

**TOWN BOARD WORKSHOP MEETING
AUGUST 5, 2013**

A regularly scheduled Town of Esopus Workshop Meeting was held on Monday, August 5, 2013 at the Town Hall 284 Broadway in Port Ewen, New York 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, CMC, RMC

Department Heads: **Debra Kain, Bookkeeper**
 Dan Terpening, Assessor
 Kathy DiScuillo, Recreation Dept.
 Don Kiernan, Supt. Water & Sewer Dist.
 Mike Cafaldo, Highway Supt.
 Betty Shanley-Manicone, Town Justice
 Holly Netter, Deputy Town Clerk
 Bernice McNierney, Tax Collector
 Kathy Quick, Waterfront Advisory Board

1. New Budget Forms (Councilperson Wayne Freer)

Supervisor John Coutant called the meeting to order at 7:10 PM and explained we asked you all to come over because last year Councilperson Wayne Freer came up with an idea to improve our town budget. This year we will talk about the new budgeting form and go from this point forward. It will make the budgeting process easier. Don Kiernan is also here with us to discuss the budget. He is well aware of the budget and he is well versed. Councilperson Gloria VanVliet asked if there was any kind of template?

Councilperson Wayne Freer said as you all remember last year we made up some forms and sent them out. It recorded what was spent in the previous year's budget, however, it was not explained. We are looking to break down the budget in one lump sum. If you break down equipment we want all the equipment listed. Councilperson Freer does not want to cut amounts of money, he wants to see what you are spending at any given time and it will make it better. Mike Cafaldo's Highway Budget came in with every line broken down. We would like to have everyone on the same layout. The Town Clerk breaks down her budget into personnel (Item 1) Equipment and Supplies (Item 2), Contractual (Item 4). Don Kiernan's Water & Sewer Budget is broken down and he uses the program Quicken. Don Kiernan has his system in place and he can tell what his expenses are at any time of the year. Don Kiernan knows everyone's salary for 2011 thru 2013 at any time in the year. When Department Heads do their budget they do not start from zero. They start with last years' budget and it goes up from there. Don Kiernan said there we are never in the red, we are always in the black. You never have anyone spending out their budgeted amount at the end of the year.

Kathy DiScuillo from the Recreation Dept. asked how much is spent each month. Don Kiernan said he could give that information. Councilperson Freer said you should know what we spent last year. The Christmas Parade is an example, we do not know how much we have to spend? You should know what you have to spend in and what is left. Councilperson Freer said this budget procedure will be harder in the beginning but it will be better in the long run. What do you think would be the easiest way of doing thiswhat kind of format? Don Kiernan asked when it hits the budget, how many lines will I have? Every department will have as many lines as they need and each department will place on their vouchers the item number and category the money is to be taken from. This will be their responsibility. Debra Kain said there is always money left over at the end of the year. No one spends their entire budget. The Town of Esopus for the last two years has had \$500,000 left unspent.

Kathy DiScuillo asked if she had to know how many paper towels she needs? The paper towels come out of the Recreation Budget. She asked about the tire swing? That amount came out of the Capital Fund for recreation. Councilperson Freer said basically you are looking at whatever you need to buy. Bats and balls and crafts come out of your equipment line. You could split up a voucher into four or five different lines as to whether or not it is equipment or contractual.

Holly Netter said the Town Clerk's Office orders all the supplies. Debra Kain said these supplies come out of 1620 (buildings) budget and depending on who the supplies are for it is broken down. Wednesday is our purchase order day and on the purchase order must have the account the order is coming out of. Councilperson Freer asked when you buy something where do you decide to go to purchase the item? Kathy DiScuillo answered it depends on when I need it. It was recommended she go to the Office of General Services" thru NYS for the lowest bids.

Supervisor Coutant said one thing that happens every year is Karen Mains from the Highway Dept. orders all her supplies in December for the following year. It costs less than \$900. The Supervisor commended the Department Heads with always staying under their budgets and doing a "fantastic" job. He is hoping we can just get a little smarter with the dollars and cents. One thing we want to look at is to try and get more money to do other things like raises to better the entire town situation. We would like to come up with some savings. Councilperson Freer said when that happens it will allow you to look into the future. You can plan here is what I want to spend this year and here is what I would like to spend next year.

Kathy DiScuillo is most concerned with the minimum wage and when the raise in the wage will be initiated and how that will affect her budget. Councilperson Wayne Freer is concerned with the fuel costs. You can plug in the amount you know to start. We do not want the budget to be a "guesstimate". If you need a new computer you need to include the cost of installation. Ask Kevin Rentfrow if you are unsure of that cost.

Councilperson Freer will set down and put all the figures together and you can start filling out what you want to include in your budget. Each department has a Town Board liaison and the two of you can work this out. Don Kiernan will include the benefits, health insurance and Workman's Compensation.

Elizabeth Shanley-Manicone, Town Justice, said she has saved tons of money through the Office of Court Administration.

Councilperson Donna McAuley is looking forward to sitting down with Harris Products representatives. Councilperson Wayne Freer said there is so much in Harris that we are not using. The training will help. Don Kiernan needs to access the Water and Sewer Program from the water plant in order to ask questions for customers when he is at the plant.

Varied Items Discussed:

Safeco charges \$90 to come in to scan our cameras in the parking lot. They told us two cameras are not working.

No air-conditioning in the Tax Office. The cost to fix the problem is \$4,400. Tek-on will do the repair. The Town Hall is no longer dealing with a leaking roof. The repair has been made.

This portion of the meeting ended at 8 PM.

The regular Workshop Meeting began at 8 PM.

Public Comment: None

Supervisor John Coutant called the meeting to order.

2. Executive Session – Assessor Interviews

A Motion to enter into Executive Session to interview two candidates Joanna Mignone and Lorrie Morse for the position of Assessor was made by Councilperson Kyle Barnett and seconded by Councilperson Donna McAuley at 8:01 PM. All Town Board Members voted in favor. Motion Carried.

A Motion to adjourn from Executive Session at 8:50 PM was made by Councilperson Wayne Freer and seconded by Councilperson Kyle Barnett. All Town Board Members voted in favor. Motion Carried.

3. Riverview Tax Certiorari

The Supervisor explained we had been served with a Notice of Petition from Riverview residents. Our Attorney Paul Kellar cannot represent us because several of the people suing are existing clients and he believes any other attorneys in our area would also know many of the clients. Paul Kellar has recommended we contact David Murphy of Hacker & Murphy in Latham to represent us.

Councilperson Gloria VanVliet commented there are many Riverview Condos for sale. Councilperson Kyle Barnett said he was contacted by Riverview to represent them, however, he explained as a Councilperson he would have to decline.

The Supervisor was asked to contact David Murphy, Esq. and find out his hourly rate, however, Councilperson Barnett knew the counselor and he said he would call.

4. Liquor License – Mr. B’s Rest, Inc.

A closed restaurant formerly “Lucille’s” is being leased by Charles Boughton. An application for a new liquor license is being sought and the Town Clerk has been asked to write a letter to the Deputy Commissioner of Licensing at the State Liquor Authority to avoid a thirty day delay transferring the license from Edward Lattin to Charles Boughton. The Town Board approved this letter.

5. Mid-Hudson Priority Proposal (Randolph Horner)

Randolph Horner is always looking for a vehicle to come up with more grant money for the town. Randolph has submitted a Call for Priority Project Proposals Mid-Hudson Region which is a consolidated grant request from the Town of Esopus, Town of New Paltz, Village of New Paltz and Town of Woodstock. Councilperson Freer stated he liked the idea Randolph Horner is out there hustling. Supervisor Coutant mentioned other than Randolph Horner going to the Association of Towns Meeting in New York City for two years, we have never paid the man anything for all his solar expertise.

6. Scenic Hudson Land Trust Resolution

The town has received an email from Margery Groten a senior project manager at Scenic Hudson. She is working on behalf of the Scenic Hudson Land Trust, Inc. to prepare a Consolidated Funding Application for a grant to create public access to the Esopus Lakes property on River Road. As a not-for-profit, we are required to submit a municipal resolution in support of our application. She has a suggested draft resolution for the Town Board to review. The grant is due on 8/12, but the resolution can be submitted after the grant deadline.

Supervisor Coutant believes the property in question may still belong to Ken Silver and if so there is no right of way. Scenic Hudson also needs a demolition permit to take down some of the buildings at this location. Those buildings may have hazardous material. Ms. Groten will be invited to our next Workshop Meeting on August 13th.

7a. Building Dept. – Violation of Esopus Code 96-1 – Brian McKnight & Richard & Claudia Klein

The Building Department has posted public notices on two properties who have not cut their grass on 208 Doris and 189 Hasbrouck Avenue in Port Ewen, NY. A Public Hearing will be held at the next Town Board Meeting.

7b. Demolition of Buildings

The Supervisor spoke to Attorney Paul Kellar about demolition of buildings condemned. We have always gotten bids for the demolition and removal of the contents, however, our Attorney spoke to Murray Jaros from the Association of Towns who stated following proper procedures and a public hearing the Town Highway Dept. can take down and remove a condemned property. The biggest cost to the town would be the dumpsters. We have \$8,000 left in our budget under demolition and we could possibly remove the house on Union Center Road where a tree is growing through the roof. Councilperson Gloria VanVliet said the house that was removed on Tooley Drive looks good.

8. Peak Power System Bi-annual Contract

The maintenance on our generator from Peak Power was an issue concerning the battery replacement which is due upon our next inspection. The cost of replacement is \$900 when we could purchase the batteries ourselves for \$250. It was suggested our Highway Maintenance person could look at our generator and give us his suggestion.

9. Dutchess Tekcon Industries, Inc. Maintenance Contract

Tekcon will fix the air condition in the Tax Office

10. Lights on Old Bridge

The lights have been out on the old bridge. The Dept. of Transportation sent a letter today giving 75 pages on the repair of the bridge. All the work is going out to bid in September of this year and will be done in 2014. The two important things is the lighting on the bridge. DOT will fix the lights and put in new lights when the work is done in 2014. They will rip the entire pavement up and replace it. It will take three months to do the work.

Councilperson Wayne Freer has attended two council meetings on transportation. Two books of different projects were given within the Hudson Valley. This year between July 2013 and July 2014 there were several outreaches for NYS DOT. Only one for Ulster County streams and bridges on the Rt. 28 corridor. Nothing is set for our region yet. We need to have something in mind ahead of time such as a drainage plan or the approach to the old bridge. We need to put something together. Saugerties did not meet the threshold to qualify for the grants. Councilperson Freer will bring in the books to review. Councilperson Barnett believes we should address the Rt. 9W bridge entrance corridor.

11. Rondout Valley School – Freer Park

Deputy Clerk Holly Netter explained last year we rented George Freer Memorial Park to the Rondout Valley School and they trashed the bathrooms. After this incident we told them we would not let them use the park again. We have had a letter of apology and four girls will be sent to clean the bathrooms and pick up trash. They will use the park to celebrate Life on the Hudson River Thursday Sept. 10th. The problem last year was there was no place to wash hands in the small bathrooms so they were allowed to use the house bathroom. Councilperson Freer said standards change. They are now on notice. We can ask for a deposit and there will be an inspection prior to them leaving. We will ask for a \$100 deposit and if all is well this deposit will be returned.

A Motion to Adjourn at 9:35 PM was made by Councilperson Kyle Barnett and seconded by Councilperson Wayne Freer. All Town Board Members voted in favor. Motion Carried.

Respectfully submitted,

Diane L. McCord, Town Clerk