking or train transporting.
- ✚ **Zoning Commission:** Joyce Thompson, report submitted and read.

- ❖ Councilwoman Joyce Thompson announced that there will be an information meeting for the Zoning Commission on December 6th at 10am.
- ✚ **Office for the Aging:** Joyce Thompson report submitted.
- ✚ **Col. Co. Local Development Round Table:** No meeting.
- ✚ **Building Committee:** no report submitted.
- ✚ **Clerk/Collector:** Cheryl Rogers, report submitted.
- ✚ **Bookkeeper and Accountant:** reports were submitted to the Board.
- ✚ **Supervisor:** Erik Tyree reported that in the Ginsberg discussion they have been asked to pay for the land instead of the exchange for a \$1. There is a conflict of interest with Crawford and Ginsberg. **Supervisor financial report attached.**
- ✚ **Creek Cleanup Project:** Clerk Rogers, no report submitted.
- ✚ **Highway:** George Hotaling, report submitted and read.
 - ❖ Superintendent George Hotaling would like to know what the Board would like to do with the 2007 GMC Pickup. I feel a minimum bid should be \$4,500.
 - ❖ Board agreed to advertise for bid as we did with the 2002 GMC. Councilman Ryan Skoda at the suggestion of Councilwoman Carolyn Sammons will look up the value of the truck from Kelly's Blue book. Board will decide what the minimum bid should be tomorrow night October 16th.
 - ❖ Superintendent George Hotaling asked Councilman Ryan Skoda what was going on with the plow for the new Truck.
 - ❖ Councilman Ryan Skoda will look into it tomorrow and have an answer tomorrow night.

Board reports were accepted as submitted on a motion by Councilwoman Carolyn Sammons seconded by Councilwoman Joyce Thompson.

Approved: 5 Ayes (Erik, Carolyn, Joyce, Richard, Ryan)
0 Nays
0 Absent

- ✚ **Financial: Financial Advisory Committee:** financial report is the above report on the 2015 Preliminary Budget.

The Financial report was accepted as submitted on a motion by Councilwoman Carolyn Sammons seconded by Councilman Richard Skoda.

Approved: 5 Ayes (Erik, Carolyn, Joyce, Richard, Ryan)
0 Nays
0 Absent

Advisory Board Reports:

- ✚ **Broadband Advisory Committee:** no report submitted
- ✚ **Conservation Advisory Committee:** Anna Kadish, reported:
 - We are meeting once a month at my house (Anna Kadish).
 - Read EMC mission statement
 - The group will be doing guided walks through individual properties to get familiar with the environment in our town.
 - Members from the CAC are attending the PB and ZBA
- ✚ **Fracking Advisory Committee:** no report submitted.
- ✚ **Insurance Advisory Committee:** no report submitted.
- ✚ **Website Advisory Committee:** Councilwoman Joyce Thompson went over the website proposal from Tony Gravett (proposal attached).
 - Ray and Debbie Colgrove may be willing to be the go to person.
 - We will need to RFP for the go to persons.
 - Walter Thompson, will we be able to track hits on the site. (laughter)
 - Councilwoman Joyce Thompson, yes
 - Councilman Richard Skoda, Walter if we only have a few hits what do we do then? (laughter)

- ✦ **Taghkanic Creek Walk Advisory Committee:** no report submitted
 - Alice Platt, do we need a creek walk committee, what is going on?
 - Arthur Griffith, I do maintenance, picking up sticks, raking leaves etc.
 - Linda Swartz, how do people volunteer?
 - Call Arthur Griffith.

The Advisory Board reports were accepted as submitted on a motion by Councilwoman Joyce Thompson seconded by Councilman Richard Skoda.

Approved: 5 Ayes (Erik, Carolyn, Joyce, Richard, Ryan)
0 Nays
0 Absent

Old Business:

- A. Report on Research to identify the source and use of \$50,000 “Planning Money”:** Tabled
- B. Ethic Policy update /Open Positions Board:** Tabled
- C. Highway Appointed/Elected Superintendent Referendum:** tabled
- D. Health Insurance:** Supervisor Erik Tyree, this was decided on November 6th.
 - ✦ Larry Kadish, did we decide to opt out or opt in with the County? If we opted out can we opt back in?
 - ✦ Supervisor Erik Tyree, we opted out (the County is going to self-insured) and went with the plan Mr. Acciani proposed which is with CDPHP and more affordable for the Town. Mr. Acciani feels we should be able to opt back in but we are still waiting for the Board of Supervisors to make that determination. We are staying with the County for the dental coverage.
- E. Local Law - Fees for Planning Board and CEO/ZEO:** Clerk Rogers will get Attorney Decaire all recommendations for him to prepare the draft Local Law.
- F. Local Law - Hazardous Materials for ZEO:** Clerk Rogers will ask Attorney Decaire for the draft Local Law.

New Business:

- A. Budget Amendment #6:** Councilman Richard Skoda motioned to approve Budget Amendment 6, seconded by Councilman Ryan Skoda.

November 10, 2014

Budget Amendment # 6

| HIGHWAY | | Increase | Decrease |
|---------------------------|--------|----------------|----------------|
| | DA | | |
| GARAGE CONTRACTUAL | 5110.4 | \$ 0.19 | |
| | DA | | |
| BOND INTEREST | 9710.7 | \$ 0.19 | \$ 0.19 |
| | | <u>\$ 0.19</u> | <u>\$ 0.19</u> |

Approved: 5 Ayes (Erik, Carolyn, Joyce, Richard, Ryan)
0 Nays
0 Absent

B. Bids for 2007 GMC Pickup Truck: Clerk Rogers handed the two (2) sealed bids to Highway Superintendent Hotaling, who then opened the bids and announced:

1. Yousef Dabbagh for \$5,168.00.
2. Joseph Szczepaniok Jr., JSSJR Enterprises, INC. for \$5,790.00.

Councilman Ryan Skoda motioned to accept the bid from Joseph Szczepaniok Jr., JSSJR Enterprises, INC. for \$5,790.00, seconded by Councilman Richard. Clerk Rogers will contact the winner tomorrow.

Approved: 5 Ayes (Erik, Carolyn, Joyce, Richard, Ryan)
0 Nays
0 Absent

C. RFP's for Town Attorney for 2015: Clerk Rogers handed Supervisor Erik Tyree one (1) sealed RFP for Town Attorney, Supervisor Erik Tyree read the RFP was from William Decaire, Carter Conboy. Councilman Richard Skoda motioned to appoint William Decaire, Carter Conboy, as Town Attorney for 2015 Hybrid Billing, pending; finding out if it is attendance of four meetings that are included in the Hybrid Billing, seconded by Councilman Ryan Skoda.

D. Approved: 5 Ayes (Erik, Carolyn, Joyce, Richard, Ryan)
0 Nays
0 Absent

E. Outstanding checks #8813 to Verizon 12-1-12 for \$525.75 and #9347 to Stephen Kling for \$20.00: Clerk Rogers, I forwarded you all an email from the Town Accountant, Suzanne Muldoon, concerning a few outstanding checks we need to cleanup. Mr. Kling would like to donate the \$20.00 back to the Highway Dept., the Verizon #8813 from 2012 it is the Board's pleasure.

✚ Larry Kadish, can the town void a check or do they need to send to the State Comptroller as uncollected funds?

✚ Supervisor Erik Tyree we will need to research this with the Town Attorney.

F. Plenflex agreement for Churchtown Fire Co.: Councilman Richard Skoda moved to approve the agreement, seconded by Councilwoman Joyce Thompson.

Approved: 5 Ayes (Erik, Carolyn, Joyce, Richard, Ryan)
0 Nays
0 Absent

G. Copake Rescue Chargeback agreement for 2015: Councilman Richard Skoda moved to approve the agreement, seconded by Councilwoman Joyce Thompson.

Approved: 5 Ayes (Erik, Carolyn, Joyce, Richard, Ryan)
0 Nays
0 Absent

H. Website Proposal: Supervisor Erik Tyree asked for a motion for the website proposal from Antony (Tony) Gravett.

✚ Councilman Ryan Skoda asked if Mr. Gravett would have the site up and running by January.

✚ Councilwoman Joyce Thompson, yes, by the last week in December.

✚ Councilman Richard Skoda moved to approve the website proposal from Mr. Gravett, seconded by Councilwoman Carolyn Sammons with an RFP for an

IT person.

Approved: 5 Ayes (Erik, Carolyn, Joyce, Richard, Ryan)
0 Nays
0 Absent

The bills were audited and approved for payment: Councilman Ryan Skoda had question concerning the Tifco Industries voucher. He asked Highway Superintendent if there might be somewhere local to purchase the product like Williams Lumber. "I have nothing against Tifco, just would like to try keeping monies in County". Highway Superintendent Hotaling replied he would look into local businesses. Councilman Ryan Skoda moved to approve payment, seconded by Councilwoman Joyce Thompson.

November 10, 2014 Abstract:

| | | |
|----------------------------|-------------|--------------|
| 2014 General Fund Vouchers | # 313 - 340 | \$ 10,839.26 |
| 2014 Highway Fund Vouchers | # 178 - 196 | \$ 27,806.31 |

Approved: 5 Ayes (Erik, Carolyn, Joyce, Richard, Ryan)
0 Nays
0 Absent

The following people commented during the fifteen minute public comment:

- Linda Swartz, there has been no sheriff patrol on Livingston Road.
- Supervisor Erik Tyree, I will contact the Sheriff Dept. tomorrow.
- Clerk Rogers, read an announcement from Renee Nostrand. The Fire Company is collecting toys for the Edith Casey Stocking again this year. We will be dropping off a box for collection of the unwrapped toys. Also, everyone is invited to the firehouse on Dec.10th at 6:30 p.m. for some coffee, tea and cookies on the final night of collection.

2015 Preliminary Budget: Supervisor Erik Tyree asked for a motion to approve the 2015 Preliminary Budget as the 2015 Budget which will not go over the 2015 Tax Cap. The related form has been filed. Councilwoman Carolyn Sammons moved to approve the 2015 Preliminary Budget as the 2015 Adopted Budget, seconded by Councilwoman Joyce Thompson.

Approved: 5 Ayes (Erik, Carolyn, Joyce, Richard, Ryan)
0 Nays
0 Absent

8:17 pm Executive Session open: Supervisor Erik Tyree asked for a motion to go into Executive Session to discuss an employee's medical concerns, so moved by Councilman Ryan Skoda, seconded by Councilman Richard Skoda.

Approved: 5 Ayes (Erik, Carolyn, Joyce, Richard, Ryan)
0 Nays
0 Absent

8:40 pm Executive Session closed: Councilman Ryan Skoda motioned to close the Executive Session, seconded by Councilwoman Carolyn Sammons.

Approved: 5 Ayes (Erik, Carolyn, Joyce, Richard, Ryan)

0 Nays

0 Absent

Supervisor Erik Tyree, we will be gathering more information from Attorney Decaire on how to proceed with an additional health care benefit.

Councilman Ryan Skoda, food for thought with our Health Insurance, for the future we need to think about a new hire policy.

With no further business, on a motion by Councilman Richard Skoda, seconded by, Councilwoman Joyce Thompson, the meeting was adjourned at 8:41 pm, carried unanimously by all members present. The next regular Town Board meeting will be **December 8, 2014** at the Taghkanic Town Hall.

| | | | | |
|-----------|-----------------|-----------------|-----------------|-----------------|
| Audience: | Kathy Bainer | Linda Swartz | Arthur Griffith | Harriet Shur |
| | Alice Platt | Anna Kadish | Larry Kadish | Valerie Hoffman |
| | Charlene Paden | Donna Verna | Erin Edwards | George Hotaling |
| | Dennis Callahan | Walter Thompson | | |

Action List:

- ✚ Clerk Rogers will contact winner of the truck bid. *Done*
- ✚ Clerk Rogers will contact Attorney Decaire about LL for Fees, LL for Hazardous Materials, voiding an outstanding check, congratulate him as Attorney for the Town for 2015 and ask him how many meetings he will attend under the Hybrid Billing. *Done*
- ✚ Clerk Rogers will contact Antony Gravett and let him know to start working on the website. *Done*
- ✚ Clerk Rogers will send the Penflex agreement out. *Done*
- ✚ Clerk Rogers will send the Community Rescue Chargeback agreement out. *Done*
- ✚ Councilwoman Joyce Thompson will prepare the final budget and get it to Clerk Rogers. *Done*
- ✚ Clerk Rogers will print the final 2015 Budget and get Supervisor Erik Tyree (3) copies (2) for the County and (1) for Fingar Insurance. *Done*
- ✚ Clerk Rogers will get all completed application to Steve Acciani for the Health Insurance. *Done*

Town of Taghkanic
Supervisor's report
October 31, 2014

Receipts:

| | |
|----------------------------|---------------------|
| Justice Court Deposits | \$ 26,425.00 |
| Retiree health insurance | 99.00 |
| 3rd quarter sales tax | 61,116.73 |
| Clerk fees | 209.64 |
| Building dept | 494.00 |
| Interest - MM | 28.23 |
| Interest - Escrow | 0.09 |
| Interest - Checking | 0.34 |
| Interest -Trust and Agency | 0.03 |
| Total receipts | <u>\$ 88,373.06</u> |

Disbursements:

| | |
|--------------------------|--------------------|
| Abstracts -General fund | (17,535.08) |
| Abstracts - Highway fund | (27,675.81) |
| Payroll - Oct 15, 2014 | (8,971.43) |
| Payroll - Oct 30, 2014 | <u>(17,434.13)</u> |
| Total disbursements | (71,616.45) |

Net receipts-disbursements 16,756.61

Cash balances at Sept. 30, 2014 1,129,475.89

Cash balances at Oct. 31, 2014 \$ 1,146,232.50

| | Bank Statement Balance | Deposits in transit & o/s Checks | Book Balance |
|---------------------------|------------------------------|--|------------------------|
| Multifund checking | \$ 30,611.87 | \$ (1,453.47) | \$ 29,158.40 |
| Multifund money market | 1,115,116.61 | - | \$ 1,115,116.61 |
| Trust and Agency(payroll) | 12,377.95 | (11,874.32) | \$ 503.63 |
| Escrow savings | 1,253.86 | - | \$ 1,253.86 |
| Petty Cash | 200.00 | - | \$ 200.00 |
| Total Cash | <u>\$ 1,159,560.29</u> | <u>\$ (13,327.79)</u> | <u>\$ 1,146,232.50</u> |

| | |
|--|---------------------|
| Total income from Quickbooks | \$ 77,387.64 |
| Court fees deducted from income | \$ 10,885.00 |
| Planning/parkland | 1.30 |
| Escrow | 0.09 |
| Payroll | 0.03 |
| Retiree Health insurance netted with A9060 | 99.00 |
| *Total receipts | <u>\$ 88,373.06</u> |

| | |
|-----------------------------------|---------------------|
| **Total net profit per Quickbooks | 16,755.19 |
| Interest earned on escrow | 1.42 |
| Net receipts- disbursements | <u>\$ 16,756.61</u> |

To: **Joyce Thompson**

Date: **November 10, 2014**

Subject: **A fast-track approach to updating the town's website**

I am recommending the following fast-track approach to implementing a new website for the town:

1. Purchase a monthly subscription to a blogging platform. I am recommending **ghost.org**, which costs \$10 per month.
2. Purchase a design theme for the new website that can be easily customized to the immediate needs of the town. A typical one-time purchase cost is \$10–\$30.
3. *(Optional)* Meet with the town board to agree on the immediate content needs for the website. Based on my initial discussions, these are likely to be **Notices, Calendar, Documents (Agendas, Reports & Minutes), Finances**, and a **Contact** page.
4. Customize the design theme to incorporate these immediate content needs (each article or entry on the website will be a blog entry on the website, classified under one or more of the above categories). My estimated cost to customize the theme in this way will be \$400.
5. Enter **only new information** into the new blog, beginning January 1, 2015. I will coordinate this work with town staff and/or other people who can help, e.g., the Colgroves. My price for this training is \$200 per afternoon session, for a group of up to four people (I estimate that one session is sufficient).
6. Create a “frozen” copy of the existing website, current as of late-December 2014. Add a link to view this website to the new blog. Add notices on the frozen website explaining that it is no longer being updated and providing a link to the new website. My estimated cost for this work is \$180 (includes [7], below).
7. Verify that the new website is ready to roll out. Obtain sign-off from town officials as needed, and redirect taghkanic.org so that it reaches the new website.
8. *(Optional)* Provide ongoing training as to how to enter content into and administrate the new website. My price for this training is \$200 per afternoon session, for a group of up to four people.