

**TOWN OF BEEKMAN
TOWN BOARD MEETING AGENDA
AUGUST 11, 2020**

**FOR THE SAFETY OF THE TOWN BOARD AND THE TOWN RESIDENTS,
THE AUGUST 11th TOWN BOARD MEETING WILL BE CLOSED TO THE PUBLIC
AS ADVISED BY THE GOVERNOR'S OFFICE OF THE STATE OF NEW YORK**

7:00 PM

- Meeting called to order
- Pledge of Allegiance
- Administrative Announcement--Fire Exits

TOWN BOARD MEETING

- Supervisor's Comments

RESOLUTIONS

1. Approval of July 28, 2020 Minutes
 2. Adopt Revised Procurement Policy
 3. Approve Town of Beekman Budget Adjustment 2020-07
 4. Adoption of Town Investment Policy
 5. Amend Cash Receipts Policy
 6. Requesting the State Comptroller to Audit the Town of Beekman's Receiver of Taxes and commence litigation against the Receiver of Taxes
 7. Authorize Deputy Clerk's hours from part-time to Full-time
 8. Modify the Standard work week for Town Hall Offices for the remainder of 2020 due to Covid-19
 9. Payment of Claims
- Other Town Board Business
 - General Board Comments
 - **Next Town Board Meeting: Tuesday, September 8, 2020 at 7:00 PM**
 - **Public hearing 7:00 PM for Local Law amending Chapter 75 of Town Code regarding development Consulting Fees**

RESOLUTION NO. 08:11:20 - 1
RE: APPROVAL OF PAST TOWN BOARD MEETING MINUTES

offers the following and moves for its adoption:

WHEREAS, Town Clerk Laureen Abbatantuono has provided copies of the minutes of the July 28, 2020 Town Board Meeting to all members of the Beekman Town Board; and

WHEREAS, Town Board members have had the opportunity to review said minutes; now therefore be it

RESOLVED, the Town Board hereby adopts the minutes of the July 28, 2020 Town Board Meeting.

Seconded:

ROLL CALL VOTE:

Councilman Stiegler

Councilman Battaglini

Councilman Swartz

Councilwoman Woehrman

Supervisor Covucci

Dated: Dated: August 11, 2020

RESOLUTION NO. 08:11:20 - 2
RE: ADOPT THE REVISED PROCUREMENT POLICY

WHEREAS, the Town of Beekman adopted a Procurement Policy described under NYS GML Section 104-b in 2008 with the last revision in February of 2019; and

WHEREAS, it is the Town's objective to obtain materials, supplies, equipment and services that are of suitable quality in the accurate quantity from the right source at the most competitive price in compliance with the Town's Procurement Policy; and

WHEREAS, the Town's current Procurement Policy requires an annual review of the purchasing policies and procedures; and

WHEREAS, current economic and budgetary concerns make it necessary to establish better controls of expenditures before they occur,

NOW, THEREFORE,

BE IT RESOLVED, that the Town Board of the Town of Beekman does hereby adopt the revised Procurement Policy, dated August 11, 2020, to be effective immediately; and be it further

RESOLVED, that a copy of the revised Procurement Policy will be placed on the desk of each department head.

Seconded:

ROLL CALL VOTE:

Councilman Stiegler

Councilman Swartz

Councilman Battaglini

Councilwoman Woehrman

Supervisor Covucci

Dated: August 11, 2020

RESOLUTION NO. 08:11:20 - 3
RE: APPROVE TOWN OF BEEKMAN BUDGET REVISIONS # 2020-07

offers the following and moves for its adoption:

WHEREAS, the Town of Beekman’s Accounting Office recommends certain budget revisions based on department requests and/or the Accounting Office review and analysis of expenditures or revenues

NOW, therefore, be it resolved that the following itemized revisions are approved by the Town of Beekman Town Board identified as Budget Revision Number # 2020-07

Budget Revisions # 2020-07

<u>Revision #</u>	<u>Account #</u>	<u>Account Title</u>	<u>Increase</u>	<u>Decrease</u>
<u>General Fund</u>				
2020-07-01	A-1950-0400	Taxes	40	
	A-1930-0400	Judgements -Transfer for Taxes Paid		40
2020-07-02	A-7110-0450	Parks Equipment Maint.	300	
	A-7110-0404	Parks Training Expense -Transfer for Equipment Maint.		300
<u>Highway Fund</u>				
2020-07-03	DA-5110-0402	Signs Expense	600	
	DA-5110-0409	Line Painting -Transfer for Street Signs Expense		600
2020-07-04	DA-9089-0801	Welfare Fund	4,000	
	DA-9089-0800	Other Benefits -Transfer for Welfare Fund		4,000
2020-07-05	DA-5130-0402	Radio Contract	340	
	DA-5130-0401	Machinery Uniforms -Transfer for Radio Contract		340
2020-07-06	DA-9060-0800	Health Insurance	404	
	DA-9785-0600	IPD Principal		200
	DA-9785-0700	IPD Interest -Transfer Excess Amounts		204

Seconded:

ROLL CALL VOTE:

Councilman Stiegler

Councilman Battaglini

Councilman Swartz

Councilwoman Woehrman

Supervisor Covucci

Dated: August 11, 2020

RESOLUTION NO. 08:11:20 - 4
RE: ADOPTION OF TOWN INVESTMENT POLICY

offers the following and moves for its adoption:

WHEREAS, Section 39 of the General Municipal Law requires every town to adopt internal policies and procedures governing Investments of Government Funds; and

WHEREAS, it is the Town's objective to define proper procedures for the Control and Investment of Town monies;

NOW, THEREFORE,

BE IT RESOLVED, the Town Board of the Town of Beekman hereby adopts the Investment Policy dated August 11, 2020 to be effective immediately.

Seconded:

ROLL CALL VOTE:

Councilman Stiegler

Councilman Battaglini

Councilman Swartz

Councilwoman Woehrman

Supervisor Covucci

Dated: August 11, 2020

RESOLUTION NO. 8:11:20 - 5
RE: AMEND CASH RECEIPTS POLICY

offers the following and moves for its adoption:

WHEREAS, the Cash Receipts Policy was adopted on September 2, 2015; and last modified in 2017; and

WHEREAS, after review of this policy by the Financial Advisor, amendments need to be considered;

NOW, THEREFORE BE IT RESOLVED, that the following sections be amended to the Cash Receipts Policy:

- Transmittal of Cash Received (Except Recreation Department)
- Procedures for Collection of Cash Received for Special Districts

And, be it further RESOLVED, that these amendments take effect August 11, 2020; and be it further

RESOLVED, that the Bookkeeper, Record Clerk, Payroll Clerk, Supervisor, Deputy Supervisor, Secretary to the Supervisor, Receiver of Taxes, Deputy Receiver of Taxes, Town Clerk, Deputy Town Clerk, Recreation Director, Assistant to the Recreation Director, Court Clerks, Highway Superintendent, Senior Coordinator and Part-time Activity Worker will sign a new employee acknowledgement immediately.

Seconded:

ROLL CALL VOTE:

Councilman Stiegler

Councilman Battaglini

Councilman Swartz

Councilwoman Wohrman

Supervisor Covucci

Dated: August 11, 2020

RESOLUTION NO. 08:11:20 - 6
RE: RESOLUTION OF THE TOWN BOARD OF THE TOWN OF BEEKMAN
CALLING UPON THE STATE COMPTROLLER TO AUDIT THE TOWN OF BEEKMAN
RECEIVER OF TAXES

offers the following and moves for its adoption:

WHEREAS, the duly elected Receiver of Taxes has failed to timely deposit and accurately account for real property tax payments in accordance with Town Law; and

WHEREAS, the failure to perform her statutory job functions has resulted in the discovery of numerous discrepancies in the Receiver's various tax accounts, property owners' taxes showing unpaid when they were in-fact paid; and improper reporting of tax collections to the County; and

WHEREAS, there is, and has been, an unaccounted for balance in the school tax account for several years when this account should have been reconciled to zero; and

WHEREAS, it appears that school tax revenue was used to cover a shortfall in tax revenue owed to the County, where there should have been sufficient revenue to cover the County money; and

WHEREAS, the Tax Collector has failed to report monies received by her to the Supervisor as required by law; and

WHEREAS, the Tax Collector has been unable to provide accurate up-to-date information to the auditor's as requested on several occasions; and

WHEREAS, the Town Board does not have confidence that the Receiver of Taxes has received and properly accounted for the Town's tax revenue.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby authorizes the Supervisor of the Town of Beekman to send a letter in form and substance as attached hereto requesting the New York State Comptroller to perform an audit of the Receiver of Taxes officer; and

BE IT FURTHER RESOLVED, that additionally the Town Attorney is authorized to commence litigation against the Receiver of Taxes seeking to compel the Receiver of Taxes to perform her statutory functions set forth in law.

Seconded:

ROLL CALL VOTE:

Councilman Stiegler

Councilman Battaglini

Councilman Swartz

Councilwoman Woehrman

Supervisor Covucci

Dated: August 11, 2020

RESOLUTION NO. 08:11:20 – 7
RE: RESOLUTION AUTHORIZING DEPUTY TOWN CLERK’S INCREASE IN HOURS
FROM PART-TIME TO FULL-TIME

offers the following and moves for its adoption:

WHEREAS, by Resolution No. 01:14:20-2, adopted by the Town Board on January 14, 2020, the Town Board appointed Amy Goetz to the position of Deputy Town Clerk; and

WHEREAS, the Deputy Town Clerk, Amy Goetz, has been working part-time; and

WHEREAS, the Deputy Town Clerk has since started working on a full-time basis since March 1, 2020.

NOW, THEREFORE,

BE IT RESOLVED, that the Town Board hereby authorizes and approves the Deputy Town Clerk to increase her hours from part-time to full-time; and

BE IT FURTHER RESOLVED, that the Deputy Town Clerk shall be paid based on full-time hours, retroactive to March 1, 2020, the date in which the Deputy Town Clerk started working full-time.

Seconded:

ROLL CALL VOTE:

Councilman Stiegler

Councilman Battaglini

Councilman Swartz

Councilwoman Wohrman

Supervisor Covucci

Dated: August 11, 2020

RESOLUTION NO. 08:11:20 - 8
RE: MODIFY THE STANDARD WORK WEEK FOR TOWN HALL OFFICES FOR THE
REMAINDER OF 2020

offers the following and moves for its adoption:

BE IT RESOLVED, that due to Covid-19, the Town Board of the Town of Beekman hereby modifies the standard work week for the offices within the Town Hall of the Town of Beekman starting September 1, 2020 thru the remainder of the year 2020:

Town Hall Office hours Monday – Thursday: 8:00 a.m. to 4:45 p.m.

BE IT FURTHER RESOLVED, that the Supervisor shall notify the effected employees and the bargaining unit as required by their respective collective bargaining agreements.

Seconded:

ROLL CALL VOTE:

Councilman Stiegler

Councilman Battaglini

Councilman Swartz

Councilwoman Woehrman

Supervisor Covucci

Dated: August 11, 2020

RESOLUTION NO. 08:11:20 - 9
RE: PAYMENT OF CLAIMS

offers the following and moves for its adoption:

WHEREAS, the Bookkeeper has audited and approved claims pursuant to Sect. 119 of Town Law as set forth in the attached abstracts; be it

RESOLVED, that the payment, therefore, is hereby authorized as follows:

Claims to be paid from the A-General Fund	\$ 9,220.72
Claims to be paid from the DA-Highway Fund	\$ 118,622.05
Claims to be paid from the SS-Dover Ridge Sewer Fund	\$ 3,073.22
Claims to be paid from the SW-Dover Ridge Water Fund	\$ 952.06
Claims to be paid from the T-Trust & Agency Fund	<u>\$ 3,093.40</u>
	<u>\$ 134,961.45</u>

Payroll #16 Paid on 8/6/2020

General Fund	\$ 30,710.37
Highway Fund	<u>\$ 20,905.14</u>
	<u>\$ 51,615.51</u>

Seconded:

ROLL CALL VOTE:

Councilman Stiegler

Councilman Battaglini

Councilman Swartz

Councilwoman Woehrman

Supervisor Covucci

Dated: August 11, 2020