

TOWN OF DIX
REGULAR MEETING
JULY 10, 2023

PRESENT: Supervisor Dominick Smith
Councilman Brian Ervay
Councilman Jeff Meehan
Councilman Dave Hertel
Town Clerk Naomi Kingsley
Highway Superintendent Scott Yaw
Code Enforcement Officer Dennis Tremblay

One member of the public was present

Superintendent Smith called the meeting to order at 6:30 pm followed by the Pledge of Allegiance.

Elizabeth Watson with Schuyler County Public Health was present to give an update on what is going on there.

Public Be Heard - none

Reports:

- a. Supervisors – still working out the kinks in the new building, doors taken care of, windows are in, air handlers are the last issue. KOA is going to want to move forward on their sewer project but it will be a couple years yet. Still working with village on w/s.
- b. Deputy Supervisor - none
- c. Bookkeeper - none
- d. Superintendent of Highway - finished oil & stone on Baker Hill, Beaver Dams- Moreland and Price Roads. Someone did burnouts on intersection of Price and Dug Road after this work was done. The new loader will be delivered tomorrow from Volvo, they will take the Case. There was limited flood damage requiring a little work, couple of trees down here and there. Received a couple loads from US Salt. Strong sewer smell at garage this morning but did go away. Second round of mowing almost done. Will be ditching Townsend Road and Hornby Road. Will need to rent a mini excavator from Bob.
- e. Code Officer – Permits Issued - 4 building, 1 demolition (house), 1 solar farm, 3 fireworks, 1 tent 1 pool. Done several inspections at WGI for fireworks and tents, most violations have been taken care of immediately. Beaver Dams-Moreland Solar Farm permit has been issued and emailed to Pfister and TJA, no payment had been received. Investigated a property complaint on Baker Hill Road, a violation order to remedy was issued, no response yet. A building on Old Joe Road has been started without a permit, will be sending a letter to owner.
- f. Planning Board - none
- g. ZBA - none
- h. Town Court - none
- i. Dog Shelter - none
- j. Committee Reps:
 - i. EMC - none
 - ii. FD - none
 - iii. Landfill - cancelled the meeting, will meet Wednesday 12th @ 6:30 pm

- iv. Short Term Rental – will be setting a date for a public hearing within the next 6 months. Brian is working with Mike DeNardo. Will send the board a final draft for review.
- v. Solar -still working on revision, will send the board a final draft for review.

RESOLUTION #72 – offered by Meehan, seconded by Ervay
 Resolved to accept the minutes from June, the Clerks report from June and the Audit. Ayes 3, Nays 0

AUDIT 07/10/2023

General Fund-Town Wide	2776-2802	\$11,123.30
General Fund-Outside Village	2779, 2799	\$125.05
Highway Fund-Town Wide	1824-1836	\$119,253.09
Highway Fund-Outside Village	1837-1839	\$106,070.08
Montour Falls Fire Department		
Special Sewer Fund		
Special Water Fund		
Trust & Agency	398	\$9,701.76

Supervisors Report for December 22 & January 23, Feb 23, March 23, April 23, May 23, June 23 tabled.

Correspondence:

Old Business:

DuVall RD Solar HCA and Decommissioning Plan Approval-waiting for sign doc have the finalized paperwork, will print, sign, notarize and send back

Solar Moratorium – discussed earlier, ends 11/30/23.

Allen Road - nothing

New Business:

Appointment of Clerk instead of Elected. August 7th is the deadline for Board of Elections. Democratic Caucus will be held July 20th @ 7pm. Will table for now.

2022 Year end closing – work in progress

RESOLUTION #73 – offered by Meehan, seconded by Ervay
 Resolve to approve Supervisors response to NYS Comptrollers Audit. Ayes 3, Nays 0

RESOLUTION #74 – offered by Meehan, seconded by Ervay
 Resolve to allow employees to have any items left behind at the old town hall. Ayes 3, Nays 0

The Superintendent will place an announcement on Facebook and the clerk on the website advertising the open board position.

RESOLUTION #75 – offered by Hertel, seconded by Ervay
 Resolve to accept the online banking policy. Ayes 3, nays 0

Town of Dix Electronic Banking Policy

The Town Board recognizes the use of various electronic banking transactions as a faster, easier, and more efficient substitute for paper transactions. Electronic banking uses computer and electronic technology to streamline the processing and recording of receipts and disbursements, while reducing the cost of processing these transactions. Receipts, disbursements and transfers in proper circumstances can be processed via electronic funds transfer (EFT) services, whether transferring funds from a savings to a checking account at the same bank or making a payment to a vendor's bank across the country. Internal controls, such as written policies and procedures, authorizations, segregation of duties and monitoring, however, are still important in the new technological world.

The Town Board shall authorize the Bookkeeper and Supervisors Office to engage in electronic banking in accordance with all applicable laws and regulations including General Municipal Law Section 5-a authorizing the use of electronic or wire transfers and in conformity with the guidelines established by this policy. The Town Board also recognizes that most banking institutions no longer provide cancelled paper checks to their customers, but instead offer an electronic image obtained online or on a CD. As such, the Town Board authorizes the acceptance of these electronic images in lieu of cancelled checks as required by statute.

Scope

Electronic banking activities will be used for, but not limited, to the following:

1. Online banking services (reviewing account balances, retrieving bank statements, downloading copies of cancelled checks, making stop payment orders, etc.)
2. Check fraud prevention services (Positive Pay – Payables Web Services)
3. Electronic depositing of checks received
4. Pre-authorized debit payments
5. ACH vendor payments
6. EFT or wire transfers
7. Electronic Federal Tax Payment System (EFTPS)
8. Electronic State Tax Payment System (Prompt Tax)

Online Banking Services are recognized as standard practice and procedure for maintaining an effective cash management program. Access to any of the Town's online bank accounts will be managed by the Bookkeeper and Supervisors Office to allow other users restricted access as necessary for banking functions as needed. (Examples of various online banking functions include monitoring account balances, issuing stop payment orders, retrieving copies of cancelled checks, ordering deposit slips, etc.). Check Fraud Prevention Services – To help protect against the threat of check fraud, a file of all Accounts Payable cash disbursement payments made by paper checks will be uploaded to the bank's web payables check fraud prevention system. This process provides details about checks the Town has written and compares that information to checks being processed to the bank for payment. The

benefits include reducing the risk of check fraud by providing the Town with the ability to monitor and control checks presented against any Town account so only authorized items are paid.

Electronic Funds Transfers (EFT's) and wire payments can only be initiated by the Bookkeeper or the Supervisor. The recording of such transactions will be captured manually by the Bookkeepers Office through the use of journal entries. Dual approvals are required for any transaction or in a different financial institution.

ACH Vendor Payments are authorized by the Supervisors office after standard processing and recording through the accounts payable transaction cycle and claims auditing process. Recording of ACH vendor payments will be the responsibility of the Bookkeeper through the standard posting of the monthly cash disbursements journal. All payments made through this process are subject to the same claims audit process as exists currently with paper drawn checks. Releases of payments are made by the Bookkeeper only after the completion of the approval and claims audit process.

Pre-authorized Debit Payments are authorized by the Supervisor and are restricted to payroll related deduction payments to authorized third party administrators of the Town. Any such debit payments must be taken from the payroll bank account. Recording of such transactions will be captured through the payroll system or manually by the Bookkeeper through the use of journal entries.

Revenue Collection

1. Electronic Deposits of Checks by means of utilizing a secure banking check scanning device for checks received are authorized as delegated by the Bookkeeper. The use of an electronic scanning device helps improve security, efficiency, and cost effectiveness of making deposits. Recording of such deposits will be the responsibility of the department in which the transaction occurred through the standard posting of the cash receipts monthly journal.
2. Electronic payments received from customers are acceptable and may be recorded via manual journal entries or through the regular cash receipts transaction journal.

Physical Security Token/Key fob devices for accessing Town authorized on-line banking systems will be locked in the Supervisors Office when not in use to prevent unauthorized access. Token/Key fob devices will not be taken from the town's offices for use on non-town computers. All banking transaction for the Town will be on a secure computer used only for on-line banking purposes.

Monitoring is responsible of the Town Board for implementing adequate internal controls for each of the electronic banking methods utilized. An effective internal control system includes, but is not limited to, segregation of duties, proper authorization, and adequate documentation for all electronic transactions.

All employees and board members need to take Cyber Security and Discrimination Training – which is done online through NYMIR.

Supervisor Smith adjourned the meeting at 8:03 pm.

Respectfully Submitted,

Naomi C. Kingsley
Clerk