

Approved

November 9, 2015

**October 12, 2015
Town of Taghkanic
Town Board Meeting**

6:30 pm: Town Board members audited and signed vouchers.

7 pm: The Town Board of the Town of Taghkanic held Highway Project meeting and 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
	Ryan Skoda	Board Member
	Linda Swartz	Board Member
	Joyce Thompson	Board Member
	Cheryl Rogers	Clerk
Absent:	Richard Skoda	Board Member

Highway Project Update: (Phase I):

Supervisor Erik Tyree: nothing to report at this time. I will call Ray for an update on when the contractor is going to start.

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

September 14, 2015: Regular Meeting minutes were accepted as written with suggested changes motioned by Board Member Ryan Skoda, seconded by Board Member Linda Swartz.

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

September 16, 2015: Special Meeting minutes were accepted as written with suggested changes motioned by Board Member Ryan Skoda, seconded by Board Member Linda Swartz.

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

September 19, 2015: Tabled

September 21, 2015: Special Meeting minutes were accepted as written with suggested changes motioned by Board Member Ryan Skoda, seconded by Board Member Linda Swartz.

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

September 23, 2015: Special Meeting minutes were accepted as written with suggested changes motioned by Board Member Linda Swartz, seconded by Board Member Ryan Skoda.

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

September 30, 2015: Budget Workshop Meeting minutes were accepted as written with suggested changes motioned by Supervisor Erik Tyree, seconded by Board Member Linda Swartz.

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

October 7, 2015: Tabled

The Correspondence consisted of:

1. Bob Crimi, Unnecessary Risk
2. US Bankruptcy Court
3. Copake Town Park Benefit Dinner, October 24
4. 2016 Highway Inventory
5. The Bank of Greene County
6. 2016 Town Inventory
7. NYS of Opportunity, Department of Public Service

Correspondence with discussion:

- #2 US Bankruptcy Court, Board Member Linda Swartz asked what this was about and what the town had to do. Supervisor Erik Tyree will call his brother to gather more information to see if another company is taking over.
- #5 The Bank of Greene County, Board Member Joyce Thompson asked if the other board members had looked over the spread sheet of the interest Bank of Green offered. Supervisor Erik Tyree agreed the interest was very appealing. Clerk Rogers reminded the Board that they had decided to do an RFP for banks. Board Member Joyce Thompson volunteered to draft an RFP and email all members before October 21 meeting so a decision could be made to notice that night.

Then followed reports from the Boards:

Animal Control: Wes Powell, report submitted.

ZBA: James Romaine, Chair, no report.

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: report submitted, Board Member Linda Swartz informed all that she has placed on the back table information about entering and exiting Round-Abouts.

Environmental Management Council: Anna Kadish, report submitted. Ms. Kadish reported on Micro-beads and that they are very toxic. She will be having the CAC gathering more information.

Zoning Commission: Joyce Thompson, report submitted.

Office for the Aging: Joyce Thompson, report submitted. A Golden Gathering is scheduled for this Saturday at Columbia Greene Community College at 9:30. Supervisor Erik Tyree suggested putting the information on the Town website.

Clerk/Collector: Cheryl Rogers, reports were submitted to the Board

Supervisor: Erik Tyree, report submitted and the written report was available on the back table for the public. **Supervisor financial report is attached.**

Highway: George Hotaling, report submitted.

Board reports were accepted as submitted and read on a motion by Board Member Linda Swartz seconded by Board Member Ryan Skoda.

Approved: 4 Ayes (Erik, Linda, Joyce, Ryan)

0 Nays

1 Absent (Richard)

Financial Advisory Committee Report: Board Member Joyce Thompson reported the following:

Financial Advisory Committee Report to October 2015 Town Board Meeting

The Financial Advisory Committee met on 8 October 2015 as noticed. Attending were Town Board Member Linda Swartz, FAC member Susan Benton and Chair, Joyce Thompson.

At an earlier meeting an Operating Manual and Audit Form were approved. They provide a step-by-step guide for monthly financial report audits and formal documentation of the findings. Previously the group has performed the audit. Member Susan Benton asked to do the September audit by herself as a test of the Operating Manual.

The test proved very important. Additional tracking information and additional instructions were identified. This is an interactive process that leads to improvements month over month. The goal is to get the manual to the point that anyone could perform this function by following it. See the attached PowerPoint presentation about the manual and this month's completed audit form that itemizes what was examined and documents that no errors were found.

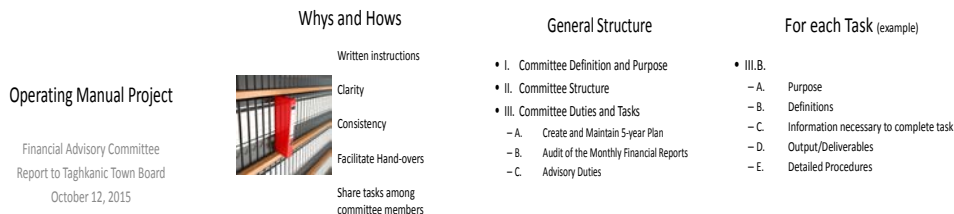
Review of September Supervisor's Report

The September Supervisor's Report, the "Revenue & Expenditures – Budget vs. Actual January through September 2015" Report shows the following:

September Revenues: General Fund stands at 93.7% of budget. Local Fines and Forfeitures continue to be higher than budgeted at 107%. The Highway Fund revenues stand flat at 94.3%. The good news is that the town has received the bill for the new truck and a timely CHIPS submission is now assured.

September Expenditures: Both funds continue to spend well below the 67% expected for end of September. They stand at 62.4% for General and 40.0% for Highway. Road repair materials will change that number in October.

Board member Joyce Thompson introduced Susan Benton from the FAC. Susan explained that she has drafted an Operating Manual for the FAC for the audit process.



Board Member Ryan Skoda moved to accept the financial report as submitted, seconded by Board Member Linda Swartz.

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

Advisory Board reports:

Conservation Advisory Committee: Anna Kadish, report submitted. The CAC is hosting another Nature Walk at Valerie Hoffman's on October 24, 2015 at 9:30 am.

Board Member Joyce Thompson moved to accept the Advisory Board Report as submitted, seconded by Board Member Linda Swartz.

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

Old Business:

A. **Report on Research to identify the source and use of \$50,000 "Planning Money":** Board Member Joyce Thompson: Alice Platt is writing up a report.

B. **RFPs for ZBA and Planning Board Attorneys:** Board Member Ryan Skoda motioned to run the notice for RFPs for ZBA and Planning Board Attorneys, seconded by Board Member Linda Swartz.

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

C. **Shop-n-Find:** Tabled till January 2016 to keep 2015 attorney fees within budget

D. **Roads:** Supervisor Erik Tyree suggested to the Board that we revise Local Law 1-2013 by adding Taghkanic, Near and Dranbauer Roads. George and I will meet with the Highway Superintendent and Supervisor from Livingston for their help with their end of each road Schuderhook and Deer Haven.

- ✚ Debbie Colgrove: this man is running his business out of his home
- ✚ Board Member Joyce Thompson: what is his business address?
- ✚ Debbie Colgrove: I provided in my earlier correspondence.
- ✚ Dennis Callahan: he parks his truck at his home; he doesn't pick anything up or deliver anything there. I have no paper work for an application for a business.
- ✚ Mindy Scofield: there are a lot of people who live near this young man who have home based businesses with heavy equipment, are they going to be stopped as well? He is just trying to make a living.
- ✚ Kathy Sherman: Jess does not use a Jake-brake.
- ✚ Debbie Colgrove: how is it going to be enforced?
- ✚ Supervisor Erik Tyree: Our Resident Deputy and Troopers.
- ✚ Debbie Colgrove: this young man says he has special permission to use Livingston Road, is there anyone who can give special permission to use a road?
- ✚ Resident Deputy Peter Grzeskow.: Only the Commissioner of Motor Vehicles.

✦ Board Member Joyce Thompson: these are all legitimate concerns; we have to come up with a fair agreement for all concerned.

Supervisor Erik Tyree: shall we set a Public Hearing for Local Law 5 which is to revise Local Law 1-2013? Board Member Linda Swartz moved to amend Local Law 1-2013, seconded Board Member Joyce Thompson.

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

Board Member Linda Swartz moved to set a Public Hearing for Local Law 5-2015 on November 9, at 7:15 pm, seconded by Board Member Joyce Thompson.

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

New Business:

A. **December Calendar:** Board Member Joyce Thompson moved to approve the December calendar, seconded by Board Member Linda Swartz.

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

B. **Set 2016 Preliminary Budget Public Hearing date:** Board Member Ryan Skoda motioned to set November 9, at 7 pm for a Public Hearing For the 2016 Preliminary Budget, seconded by Board Member Joyce Thompson.

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

C. **Budget Amendment 1-2015:** Supervisor Erik Tyree motion to approve Budget Amendment 1-2015, seconded by Board Member Ryan Skoda.

Town of Taghkanic		Budget Amendment # 1	
October 12, 2015			
HIGHWAY FUND		Increase	Decrease
Equipment	DA 5130.2	\$ 227,242.01	
Fund Balance			\$ 227,242.01
		\$ 227,242.01	\$ 227,242.01

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

D. **Insurance For Retired Employees:** Clerk Rogers: I have a few questions for the Board to think about. What happens when the retired employee passes, will the

town still offer the spouse the option? If the Board decides to go with a different carrier that covers out of network, will the board allow Mr. Waite to add his wife? In both of these situations they would pay 100 % of the premium back to the Town. All agreed that these were good questions that needed to be answered and the board needs to know from Steve Acciani whether these options are feasible. Supervisor Erik Tyree will ask him tomorrow when they talk.

The bills were audited and approved for payment as follows:

✦ **October 12, 2015 Abstract:** on a motion by Board Member Linda Swartz, seconded by Board Member Ryan Skoda.

2015 General Fund Vouchers	# 299 - 318	\$ 5,629.12
2015 Highway Fund Vouchers	# 151 - 168	\$ 249,734.35
2015 Hwy Project Fund vouchers	# 49 - 50	\$ 3,218.73

Approved: **4 Ayes** (Erik, Linda, Joyce, Ryan)
0 Nays
1 Absent (Richard)

The following people commented during the fifteen minute public comment:

- ✦ Board Member Joyce Thompson: asked Resident Deputy Peter Grzeskow if it would be possible to get a report on activities that they have responded to during the month to give the Town Board an idea of problem areas?
- ✦ Resident Deputy Peter Grzeskow: I have no problem doing that but it needs to be approved by the Sheriff.
- ✦ Board Member Joyce Thompson: would it be better if we approach the Sheriff?
- ✦ Resident Deputy Peter Grzeskow: yes.
- ✦ Supervisor Erik Tyree: I will call.
- ✦ Supervisor Erik Tyree: George did you want to discuss the 10 wheel truck?
- ✦ Superintendent Hotaling: the Superintendent from Livingston won't know anything till the end of the year, but it is a 2006, 10 wheel dump with 62,000 miles no price as of yet.
- ✦ Board Member Joyce Thompson: what would you be able to use a truck of that size for?
- ✦ Superintendent Hotaling: hauling material.

With no further business, on a motion by Board Member Linda Swartz, seconded by Board Member Ryan Skoda, the meeting was adjourned at 7:57 pm, carried unanimously by all members present. The next Regular meeting will be **November 9, 2015** at the Taghkanic Town Hall.

Audience:	Mindy Scofield	Kathy Sherman	Ray Colgrove	Debbie Colgrove
	Susan Benton	Anna Kadish	Larry Kadish	Erin Edwards
	Arthur McGurie	Bob Crimi	Trudy Crimi	

Action List:

1. *Supervisor Erik Tyree will contact the Sheriff about a monthly report from the Resident Deputy.*
2. *Supervisor Erik Tyree will contact Steve Acciani about Retirement insurance questions.*
3. *Clerk Rogers will revise LL 1-2013 by adding Taghkanic, Near and Dranbauer Roads.*
4. *Clerk Rogers will post notice for RFPs for ZBA and Planning Board Attorneys.*

5. Board Member Joyce Thompson will draft the RFP for banks.

Town of Taghkanic
Supervisor's report
September 30, 2015

Receipts:

Justice Court Deposits	\$ 22,173.00
Retiree health insurance	119.00
Forest Harvest Revocation	27,167.11
Clerk fees	221.67
Revenue sharing	5,157.00
Building inspector	239.20
Interest - MM	36.81
Interest - Escrow	0.04
Interest - Checking	0.26
Interest -Trust and Agency	0.02
Total receipts	<u>\$ 55,114.11</u>

Disbursements:

Abstracts -General fund	(18,397.82)
Abstracts - Highway fund	(35,322.10)
Abstracts- Capital project	(6,519.28)
Payroll - Sept 15, 2015	(7,458.17)
Payroll - Sept 30, 2015	(16,038.29)
Total disbursements	<u>(83,735.66)</u>

Net receipts-disbursements (28,621.55)

Cash balances at August 31, 2015 1,600,049.99

Cash balances at September 30, 2015 \$ 1,571,428.44

	Bank Statement Balance	Deposits in transit & o/s Checks	Book Balance
Multifund checking	\$ 46,223.20	\$ (25,303.57)	\$ 20,919.63
Multifund money market	1,461,094.51		1,461,094.51
Trust and Agency(payroll)	8,999.53	(8,495.54)	503.99
Capital account	94,638.78	(6,500.30)	88,138.48
Escrow savings	571.83	-	571.83
Petty Cash	200.00	-	200.00
Total Cash	<u>\$1,611,727.85</u>	<u>\$ (40,299.41)</u>	<u>\$ 1,571,428.44</u>

Total income from Quickbooks	\$ 47,260.75
Court fees deducted from income	7,733.00
Trust interest	1.36
Retiree Health insurance netted with A9060	119.00
*Total receipts	<u>\$ 55,114.11</u>

**Total net loss per Quickbooks	(28,622.91)
Interest earned on escrow	1.36
Net receipts- disbursements	<u>\$ (28,621.55)</u>

Audit of Monthly Financial Reports Review Sheet

On 10/11/2015 we performed the Audit of the Monthly Financial Reports according to the procedures described in the FAC Operations Manual.

The following data was reviewed and used to perform the audit: for September 2015

Abstracts dated:	9/14/2015 9/23/2015
Transfer Forms dated:	AB - 9/14/2015 9/23/2015 PR - 9/15/2015 9/30/2015
Bank Statements dated: (4)	9/30/2015
Payroll reports dated:	9/15/2015 9/30/2015
Deposit records dated:	9/2/2015 (2) 9/11/2015 (3) 9/14/2015 (2) 9/24/2015
Journal Entries dated:	9/30/2015 verbally confirmed with Cheryl Rogers
Supervisor's Report dated:	9/30/2015
Prior Month's Review Report dated:	9/11/2015

<Date of Approval>

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The result of the audit was:



The review found no discrepancies.



The review found the following discrepancies or raised the following questions:

Descriptions of discrepancy	Resolved or Pending
<i>prior month's discrepancies - August 2015</i>	<i>Resolved</i>

Signed:

James J. Bu...

Date:

10/11/2015

<Date of Approval>

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