

## TOWN BOARD

The Town Board, Town of Highlands, held a meeting on Monday, January 27, 2014 at Town Hall, 254 Main St, Highland Falls, NY at 7pm.

PRESENT:	Mervin R. Livsey	----	Supervisor
	William Edsall	----	Council Member
	James Stradley	----	Council Member
	June Gunza	----	Council Member
	Adrienne T. Voltaire	----	Council Member
	Justin Rider	----	Counsel
	Kelly Blauvelt	----	Comptroller
	June Patterson	----	Town Clerk

Supervisor Livsey opened the meeting at 7:00pm.

### PUBLIC COMMENT

There were no comments from the public.

### MINUTES

Council Member Edsall made a motion seconded by Council Member Stradley to approve the minutes from the January 13 Town Board meeting.

**MOTION CARRIED: 5-eyes (Livsey, Edsall, Stradley, Gunza, Voltaire)  
0-nays**

### COMMUNICATIONS

Supervisor Livsey received a letter from Paul Miller asking for permission to have a party at Long Pond on February 9, 2014 from 9am-4pm. The Supervisor asked Ms. Blauvelt to contact the insurance company to see if this was something that the Town could allow. Supervisor Livsey was informed that allowing this could potentially put the Town at risk.

Council Member Edsall made a motion seconded by Council Member Gunza to deny Mr. Miller's request to hold a party at Long Pond.

**MOTION CARRIED: 5-eyes (Livsey, Edsall, Stradley, Gunza, Voltaire)  
0-nays**

**FINANCIAL REPORTS, REQUESTS & RESOLUTIONS**

**End of Year Budget Transfers:**

Supervisor Livsey said the Board has the list of the many budget transfers that the Comptroller provided. The Supervisor said most transfers are being made from one line to another within a department. Supervisor Livsey would like the Board to approve these transfers.

Council Member Gunza made a motion seconded by Council Member Stradley to approve all the budget transfers as submitted by the Comptroller.

**MOTION CARRIED: 5-eyes (Livsey, Edsall, Stradley, Gunza, Voltaire)  
0-nays**

Supervisor Livsey asked the Board if they wanted to discuss any of the transfers. (This was before the vote was taken)

Council Member Gunza stated that there will always be end of the year transfers and she doesn't believe any department went over their budget.

Supervisor Livsey asked Ms. Blauvelt about the Ambulance salary transfer.

Ms. Blauvelt said there was a change in the hours that they work.

Council Member Edsall said he believes this is bound to happen as the Board keeps tightening things. Mr. Edsall asked if the Board could re-evaluate the budget at this time.

Ms. Blauvelt stated the Department Heads are provided with a monthly report so they can keep track of their spending. Ms. Blauvelt said she should sit down with the Department Heads and explain the reports to them again.

Council Member Edsall questioned the transfer from General Liability to Dog Control.

Ms. Blauvelt said there was no place in their budget to take money from.

The Board approved the above motion.

Supervisor Livsey said he has been working hand in hand with Highway Superintendent Patterson and he is doing a tremendous job.

**Budget Transfer Policy:**

Supervisor Livsey said a lot of budget transfers are under \$50 and Mr. Rider has prepared a policy that would allow Ms. Blauvelt to make these transfers without Board permission. The Supervisor said this policy will be reviewed annually.

Council Member Voltaire made a motion seconded by Council Member Stradley to adopt the resolution authorizing the Town Comptroller to make budget transfers that do not exceed fifty dollars in accordance with accounting duties.

**RESOLUTION ADOPTED: 5-eyes (Livsey, Edsall, Stradley, Gunza, Voltaire)  
0-nays**

**\*\*\*\*RESOLUTION ATTACHED\*\*\*\***

Ms. Blauvelt said she would send an email to the Board if any transfers are done.

**Cash Audits:**

Ms. Blauvelt said she performed cash audits on the Town departments and the only discrepancy was a small one in the Town Clerk's petty cash.

Ms. Blauvelt stated she performed the Court Clerk's audit according to Section 2019 UJCA.

**Homeland Towers:**

Supervisor Livsey welcomed Vincent Xavier from Homeland Towers.

Mr. Xavier said he is here to see if the Board has any more questions and to see if he should move forward with the project.

Supervisor Livsey said this matter is on for discussion in executive session.

Mr. Rider stated that the Board wanted to understand some things and make an informed decision.

Supervisor Livsey informed Mr. Xavier that the Board will discuss this in an executive session and get back to him.

**Accounts Payable:**

Supervisor Livsey said there were the two accounts payable amounts were \$83,214.06 and \$125,634.91. The Supervisor said the amount paid to Water District #2 was \$76,535.96.

**BOARD REPORTS**

**Council Member Edsall:**

Council Member Edsall said he spoke to Building Inspector Hager about the sign issue and he is not satisfied with the progress made. Mr. Edsall said one sign is on State property and questioned how that could be handled.

Supervisor Livsey suggested that Mr. Hager send the State a violation and ask that the sign be removed.

Council Member Edsall reported that on February 1 at 3pm the Friends of Mine Dock Park will hold a meeting at Richie's Little Place.

Supervisor Livsey said a suggestion was made to charge a resident and non-resident fee for trailers at Mine Dock Park. The Supervisor said that was not allowed according to the contract.

Supervisor Livsey said he spoke to Doug Willis, who has a couple people in mind to replace him, and he would like to sit down with the Board to discuss this.

**Council Member Stradley:**

No report.

**Council Member Gunza:**

Council Member Gunza said she received an email from Capt. Stroppel informing her that the ambulance door had been fixed, but some wiring had been damaged in the process. Ms. Gunza said someone was called in to fix the problem and Ms. Gunza thinks the bill should be sent to the company who fixed the door.

Council Member Gunza reported the two new EMTs are working out nicely.

Council Member Gunza said Chief Quinn asked if the School could partially fund the School Resource Officer.

**Council Member Voltaire:**

Council Member Voltaire reported that she has spoken to the Assessor to find out about the assessing process.

Council Member Voltaire said Ms. Blauvelt is working hard to get information for the new website.

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Ms. Blauvelt said she already did some updating on the website.

Council Member Voltaire said there has been a good response to the car since placing it on Craigslist.

Council Member Voltaire said she was invited to see the basement of the Library and attend the next Library Board meeting.

Council Member Voltaire said the School Board is considering a Veterans' Exemption and they have scheduled a public hearing for their next meeting.

Supervisor Livsey said there was an excellent editorial in the paper.

### **SUPERVISOR'S REPORT**

Supervisor Livsey said residents do not understand that if they have water to the curb, they are paying the same as residents who have hooked up. The Supervisor stated that he received a complaint from the owner of the Bagel Café. The Supervisor said he doesn't understand why that is divided into two parcels.

Mr. Rider said those properties could easily be combined.

Supervisor Livsey said he hasn't spoken to the Mayor recently about consolidation. The Supervisor stated that even if the consolidation takes place, the Village will still be responsible for the roads in the Village. The Supervisor said the talks will continue about consolidation.

### **2014 Stop DWI Inter-municipal Agreement:**

Supervisor Livsey said he has the 2014 Stop DWI Inter-municipal Agreement and would like the Board to authorize him to sign it.

Council Member Edsall made a motion seconded by Council Member Gunza to authorize the Supervisor to sign the 2014 Stop DWI Inter-municipal Agreement.

**MOTION CARRIED: 5-eyes (Livsey, Edsall, Stradley, Gunza, Voltaire)  
0-nays**

### **Resignations:**

Supervisor Livsey has resignations from Police Officer Strianese, Police Office Boutros and Dog Control Officer Coulter.

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Council Member Edsall made a motion seconded by Council Member Gunza to accept the resignations from Strianese, Boutros and Coulter.

**MOTION CARRIED: 4-eyes (Livsey, Edsall, Gunza, Voltaire)  
1-nay (Stradley)**

### **Assessment Review Board Appointment:**

Supervisor Livsey said he received letters from Frank Cassano and Ray Hall for appointment on the Board of Assessment Review. The Supervisor said Mr. Cassano is currently a member of this Board and the Chairman has no problem with him being re-appointed.

Council Member Edsall said he spoke to the Assessor who provided him with some interesting information. He would like to table this appointment until a later date.

Council Member Edsall made a motion seconded by Council Member Voltaire to table this appointment.

**MOTION CARRIED: 5-eyes (Livsey, Edsall, Stradley, Gunza, Voltaire)  
0-nays**

### **Town Engineer Appointment:**

Supervisor Livsey said the Town currently uses McGoey, Hauser and Edsall for their engineering services. The Supervisor said he has received proposals from MHE, AFR and Fusco Engineering for 2014.

Supervisor Livsey said he, Council Member Gunza and Ms. Blauvelt met with Mr. Fusco and were very impressed. The Supervisor said Fusco Engineering is less expensive and has a great history. The Supervisor is recommending that the Board hire Fusco Engineering.

Supervisor Livsey made a motion seconded by Council Member Edsall to hire Fusco Engineering for a trial period of not more than 1 year.

**MOTION CARRIED: 5-eyes (Livsey, Edsall, Stradley, Gunza, Voltaire)  
0-nays**

### **Any business not on Agenda:**

Ms. Blauvelt said the website is moving along. Ms. Blauvelt stated that she has set up a Facebook page and is putting information on it and said if anyone has information to be put on Facebook they should get it to her.

Supervisor Livsey said he sent Council Member Edsall some grant information.

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Supervisor Livsey said he asked the Highway Supt. to get prices to blacktop and stripe the parking lot next to his establishment. The Supervisor said the Town might be able to put in for a Community Development Grant to pay for it if this is something the Board decides to do.

Ms. Blauvelt said the Town is in the process of switching to another company to handle the Water, Sewer and Sanitation billing. Ms. Blauvelt said she has conference calls all this week to get it set up and training will be in early March. Ms. Blauvelt said this software should be in place before the next water billing period.

Ms. Blauvelt reminded the Board that the AUD is due April 1.

Ms. Blauvelt said Vanacore will be here to perform the audit March 31 through April 4.

Ms. Blauvelt said Microsoft will soon stop supporting their software. Ms. Blauvelt said there are still computers in the Town that will need to be replaced because once the support stops there will be no anti-virus and the computers will be vulnerable.

Supervisor Livsey said the Highway Supt. and Mr. Folchetti met with Mr. Cahill to inspect the Fort School in reference to water. The Supervisor said there are concerns.

Mr. Rider said he would speak to Mr. Patterson.

Supervisor Livsey provided the Board with a proposition from Konstantinos Fatsis to provide legal services to the Town. The Supervisor asked the Board to review this proposal.

## **PUBLIC COMMENT**

Merv Livsey stressed how important it is to have your house numbered and also to make sure that number is visible from the street.

Council Member Gunza asked Mrs. Pitt to put something in the paper and maybe something could be put something on Channel 23.

Council Member Gunza asked Council Member Edsall to speak to the Building Department and ask them to keep an eye out for unnumbered houses and leave a notice for them.

Chief Quinn said his department would do their part also.

**EXECUTIVE SESSION**

Council Member Stradley made a motion seconded by Council Member Edsall to go into executive session to discuss Police personnel issues, Highway personnel and Attorney client confidential memo concerning Homeland Towers. Board went into executive session at 8:00pm.

**MOTION CARRIED: 5-eyes (Livsey, Edsall, Stradley, Gunza, Voltaire)  
0-nays**

Council Member Stradley made a motion seconded by Council Member Gunza to close the executive session. Executive session closed at 9:19pm.

**MOTION CARRIED: 5-eyes (Livsey, Edsall, Stradley, Gunza, Voltaire)  
0-nays**

**ADJOURN**

Council Member Edsall made a motion seconded by Council Member Voltaire to adjourn the meeting. Meeting adjourned at 9:20pm.

**MOTION CARRIED: 5-eyes (Livsey, Edsall, Stradley, Gunza, Voltaire)  
0-nays**

Attest,

RESOLUTION

JANUARY 27, 2014

A RESOLUTION AUTHORIZING THE TOWN COMPTROLLER  
TO MAKE BUDGET TRANSFERS THAT DO NOT EXCEED  
FIFTY DOLLARS IN ACCORDANCE WITH ACCOUNTING PRACTICES

Council Member **Voltaire** moved the following resolution which was seconded by Council Member **Stradley**.

WHEREAS, in accordance with Town Law Section 124, the Town of Highlands has designated the Town Comptroller as the accounting officer for the municipality; and

WHEREAS, the Town routinely makes budget transfers throughout the fiscal year to accommodate a change to the anticipated spending adopted in its yearly budget; and

WHEREAS, the Town Board believes it is in best interest of the Town to permit the Comptroller to make budget transfers, upon notice to the Town Board for transfers that do not exceed Fifty and 00/100 (\$50.00) Dollars; and

WHEREAS, the adoption of said policy is a local legislative decision in connection with continuing agency administration and management, and does not include new programs or major reordering of priorities that may affect the environment, and accordingly is a Type II Action under the State Environmental Quality Review Act.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Highlands hereby authorizes the Comptroller to make budget transfers, upon notice to the Town Board, that do not exceed Fifty and 00/100 (\$50.00) Dollars; and

BE IT FURTHER RESOLVED, that the foregoing resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call which resulted as follows:

James Stradley, Councilman	voting	<b>Aye</b>
June Gunza, Councilwoman	voting	<b>Aye</b>
Adrienne Voltaire, Councilwoman	voting	<b>Aye</b>
William Edsall, Councilman	voting	<b>Aye</b>
Mervin R. Livsey, Supervisor	voting	<b>Aye</b>

The foregoing constitutes a true and complete copy of a resolution duly made, seconded and adopted at a meeting of The Town Board, Town of Highlands, on January 27, 2014.

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June Patterson, Town Clerk