

RESOLUTION # 138-13

OFFERED BY: BERNSTEIN

RESOLUTION TO PAY ALL BILLS

WHEREAS, The Department of Audit and Control require Town Boards to sign and inspect all vouchers coming into the town for payment, to number and total amounts from each fund.

THEREFORE BE IT RESOLVED, that the Town Board authorize the following vouchers paid:

General	45,440.15
Highway	441,990.06
Phoenicia Water	24,854.93
Pine Hill Water	1,011.65
Phoenicia Lights	931.71
Chichester Lights	135.89
Pine Hill Lights	539.74

AND MOVES ITS ADOPTION

Seconded by: HIGLEY

	ROLL CALL	
	AYES	NAYS
BOARD MEMBER BARTLETT	<u> X </u>	_____
BOARD MEMBER BERNSTEIN	<u> X </u>	_____
BOARD MEMBER HIGLEY	<u> X </u>	_____
BOARD MEMBER JORDAN	<u> X </u>	_____
SUPERVISOR STANLEY	<u> X </u>	_____

RESOLUTION #139-13

OFFERED BY JORDAN

RESOLUTION ADOPTING 2014 PRELIMINARY BUDGET AS 2014 TOWN BUDGET

WHEREAS, the Town of Shandaken has prepared a 2014 Preliminary Budget for review;

THEREFORE, BE IT RESOLVED the Town Board of the Town of Shandaken following a Public Hearing held at 6:30 pm on Wednesday, November 6, 2013 hereby adopts the 2014 Preliminary Budget as amended as the **2014 Town Budget** for the Town of Shandaken

AND MOVES ITS ADOPTION

Seconded by: BARTLETT

ROLL CALL

	AYES	NAYS
BOARD MEMBER BARTLETT	<u> X </u>	<u> </u>
BOARD MEMBER BERNSTEIN	<u> </u>	<u> X </u>
BOARD MEMBER HIGLEY	<u> </u>	<u> X </u>
BOARD MEMBER JORDAN	<u> X </u>	<u> </u>
SUPERVISOR STANLEY	<u> X </u>	<u> </u>

RESOLUTION # 140-13

OFFERED BY: STANLEY

APPROVAL OF CORRECTIVE ACTION PLAN FOR NYS COMPTROLLER

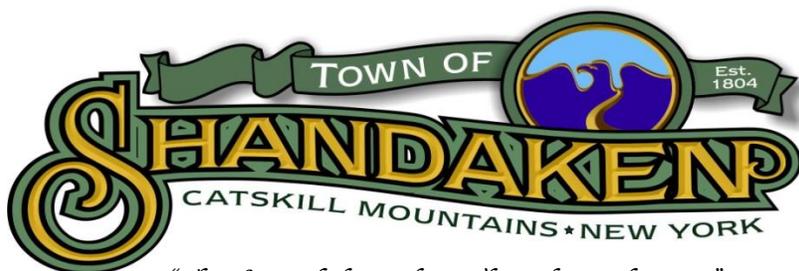
WHEREAS, the Town Board, following an audit by the NYS Comptroller's Office, is required to issue a Corrective Action Plan (CAP) letter in response to their recommendations as listed in the Town of Shandaken Report of Examination to their offices no later than 90 days after said Report is issued;

THEREFORE BE IT RESOLVED, that Town Board of the Town of Shandaken hereby approves the CAP letter, provided by the Town Supervisor, attached to this resolution.

AND MOVES ITS ADOPTION

Seconded by: BERNSTEIN

	ROLL CALL	
	AYES	NAYS
BOARD MEMBER BARTLETT	<u> X </u>	_____
BOARD MEMBER BERNSTEIN	<u> X </u>	_____
BOARD MEMBER HIGLEY	<u> X </u>	_____
BOARD MEMBER JORDAN	<u> X </u>	_____
SUPERVISOR STANLEY	<u> X </u>	_____



"The Heart of the Park... Where the Eagle Soars"

www.shandaken.us

November 7, 2013
17180

P.O. Box 134, 7209 Rte. 28, Shandaken, NY

Office of the State Comptroller
Newburgh Regional Office
33 Airport Center Drive Suite 103
New Windsor, NY 12553

Supervisor: (845) 688-7165
Police: (845) 688-9902
Town Clerk: (845) 688-5004
Justice Court: (845) 688-5005
Assessor: (845) 688-5003
ZBA/ZEO/Planning: (845) 688-5008
Highway: (845) 688-9901
Fax: (845) 688-2041

RE: Town of Shandaken Corrective Action Plan

Dear State Comptroller's Office,

This letter shall serve as the Town of Shandaken's Corrective Action Plan (CAP) to the Report of Examination received by the town on August 21, 2013. For simple purpose the Town will respond to each recommendation in order as it appears in the Report of Examination as follows:

Recommendation # 1

The Board and Town officials should monitor the Secretary's and Secretary/Bookkeeper's duties, and audit disbursements, including payroll, made to employees.

The Secretary, Secretary/Bookkeeper and Highway Secretary are all located within the same office as the Town Supervisor. They are submitting time cards which are validated and signed by the Supervisor and Highway Superintendent respectively. Outgoing disbursements must be approved by a majority of the Town Board, through signature, and checks are physically signed by the Supervisor. The Town Supervisor and Highway Superintendent review payroll records monthly, bi-weekly and weekly dependent on pay regularity.

Recommendation # 2

The Board should consult with the Town Attorney about possible recovery of the unauthorized payments received by the Secretary.

The Town in consult with the Town Attorney has decided on a course of action relative to current proceedings against the former Highway Secretary. We will following our due diligence in accordance with what is allowable under NYS law.

Recommendation # 3

The Supervisor and Superintendent should certify the payroll by reviewing the payroll details prior to payment, including periodically reviewing salaries and hourly wage rates to ensure that they match Board-approved amounts, before pay checks are distributed.

The Town Supervisor created Certification Sheets for the following: General Employees, Police, Ambulance, Highway, Phoenicia Water District and Pine Hill Water District. These Certification sheets follow spreadsheets created by the Town Supervisor to assist Department heads in validating the payroll expenditures within their Department prior to them signing the Certification. The payroll is then reviewed by the Secretary or Secretary/Bookkeeper and then reviewed by the Town Supervisor or Highway Superintendent who also sign the Certification before payroll is released to the employees.

Recommendation # 4

The Supervisor should ensure employee withholding amounts are accurate. Town officials should consult with the Town attorney about possible recovery of the unpaid contribution amounts from employees who under-paid, as well as reimbursement of the amounts over-paid by other employees.

The Town Supervisor has created spreadsheets pertaining to Healthcare costs and contributions from every eligible employee in the General, Highway and two Water Districts. The duties of healthcare contribution calculations by employees has been diversified so that no one employee is in charge of these responsibilities in order to provide oversight, backup review and preparation in case of the loss of the employee(s).

These calculations are reviewed directly by the Town Supervisor for accuracy and to ensure that no employee receives any benefit that they are not entitled to and that no employee is contributing more or less than what is expected of them through their respective contribution rate. The Town has already consulted with the Town Attorney and each current employee has/is paying back any under payments through payroll or are receiving a discount on their medical expenses commensurate to the amount owed to the respective employee. We will continue tracking these numbers weekly until every employee comes into balance. We are still discussing with the Town Attorney and Town Accountant on how to proceed with a few employees that have left our employment previous to the discovery of the discrepancy.

The Town moving forward will be providing each employee with a general worksheet at the beginning of the Fiscal Year to show what the anticipated contributions will be for each of the coverage plans based on varying contribution rates. The Town has also unified the enrollment dates and renewals for Health, Dental and Eye-care where before the rates were renewed at three different times during the year. The Town anticipates continuing to work toward a singular contribution rate for all employees in order to standardize the deduction rates instead of having to calculate four different contribution rates for four different levels of coverage as occurs currently. Many of these will become standardized through attrition and contractual negotiations over the coming years.

Recommendation # 5

The Board should enforce the established policy to ensure that all Town employees complete a time record and that employees' time sheets/cards have supervisory approval prior to processing the payroll.

The Town has implemented a policy where all employees must either submit a regular time card or submit a calendar of activities showing their time commitment. The time cards and calendars are signed by each Department Supervisor and submitted to the Supervisor's Office for review and subsequently to the Town Clerk's Office who handles Records Management duties. The Town Supervisor has established that each January following each election period for the Town (every two years) officials will complete a three month calendar of activities which is then verified through the Town Clerk's office which will verify work times and full or part time status under the New York State Retirement System as required under the law.

Again, the Town would like to thank your office for its assistance and guidance in these matters. If you have any questions or comments regarding this Corrective Action Plan (CAP) please do not hesitate to call my office directly at (845) 688-7165 or email me at shandakensupervisor@yahoo.com.

Sincerely yours,

Robert A. Stanley
Supervisor – Town of Shandaken

RESOLUTION #141-13

OFFERED BY HIGLEY

UC PLANNING BOARD MEMBER

WHEREAS pursuant to section 20 of the Town Law it is the duty of the Town Board to appoint all Boards and Commissions

THEREFORE BE IT RESOLVED that **Keith Holmquist** be appointed Regular Member & **Bob Kalb** be appointed Alternate to the Ulster County Planning Board.

AND MOVES ITS ADOPTION

Seconded by: JORDAN

ROLL CALL

	AYES	NAYS
BOARD MEMBER BARTLETT	<u> X </u>	_____
BOARD MEMBER BERNSTEIN	<u> X </u>	_____
BOARD MEMBER HIGLEY	<u> X </u>	_____
BOARD MEMBER JORDAN	<u> X </u>	_____
SUPERVISOR STANLEY	<u> X </u>	_____

RESOLUTION #142-13

OFFERED BY: BARTLETT

RENEWAL OF U.R.G.E.N.T. CONTRACT WITH U.C. SHERIFF

WHEREAS, the Town of Shandaken Police Department has been a participant in the Ulster Regional Gang Enforcement Narcotics Team (URGENT) in coordination with the Ulster County Sheriff’s Department and other local municipalities;

THEREFORE, BE IT RESOLVED, that the **Town Board of the Town of Shandaken** approves the Supervisor renewing the contract between the Town of Shandaken Police Department and the other involved agencies,

AND MOVES ITS ADOPTION

Seconded by: HIGLEY

ROLL CALL

	AYES	NAYS
BOARD MEMBER BARTLETT	<u> X </u>	<u> </u>
BOARD MEMBER BERNSTEIN	<u> </u>	<u> X </u>
BOARD MEMBER HIGLEY	<u> X </u>	<u> </u>
BOARD MEMBER JORDAN	<u> X </u>	<u> </u>
SUPERVISOR STANLEY	<u> X </u>	<u> </u>

*Board Member Bernstein Abstained – he did not read the contract.

RESOLUTION #143-13

OFFERED BY BERNSTEIN

RESOLUTION AUTHORIZING CONTRACT WITH MAVEN Technologies (*eWaste*)

WHEREAS, the Town of Shandaken has operated a recycling center on the Town Hall property for the past twenty years with the Ulster County Resource Recovery Agency (UCRRA), and

WHEREAS, the recycling service currently provided is an asset to the Town and its residents, and

WHEREAS, the Town, due to technological advances, recognizes the growing need for electronic waste (e-waste) disposal and recycling (including televisions, computers, cell phones, laptops, VCRs, DVD and compact disc players, sound equipment, etc.), and

WHEREAS, MAVEN TECHNOLOGIES, LLC is an e-waste recycling service operating in Rochester, NY and contracted with UCRRA, and is fully certified by R2 & RIOS standards.

THEREFORE BE IT RESOLVED, that the Town of Shandaken Town Board authorize the Town Supervisor to enter into a one year agreement with MAVEN TECHNOLOGIES, to provide e-waste disposal and recycling service with no fee to be paid by the Town and operating on the same schedule as the current Town recycling facility for the benefit of our residents.

AND MOVES ITS ADOPTION

Seconded by: BARTLETT

ROLL CALL

	AYES	NAYS
BOARD MEMBER BARTLETT	<u> X </u>	_____
BOARD MEMBER BERNSTEIN	<u> X </u>	_____
BOARD MEMBER HIGLEY	<u> X </u>	_____
BOARD MEMBER JORDAN	<u> X </u>	_____
SUPERVISOR STANLEY	<u> X </u>	_____

RESOLUTION #144-13

OFFERED BY: JORDAN

**RESOLUTION ADVERTISING FOR HIGHWAY DEPARTMENT
EQUIPMENT PURCHASE**

WHEREAS, the Town of Shandaken Highway Department is in need of a Double – Drum Vibratory Roller for standard operating work, and

WHEREAS, the Highway Superintendent has selected a Double-Drum Vibratory Roller for purchase by the Town,

THEREFORE BE IT RESOLVED, that the Town of Shandaken Town Board, advertise for the bids for a Double-Drum Vibratory Roller, and

BE IT FURTHER RESOLVED, all bids will be accepted until 3 p.m. on Monday, December 2, 2013. All bids must have written in block letters on the outside of envelope, “Double Drum Vibratory Roller Bid.” The bids will be opened and publicly read aloud at the regular Shandaken Town Board Meeting scheduled for 7 p.m. on Monday, Dec. 2, 2013. The Town of Shandaken retains the right to reject any and all bids.

AND MOVES ITS ADOPTION

Seconded by: STANLEY

ROLL CALL

	AYES	NAYS
BOARD MEMBER BARTLETT	<u> X </u>	_____
BOARD MEMBER BERNSTEIN	<u> X </u>	_____
BOARD MEMBER HIGLEY	<u> X </u>	_____
BOARD MEMBER JORDAN	<u> X </u>	_____
SUPERVISOR STANLEY	<u> X </u>	_____