

**TOWN BOARD WORKSHOP MEETING  
MAY 14, 2013**

A regularly scheduled Workshop Meeting of the Town of Esopus Town Board was held on Tuesday, May 14, 2013 in the Town Hall 284 Broadway Port Ewen, N. Y. with the following persons in attendance:

**Supervisor John Coutant  
Councilperson Gloria VanVliet  
Councilperson Wayne Freer  
Councilperson Donna McAuley  
Councilperson Kyle Barnett**

**Administrative Recorder: Diane L. McCord, Town Clerk  
Bookkeeper Debbie Kain  
CPA Brian Pickard  
Ryan Warren**

**Public Comment:** None

Supervisor John Coutant called the meeting to order at 7:32 PM. The first two items on the agenda were switched to take item 2 first.

**1. Executive Session – Interview Ryan Warren**

**A Motion to enter into Executive Session to interview Ryan Warren to work in the Recreation Dept. was made by Councilperson Gloria VanVliet at 7:33 PM and seconded by Councilperson Wayne Freer. All Town Board Members present voted in favor. Motion Carried.**

**A Motion to adjourn from Executive Session was made by Councilperson Wayne Freer at 7:38 PM and seconded by Councilperson Gloria VanVliet. All Town Board Members present voted in favor. Motion Carried.**

**2. Brian Pickard/Debbie Kain – Budget**

The Town Board requested the Bookkeeper Debbie Kain and CPA Brian Pickard attend this evening's meeting to discuss the budget. There is a desire to have a more detailed budget showing each line item. Originally when the budget was discussed last year Councilperson Freer came up with a new sheet, to provide a more detailed budget, however, the sheet was not followed by the Department Heads.

The Town Clerk breaks down each line and each expense and that is how the Town Board would like all the department budgets.

**Budget continued.....Lawn Mower Purchase**

When discussing the 2013 budget the Town Board approved the purchase of a new lawn mower. When we went to purchase the machine there was no money in the budget for this item. The Community of Churches ended up providing the funds. There were many things discussed at the budget meetings and

it is believed there was discussion about the Recreation Escrow Accounts and this caused the confusion about the purchase of the lawn mower. The \$650 for the weed- wacker was included.

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CPA Brian Pickard said the Town of Marbletown does their budget differently, however, the budget itself is identical to ours. The Town Board would like a line for the Assessor, a line for each employee. Councilperson Freer said we are looking to have within the line Tax Collector, Office equipment, supplies, processing, conference, retirement, optical and dental. In other budgets these costs are all broken down and Councilperson Freer has been after a more detailed budget for twelve years. The questions raised were, do we control the overtime and who is allowed to have it? The department head controls the amount of the money given to him. All of the budget is controlled by the Town Board. Councilperson Freer would like to see the budget printed on line. It should be protected from change. The question Councilperson Freer had is the software we have sufficient? Debbie Kain said she has to be able to do all three programs and coordinate them, the payroll, the accounts payable, and the water and sewer bills. It was mentioned that the bookkeeper should be running a revenue report. From now on the Town Board will get the revenues each month. Debbie Kain has never been asked to do a revenue report before. Councilperson Wayne Freer has worked in government for many years and he can see how much he has spent and how much is left in his budget and then make choices as to what he can afford and not afford. He is required to submit three prices for each purchase over one hundred dollars. Brian Pickard said towns are not required to do this.

Debbie Kain said no one does vouchers in their entirety and she should not be responsible for the coding. Department Heads do not know what they are spending. Brian said the Department Heads will argue they only buy what they need. Don Kiernan does a manual spread sheet. Councilperson Barnett suggested each department should be broken out. They should all have code numbers. We have to somehow do this. Debbie said she cannot post until all the vouchers are done. We do not encumber anything. Whatever we bought is in your monthly accounting. Councilperson Freer asked why can't our system have a report like Hyde Park? Debbie answered someone would have to do a separate excel spreadsheet. Can't we manually adjust this? No. Councilperson Freer asked is our software capable of what we want it to do? No. You will have to buy three separate compatible programs. With the revenue reports, the Department Heads will have to code their own vouchers. Councilperson Barnett said you will have to bring all the Department Heads in and tell them what you want them to do. Debbie said by January she could expand the spreadsheet.

Brian Pickard said if you break the budget into twenty different categories you will have many budget adjustments. Councilperson Freer said we have a supply line with four categories and I have \$5,000. If I go over in one line it goes on to the next line in the category. Debbie said that does not happen with our budget for we have no summarization.

Coding the vouchers needs to be explained to our Department Heads. Item No. 1 is for personal services, Item No. 2 is for equipment and supplies and Item No. 4 is for contractual needs. The Town Clerk will make a template. Debbie Kain asked when are we doing this to the budget this year? We will send out the budget in July and have it back to us August 1<sup>st</sup>. Debbie said for the next years' budget she will break it down manually because it is not in the present system. We will meet with the Department Heads, explain how the vouchers are coded. Do a more specific budget like the Town Clerks'. We have to lay out a plan. Each employee will have to have their own line. That will not be easy with our bailiffs because we have many part time employees. We have about 70 employees. Councilperson Freer will look and see what programs are available.

Supervisor Coutant said he had two things to ask. Is it possible with Debbie Kains' schedule to have her do all this? Councilperson Donna McAuley said she may need some help. Mara could be asked to help. Debbie said Mara can do the payroll for she was trained for a month. Debbie will not need help unless we get a new program. If we do water and sewer would it have to be placed on the new system? The payroll would have to be set up as well as Accounts payable. Councilperson McAuley believes more backup needs to be given to the bookkeeper. If something happened to Debbie who would do the bookkeeping? When asked about the Port Ewen Water and Sewer entries into the computer....when do you do those? Debbie said she comes in early at 6 AM to do the bills. Debbie Kain said she will need another computer.

Explaining the budget to the Department Heads should be done by June 15<sup>th</sup> in order to have everything back by August. Debbie Kain will give the Department Heads the information regarding what they spent last year and how much they have left in this years' budget. Diane will make a template of her budget. Debbie Kain will expand the departments but they will have to break it down by sub-categories for their budget.

### **3. Rezoning Draft Resolution "Esopus Farms LLC"**

The Town Board was asked to review Myles Putman's report and his Resolution to consider and discuss a Proposed Zoning Amendment relevant to the Esopus Farms Project. A Public Hearing will not have to be held and we will not need a SEQR. The resolution will be voted on at the next Town Board Meeting.

### **4. St. Cabrini Property**

The Supervisor had visitors last week that were brought in by Judge Bob Grieco and Win Morrison Realtors. They questioned him about the Cabrini property. They would like to place an international school for exchange students. This would be a first in the USA. They looked at two different sites and picked Cabrini as their first choice. Regina Rogers Soi was brought up in Kingston and moved to the orient. Robert Kigota is the investor. They would like to return in two weeks with interpreters and ask further questions. Perhaps Councilperson Gloria VanVliet could meet with us also. With Esopus Farms being approved this would serve as an excellent accommodation for the students parents. They are also interested in developing the property on the opposite side of Cabrini. The Supervisor was positive about this endeavor.

### **5. Church Property Update**

We need to have the Attorney General approve the sale of the Ross Park Parking Lot. A new grant application will be sent out tomorrow.

**6. Ulster County Transportation Council – Rotating Membership – Policy Committee**

A letter has been received from the Ulster County Transportation Council:

May 3, 2013

Every two years the Ulster County Transportation Council (UCTC) changes over the rotating membership of the Policy Committee. Per the municipal pairings established in the Council’s operating procedures, you will be filling the place of Supervisor Jeanne Walsh from the Town of Rosendale.

The UCTC serves as a Metropolitan (MPO) for the Kingston Urbanized area as well as a portion of the Poughkeepsie-Newburgh Urbanized Transportation Management Area (TMA). The MPO designation permits members of the UCTC to have the privilege and responsibility for making final decisions concerning transportation planning and programming of Federal aid projects in Ulster County. The UCTC is hosted by Ulster County with full-time staff support housed in the Ulster County Planning Dept.

At our upcoming Technical Committee meeting, a presentation will be given going over the functions of the MPO and your role in the process. You may have multiple proxy members, though an order of precedence must be established. Proxy members do not need to be from the municipality for which they represent. Paired municipalities are encouraged to use the same proxy member to ensure continuity.

Information on this required change in membership can be found in the UCTC operating procedures at [http://www.co.ulster.ny/us/planning/uctc /documents/mpo\\_documents/mpo\\_op.pdf](http://www.co.ulster.ny/us/planning/uctc /documents/mpo_documents/mpo_op.pdf).

We are looking forward to having you as a member of the council.

Sincerely,

Dennis Doyle  
Director  
Ulster County Planning Department  
Ulster County Transportation Council

Councilperson Wayne Freer will attend the meetings at Ulster County Community College.

**8. Fostering Community – Settled & Serving in Place (Senior Group) – Use of Community Center = Thursday, October 17<sup>th</sup> – 9 AM to 4 PM.**

**Phyllis Hutton (338-7366)** has asked for permission to hold a Workshop Meeting in our Community Room. The Town Board has agreed. This organization settled and Serving in Place helps those who want to stay at their homes in or near Kingston, NY.

**9. Ulster County EMS Awards – Dinner May 17<sup>th</sup>**

The Ulster County EMS Council will hold an Awards Dinner and Presentation on Friday, May 17<sup>th</sup> for actions and activities in Calendar Year 2012. Will Freer, Councilperson Wayne Freers' son, and Ronald

Cristinziano will be given the Basic Life Support Provider of the Year Award and the Fire Fighter of the Year Award for saving the life of a man who fell off a roof and TEVAS was also recognized. The Town Board is most proud of all our men.

**10. Sleightsburgh Spit Problem**

People have been dumping tires again on the property. The Town Board believes a gate could be placed at the Spit to prevent this dumping. There have also been reports of illegal smoking on the property. The gate could be opened in the morning and locked at night. We will contact Scenic Hudson to see if this is allowable under the purchase agreement from them. Other suggestions included cameras, or more Ulster County Sheriff patrols. Supervisor Coutant suggested a steel pipe gate with a concrete base. Councilperson Freer thought the price would be between \$250 and \$300. We will ask Steve Cross for an estimate. A sign will be necessary stating the gate will be closed at whatever time.

**A MOTION TO ADJOURN THE MEETING WAS MADE BY COUNCILPERSON GLORIA VANVLIET AND SECONDED BY COUNCILPERSON KYLE BARNETT AT 9:35 PM. ALL TOWN BOARD MEMBERS VOTED IN FAVOR. MOTION CARRIED.**

Respectfully submitted,

Diane L. McCord, Town Clerk