

LUMBERLAND TOWN BOARD
SPECIAL MEETING MINUTES
JANUARY 20, 2012

The Town Board of the Town of Lumberland held a Special Meeting on Friday, January 20, 2012, at 6 p.m., at the Town Hall in Glen Spey, N.Y. for the purpose of conducting annual 2011 Departmental Book Audits and any other Town business deemed necessary. Supervisor Nadia Rajsz opened the meeting at 6 p.m., followed by the Pledge of Allegiance.

Roll Call was administered to those members present:

Supervisor Nadia Rajsz
Councilman/Deputy Supervisor Joseph Carr
Councilman James Akt
Councilman Ron Thiele
Councilman Jay Shafer

Also present were Town Clerk Virginia Horn, Museum Director/Cultural Series Director Frank Schwarz, Bookkeeper to the Supervisor Susan Wade, Building Inspector David Sparling, Buildings Dept. Clerk Donna Sus, Tax Collector Heather Worzel, Justice Court Clerk Lorry King, Herb Baxter and Lumberland Fire Dept. President Ann Steimle.

Supervisor Rajsz stated that the Board members would be doing the annual 2011 Departmental Book Audits. The Board members met with Museum Director Frank Schwarz. Schwarz reviewed his Museum books, noting that he received a total of \$517 this year in revenues. Schwarz reported he purchased a book case for the museum, noting that he has \$15 in petty cash and a zero balance in his checking account. Councilman Carr questioned if Schwarz had a listing of expenses? Schwarz noted that all his expenditures are listed in the museum checkbook.

Cultural Series Director Frank Schwarz met with the Board members to audit his 2011 Cultural Series books. Schwarz reported they brought in a total of \$1,060, which included grant monies, admission monies from the concerts and a donation.

Supervisor Rajsz questioned if anyone signs off on their bank statements? Schwarz reported he balances his checkbooks against the bank statements. The Town Clerk reported she always signs the bank statement noting the date the account was balanced and she initials the statements. Supervisor Rajsz reported that the Supervisor should sign off on the last bank statement for the Supervisor's office.

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The Town Board members met with Court Clerk Lorry King and audited her 2011 departmental books. King explained the procedure of recording transactions and noted that she sends a report to the State every month. King noted she also files a report with the Supervisor's office every month. Councilman Shafer stated that the Court's records should verify the entire amount received by our court goes into the Town's account and the amount owed the State is then sent to them.

The Town Clerk reviewed her 2011 departmental books with the Town Board, noting she has two accounts that ended the year with the same amount as at the beginning of the year. The Town Clerk noted that she also carries a \$25 petty cash fund and will start noting it on the monthly statements. The Town Clerk reported that a portion of the revenues her office takes in each month is submitted to the various departments she needs to send to, such as the NYS Dept. of Health (marriage licenses), NYS AG & Markets (dog licenses) and the DEC (hunting & fishing licenses) and the remaining balance of the revenues is given over to the Town and all the transactions for her office is shown to the Town Board on her monthly report.

The Board members met with Tax Collector Heather Worzel to audit her 2011 departmental books. Worzel reported she started out with an 89 cent balance, not realizing she needed to zero out the account. Worzel reviewed the bank statements noting that the bank statements verify the deposits made. Supervisor Rajsz noted they have discussed having a lock box program with the bank set up but were too late to establish it for this year's tax season. Worzel reported she can start working on the lock box program the 2nd week in April. Worzel noted that people have been paying their taxes on the internet.

The Board members met with Buildings Dept. Clerk Donna Sus to audit her 2011 departmental books. Sus reported she had a problem from the last two years that a total of 70 cents was found that should have been given to the town, but noted that she will be giving that amount in her next check to the town. Supervisor Rajsz requested that all bank statements be verified and initialed each month. Sus reported that she submits a report to the State each year. Building Inspector David Sparling reported they only had 5 new homes built in town this last year.

The Board members met with Bookkeeper Susan Wade to audit her 2011 departmental books. Supervisor Rajsz reported that when she was in Albany for training it was suggested that the bookkeeper does not have to be separate from the Supervisor's Office and recommended that the Supervisor sign off on the last bank statements for the

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Supervisor's Office. Wade reviewed the Supervisor's books with the Board members, noting she does a monthly reconciliation

of her accounts and everything is included in her monthly report to the Town Board. Supervisor Rajszt noted they are presently using three different banks for their accounts. Supervisor Rajszt suggested they use any unallocated funds to create reserve funds to be used when it is really needed. Supervisor Rajszt suggested creating a reserve emergency fund. Councilman Shafer stated the Board could discuss this at their February Workshop Meeting. Supervisor Rajszt reported that the State is requesting the towns list the exact amounts that we have, noting that the State will now have to sanction our budget before the Town approves it. Wade noted the Town still has debt to be paid off. Councilman Shafer recommended looking into whether there is a penalty for paying off a bond early, and if not then we should look into what can be paid off. Supervisor Rajszt agreed that some of the debt could be paid off if there was no penalty for paying early.

Tax Collector Heather Worzel questioned if she should be calling the maintenance man to come in tomorrow if it snows, noting she was willing to bring in a shovel and clear the sidewalks in case anyone came in.

The Board members met with Fire Dept. President Ann Steimle who reported that their older ambulance is no longer in service and the newer one does not run efficiently. Steimle stated that the problem is they still owe \$50,000 on the one that does not run well but are still attempting to repair that rig. Steimle reported that the Fire Dept. does not have the money to replace the ambulance, noting they may need help from the Town with the amount they would get by trading in the rig and what they still owe on it. Steimle stated they have 2 options they are looking at, noting one would be a straight out loan or take a loan against the money the town gives the Fire District. Steimle reported that they have a reserve in the form of a bond for an engine but the rest of the monies they have are strictly for operating expenses. Steimle stated that a new ambulance would cost \$150,000, noting they are looking into grants to help pay for the cost of a new rig. Councilman Carr asked for verification that the Fire Dept. was looking to request \$20,000 to help pay off the old rig. Steimle verified that would be the amount they were looking for. Supervisor Rajszt stated she would talk to the Town Attorney to see if the amount could be built into the Fire Dept.'s contract with the town. Supervisor Rajszt also stated that she would call Schumer's office to see if there are any funds available. Councilman Shafer stated that the Town Board wants to help the Fire Dept. , questioning what would be the cost of putting a new motor into the rig they now use? Councilman Thiele reported that just changing the engine is not going to solve the overall problem they have with the rig. Steimle stated that it is a liability knowing that

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the ambulance is not up to the service it is needed for. Councilman Akt stated they should go to a gas rig, noting gas is cheaper than diesel fuel. Councilman Thiele stated the problem with going to gas is leaving the rig running and the possibility of carbon monoxide poisoning. Steimle reported they will be having 2 cars equipped with emergency gear to accompany the ambulance while they wait for a second backup ambulance if it is needed.

Supervisor Rajsz reported that the engineer has sent the specs for the generator they have been looking at for the buildings, noting the unit has used 199 hours. Supervisor Rajsz noted that this unit will power both the municipal building and the Town Hall. Supervisor Rajsz stated she will offer \$30,000 - \$35,000 for the unit because of the used hours. The Board members agreed to have a Special Meeting on Tuesday, January 31, 2012, at 6:30 p.m. to discuss the possibility of approving the purchase the generator and any other town business deemed necessary.

Supervisor Rajsz reported the Highway Superintendent has requested permission to contact the Engineer to do a bridge inspection and the Board members agreed to have the Highway Superintendent contact the Engineer.

Supervisor Rajsz reported a new law will go into effect February 2nd that requires all documents that will be presented at Town Board meetings be made available to the public before the Town Board meetings by putting them online or making them available by request.

Supervisor Rajsz stated that the Board members were given a list of the MEO's pay scale for the Highway Department, noting that there are different levels because there are different licenses. Supervisor Rajsz reported that there are Class A and Class B licenses, noting that anyone with a Class A originally received an additional 25 cents per hour, whereas, with the increases over the years the amount is now 65 cents per hour more for the Class A license. Councilman Shafer stated it was an incentive to get a better license. Supervisor Rajsz questioned who determines who runs the heavy equipment? Councilman Shafer stated it was the Highway Superintendent's call.

PRE-FILED RESOLUTIONS

- #37 - Support Acquisition Program for Flood Mitigation Watershed
- #38 - 2011 General Fund Transfers
- #39 - Official Undertaking of Municipal Officers

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Supervisor Rajszyk reported that Resolution #38 was for the 2011 Year-End General Fund Transfers, noting the various transfers. Supervisor Rajszyk stated that these transfers were needed to make some funds whole.

Supervisor Rajszyk reported that NYMIR will be taking over the official insurance that Roger Bisland usually gets our insurance from.

Frank Schwarz questioned the General Fund Transfers, questioning the amount for the zoning rewrite? The Town Clerk verified that some of the costs for the zoning rewrite were for the advertising for the public informational hearings and the Public Hearings. Councilman Shafer verified that funds were pulled out of Zoning to put into other funds, not the other way around. Schwarz reported that there were additional funds in zoning due to the grant monies. Supervisor Rajszyk noted they have not received the UDC grant check yet. Schwarz noted it has been 4 months and the check should have come by now. Supervisor Rajszyk stated she will look into it.

The Board members initialed vouchers that had been previously approved.

Councilman Carr made a motion to adjourn at 7:32 p.m., seconded by Councilman Thiele, all in favor, so carried.

Respectfully Submitted,

Virginia V. Horn
Town Clerk