

**UNION VALE TOWN BOARD MEETING JANUARY 18, 2018
TOWN HALL 249 DUNCAN ROAD LAGRANGEVILLE NY 7:00PM**

PRESENT: Supervisor Maas
Councilmen: Steven Frazier, Corrina Kelley, David McMorris, John Welsh

THE MEETING WAS OPENED WITH THE FLAG SALUTE

MOTION TO APPROVE MINUTES

Councilman Welsh made a motion to approve the January 8th Town Board minutes. This was seconded by Councilman McMorris and all were unanimously in favor.

Supervisors Report

To: Town Council Members
From : Supervisor Maas

(Unaudited)

		January 18, 2017 - Consolidated Cash Flow Statement							2018 Approved Budget (Q1)	2018 Performance vs. Budget (Q1)
		General & Highway Funds								
Month		Jan	6-Feb	15-Feb	1-Mar	15-Mar	Jan - March			
STARTING CASH: (GF) \$1,129,862 & (Hwy) \$260,460										
Cash In	Property Tax	439,451								
	Sales Tax									
	Mortgage Tax									
	Tax Int. & Penalty									
	State Aid									
	Franchise Fees									
	Town Clerk Fees	189								
	Recreation & Events									
	Recycling Center	16,933								
	Building Fees									
	Property Rental	2,300								
	Court Fines									
	Unclassified Rev.									
	Trans. Services									
	CHIPS									
	Fed Aid Pub Safe									
	Planning/Zoning Fees									
TOTAL CASH IN		458,872								
Cash Out	Payroll Expenses	27,872								
	Highway	520								
	Highway Equipment	272								
	Recreation	638								
	Park	200								
	Town Government	4,044								
	Professional Service									
	Recycling									
	PB /ZBA									
	Town Buildings / Maint.									
	Debt: Prin & Int	58,688								
	Workers Comp	15,603								
	Medical Insurance	1,514								
TOTAL CASH OUT		109,350								
Tax Note: \$435,873 was pre-paid, \$23,000 was paid in January.										

Supervisor Maas explained the purpose of the cash flow statement and how she will use this as a tool to provide to the Board Members. She then spoke about the \$439,000 early cash flow from the pre-payment of the 2018 tax bills and pointed out the importance of a 3-month cash reserve to have liquid cash on hand in the beginning of the year. The purpose of this is to assist in seeing what the Towns money is being spent on and the current financial status.

The ‘Cash on Hand’ sheet shows bank balances, as well as the General & Highway Fund balances.

This also shows the vouchers that are part of the 2017 close-out and the totals.

Supervisor's Report 1/18/18
TOWN OF UNION VALE
CASH ON HAND

Bank Balances 12/31/17:	
Millbrook	1,445,014.00
Mahopac	252,197.99
Total:	\$1,697,211.99

Fund Balances*:	
General Fund	1,248,725.27
Highway Fund	446,762.25
Capital Projects	33.42
Total:	\$1,695,520.94

Expenses: Vouchers & Payroll for 2017 submitted thru 1/18:	
General Fund	59,049
Payroll from General Fund	59,815
Highway Fund	154,911
Payroll from Highway Fund	31,391
Total	\$305,166.18

Fund Balances Less Expenses:	
General Fund	1,129,860.93
Highway Fund	260,460.41
Capital Projects	33.42
Total	\$1,390,354.76

*Fund Balances do not include Tax Collector & Historical Society Funds
Note: 2017 books should close by mid-January

TOWN FEE SCHEDULE

Supervisor Maas advised that this schedule was not included in the organizational meeting as it was not completed. She is conducting reviews with each department to regroup for proper analysis of what the 2018 Town fee schedule should be which will be prepared for the end of February.

AUDIT PROGRESS

Supervisor Maas mentioned that the past 3 years cash audits have not been performed, due to this, there is 3 years (2015-2017) expense for the accountant which will be incurred on the 2018 fiscal year as well as the AUD document and a full audit of the Supervisors books which can be extensive. The estimated cost is around \$10-\$15 thousand dollar per audit each year. The 2018 budget total is \$11,300.00 and our current CPA has quoted \$19,980 for 3 years of cash audits, 1 AUD and the Supervisors audit, which is in her opinion a good deal. This year an RFP is not needed based on the Comptroller's office recommendation. Councilman Welsh, McMorris, Frazier and Councilwoman Kelley agreed due to the circumstances and Mr. Eglit's experience with the Town it would be prudent to hire him for this year and then put out an RFP going forward. Councilman Frazier inquired about how much the lapse in the numbers which would be a total shortage of \$8,680 which was recommended to pay for out of a contingency fund.

MOTION TO HIRE TED EGLIT, CPA

Councilman Frazier made a motion to hire CPA, Ted Eglit, to perform the 2015- 2017 cash audits, Annual Update Document (AUD) and Supervisors Books audits for \$19,980. This was seconded by Councilman McMorris and all were unanimously in favor.

POLICIES TO BE UPDATED

Escrow- Supervisor Maas has already begun the escrow and financial controls as this is her area of expertise and offered for each member to select an area that they are comfortable with.

Internet Policy – Councilman Welsh

Procurement – Councilman Frazier

Emergency – Councilman McMorris

Handbook- Councilwoman Kelley

This will be discussed during the Town Board work sessions.

RECYCLING CENTER

Supervisor Maas said she and Tom St. Onge have had a meeting to brainstorm for new ideas to try for 2018. This will be to increase revenue as with the rising costs it is slated to come in at a loss. She would like to increase awareness with advertisements and Tom St. Onge will work on the language of the advertisements to have prepared for the Town channel and website.

REPORTS OF COUNCIL

Councilwoman Kelley spoke about the OSC webinar she and Councilman McMorris viewed today and how beneficial they are. She also spoke about the resident feedback with not filming the Town Board Meetings as she feels strongly this should be reconsidered. Supervisor Maas asked that she send copies of those emails to the Board so they could read them. *Councilman McMorris* also received some emails he also offered that he would like to put an ad out for internships as a prior resident, John Como, who has become a producer for a major broadcast. He also feels the Planning & Zoning should be filmed; Supervisor Maas said she would like those Boards to decide but feels that the internship would be an excellent opportunity to pursue as well as pulling from another department. Councilman McMorris also spoke about his webinars with the Office of the State Comptroller.

Councilman Frazier said he would like to take an in-depth look at the equipment to find the reason for the frequent failures. Councilman McMorris added that a lot of the software and hardware is in good shape but the computer needs to be updated. Supervisor Maas asked that Councilman McMorris and Frazier work together with to review what needs to be done.

HIGHWAY

Mr. Wisseman proposed the highway 284 which at this time consists of Quinlan, Still and Mennella Road. This document is an agreement that protects the Highway Superintendent Supervisor Maas explained the life cycle of the 284 and what she was told from the OSC and the Cornell Roads Program on what should be expected to be given to the Town Board and the timeline. Councilman Welsh asked about the drainage to which Mr. Wisseman said he will be

doing all new pipes. Councilwoman Kelley asked how he determined his choices. Superintendent Wisseman said there are many potholes and pipes that have failed. Councilwoman Kelley further inquired about other Town roads that had a rating of 33 which is Robinwood, Still Road and a Tymor Park Road that have poor ratings. Superintendent Wisseman said he could review the list to see if he could make any changes. He spoke about Mallory Road which needs a lot of work but with the current construction occurring in the area, it would be worthwhile to put it off until the heavy trucks have left the area. He noted he still needs to do a topcoat on Oswego which he will plan for in the future.

MOTION TO APPROVE HIGHWAY 284-AGREEMENT

Councilman Welsh made a motion to accept the 2018 Highway 284 as written at this time which was seconded by Councilman Frazier.

Roll Call Vote:

- Supervisor Maas – Aye
- Councilman Welsh – Aye
- Councilwoman Kelley- Opposed
- Councilman McMorris – Aye
- Councilman Frazier- Aye

Councilwoman McMorris asked if the Board would be given prices before moving forward. Supervisor Maas stated that they were approving his plan and before the funds are appropriated, Superintendent Wisseman must come back with quotes. Councilwoman Kelley requested this 2 weeks ago when it was put on the draft agenda and she was told she would have it however, it was in her mailbox today not was expecting this on Tuesday.

TOWN CLERK REPORT- December 2017

CODE		AMOUNT
A1255	Conservation License	\$52.00
A1255	Certified Copies	\$130.00
A1255	Copy Machine	\$18.00
A1255	Marriage License	\$80.00
A2001	Summer Camps	\$0.00
A2001	After School / TGTT	\$6,638.00
A2001	Equestrian Center	\$0.00
A2001	Facility Rentals	\$0.00
A2001	Other Rec. Revenues	\$0.00
A2012	Concession Stand	\$0.00
A2025	Swim Passes	\$0.00
A2089	Special Events	\$0.00
A2130	Recycle/Compact	\$14,172.50
A2130	Refuse Bin	\$330.00
A2544	Spayed/ Neutered	\$166.00
A2544	Intact Dogs	\$31.00
		\$21,617.50
	Amount paid for Conservation Licenses	\$49.13
	Amount paid to State Health Dept for Marriage Licenses	\$45.00
	Amount paid to NYS Dept. of Ag & Markets for neutering fees	\$34.00
	Total Fees Remitted to the Supervisor for December 2017:	\$21,489.37

The receiver of taxes, Joan Miller, informed Town Clerk Casey that all the pre-payment checks were mailed in have been deposited and receipts have been issued. The 2018 tax bills have been mailed and the residents should be receiving them shortly.

Supervisor Maas advised that there are no other reports as they are all working hard on their financial reviews.

OLD BUSINESS

Official Undertaking Amounts –Unfortunately, the official undertaking amounts for the 2017 Organizational meeting were never secured. When this was discovered, in preparation for this meeting, the Town purchased liability coverage for \$500,000 (up from \$50,000). This coverage will ultimately be the blanket bond once the new amount is determined in the course of this meeting. The cost for this additional coverage is \$132. Supervisor Maas spoke about the amounts being insured and suggested increasing the policy to \$1 million dollars which would cost an additional \$200 and was also the advice of NYMIR. Attorney, Jeff Battistoni, said it should match what an official may have access to which covers any employee theft as well. Councilman McMorris added that he would also like a policy for Information Technology which was included in the recommendation of the OSC audit. Councilman Frazier offered to investigate the IT coverage and determine a figure after obtaining the quotes. There was further discussion on this item and it was decided to stay at \$500,000 for the moment and determine a full package at next meeting.

Supervisor Maas also noted that Resolution #18-5 which was tabled needs to be voted on next meeting as there was an error in one portion of that but also contained the blanket bonds and other items. Items that should be included are utilities.

ASSOCIATION OF TOWNS ANNUAL MEETING

January 26th is the deadline and there needs to be an open discussion on who should attend. Councilman McMorris said he would like to attend using the commuter package and travel by train. Supervisor Maas encourages all to attend whatever training is possible and hopes each can attend a variety of classes to gain as much knowledge as possible to bring back to the Town. There was further discussion on what areas are offered and who would like to attend. The Town Justices must attend however; there is money in their budgets to do so. Supervisor Maas suggested that we call AOT to find the schedule of events and to register so that we may take advantage of the early registration fee of \$125. She asked that each come up with their cost estimate to compare what money is available.

SATURDAY MORNING TOWN HALL HOURS

Supervisor Maas mentioned she had heard feedback from residents who could not get here during the week and proposed the idea of offering Saturday hours from 9:00am to 12:00pm. In the past this was done and ended as many people did not use these hours. The analysis shows the cost for Joan Miller to work these additional hours would be \$1,300 which is under budget. Supervisor Maas mentioned this would be worth testing again on the core of the tax collections and other Town Clerk permitting. This would be a trial period from February through June from 9:00am to 12:00pm. Councilman Welsh thought offering it until May would be sufficient as the Town loses control of the tax collection when it is turned over to Dutchess County at that point. Supervisor Maas said it was based on the former Tax Collector time period. Councilman Frazier asked what departments would be involved to wit Supervisor Maas stated as of now primarily tax collection and other Town Clerk permitting and Councilman Frazier said this could be adjusted on the fly if after a certain time period people were not taking advantage of this. Other items that were considered were security measures with people being alone in the building. Ideas were brought forth for security cameras and possibly a constable on duty as well however all cost factors should be determined.

MOTION MOVE FORWARD WITH SATURDAY TRIAL HOURS

Councilman McMorris made a motion to move forward with the idea of Saturday hour trial period from 9am to 12pm during the months of February - June which was seconded by Councilman Frazier. Councilwoman Kelley stated she would like to withhold her vote as she feels details have not been worked out and has serious safety concerns.

Roll Call Vote:

- Supervisor Maas – Aye
- Councilman Welsh – Aye
- Councilwoman Kelley- No
- Councilman McMorris – Aye
- Councilman Frazier- Aye

The motion carries with a 4 to 1 vote.

Supervisor Maas said this will be investigated more to assuage Councilwoman Kelly’s concerns.

HEALTH INSURANCE WITH RETIREES

Supervisor Maas said this came about due to the OSC audit and what was actually in place and what was being enforced and discrepancies between the handbook and Town Code book. The Code does specify the contribution that the Town makes toward the premiums of eligible retirees and that is subject to change by the Town Board on a yearly basis. The current retirees were taken by surprise after the OSC auditor instructed the Finance Department to send a letter requiring them to each pay 50% of the premium as most had assumed their coverage was 100%. The Town Attorney read Town Code 43.3 Section Subdivision C under 1-B *“The eligible retiree shall pay the cost of the premium, less the contribution of the Town, which shall be equal to 50% of the premium for the coverage of an individual under the primary plan offered by the Town. (2) The contribution that the Town makes toward the premiums of eligible retirees is subject to change by the Town Board on a yearly basis.”* Ultimately the fees are subject to annual review by the Town Board. Supervisor Maas wanted to have a discussion before moving forward in any direction. The supplemental medical total cost of \$18,171.60 is the full amount the Town would incur. The 5 people who are affected were not notified properly and that had an expectation of not having this fee to pay. The current number of retired employees may never increase as many requirements need to be met. This can be looked at individually based on who qualifies, if any, each year. There was further discussion on any existing agreement between those retired and what they were told. Supervisor Maas said this is something the Town can handle financially. Councilwoman Kelley said these policies were in place however the Town did not communicate to any potential retirees or current retirees the information on the health insurance. There was further discussion on how to handle this going forward and how to clearly communicate this through policies and notifications to those affected. Those that qualify must be here for 10 years and be currently in the plan.

MOTION TO PAY FOR 100% EXISTING RETIREES HEALTH INSURANCES

Councilman Welsh made a motion the Town continues to pay the supplemental insurance at the full 100% for the 5 retirees at the cost of \$18,171.60 for 2018 seconded by Councilman Frazier. All were unanimously in favor of this decision.

ALTERNATES FOR ZBA & ETHICS BOARD

There was a discrepancy in the State law & our Town Code on the use of alternates used to fill an absence on the ZBA. The current ZBA Chair feels this is an area that needs to be clarified before the ZBA uses an alternate as the Chair does not want to violate this policy. At this time the Chair has never had an issue with meeting a quorum and can wait until the Town Code is revised to have this settled. There is also no provision in the Town Code book for the Ethics Board to include alternates and this also would need to be relooked at if the Town Code needs to be changed. At this time no voting will take place, Supervisor Maas just wanted to bring everyone up to speed on the potential changes going forward.

COLD WAR VETERANS EXEMPTION

Attorney Jeff Battistoni explained how New York State put this tax exemption in place and extended the opportunity for municipalities to adopt if they saw fit. When it was adopted, the State put a 10-year limitation on this statute and recently put an option to eliminate this piece of the exemption and extend it beyond that time frame. If Union Vale wanted to eliminate this, it would require 2 resolutions, one to set the public hearing to introduce it as a local law. The second would be the resolution to adopt the local law which would then be filed with the Secretary of State as well.

Supervisor Maas stated this would affect 18 residents and the reduction in the assessed value is \$12,000. The total impact to the Town would result in \$648.00 increase in revenue for the Town. She and Councilman Welsh agreed this would not be prudent to remove this from those taking advantage of the Cold War Veterans Exemption.

MOTION TO MOVE FORWARD WITH THE PUBLIC HEARING

Councilman McMorris made a motion for the Town attorney to move forward with eliminating the 10-year limitation and instructed him to prepare 2 resolutions one of which is to set forth a public hearing on this matter. This was seconded by Councilman Frazier and all were unanimously in favor.

PUBLIC COMMENTS

Anne McCabe, Darren Road- she found the discussions tonight interesting. She spoke about the liability insurance and a case in 2010 where the Town was forced to make a legal payment of around 200K due to the actions of an elected official. She asked the Board to look at this piece as an example on how to make their decision on insurance.

She also inquired about health insurance and if it was elected or staff. She was told this was to encompass both elected and staff positions either who met the criteria.

She also spoke about the interest of the televising the meetings and the interaction and discussion and the need for this. She also expressed how her comments were cut from 2 prior meetings to which Supervisor Maas and Councilman Frazier said was an accident and these were the malfunctions they were speaking about. She further stated her point of how important the transparency is in televising the meetings.

Lisette Hitsman- said the need for worrying about money due to the cushion from the prepayment of the taxes and the Federal Credit Union money that was transferred to Bank of Millbrook. She also stated there has been an Emergency Preparedness plan in place for years. Supervisor Maas said that is true and it is intact, it only needs a few things to be updated she clarified the plan she was speaking about was an emergency plan for if a Town building was incapacitated. She also spoke about the variance between these plans and how one was Town wide and one is Town Government wide. Mrs. Hitsman also thanked those for the consideration to the retiree's health insurance.

Supervisor Maas stated there are no budget adjustments at this point and these will be considered next month.

MOTION TO PAY THE BILLS

Councilman Welsh made a motion to pay the bills which was seconded by Councilman McMorris. All were unanimously in favor.

MOTION TO ADJOURN

At 9:06 PM Councilwoman Kelley made a motion to adjourn the meeting which was seconded by Councilman Frazier and all were unanimously in favor.

Respectfully Submitted,
Andrea Casey
Town Clerk