

**TOWN OF BEEKMAN
TOWN BOARD MEETING AGENDA
JULY 14, 2020**

**FOR THE SAFETY OF THE TOWN BOARD AND THE TOWN RESIDENTS,
THE JULY 14th 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

PRESENTATION

- EFPR Group - Thomas Smith CPA - 2019 Audit Review

RESOLUTIONS

1. Approval of June 23, 2020 Minutes
 2. Approval of June 30, 2020 Minutes
 3. Approve Budget Revision # 2020-06
 4. Creation of Town Employee Accrued Benefit Liability Fund
 5. Creation of Town Repair Reserve Fund
 6. Creation of Town Insurance Reserve Fund
 7. Creation of Town Pension Liability Reserve Fund
 8. Approve Purchase of New Firewall Equipment
 9. Update Sexual Harassment Officers
 10. Payment of Claims
- Other Town Board Business
 - General Board Comments
 - **Next Town Board Meeting: Tuesday, July 28, 2020 at 7:00 PM**

RESOLUTION NO. 07:14:20 - 1
RE: APPROVAL OF PAST TOWN BOARD MEETING MINUTES

COUNCILMAN STIEGLER
adoption:

offers the following and moves for its

WHEREAS, Deputy Town Clerk Amy Goetz has provided copies of the minutes of the June 23, 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 June 23, 2020 Town Board Meeting.

Seconded: COUNCILMAN BATTAGLINI

ROLL CALL VOTE:

ROLL CALL VOTE:

Councilman Stiegler	AYE
Councilman Battaglini	AYE
Councilman Swartz	AYE
Councilwoman Woehrman	AYE
Supervisor Covucci	AYE

Dated: July 14, 2020

RESOLUTION NO. 07:14:20 - 2
RE: APPROVAL OF PAST TOWN BOARD MEETING MINUTES

COUNCILMAN BATTAGLINI
for its adoption:

offers the following and moves

WHEREAS, Town Clerk Lauren Abbatantuono has provided copies of the minutes of the June 30, 2020 Special 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 June 30, 2020 Special Town Board Meeting.

Seconded: COUNCILMAN SWARTZ

ROLL CALL VOTE:

ROLL CALL VOTE:

Councilman Stiegler	AYE
Councilman Battaglini	AYE
Councilman Swartz	AYE
Councilwoman Woehrman	AYE
Supervisor Covucci	AYE

Dated: July 14, 2020

RESOLUTION NO. 07:14:20 - 3
RE: APPROVE TOWN OF BEEKMAN BUDGET REVISIONS # 2020-06

SUPERVISOR COVUCCI 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 # 2020-06

Budget Revisions # 2020-06

<u>Revision #</u>	<u>Account #</u>	<u>Account Title</u>	<u>Increase</u>	<u>Decrease</u>
<u>General Fund</u>				
2020-06-01	A-1310-0400	Financial Advisor	10,000	
	A-0000-9910	Fund Balance	10,000	
		-Record funds for Credit Rating		
2020-06-02	A-1410-0101	Town Clerk STAFF	9,310	
	A-1220-0101	Supervisor STAFF		9,310
		-Transfer for Permanent Position Compensation		
2020-06-03	A-1620-0200	Bldg. Equipment	1,995	
	A-1620-0418	Bldg. Repairs		1,995
		-Transfer for Copier Machine		
2020-06-04	A-1680-0400	EDP expense	2,000	
	A-1680-0200	EDP Equipment		2,000
		-Transfer for Expense		
2020-06-06	A-0000-1972	Charges for Aging Program		17,000
	A-6772-0112	Aging Part Time STAFF		10,000

	A-6772-0414	Aging Program Trips -Covid Impact Reduction		7,000
2020-06-07	A-0000-2001	Park + Rec Fees		159,000
	A-0000-2012	Concession Fees		6,000
	A-0000-2025	Recreation Facility Fees		24,000
	A-0000-2026	Bldg. Rental Fees		13,000
	A-0000-3820	Youth State AID		4,000
	A-7020-0112	Rec P.T. STAFF		37,000
	A-7020-0116	Rec Seasonal STAFF		1,000
	A-7110-0103	Parks Staff OT		1,000
	A-7110-0116	Parks Seasonal		1,000
	A-7113-0400	Doherty Park Expenses		2,000
	A-7140-0112	Camp P.T. Labor		20,000
	A-7140-0116	Camp Seasonal Labor		50,000
	A-7140-0401	Camp Supplies		3,000
	A-7140-0419	Concession Expense		3,500
	A-7180-0116	Lake Seasonal Labor		50,000
	A-7180-0401	Lake Supplies		3,000
	A-7180-0404	Lake STAFF Training		6,500
	A-7180-0411	Lake Chemicals		10,000
	A-7550-0400	Celebrations Expense		4,000
	A-9030-0800	Social Security		8,758
	A-9040-0800	Workers Comp -Covid Impact Reduction		5,242
2020-06-08	A-7117-0400	Library Expense	23	
	A-7117-0401	Library Supplies -Transfer for Library Expense		23
2020-06-09	A-7550-0200	Celebration Equipment	1,245	
	A-7550-0400	Celebration Expense -Transfer for Memorial Plaque		1,245
2020-06-10	A-9901-0900	Transfer to other Fund	9,000	
	A-3310-0400	Traffic Control Exp. -Transfer funds to H.F. for Signs		9,000

Highway Fund

2020-06-11	DA-0000-3501	CHIPS AID	360	
	DA-0000-3502	Pave NY AID	26,788	
	DA-0000-3503	Winter AID	20,894	
	DA-5112-0200	Rd Improvements CHIPS	360	
	DA-5112-0220	Pave NY Improvements	26,788	
	DA-5112-0230	WANY Improvements	20,894	

-Record Expected State AID for Paving

Seconded: COUNCILWOMAN WOHRMAN

ROLL CALL VOTE:

ROLL CALL VOTE:

Councilman Stiegler	AYE
Councilman Battaglini	AYE
Councilman Swartz	AYE
Councilwoman Wohrman	AYE
Supervisor Covucci	AYE

Dated: July 14, 2020

RESOLUTION NO. 07:14:2020 – 4
RE: CREATION OF TOWN EMPLOYEE ACCRUED BENEFIT LIABILITY FUND

COUNCILMAN SWARTZ
adoption:

offers the following and moves for its

WHEREAS General Municipal law Section 6-p allows for the creation of a Reserve Fund to pay the cost of Accrued Compensated Absences, and

WHEREAS the Town Supervisor deems it appropriate to create such a fund at the recommendation of the Financial Consultant;

NOW THEREFORE BE IT RESOLVED, that pursuant to Section 6-p of the General Municipal Law, the Town hereby creates a reserve fund to be known as the “Employee Accrued Benefit Reserve Fund” in the amount of \$140,000.

The chief fiscal officer is hereby directed to deposit and secure moneys in this Reserve Fund and may invest the moneys in the Reserve Fund consistent with the investment policy of the Town of Beekman.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is created and expenditure shall be made pursuant to General Municipal Law Section 6-p with the approval of this governing board.

Now therefore be it RESOLVED that the Town Supervisor is authorized to transfer \$140,000 from the General Fund Unassigned Fund Balance to this new Reserve Fund.

Seconded: COUNCILMAN BATTAGLINI

ROLL CALL VOTE:

ROLL CALL VOTE:

Councilman Stiegler	AYE
Councilman Battaglini	AYE
Councilman Swartz	AYE
Councilwoman Wohrman	AYE
Supervisor Covucci	AYE

Dated: July 14, 2020

RESOLUTION NO. 07:14:2020 – 5
RE: CREATION OF TOWN REPAIR RESERVE FUND

COUNCILWOMAN WOHRMAN
for its adoption:

offers the following and moves

WHEREAS General Municipal Law Section 6-d allows for the creation of a Repair Reserve Fund to pay for non-recurring repairs for Capital Improvements or Equipment, and

WHEREAS the Town Supervisor deems it appropriate to create such a reserve fund at the recommendation of the Financial Consultant;

NOW THEREFORE BE IT RESOLVED, pursuant to Section 6-d of the General Municipal Law, the Town hereby creates a Repair Reserve Fund in the amount of \$100,000.

The Chief Fiscal Officer is hereby directed to deposit and secure moneys in this Reserve Fund and may invest the moneys in the Reserve Fund consistent with the investment policy of the Town of Beekman.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is created and expenditures shall be made with the approval of this governing board pursuant to General Municipal Law 6-d.

Now therefore be it RESOLVED that the Town Supervisor is authorized to transfer \$100,000 from the General Fund unassigned Fund Balance to this new Repair Reserve Fund.

Seconded: COUNCILMAN SWARTZ

ROLL CALL VOTE:

ROLL CALL VOTE:

Councilman Stiegler	AYE
Councilman Battaglini	AYE
Councilman Swartz	AYE
Councilwoman Wohrman	AYE
Supervisor Covucci	AYE

Dated: July 14, 2020

RESOLUTION NO. 07:14:2020 – 6

RE: CREATION OF TOWN INSURANCE RESERVE FUND

COUNCILMAN STIEGLER
adoption:

offers the following and moves for its

WHEREAS the General Municipal Law Section 6-n allows for the creation of an Insurance Reserve Fund to pay for uninsured losses and claims or judgements, and

WHEREAS the Town Supervisor deems it appropriate to create such a fund at the recommendation of the Financial Consultant;

NOW THEREFORE BE IT RESOLVED, that pursuant to Section 6-n of the General Municipal Law, the Town hereby creates an Insurance Reserve Fund in the amount of \$50,000.

The Chief Fiscal Officer is hereby directed to deposit and secure moneys in this Reserve Fund and may invest the moneys in the Reserve Fund consistent with the investment policy of the Town of Beekman.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is created and expenditures shall be made with the approval of this governing board pursuant to General Municipal Law Section 6-n.

Now therefore be it RESOLVED that the Town Supervisor is authorized to transfer \$50,000 from the General Fund Unassigned Fund Balance to this new Reserve Fund.

Seconded: COUNCILWOMAN WOHRMAN

ROLL CALL VOTE:

ROLL CALL VOTE:

Councilman Stiegler	AYE
Councilman Battaglini	AYE
Councilman Swartz	AYE
Councilwoman Wohrman	AYE
Supervisor Covucci	AYE

Dated: July 14, 2020

RESOLUTION NO. 07:14:2020 - 7
RE: CREATION OF TOWN PENSION LIABILITY RESERVE FUND

COUNCILMAN BATTAGLINI

offers the following and moves

for its adoption:

WHEREAS the General Municipal Law Section 6-r allows for the creation of a Reserve Fund to pay for Employee Retirement Contributions, and

WHEREAS the Town Supervisor deems it appropriate to create such a fund at the recommendation of the Financial Consultant;

NOW THEREFORE BE IT RESOLVED, that pursuant to Section 6-r of the General Municipal Law, the Town hereby creates the reserve fund to be known as the "Employee Retirement Pension Liability Fund" in the amount of \$377,000.

The Chief Fiscal Officer is hereby directed to deposit and secure moneys in this Reserve Fund and may invest the moneys in the Reserve Fund consistent with the investment policy of the Town of Beekman.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is created and expenditures shall be made with the approval of this governing board as required by Section 6-r of the General Municipal Law.

Now therefore be it RESOLVED that the Town Supervisor is authorized to transfer \$377,000 from the General Fund Unassigned Fund Balance to this new Reserve Fund.

Seconded: COUNCILWOMAN WOHRMAN

ROLL CALL VOTE:

ROLL CALL VOTE:

Councilman Stiegler	AYE
Councilman Battaglini	AYE
Councilman Swartz	AYE
Councilwoman Wohrman	AYE
Supervisor Covucci	AYE

Dated: July 14, 2020

RESOLUTION NO. 07:14:20 - 8
RE: AUTHORIZE THE PURCHASE OF NEW FIREWALL EQUIPMENT

SUPERVISOR COVUCCI offers the following and moves for its adoption:

WHEREAS, the firewall for the Town Offices and the Rec Offices will become obsolete as of September 1, 2020 and it is necessary to have them replaced; and

WHEREAS, the Town's IT consultant, Sullivan Data Management has supplied multiple options for replacement; and

WHEREAS, the Town Board has had a chance to review these proposals; and

WHEREAS, the Town follows the Security Policy passed on 9:17:2014;

NOW, therefore, be it resolved, that the Supervisor is hereby authorized to enter into a contract with Sullivan Data Management for "Firewall Replacement Option 4" which includes the purchase of two Fortinet Firewalls, installation and annual subscriptions.

Seconded: COUNCILMAN BATTAGLINI

ROLL CALL VOTE:

ROLL CALL VOTE:

Councilman Stiegler	AYE
Councilman Battaglini	AYE
Councilman Swartz	AYE
Councilwoman Wohrman	AYE
Supervisor Covucci	AYE

Dated: July 14, 2020

RESOLUTION NO. 07:14:20 - 9
RE: UPDATE SEXUAL HARASSMENT OFFICERS

COUNCILMAN SWARTZ offers the following and moves for its adoption:

WHEREAS, pursuant to Section 296 of the New York State Executive Law the Town of Beekman adopted the Town of Beekman Policy Statement and Procedure against Sexual Harassment by Resolution No. 10:24:18 – 11 (243); and

WHEREAS, due to staff changes the Town Board is desirous to update the officers

NOW, THEREFORE,

BE IT RESOLVED, that the Town's Sexual Harassment Officers are designated as:

Linda Bloomer
Efrem Citarella
Theresa Manzo

Seconded: COUNCILMAN STIEGLER

ROLL CALL VOTE:

ROLL CALL VOTE:

Councilman Stiegler	AYE
Councilman Battaglini	AYE
Councilman Swartz	AYE
Councilwoman Woehrman	AYE
Supervisor Covucci	AYE

Dated: July 14, 2020

RESOLUTION NO. 07:14:20 - 10

RE: PAYMENT OF CLAIMS

COUNCILWOMAN WOHRMAN 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	\$ 103,787.23
Claims to be paid from the DA-Highway Fund	\$ 27,790.70
Claims to be paid from the SS-Dover Ridge Sewer Fund	\$ 3,499.91
Claims to be paid from the SW-Dover Ridge Water Fund	\$ 2,885.37
Claims to be paid from the T-Trust & Agency Fund	\$ <u>4,867.00</u>
	\$ <u><u>142,830.21</u></u>

Payroll #13 Paid on 6/25/2020

General Fund	\$ 31,310.17
Highway Fund	\$ <u>21,801.61</u>
	\$ <u><u>53,111.78</u></u>

Payroll #14 Paid on 7/4/2020

General Fund	\$ 30,935.47
Highway Fund	\$ <u>21,857.26</u>
	\$ <u><u>52,792.73</u></u>

Seconded: COUNCILMAN SWARTZ

ROLL CALL VOTE:

Councilman Stiegler	AYE
Councilman Battaglini	AYE
Councilman Swartz	AYE
Councilwoman Wohrman	AYE
Supervisor Covucci	AYE

Dated: July 14, 2020