

**Town of Shandaken
County of Ulster
State of New York
Wednesday, November 6, 2013**

The Town of Shandaken Town Board conducted their 2014 Budget Public Hearing at 6:30 followed by their Regular Monthly Meeting as per Resolution #2. Minutes of the 2014 Budget Hearing & Monthly Regular Town Board Meeting held in Shandaken on Wednesday, November 6, 2013 at 6:30 pm at the Town Meeting Hall Rt. 28, Shandaken NY.

**Call to Order
Pledge of Allegiance
Roll Call**

**Members Present Doris Bartlett, Board Member
 Vincent Bernstein, Board Member
 Alfred Higley, Jr, Board Member
 Jack Jordan, Board Member
 Robert Stanley, Supervisor**

Recording Sect. Joyce Grant, Town Clerk

On a Stanley/Jordan motion the Town Board unanimously approved the minutes of the previous meeting as submitted by the Town Clerk.



**Town of Shandaken Town Board
Budget Public Hearing &
Regular Monthly Meeting Agenda
Wednesday, November 6, 2013**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Supervisor's Remarks**
- 4. Public Comments**
- 5. Town Board Discussion**
- 6. Adjourn Public Meeting**
- 7. Open Regular Meeting (7pm)**
- 8. Roll Call**
- 9. Approval of previous T/B Meeting minutes**
- 10. Supervisor's Financial Report**
- 11. Communications**
- 12. Committee Reports:**
 - a. Ambulance*
 - b. Police*
 - c. Phoenicia Water*
 - d. Pine Hill Water*
 - e. Museum*
 - f. Recreation*
- 13. Public Comments on Resolutions**
- 14. Motions:**
- 15. Resolutions:**
 - 138. Pay All Bills**

- 139. Town Board – Adopt Final Budget
- 140. Town Board – Approve Corrective Action Plan for NYS
Comptroller
- 141. Planning – Appoint Ulster County Planning Representatives
 - a. Regular-Keith Holmquist; Alternate-Robert Kalb
- 142. Police – Approve URGENT Contract Renewal
- 143. Recycling – Approve Supervisor to Contract with E-Waste
Recycler
 - a. Maven Technologies, LLC.
- 144. Highway – Advertise for Bids for Double-Drum Vibratory Roller
- 16. Open Public Comment
- 17. Meeting Adjournment - *IN MEMORY OF:*
Lucy Myers *Wayne Scudder*

Notice of Public Hearing – Preliminary Budget

Please take notice that pursuant to resolution #128, adopted by the Shandaken Town Board on October 7, 2013. A Public Hearing will be held on Wednesday November 6, 2013 at 6:30 PM – Prior to our Regular Monthly Meeting, and at such hearing any person may be heard in favor of or against the ANNUAL PRELIMINARY BUDGET as compiled, or for or against any item or items therein contained. –by Order of the Town Board. Town Clerk Joyce Grant



Upcoming Town Board Topics & Activity

Town of Shandaken

P.O. Box 134, 7209 Rte. 28, Shandaken, NY 12480

“The Heart of the Park... Where the Eagle Soars”

Budget Hearing: Tonight we have a Preliminary Budget to be considered for approval as the Final 2014 Budget for the Town. Again, this year we are providing a comparative budget showing the difference in revenues and expenditures from last year to this. As always there has been discussion between Town Board members and there are a few changes being suggested.

First, we are proposing increasing some of the elected officials’ salaries to round them out. The Supervisor, Town Clerk and Assessor Chair will go to \$33,000 each; Highway Superintendent goes to \$47,500; Justices will go to \$17,750 each; and the Assessors will go to \$5,250. All General Employees will receive a 2.5% increase. I’d like to thank Mr. Kalb for sitting with me to discuss the Museum, they will be helping to coordinate Shandaken Day activities which moves \$1,000 to the Museum Contractual line and adding \$500 more. We are also proposing increasing the Museum Director salary to allow for 11 months of operation. We have increased the contributions to the Veterans, Program for the Aging and Senior Lunch Programs by \$500 each.

Reductions include the Town Board Contractual to \$500, the Supervisor Contractual to \$4,000 and Welfare Officer to \$1,000.

It should be noted that we’ve reduced our use of fund balance again as it is our belief that we should become less reliant on these funds. We’ve reduced the usage by \$10,000 again this year.

Overall, we have a budget that shows a spending plan increase of only 0.06% or \$1,465 over last year's figure of \$2,358,962 that relates to a tax increase of 0.23% or \$3,945 over last year's total General taxes of \$1,686,832. On the Highway we have an increase of 2.06% or \$42,344 over last year's figure of \$2,056,597 that relates to a tax increase of 0.67% or \$9,127 over last year's figure of \$1,360,338. Adding in all of the Fire, Water and Lighting Districts the overall tax increase is due to be roughly 0.60%. So, as an example: a homeowner who paid \$1,000 in Town taxes last year, would pay \$1,006 this coming year.

Of course, we are here tonight to hear all those in favor of and against the budget and proposed changes. We ask that if you wish to speak, please introduce yourself and where you live. The Board will hear all remarks and once all have spoken, we will take them all under consideration and discussion amongst the Board. As always there may be changes proposed, but ultimately it up to the Town Board to vote to adopt the budget following any suggested changes.

Public Comment on Budget:

Barbara Lumbaca, Woodland Valley. Commented she was against the 10% raise for Supervisor Stanley. She stated that the Supervisor uses the town car for personal use and that should be considered part of his pay. Also, she asked the board if the car is covered in case of an accident, if it is not being used for town business.

Gary Gales, Big Indian stated that he supported the 10% raise for Supervisor and that the town car has been used by the Supervisor for as far back as he can remember.

Chuck Perez, Big Indian spoke about the pay cut the Supervisor and Town Board took a few years ago, and felt that it was time for them to get that back in the budget.

Rick Ricciardella was in favor of Supervisor's raise due to all the hard work he does and did during the floods.

Ann Carol Miccolotti & Martie Gales, Big Indian were also in favor of the raise.

Board Member Jack Jordan commented that the job should be designated as a full time job.

Board Member Bernstein was opposed to the 10% Supervisor raise.

Al Higley, Jr. commented there was a lot of conflict over the proposed 17% raise and felt the 10% was acceptable – and that the Supervisor does work full time.

7pm - Motion by Supervisor Stanley to close the public hearing on the 2014 budget, seconded by Councilman Jordan, all in favor, motion carried.

Regular Meeting Information

Elections: I'd like to congratulate Tim Malloy, Faye Storms and Pete DiModica on their election night wins. We look forward to working with them over the coming years be it on the Town Board or in the Assessor's Office. Although we still have two

months remaining I'd like to take the opportunity to thank both Doris Bartlett and Jack Jordan for their years serving this community. On a personal note, I'd like to point out that although I'm sure to see them over the coming years as we will remain friends, it's always disheartening to see people who I think have represented their constituents well and performed their duties without hesitation leaving office. I will miss you both and wish you both the best in your future endeavors.

Budget: Having just completed the Public Hearing on the Budget we will be voting to approve a Final Budget for 2014 including any adjustments made following comments received.

NY's Comptroller: The final action we need to perform following a Report of Examination conducted by the Comptroller's Office, is a letter responding to each of the recommendations made to the Town. This letter, referred to as the Corrective Action Plan (CAP) illustrates actions taken within the offices to correct inadequacies in internal paperwork and procedures. We will read the letter into the record prior to Town Board approval.

Planning Board: We have a resolution to re-appoint our members to the Ulster County Planning Board. Keith Holmquist is the Regular member and Bob Kalb is the Alternate member. Also, due to Ms. Storms election win, we will be advertising for the opening that will be created as she has to vacate the seat before taking office with the Town Board. The replacement will be appointed for the remainder of the unexpired term.

Recycling: Our E-waste recycler informed us earlier this month that they are no longer taking cathode tube TVs free-of-charge. We have been released from the contract with them and secured E-waste recycling from a new firm, Maven Technologies, LLC. This change will not disrupt the availability of the service to the Town's residents.

Misc.: We have other resolutions concerning renewal of our annual contract with the Ulster County Sheriff's URGENT task force and we are advertising for bids for a new roller for the Highway Department.

You all should have received a mailer concerning the NY Rising communities funding being offered to the Towns of Shandaken and Hardenburgh to assist us flood mitigation and economic development strategies which will lead to shovel ready projects within our communities. I cannot stress enough the importance of your participation in these activities as it may affect you and your home directly. Please join us all at the Upper (Overlook) Lodge at Belleayre Mountain this Saturday, November 9th at 1 pm.

Lastly, Heather Roberts is here to talk about the highlight of Thanksgiving week in Shandaken – this year's Turkey Trot event.

Our next regular meeting is scheduled for Monday, December 2, 2013 at 7:00 pm.

Supervisor Report October 2013		
F.E.M.A. reimbursement	\$	26,069.61
Phoenicia Water Dist. Interest	\$	6.20
Ambulance Fees	\$	3,571.87
Ambulance Donations		\$409.00
Phoenicia Library Rent		\$300.00
Phoenicia Library Electric(reimbursement)		\$74.50
Justice Fees	\$	10,291.00
Town Clerk Fees	\$	118.45
Police Fees	\$	30.00
Building Permit Fees	\$	790.00
Dog Licenses	\$	104.00
Mariner Tower	\$	762.20
Highway Interest	\$	145.39
Fuel Reimbursement	\$	23,394.03
Refund (ambulance PO Box)	\$	16.00
Highway health reimb.	\$	179.87
Total	\$	66,262.12

Shandaken Ambulance October 2013 Report

Total calls received- 29

Mutual aid given- 3 (1-Town of Olive, 2- Town of Woodstock)

Mutual aid received- 1 (Multiple Patient Motor Vehicle Accident)

The Flu, or Influenza results in 23,600 deaths and 226,000 hospitalizations each year. It is easily spread and results in a severe respiratory illness that can particularly effect at risk populations such as the young, the elderly, pregnant women, or those with chronic medical conditions. The BEST way to protect yourself from this debilitating sickness is to get a vaccine NOW if you haven’t gotten one. Flu season generally peaks mid February and continues through May, and the earlier you protect yourself the better.

Per the NYS Department of Health here are some simple steps to take to protect yourself and your loved ones this Flu season;

- Get the flu vaccine! Either the shot or the nasal spray if you are eligible.
- To help boost your immune system, get plenty of rest, exercise, and eat properly.
- Stay home from work or school if you experience flu symptoms. Taking it easy could help you feel better sooner and also will slow the spread of disease to others.
- If you think you have been exposed to someone with flu, or are starting to have flu symptoms, call your health care provider. Certain medications can help if you start taking them within the first 48 hours.
- To reduce the spread of germs, cover your nose and mouth, preferably with disposable tissue, when coughing or sneezing. Always discard used tissue properly in the trash.
- Pay attention to hand-washing. After using the bathroom, before eating and before and after preparing food, clean your hands with soap and warm water for at least 15 seconds. Carry a waterless hand gel and wash your hands frequently.
- Clean surfaces you touch frequently, such as door knobs, water faucets, refrigerator handles and telephones.

The Ulster County Health Department has a Flu hotline at (845) 340-3093 to answer questions and to provide information on flu clinics Countywide, and will be offering a Flu clinic here at the Shandaken Town Hall Monday December 2nd from 10 AM to 11 AM. Remember an ounce of prevention is worth a pound of cure!

UNIT NUMBER	MILEAGE	TOTAL
7850	66878	801
7851	62904	505
625	29597	198
626	89088	725

Stay safe out there!

Richard W. Muellerleile
Chief, Town of Shandaken Ambulance Service

CHIEF W.J.MCGRATH

SHANDAKEN POLICE DEPARTMENT

1

MONTHLY STATISTICAL REPORT

005 abandoned vehicle		163 crim poss drug paraphernalia	
010 ABC violation		168 death investigation	
015 acc/aircraft		170 disabled vehicle	3
020 acc/fatal		175 disorderly conduct	
025 acc/h&r	1	176 dive call	
027 acc/animal	1	177 DNA swab	
030 acc/hunting		180 domestic	3
035 acc/nav		185 drowning	
040 acc/piaa	2	187 encon violation	
045 acc/pdaa	1	190 escape	
048 acc/unk piaa		195 explosion	
050 acc/atv		200 family court violation	
052 acc/snowmobile		204 fire brush	
054 address verification sex offndr	1	205 fire structure	2
055 agg harass misdemeanor		210 fire vehicle	2
057 agg harass felony		212 fireworks	
060 animal complaint	8	215 forgery	
061 animal lost		220 found property	
062 animal cruelty		225 fraud	
065 armed robbery		230 gambling offense	
070 arson		235 harassment	1
075 assault misd		240 hazmat	
080 assault felony		243 heat emergency	
090 attempt to locate		245 homicide	
100 aid founded	1	248 identity theft	
105 aid unfounded	8	250 illegal dumping	1
107 atv complaint		255 illegal parking	
110 background investigation		257 impact detail	
115 bad check		258 impersonation/ false personation	
116 bail jump/ fail to appear		260 indecent exposure	
117 bias crime		265 acc/industrial	
120 bomb threat		268 Internet crime	
125 bribery		270 intoxicated driver	1
130 burglary	1	275 intoxicated person	1
135 burglary in progress	2	278 juvenile incident noncriminal	
139 check welfare	2	280 kidnap	
140 child abuse		282 k9 assist	
141 civil process	1	285 landlord tenant dispute	
145 civil dispute		290 larceny misd	2
148 contribute to delinquency minor		295 larceny fel	2
150 controlled substance offense		300 larceny in progress	
151 Community Oriented Pol Prjct	1	301 local law viol	
155 counterfeiting		305 lockout	4
160 criminal mischief	1	310 lost check	
161 crim poss weapon		315 lost plate	
162 crim trespass		320 lost person	

OCTOBER 2013

CHIEF W.J.MCGRATH		SHANDAKEN POLICE DEPARTMENT		2
325 lost property		435 stolen property		
330 mail tampering		440 suicide	1	
335 manslaughter		444 suspicious activity	2	
340 marihuana	2	445 suspicious fire		
345 medical	13	448 suspicious noise	1	
350 menacing		450 suspicious person		
353 mental health	1	455 suspicious vehicle	5	
355 missing person	1	460 theft of services		
360 mv theft		465 traffic hazard	2	
361 navigation crime		466 traffic post	2	
362 navigation non crime		470 train derailment		
363 narcotic investigation		475 trespass	1	
365 neighbor dispute	1	476 unwanted subject		
370 noise complaint	2	480 unattended death	1	
372 personnel compl		485 unauthorized use mv	2	
375 pubic offense		490 unknown disturbance		
378 open door	1	495 unlawful imprisonment		
380 panic alarm		497 unl poss noxious substance		
383 promote prison contraband		500 unregistered mv		
385 prostitution		504 vehicle repossession		
390 rape		505 VTL complaint	12	
395 reckless endangerment	1	510 violate order of protection		
399 recover property		515 warrant arrest	2	
400 request patrol	8	517 water emergency		
401 request for assistance	9	518 warrant execution seizure		
405 robbery		519 warrant execution eviction	1	
410 runaway		520 warrant execution search		
411 serve op	1	523 weapon seizure ct order		
412 security check	44	525 wires down		
413 school violence		531 workplace viol domestic		
414 serve paper		532 workplace viol emp/emp		
415 sex offense		533 workplace viol client		
417 sex offender offense		534 workplace viol client/client		
420 sexual abuse		535 school incident		
421 sex harass spousal domestic		550 zero tolerance		
422 sex harass empl/employ		900 other	1	
423 sex harass client/ employee		901 urgent		
424 sex harass client/client		911 e911 call	4	
425 shots fired	3	942 school bus detail	4	
430 special assignment		TOTAL CALLS HANDLED	181	
Violations	7	Uniform Traffic Tickets	57	
Misdemeanors	3	Parking Tickets	0	
Felonies	1			
Total Arrests	10	Total nysdmv cleared at court	47	
Total Charges	11	Total monies collected from fines	\$2,740.00	

OCTOBER 2013

COMMITTEE REPORTS

Phoenicia Water – Rick Ricciardella. We have approval from NYSEG on pumps. Cost was \$18,000, but we will be reimbursed for \$12,000.

Pine Hill Water – Don Clark. Need to replace some pipes, but there is not enough money in the fund, so we may want to work on the source water springs. I will check into costs of this project. We may need to do a rate increase next yr, as we won’t have enough money for any major repairs. Our revenue has dropped and we will need to raise our fund balance.

Recreation – Martie Gailles – Next meeting is Monday Nov. 11 at 6:30pm here at Town Hall. I wish ORDA – Belleayre would re-consider having the ski programs for kids here in Shandaken.

Heidi Clark – Basic Star applications are due by Dec. 31st. You should have rec’d a letter from NY State, if you didn’t call my office or come in and we will help you re-apply. If you have enhanced STAR –you will be receiving a letter from my office toward the end of this month. Call our office if you have any questions. 845-688-5003.

November Events 2013

DRACULA at Shandaken Theatrical Theatre. Church St. Phoenicia Weekends Until Nov. 17 688-2279

Sewing For Teens ages 10-16. Morton Mem. Library. 22 Elm St. Pine Hill Friday Nov. 15 & Nov. 22. 5-7pm 254-4222

Concert at Empire Railway Museum on Lower High St. Phoenicia. The Band, GATHERING TIME will be performing. Sunday Nov. 17th 7pm Call 688-9453 for reservations or info

Workshop at Phoenicia Library on “Affordable Health Care Act” Sat. Nov. 23. 11-1pm 688-7811

Annual Community Thanksgiving Dinner Sat. Nov. 23 2-pm Parish Hall Phoenicia. All Welcome, No charge, but dessert to share is appreciated. By St. Francis de Sales Parish & Phoenicia Rotary

Toy For The Children Drive by Catskill Mtn. Classic Car Club. Sunday Nov. 10th Noon – 3pm In the Great Room at the Emerson, Rt. 28 Mt. Tremper. Bring a NEW UNWRAPPED TOY. Call 254-4238 for info.

Veterans Day Ceremony will be at the Legion Hall at 11 pm on Nov. 11th. Refreshments.

Turkey Trot is Friday Nov. 30th. 10 am rain or shine – Parish Hall Phoenicia

Next NY Rising Meeting – Saturday November 9th 1-3pm. Belleayre Mt. - Upper Lodge. Public participation is important – Your input is needed to help us develop projects to make us more resilient to future flood events and provide economic benefits for our town.

Flu Clinic here at Town Hall on Monday December 2, call Town Clerk for more info: 845-688-5004

Heather Roberts came dressed in the Turkey Costume to promote the 3rd Annual Phoenicia Turkey Trot which is Saturday November 30th. This year all proceeds will go to the Pine Hill Community Center to help pay for their new roof.

Kasey Bornhoeft from Pine Hill, came dressed as a Vampire to promote the Shandaken Theatrical Society production of DRACULA – which will be performed weekends until November 17. Call 845-688-2279 for reservations.

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 – 5 AYES

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 – 3 AYES (Bartlett, Jordan, Stanley) 2 NAYS (Bernstein, Higley)

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 – 5 AYES



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

www.shandaken.us

November 7, 2013
177180

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

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 – 5 AYES

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 – 4 AYES, 1 Abstain

*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 – 5 AYES

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 – 5 AYES

Signed this 7th day of November, 2013

Joyce Grant-Town Clerk