

TOWN OF BEEKMAN TOWN BOARD
Minutes for Tuesday April 11th, 2023

The Town of Beekman Board met for their regularly scheduled meeting on Tuesday April 11th, 2023. The meeting was called to order by Supervisor Covucci at 7:01PM. The following members were present: Supervisor Mary Covucci, Councilman Stiegler, Councilman Battaglini, Councilman Lemak and Councilwoman Sharon Wohrman.

Also present were the Town Clerk – Laureen Abbatantuono

Supervisor Covucci led the Pledge of Allegiance. Supervisor Covucci pointed out the emergency exits and called for a moment of silence for all those who have served our Country.

SUPERVISOR COVUCCI introduced the Town Engineer Dan Koehler from Hudson Land Design who presented a Power Point on all prior and future Town Projects. (SEE ATTACHED) SUPERVISOR COVUCCI thanked Dan for his continuous dedication and hard work to the Town of Beekman.

Supervisor Covucci went over this evening's agenda items. Town Engineer Dan Koehler gave a brief synopsis on Alaina Estates Drainage.

Public Comments on Agenda items: NONE

Resolutions were read by the Town Board members

Other Town Board Business: COUNCILMAN LEMAK, The Dutchess County Department of Behavioral & Community Health (DBCH) is partnering with the Dutchess County SPCA to host a free rabies vaccination clinic for pets on Sunday April, 30th at the Red Hook Town Hall which is located at 7340 South Broadway in Red Hook. The Clinic will run from 8:00am-12pm with free parking available. Registration is required, walk-ins will not be accommodated. Registration will open on Wednesday, April 5th online at DCSPCA.org or call the DCSPCA at 845-452-7722, ext 425. COUNCILMAN STIEGLER, as part of the continuing efforts to promote healthy living and wellness the Dutchess County Department of Behavioral and Communications health will host their second annual Health Fair at Dutchess Community College on Saturday April 29th from 11:00am to 2:00pm. SUPERVISOR COVUCCI, NYSEG will be sending postcards informing customers they will be installing the Smart Meters starting the first week of May. If you have any questions or would like to opt out you can contact their customer service dept at 800-572-1111. If you choose to opt out there is a fee of \$13.47 per month. Baseball is back and opening day is Saturday April 15th at 11:45am. If anyone would like to come out it is always a nice day. COUNCILMAN BATTAGLINI, reminder that the NYS burn ban does not end until May 15th. It has been extremely dry and we are still seeing burning of leaves, please refrain until after the ban.

Public Comments: Bill Crain Gardner Hollow Rd, provided an update on the logging trucks that have been on Gardner Hollow Road. SUPERVISOR COVUCCI, I am still in conversations with the State Troopers and our Lawyers are still working on it.

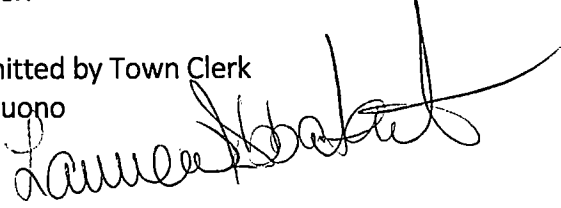
Written Comments: NONE

Supervisor Covucci made a motion at 8:10PM to adjourn the Town Board meeting, seconded by Councilman Stiegler.

Respectfully Submitted by Town Clerk

Laureen Abbatantuono

12 April, 2023

A handwritten signature in cursive script, appearing to read "Laureen Abbatantuono", written over the printed name.

**BEEKMAN TOWN BOARD
TOWN BOARD MEETING AGENDA
APRIL 11, 2023**

7:00 PM

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

TOWN BOARD MEETING

- Supervisor Comments
- Public comment on Agenda Items and Resolutions

RESOLUTIONS

1. Approval of March 28, 2023 Minutes
 2. Set Public Hearing for Alaina Estates Drainage District
 3. Approve Town of Beekman Budget Revision 2023-#3
 4. Authorize Attendance at the 23RD Annual Finance Training
 5. Update the Procurement Policy
 6. Approval of Training for Town Justice
 7. Approval of Town Clerks' attendance at NYSTCA Conference
 8. Approve Band for Concert in the Park
 9. Approve Entertainment for Senior Spring Brunch
 10. Approval of Payment of Claims
-
- Other Town Board Business
 - General Board Comments
 - Next Regular Town Board Meeting: Tuesday, April 25, 2023 at 7:00 PM

***AGENDA SUBJECT TO CHANGE**

RESOLUTION NO.04:11:23-1
RE: APPROVAL OF PAST TOWN BOARD MINUTES

WHEREAS, Town Clerk Laureen Abbatantuono has provided copies of the minutes of the March 28, 2023 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, that the Town Board hereby accepts the minutes of the March 28, 2023 Town Board Meeting.

Introduced: COUNCILMAN STIEGLER

Seconded: COUNCILMAN BATTAGLINI

ROLL CALL VOTE:

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

Dated: April 11, 2023

RESOLUTION NO.04:11:23-2
RE: SETTING PUBLIC HEARING FOR ALAINA ESTATES DRAINAGE DISTRICT

WHEREAS, the Town Board of the Town of Beekman (the "Town Board" and the "Town", respectively), in the County of Dutchess, New York, has been presented with a petition by JSM Upstate Properties, Inc. ("JSM"), pursuant to Article 12 of the Town Law, to establish a drainage district within the territory described in the petition, which territory is located wholly within the Town (the "Proposed District"), and

WHEREAS, the boundaries of the Proposed District shall incorporate the entirety of the parcel of real property having the tax identification number of 132200-6758-00-642721-0000, and being more particularly described in a deed from Nicolosi Buildings Inc. to JSM Upstate Properties Inc. dated November 21, 2006 and recorded in the Dutchess County Clerk's Office on December 11, 2006 as Document No. 02 2006 9795, and

WHEREAS, a map, plan and report has been prepared by Day Stokosa Engineering P.C., duly licensed engineers of the State of New York (the "Engineers"), describing the general plan for the Proposed District (the "MPR"), with maximum creation costs of \$ to be determined and finalized in subsequent resolutions and

WHEREAS, all costs associated with the creation including construction work and other expenses for the Proposed District shall be paid by JSM so that no expense occasioned by the creation of the Proposed District shall be levied and collected from the land within the District, and

WHEREAS, it is projected that the annual maintenance for the Proposed District as a whole shall be Five Thousand Three Hundred Sixty and 00/100 Dollars (\$5,360.00) per year, to be adjusted annually by the Town Board,

NOW, THEREFORE, it is ORDERED and RESOLVED, that a meeting of the Town Board of the Town be held at the Town Hall, 4 Main Street, Poughquag, New York 12570, in the Town, on the 25th day of April, 2023 at 7PM to consider said establishment of facilities of the Proposed District and to hear all persons interested in the subject thereof concerning the same and for such other action on the part of the Town Board with relation thereto as may be required by law; and it is

FURTHER ORDERED and RESOLVED, that the Town Clerk publish at least once in the official newspaper of the Town of Beekman, and hereby designated as the official newspaper of the Town for such publication, and posted on the signboard of the Town, certified by said Town Clerk, the first publication thereof and said posting to be not less than ten (10) nor more than twenty (20) days before the date of such public hearing.

Introduced: COUNCILMAN BATTAGLINI

Seconded: COUNCILMAN LEMAK

ROLL CALL VOTE:

Councilman Stiegler AYE

Councilman Battaglini AYE

Councilman Lemak AYE

Councilwoman Woehrman AYE

Supervisor Covucci AYE

Dated: April 11, 2023

RESOLUTION NO. 04:11:23-3
RE: APPROVE TOWN OF BEEKMAN BUDGET REVISIONS #2023-3

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 #2023-3

Budget Revisions for March 2023 # 2023-3

<u>Revision #</u>	<u>Account #</u>	<u>Account Title</u>	<u>Increase</u>	<u>Decrease</u>
<u>General Fund</u>				
2023-03-01	A-7110-0200	Park Equipment	2,650	
	A-1990-0440	Contingent Account		2,650
		-Transfer for County Expense		
2023-03-02	A-8010-0400	Zoning Expense	100	
	A-8010-0100	Zoning STAFF		100
		-Transfer for Expense		
2023-03-03	A-9040-0800	Workers Comp Insurance	3,713	
	A-1990-0400	Contingent Account		3,713
		-Transfer for New Contract Expense		
2023-03-04	A-9190-0800	Retiree Health Insurance	3,637	
	A-1990-0400	Contingent Account		3,637
		-Transfer for Retiree GHI		
<u>Highway Fund</u>				
2023-03-05	DA-5130-0402	Radio Contract	348	
	DA-5130-0400	Machinery Expense		348
		-Increase New Contract Amount		
<u>Sewer Fund</u>				
2023-03-06	SS-8189-0450	Contract OFM	2,211	
	SS-8189-0470	Sludge Removal		2,000
	SS-8189-0480	Other Expense		211
		-Revise for New Contract Amount		

Water Fund

2023-03-07	SW-8340-0450	Contract O&M	393	
	SW-8340-0480	Other Expense		393
		-Revise for New Contract Amount		

Capital Fund

2023-03-08	H-1620-0500	Building Improvements	3,345	
	H-1620-0400	Building Expense		3,345
		-Transfer for Final Payment		

Introduced: SUPERVISOR COVUCCI

Seconded: COUNCILWOMAN WOHRMAN

ROLL CALL VOTE:

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

Dated: April 11, 2023

RESOLUTION NO.04:11:23-4
RE: AUTHORIZING ATTENDANCE AT THE 23 rd. ANNUAL TOWN FINANCE SCHOOL

WHEREAS, the Association of Towns of the State of New York (AOT) and the Office of the State Comptroller (OSC) , Division of Local Government and School Accountability is holding their 23rd Annual Town Finance School in Albany New York; and

WHEREAS, the Auditing and Financial Reporting Training scheduled for May 15 and 16, 2023 would be beneficial for our Finance Department and Town Board; and

WHEREAS, the funds are available for this course;

NOW, THEREFORE, BE IT RESOLVED, that up to two people, to be chosen at a later date, are hereby authorized to attend said session with actual and necessary expense reimbursed or paid directly as audited by the Town Board at a cost not to exceed \$250.00 per person, including mileage and tolls with appropriate receipts.

Introduced: COUNCILMAN LEMAK

Seconded: COUNCILMAN BATTAGLINI

ROLL CALL VOTE:

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

Dated: April 11, 2023

RESOLUTION NO. 04:11:23-5
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 August of 2020; 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 April 11, 2023, 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.

Introduced: COUNCILWOMAN WOHRMAN

Seconded: COUNCILMAN STIEGLER

ROLL CALL VOTE:

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

Dated: April 11, 2023

RESOLUTION NO. 04:11:23-6
RE: APPROVE TRAINING FOR NEWLY APPOINTED TOWN JUSTICE

WHEREAS, pursuant to § 17.2 of the Rules of the Chief Judge (22 NYCRR 17.2), each newly appointed Town or Village Justice is required to attend the first available Certification Course after his/her appointment or election; and

WHEREAS, the Office of Court Administration is offering an in-person Spring 2023 Taking the Bench Certification Course to be held April 17-21,2023 in Albany, NY;

NOW, THEREFORE, BE IT RESOLVED, that authorization is hereby given for Town of Beekman Justice Linda Murray to attend the mandatory training, and that actual and necessary expenses will be reimbursed or paid directly as audited by the Town Board, to include mileage and tolls with appropriate receipts.

Introduced: COUNCILMAN STIEGLER

Seconded: COUNCILMAN BATTAGLINI

ROLL CALL VOTE:

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

Dated: April 11, 2023

RESOLUTION NO. 04:11:23-7
RE: APPROVE ATTENDENCE AT NYS TOWN CLERKS' 2023 CONFERENCE

WHEREAS, New York State Town Clerks' Association 2023 Conference will be held in Syracuse, NY, from April 23-26, 2023; and

WHEREAS, the Town Clerk has registered to attend;

NOW, THEREFORE, BE IT RESOLVED, that authorization is hereby given for the Town Clerk to attend the Conference, and that actual and necessary expense be reimbursed or paid directly as audited by the Town Board to include mileage if using her own vehicle.

Introduced: **COUNCILMAN BATTAGLINI**

Seconded: **COUNCILMAN STIEGLER**

ROLL CALL VOTE:

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

Dated: April 11, 2023

RESOLUTION NO. 04:11:23-8
RE: APPROVE ENTERTAINMENT FOR BAND CONCERT AT TOWN CENTER PARK

WHEREAS, the 2023 Recreation Budget included funding for entertainment for events for the summer months,

NOW, THEREFORE, BE IT RESOLVED, that the following expenditure be approved in the amount of \$500, for live music performed by "Noise in the Basement" to perform at Town Center Park Pavilion on June 9, 2023 at 6:00 PM.

Introduced: COUNCILMAN LEMAK

Seconded: COUNCILWOMAN WOHRMAN

ROLL CALL VOTE:

Councilman Stiegler AYE

Councilman Battaglini AYE

Councilman Lemak AYE

Councilwoman Wohrman AYE

Supervisor Covucci AYE

Dated: April 11, 2023

RESOLUTION NO. 04:11:23-9
RE: APPROVE ENTERTAINMENT FOR SENIOR MAY BRUNCH

WHEREAS, the Senior Center has a May Brunch scheduled for Monday, May 18, 2023 from the hours of 11 am to 2 pm, at Recreation Park, and

WHEREAS, the costs of the meal will be covered by the
\$6.00 per person fee for Town of Beekman Senior residents and a
\$8.00 per person fee for non-residents/ non-seniors collected for the party,

NOW, THEREFORE, BE IT RESOLVED, that the following expenditures be authorized,
Bob Martinson for an amount not to exceed \$150.00.

Introduced: SUPERVISOR COVUCCI

Seconded: COUNCILWOMAN WOHRMAN

ROLL CALL VOTE:

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

Dated: April 11, 2023

RESOLUTION NO. 04:11:23-10
RE: PAYMENT OF CLAIMS

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	\$ 31,004.98
Claims to be paid from the DA-Highway Fund	\$ 3,930.76
Claims to be paid from the SS – Dover Ridge Sewer	\$ 26,236.16
Claims to be paid from the SW – Dover Ridge Water	\$ 30.10
Claims to be paid from the H-Capital Fund	<u>\$ 54.00</u>
	<u>\$ 61,256.00</u>

3/30/2023 Payroll #7

General Fund	\$ 34,018.55
Highway Fund	<u>\$ 28,727.88</u>
	<u>\$ 62,746.43</u>

Introduced: COUNCILWOMAN WOHRMAN

Seconded: COUNCILMAN LEMAK

ROLL CALL VOTE:

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

Dated: April 11, 2023

TOWN OF BEEKMAN PURCHASE REQUISITION

Contact: _____	Date: _____
Department: _____	Phone: _____
Location: _____	
Vendor Name: _____	Date: _____
Address: _____	

Phone: _____	

Quantity	Description	Unit Price	Total

QUOTES RECEIVED FROM: (Attach 3 written quotes for purchases amounting to \$3,000 & less than \$20,000)

	Vendor Name	Amount
1.		
2.		
3.		

REQUEST BY DEPT HEAD _____

Approval By Town Board/Finance Department: _____

APPROVED _____ DENIED _____

Date: _____

APPROPRIATION CODE: _____

TOWN OF BEEKMAN, NEW YORK



PROCUREMENT POLICY

Adopted 08/11/20

Modified 4/11/23

Town of Beekman Procurement Policy Revised 4/11/2023

1. Every town officer, board, department head or other town employee with the designated purchasing authority shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. This estimate shall become the basis for that board or department budget for that fiscal year. That adopted budget shall be communicated to the responsible town officer, board or department head and it shall become the responsibility of that person **in consultation with the Town's Budget Officer and Finance Office** to manage his respective spending within the constraints of the adopted budget.
2. Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal law, section 103. Section 103 of the GML that requires towns to advertise for bids on all contracts for the purchase of materials, supplies, and equipment involving an expenditure of more than \$20,000 and on all contracts for the accomplishment of public works involving an expenditure of more than \$35,000.
3. All purchases of less than \$20,000 but equal to or greater than \$3,000 require a written purchase requisition requested by the responsible department head and approved by the Town Board/Finance Department. The purchase requisition should include the following information:
 - a. Date of requisition
 - b. Name of department, contact, phone number
 - c. Date required and delivery address
 - d. Vendor name and address
 - e. Description of item or service and quantity required
 - f. Estimated cost
 - g. Written/fax quotes from at least 3 vendors
 - h. **Budget sub-code to be expensed**

The completed purchase requisition shall be submitted **for approval** to the **Budget Officer or Finance Office**. The **Budget Officer or Finance Office** shall check to verify that budget authority exists and **funds are available**. The coded purchase requisition shall be returned to the responsible department head or board for the order to be placed.

4. All purchases of less than \$20,000 but equal to or greater than \$1,000 require a written purchase requisition as in #3 above except that oral/fax quotes from 2 vendors are required in lieu of written/fax quotes from 3 vendors.

5. All purchases **greater than \$300** require a written purchase requisition as in #3 above unless they are of a recurring nature **resulting from a previously approved contract or requisition** necessitated by the normal business operation of a particular department.
6. All estimated public works contracts of:
 - a. Less than \$35,000 but greater than or equal to \$20,000 requires a written Request for Proposal or fax proposals from 3 contractors.
 - b. Less than \$20,000 but greater than or equal to **\$1,000** requires a written Request for Proposal or fax proposals from 2 contractors.

Any written Request for Proposal shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered. All information gathered in complying with this procedure shall be preserved and filed with the documentation supporting the subsequent purchase of public works.

7. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the lowest bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.
8. A good faith effort shall be made to obtain the required number of proposals and/or written/fax/oral quotes. If the purchaser is unable to obtain the required number of proposals and/or written/fax/oral quotes, the purchaser shall document the attempt made. In no event shall the inability to obtain the required proposal and/or written/fax/oral quotes be a bar to procurement.
9. **The above listed procedures do not apply to the purchase of office supplies or equipment. Each department shall submit a requisition form to the Budget Officer or Finance Office, which includes the information required in paragraph 3 of this policy by the 10th day of each month. Such requisitions will then be reviewed and consolidated for a monthly purchase of town-wide needs. The monthly consolidated purchase to be conducted by the designee of the Budget Officer.**
10. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:
 - Acquisition of professional services
 - Emergencies
 - Sole source situations
 - Goods purchased from agencies for the blind or handicapped
 - Goods purchased from correctional facilities

Goods purchased from other governmental agencies
Goods purchased at auction

11. The unintentional failure to comply fully with the provisions of GML, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Town of Beekman or any officer or employee thereof.
12. The Town Board shall annually review these policies and procedures.



STATE OF NEW YORK
UNIFIED COURT SYSTEM
OFFICE OF JUSTICE COURT SUPPORT
187 WOLF ROAD, SUITE 103
ALBANY, NEW YORK 12205
(800) 232-0630

HON. NORMAN ST. GEORGE
Deputy Chief Administrative Judge
Courts Outside New York City

JENNIFER D'ALLO
Director

**PLEASE DISTRIBUTE TO
ALL NEWLY ELECTED OR APPOINTED JUSTICES
TAKING THE BENCH CERTIFICATION COURSE SPRING 2023**

The Office of Court Administration is offering an in-person Spring 2023 Taking the Bench Certification Course for newly elected or appointed Town and Village Justices. Taking the Bench is comprised of two separate training sessions, consisting of a five-day training, followed by a subsequent follow-up a few months later. The first session will be held at the Office of Justice Court Support Training Room located at 187 Wolf Road (2nd Floor), Albany on April 17th (Monday), April 18th (Tuesday), April 19th (Wednesday), April 20th (Thursday) and April 21st (Friday), 2023. The second session will be held on a date to be determined.

Each newly elected or appointed Town or Village Justice, who is not a member of the New York State Bar, is required pursuant to §17.2 of the Rules of the Chief Judge (22 NYCRR 17.2) to attend the first available Certification Course after his/her appointment or election. A non-lawyer Town or Village Justice may not assume the functions of the office until he or she has filed a certificate of completion of the Certification Course with his/her municipality (Uniform Justice Court Act §105). Attorney Justices are strongly encouraged to attend, and some Continuing Legal Education (CLE) credits may be available for attending attorney judges.

Justices will receive their certification to assume the bench after successful completion of the "First Session" of Taking the Bench in April.

TRAINING DATES

Session 1

April 17th, 18th, 19th, 20th, 21st

9:00am – 5:00pm

Session 2

July 13th and July 14th

9:00am – 5:00pm

Training will be held at the Office of Justice Court Support Training Room located at 187 Wolf Road (2nd Floor).

Check-in starts thirty (30) minutes prior to the beginning of classes. Classes begin at 9:00 a.m. each day and classes will conclude by 5:00 p.m. each day. Justices will be advised of any changes to the schedule, as necessary. A detailed schedule will be provided on the first day of class.

Anyone who requires any accommodations due to a disability, should contact the Office of Justice Court Support at 1-800-232-0630.

REGISTRATION

To register for the in-person Spring 2023 Taking the Bench Certification Program, please go to the following website beginning Wednesday, March 22, 2023, at 8:00 am (registration will close as of noon on Friday, April 14, 2023):

<https://fm-web-22.nycourts.gov/fmi/webd/TVREGISTRATION>

The "account name" is 'court' and the "password" is 'court'.

TRAINING MATERIALS

Updated training materials will be available on the Town and Village Courts website: <http://www.nycourts.gov/justicecourts> and on mycje.learnupon.com. Registered Judges will receive an email with instructions on how to access the materials on the password protected website.

COST AND EXPENSE REIMBURSEMENT

No fee is charged to attend the in-person Spring 2023 Taking the Bench Certification Course. Those attending must provide their own transportation and accommodations. The General Municipal Law provides that all actual and necessary expenses of travel and lodging incurred for attendance at a conference are a municipal charge. Justices must comply with the provisions of General Municipal Law §77(b) to obtain reimbursement.

In addition, all towns and villages are required by law to pay the expenses of a Justice or Justice-elect who is required to attend a training program (Uniform Justice Court Act §105 and Town Law §31).

ACCOMMODATIONS

*** JUSTICES MUST MAKE THEIR OWN HOTEL AND OTHER TRAVEL ARRANGEMENTS. ***

There are numerous hotels conveniently located nearby. Several are listed below. The State rate for Albany is \$114.

Crowne Plaza - Albany Desmond Hotel and Conference Center – 660 Albany
Shaker Rd, Albany, NY 12211 Telephone: (518) 869-8100

Marriott – 189 Wolf Road, Albany, NY
12205 Telephone: (518) 458-8444.

Holiday Inn on Wolf Road – 205 Wolf Road, Albany, NY
12205 Telephone: (518) 458-7250 .

Best Western on Wolf Road – 200 Wolf Road, Albany, NY 12205
Telephone: (518) 458-1000

41st Annual New York State Town Clerk's

April 22nd to April 25th 2023

HOTEL REGISTRATION FORM

To make your reservation, please submit this completed form to the address or fax below:

ONE FORM PER RESERVATION (PLEASE DO NOT SEND MULTIPLE FORMS FOR ONE ROOM)

Marriott Syracuse Downtown Attention: Ginny Miner/Tori Cook

100 East Onondaga Street, Syracuse, NY 13202

Fax: 315-424-6093

Phone: 315-474-2424

Questions on Reservations Ext 5620

Questions on Billing Ext 5203

FORM MUST BE RECEIVED BY HOTEL NO LATER THAN March 31st, 2023

Check In Time Starts at 4:00 PM as rooms become available

Check out Time is 12:00 PM

Please check the desired package below:

Three Night Package Arriving Sunday

Check In 4-23-23 Check out 4-26-23

3 Nights Room Accommodations

3 Breakfasts

3 Lunches and 2 Dinners

Self-Parking in Marriott Garage
and WI FI

Service Charge Included

Package price does not include tax

☒ \$ 810.00 ONE Person Package

☐ \$ 1149.00 TWO Person Package

☐ \$ 1472.00 THREE Person Pkg

☐ \$ 1795.00 FOUR Person Pkg

Two Night Package Arriving Sunday

Check In 4-23-23 Check out 4-25-23

2 Nights Room Accommodations

2 Breakfasts

2 Lunches and 1 Dinner

Self-Parking in Marriott Garage
and WI FI

Service Charge Included

Package price does not include tax

☐ \$ 543.00 ONE Person Package

☐ \$ 774.00 TWO Person Package

☐ \$ 962 THREE Person Package

☐ \$ 1151.00 FOUR Person Pkg

Two Night Package Arriving Monday

Check In 4-24-23 Check out 4-26-23

2 Nights Room Accommodations

2 Breakfasts

2 Lunches and 1 Dinner

Self-Parking in Marriott Garage
and WI FI

Service Charge Included

Package price does not include tax

☐ \$ 543.00 ONE Person Package

☐ \$ 774.00 TWO Person Package

☐ \$ 962 THREE Person Package

☐ \$ 1151.00 FOUR Person Pkg

Primary Guest Name: Laureen Abbatanuono

Roommate Name: _____

Address/City/State/Zip 4 main st Poughkeepsie NY 12570

Email Address Townclerk@townofBeekmanny.org Phone Number 845 724-5360

All Reservations must be guaranteed by Credit Card or Advance Payment by Organization Check (Personal checks not accepted)
Credit cards will be charged in full at time of reservation. Reservations may be cancelled no later than 48 hours prior to arrival
Cancellations after this time will result in forfeiture of advanced payment.

Town Vouchers will not be accepted after March 24th. Vouchers will not be accepted at check in.

An Invoice will be mailed upon receipt of voucher. Full payment must be received prior to arrival date to guarantee the reservation.

Tax Exempt status will be honored with proper documentation via NYS Form ST 119.1 or NYS Letter of Exemption. Please note that due to the restrictions of these forms, payment must be made directly by your organization. Payment by personal credit card will not allow tax exemption. Exemption forms must be submitted along with this reservation form.

PAYMENT INFORMATION

☐ Town Voucher and Tax Exempt Form Enclosed

OR

☐ Please charge Organization Credit Card Below

Organization Name on the Credit Card

Cardholder Name Laureen Abbatanuono Phone Number [REDACTED]

Exp Date on Card [REDACTED] Credit Card Number [REDACTED]

Cardholder Signature

[Signature]

New York State Town Clerks Association 2023 CONFERENCE REGISTRATION FORM

MARRIOTT SYRACUSE DOWNTOWN – SYRACUSE, NY APRIL 23-26, 2023

On-line Registration at www.NYSTCA.Com

Click the "NYSTCA 2023 annual conference" link on the home page or look under the continuing education tab.

MAIL IN INSTRUCTIONS:

1. COMPLETE ALL AREAS – please include your email address
2. ONLY ONE REGISTRANT PER FORM
3. SUBMIT REGISTRATION FORM AND CHECK (payable to NYSTCA) TOGETHER before 4/15/23

ATTENDEE INFORMATION

LAST NAME Abbatantuono FIRST NAME Lauren
TOWN Beekman PHONE 914-474-5861
EMAIL ADDRESS Townclerk@townofbeekman.ny.us (confirmation of receipt of registration will be emailed to you)
YOUR TITLE: CLERK ☒ DEPUTY ☐ GUEST ☐
CHECK ALL THAT APPLY: NEW CLERK ☐ NEW DEPUTY ☐ FIRST CONFERENCE ☒

My payment is enclosed ☐ or My payment was previously submitted ☐

ALL REGISTRANTS MUST CHOOSE ONE:

- ☐ MEMBER CLERK/DEPUTY \$125.00 (Non-Member \$225) \$ _____
☐ ONE DAY REGISTRATION MEMBER \$90.00 (NON MEMBER \$165.00) \$ _____
☐ COMPLIMENTARY REGISTRATION: Spouses/Guest. \$ _____ NC

Registration Subtotal \$ _____

HOTEL GUEST (MUST REGISTER SEPARATELY WITH HOTEL BEFORE 03/24/23) or COMMUTER. CHECK ONE:

HOTEL GUEST _____ (meals Included In hotel package) OR COMMUTER _____ (**purchase meals through NYSTCA)

PLEASE SPECIFY: ARRIVAL DATE: _____

(Sun 4/23, Mon 4/24, Tues 4/25, Wed 4/26 CHECK IN TIME IS 4:00 PM)

DEPARTURE DATE: _____

CHECK OUT TIME IS NOON

EXTRAS AND MEALS:

Monday Night Mystery Dinner Theater \$55.00 \$ _____

**COMMUTERS AND ANYONE WISHING TO PURCHASE ADDITIONAL MEALS NOT INCLUDED IN HOTEL PACKAGE:

Sun. Kick-off Dinner Buffet/Mixer _____ @ \$49.00 each \$ _____
Mon. Breakfast _____ @ \$27.00 ea. Lunch _____ @ \$38.00 ea. \$ _____
Tues. Breakfast _____ @ \$27.00 ea. Lunch _____ @ \$38.00 ea. Banquet _____ @ \$62.00 ea. \$ _____
Wed. Breakfast _____ @ \$27.00 ea. Lunch _____ @ \$38.00 ea. \$ _____

(ALL applicable lines) REMIT CHECK PAYABLE TO NYSTCA \$ _____

PLEASE NOTE ANY SPECIAL DIETARY REQUIREMENTS OR SPECIFIC ALLERGIES:

MAIL CONFERENCE REGISTRATION FORM AND CHECK PAYABLE TO NYSTCA to:

Patricia Kalba, Town of Somers, 335 Route 202, Somers, New York 10589

Email questions to: registration@nystca.com – a response will be returned to you within 72 hours, or

call Beth at 914-377-3333 (office) 914-447-6143 (cell: voice or text)

3 hr 32 min (232 miles)

via NY-17 W and I-81 N

Fastest route now due to traffic conditions

Beekman Town Hall

4 Main St, Poughquag, NY 12570

Get on Taconic State Parkway in East Fishkill from Beekman-Poughquag Rd/Main St and Beekman Rd

8 min (5.1 mi)

Take I-84 to NY-17 W in Wallkill. Take exit 19B from I-84

35 min (37.7 mi)

Continue to Windsor

1 hr 35 min (103 mi)

Take I-81 N to Almond St in Syracuse. Take exit 18 from I-81 N

1 hr 17 min (84.9 mi)

Drive to Harrison St

2 min (0.6 mi)

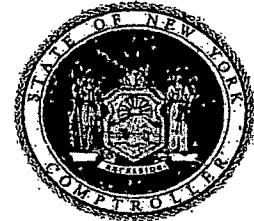
100 E Onondaga St

Syracuse, NY 13202



Agenda

23rd Annual Town Finance School



May 8 & 9, 2023 – 41 Lakefront Hotel, Trademark Collection By Wyndham
(41 Lakefront Drive, Geneva, New York 14456)

May 15 & 16, 2023 – Marriott Albany
(189 Wolf Rd, Albany, NY 12205)

Co-sponsored by the Association of Towns of the State of New York (AOT) and the
Office of the State Comptroller (OSC), Division of Local Government and School Accountability.

Monday, May 8 & 15

- 8:00 A.M. Breakfast and Registration**
- 8:50 A.M. Welcoming Remarks from the Office of the State Comptroller and Association of Towns**
- 9:00 A.M. Inflation and Supply Chain Issues and Stagnant State Aid, Oh My: Developing a Town Budget in Uncertain Times**
(75 minutes) *Sarah Brancatella, Counsel and Legislative Director, Katie Hodgdon, Counsel, Association of Towns of the State of New York*
While things may change – inflation may rise and supply stock may dwindle – a few things remain the same, including the need for government to function and provide essential services. As the 2024 budget cycle approaches, join Sarah Brancatella, Legislative Director and Counsel, and Katie Hodgdon, Counsel, as they provide a thorough overview and analysis of the cornerstone of these services – the town budget. Discussion will range from the basic (by when does the budget have to be adopted) to the not-so-basic (how fund balance impacts budget and levy), while offering tips and insights into how town boards can effectively manage the budget during tumultuous times. This course is designed for both the seasoned official and those new to the office. Bring your questions.
- 10:15 A.M. Break**
- 10:30 A.M. Tales from the Field: Town Audits**
(75 minutes) *Staff, Local Official Training Unit, Division of Local Government and School Accountability, Office of the State Comptroller*
While OSC auditors may review financial activities, our audits often focus on whether a local government is performing activities in line with established criteria. In this session, we will discuss several examples of OSC audits to illustrate the various scope areas auditors may review, some specific audit findings, and our recommendations.
- 11:45 A.M. Lunch**
- 12:30 P.M. Establishing and Accounting for Reserves**
(75 minutes) *Staff, Local Official Training Unit, Division of Local Government and School Accountability, Office of the State Comptroller*
Properly established reserves can provide many benefits to municipalities. This session will assist local officials in understanding the purpose, benefits and proper use of reserves. We will discuss several

commonly used reserves, the distinction between accounting and legal reserves, and the accounting treatment for reserves.

1:45 P.M. **Break**

2:00 P.M. **NYSLRS - Reporting Elected and Appointed Officials**

(75 minutes) *Staff, Pension Integrity Bureau, New York State and Local Retirement System, Office of the State Comptroller*

This session will explain how the New York State and Local Retirement System (NYSLRS) calculates service credit for elected and appointed officials who are members of NYSLRS. We will cover the requirements for elected and appointed officials (a record of activities) and employers (a standard workday and reporting resolution and adjustments to days reported).

3:15 P.M. **Break**

3:30 P.M. **Ask the Auditor, Ask the Attorney**

(60 minutes) *Staff, Local Official Training Unit, Division of Local Government and School Accountability, Office of the State Comptroller; and Sarah Brancatella, Counsel and Legislative Director, Katie Hodgdon, Counsel, Association of Towns of the State of New York*

OSC auditors and AOT attorneys will answer questions in an open forum.

4:30 P.M. **Reception Sponsored by CompAlliance and NYMIR**

Enjoy some hors d'oeuvres and network with other town officials and the staff from OSC and AOT.

Tuesday, May 9 & 16

8:00 A.M. **Breakfast**

9:00 A.M. **Safeguarding Our Assets: Fraud Prevention and Detection**

(75 minutes) *Staff, Local Official Training Unit, Division of Local Government and School Accountability, Office of the State Comptroller*

This session will identify steps local officials can take to help detect and prevent fraud and abuse. Participants will learn about the fraud triangle, which consists of common red flags, organizational vulnerabilities to fraud and how to minimize risks.

10:15 A.M. **Break**

10:30 A.M. **Common Pitfalls in Budgeting**

(75 minutes) *Staff, Local Official Training Unit, Division of Local Government and School Accountability, Office of the State Comptroller*

OSC audits often reveal problems with municipal budgeting practices, including the use of unrealistic estimates; improper use of fund balance; and failure to monitor the budget. We'll discuss several common areas of concern and provide best practice suggestions and resources to help the town board, the town supervisor, and other department heads avoid these pitfalls.

11:45 A.M. **End**

A regular meeting of the Town Board of the Town of Beekman, in the County of Dutchess, New York, was held at the Town Hall, in said Town, on the 11th day of April, 2023

-----X

IN THE MATTER OF THE ESTABLISHMENT

OF

**RESOLUTION AND ORDER
CALLING PUBLIC
HEARING TO BE HELD ON
April 25, 2023**

Alaina Estates Drainage District, in the Town of Beekman,
County of Dutchess, State of New York

-----X

Supervisor Covucci proposes the following:

WHEREAS, the Town Board of the Town of Beekman (the "Town Board" and the "Town", respectively), in the County of Dutchess, New York, has been presented with a petition by JSM Upstate Properties, Inc. ("JSM"), pursuant to Article 12 of the Town Law, to establish a drainage district within the territory described in the petition, which territory is located wholly within the Town (the "Proposed District"), and

WHEREAS, the boundaries of the Proposed District shall incorporate the entirety of the parcel of real property having the tax identification number of 132200-6758-00-642721-0000 and being more particularly described in a deed from Nicolosi Buildings Inc. to JSM Upstate Properties Inc. dated November 21, 2006 and recorded in the Dutchess County Clerk's Office on December 11, 2006 as Document No. 02 2006 9795, and

WHEREAS, a map, plan and report has been prepared by Day Stokosa Engineering P.C., duly licensed engineers of the State of New York (the "Engineers"), describing the general plan for the Proposed District (the "MPR"), and

WHEREAS, all costs associated with the construction work for the Proposed District shall be paid by JSM so that no expense occasioned by the creation of the Proposed District shall be levied and collected from the land within the District, and

WHEREAS it is projected that the annual maintenance for the Proposed District as a whole shall be Five Thousand Three Hundred Sixty and 00/100 Dollars (\$5,360.00) per year, to be adjusted annually by the Town Board,

NOW, THEREFORE, it is ORDERED and RESOLVED, that a meeting of the Town Board of the Town be held at the Town Hall, 4 Main Street, Poughquag, New York 12570, in the Town, on the 25th day of April, 2023 at 7PM to consider said establishment of facilities of the Proposed District and to hear all persons interested in the subject thereof concerning the same and for such

other action on the part of the Town Board with relation thereto as may be required by law; and it is

FURTHER ORDERED and RESOLVED, that the Town Clerk publish at least once in the official newspaper of the Town of Beekman, and hereby designated as the official newspaper of the Town for such publication, and posted on the signboard of the Town, certified by said Town Clerk, the first publication thereof and said posting to be not less than ten (10) nor more than twenty (20) days before the date of such public hearing.

The foregoing resolution was voted upon with all councilpersons voting as follows:

Mary B. Covucci, Town Supervisor _____

Ezio Battaglini, Councilman _____

Werner Stiegler, Councilman _____

Sharon Wohrman, Councilwoman _____

Dated: April 11, 2023
Beekman, New York

STATE OF NEW YORK :

COUNTY OF DUTCHESS: ss.:

I, Laureen Abbatantuono, Clerk of the Town of Beekman, in the County of Dutchess, New York, DO HEREBY CERTIFY that I have compared the preceding Order with the original thereof filed in my office, and that the same is a true and correct copy of said original and of the whole thereof so far as the same relate to the subject matters referred to therein.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Beekman this 11th day of April, 2023.

Laureen Abbatantuono, Town Clerk

**Town of Beekman
Town Board**

Notice of Public Hearing

PLEASE TAKE NOTICE that the Town of Beekman will hold a Public Hearing on Tuesday, April 25, 2023 at the Town of Beekman Town Hall, 4 Main Street, Poughquag (Town of Beekman), New York at 7:00 p.m. Prevailing Time, or as soon thereafter as the matter is reached on the agenda, concerning the establishment of a proposed drainage district in the entirety of the parcel of real property having the tax identification number of 132200-6758-00-642721-0000 and being more particularly described in a deed from Nicolosi Buildings Inc. to JSM Upstate Properties Inc. dated November 21, 2006 and recorded in the Dutchess County Clerk's Office on December 11, 2006 as Document No. 02 2006 9795 (the "Proposed District"), with all future expenses of the Proposed District to be a charge against the entire area of the Proposed District.

PLEASE TAKE FURTHER NOTICE that the environmental significance of said Proposed District will be reviewed by the Town of Beekman Town Board incident to and as a part of said public hearing.

Any resident of the Town of Beekman shall be entitled to be heard upon said proposed Local Law at such public hearing. Copies of the order scheduling said hearing are available for review at the Town Clerk's Office.

Dated: April 11, 2023

By order of the Town of Beekman

Laureen Abbatantuono, Town Clerk

Classified Ad Receipt
(For Info Only - NOT A BILL)

Customer: BEEKMAN, TOWN OF
Address: 4 MAIN ST
POUGHQUAG NY 12570
USA

Ad No.: 0005665180
Pymt Method Credit Card
Net Amount \$42.32
Run Times: 1
Run Dates: 04/14/23

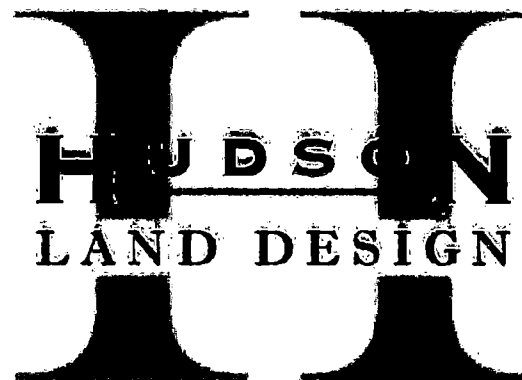
Text of Ad:

NOTICE OF PUBLIC HEARING: RESOLUTION NO.04:11:23-2

LEGAL NOTICE IS HEREBY GIVEN that pursuant to 239 of the Town Law, the Beekman Town Board will hold a Public Hearing on Tuesday April 25th, 2023 at 7:00PM at the Beekman Town Hall, 4 Main Street, Poughquag. PURPOSE of the Hearing is "SETTING PUBLIC HEARING FOR ALAINA ESTATES DRAINAGE DISTRICT" and it hereby is introduced before the Town Board of the Town of Beekman in the county of Dutchess and State of New York;

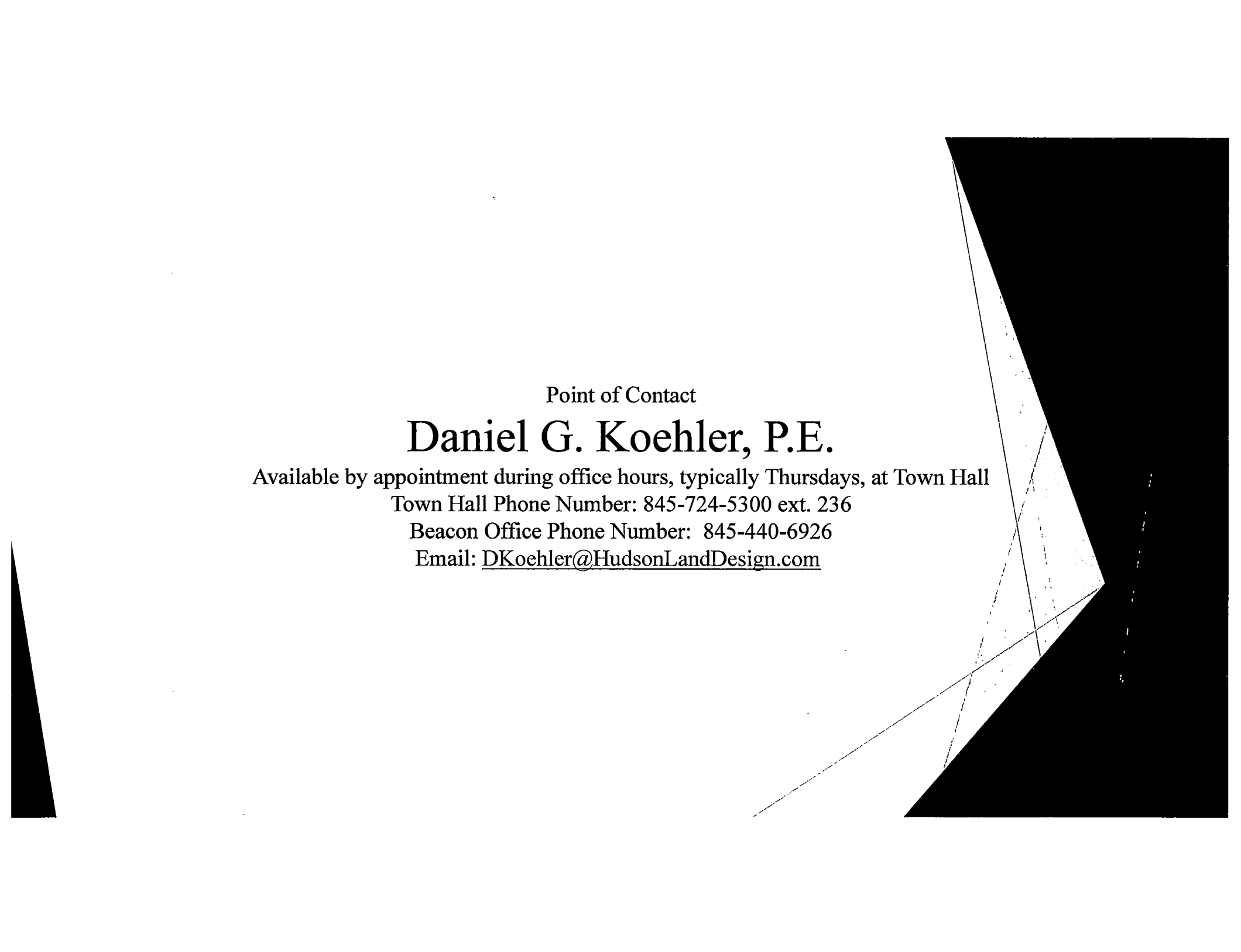
BY ORDER OF THE TOWN BOARD
TOWN OF BEEKMAN
LAUREEN ABBATANTUONO
TOWN CLERK
Dated: 12 April, 2023

0005665180



Hudson Land Design Professional Engineering, P.C.

Consulting Engineer to the Town of Beekman



Point of Contact

Daniel G. Koehler, P.E.

Available by appointment during office hours, typically Thursdays, at Town Hall

Town Hall Phone Number: 845-724-5300 ext. 236

Beacon Office Phone Number: 845-440-6926

Email: DKoehler@HudsonLandDesign.com

Engineering Services Provided:

- Planning Board Review
- General Engineering Support for Town Board
- Infrastructure Improvements
- Filing and Electronic Record Keeping Initiative
- MS4 Compliance

Focus This Evening:

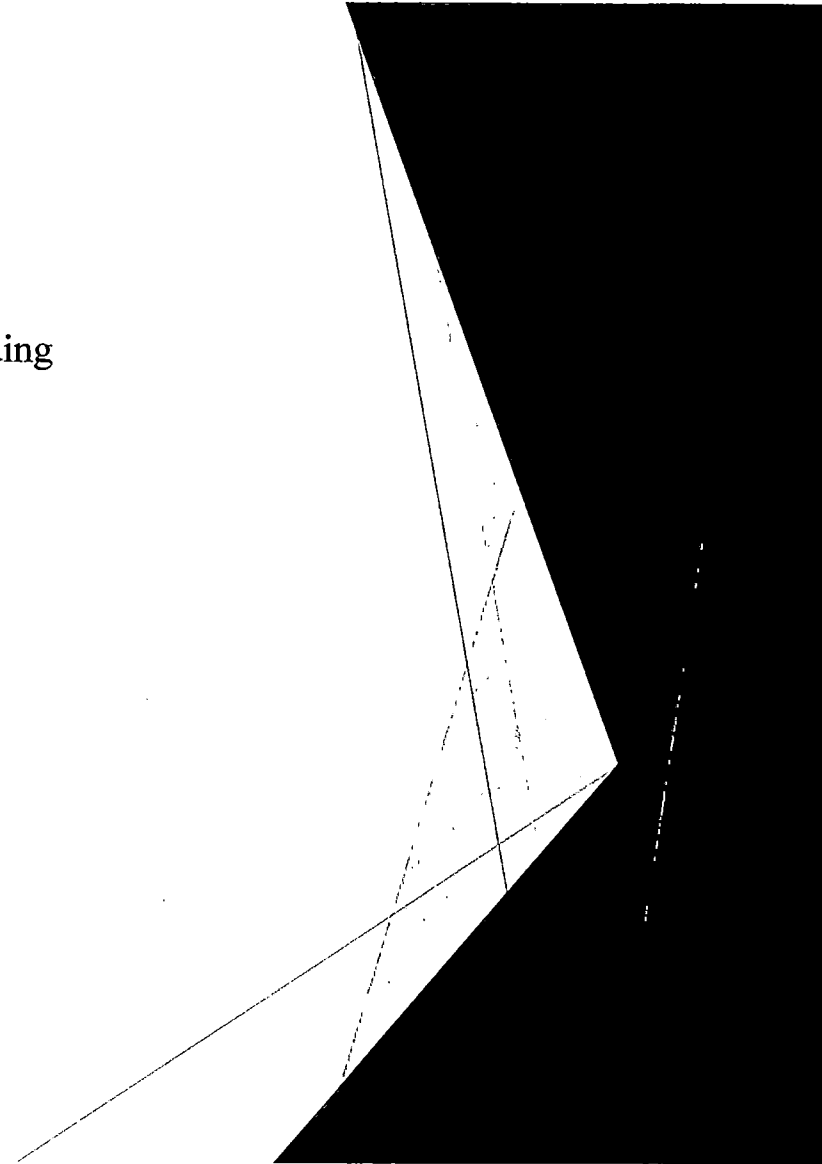
- Infrastructure & Building Improvements
 - Town Board directive to be proactive rather than reactive
 - Collaborative effort with outside consultants (architects, environmental analysts, structural engineers, etc.) and Hudson Land Design
 - Identify issues
 - Analyze remaining life expectancy
 - Plan for maintenance, improvements, replacement
 - Search for outside funding opportunities

Recently Completed Capital Projects:

- Town Center Park Water System
 - Treatment and Health Department compliance
- Dover Ridge Estates Water System
 - Water System Improvements Project
 - New atmospheric storage tank
 - New variable frequency drive pressure system and controls
 - Treatment house – partial pipe replacement
- Dover Ridge Estates Water System
 - Radionuclide Treatment Project
 - Softener installation
 - Treatment house – remaining pipe replacement
- Beekman Recreation Pond
 - Gate Valve Project
 - Eliminated personnel access into the pit that control flow of water from Fishkill Creek into the Recreation Pond via installation of a gate valve
- Remembrance Park
 - Phase I upgrades recently completed through a mixture of contractors and volunteers
 - Phase II improvements completed
 - Thanks to Rob Lopane (resident, planning board member) prepared a master sketch

Recently Completed Capital Projects (continued):

- Town Hall Accessibility Improvements Project
 - ADA Accessibility
 - Replaced ramp in front
 - Automatic doors in front and rear
 - Accessible parking spaces in rear
 - Pedestrian connectivity between front and rear of building
 - New windows and doors
- Town Hall Exterior Upgrades
 - New asphalt shingle roof
 - Siding on dormers
 - Paint (fascia, soffits, etc.)
- Town Hall Security Upgrades



Capital Projects in Construction:

- Gardner Hollow Road Bridge
 - Remaining Work:
 - Guiderail
 - Punchlist
 - Vegetative Establishment
 - As-Built Survey
 - Outside Funding:
 - Municipal Innovation Grant \$100,000 and State and Municipal Grant \$80,000
 - American Rescue Plan Act (ARPA) money
 - Anticipated Completion: Late Spring 2023
- Beekman Recreation – Baseball Field 1
 - Remaining Work:
 - Infield grading
 - Punchlist
 - Vegetative Establishment
 - Outside Funding:
 - \$100,000 awarded by NYS Senator Harckham's office
 - Anticipated Completion: Late Spring 2023

Capital Projects Upcoming Bidding:

- Town Hall Emergency Generator
 - 50kW Emergency Generator
 - \$50,000 Municipal Innovation Grant
 - Expected Release: Late April 2023
- Water and Sewer Study
 - Study to determine options for centralized water and sanitary sewer services along Town Center and potential improvements with Dalton Farms systems
 - \$40,000 Municipal Innovation Grant, in collaboration with the Dutchess County Water and Wastewater Authority
 - Expected Release: June 2023
- Highway Buildings
 - Highway Building #1 & #2 Roof and Exterior Improvements
 - Anticipate use of ARPA funds
 - Expected Release: May 2023

Capital Projects 2023 or soon thereafter:

- Beekman Recreation Pond
 - Permanent Weir required by New York State Department of Environmental Conservation
 - Permitting completed
 - Bid Documents being prepared
 - Considering use of ARPA money for this project
- 4 Main Street
 - Monitoring well closure
 - Candidate for ARPA money
- Highway Buildings
 - New steel building / addition to house highway equipment
 - Awarded \$143,984 State Funds to be administered through New York State Department of Transportation
 - Salt Shed Upgrades
 - Shared with Dutchess County Department of Public Works
 - Deficiencies report complete
- Dover Ridge Water
 - Well Improvement
 - Treatment Building Improvements
- Other Buildings & Infrastructure Improvements
 - Continue to monitor infrastructure and identify needs
 - Continue to review the Buildings Survey and Condition Report
 - Utilize in house staff for maintenance inasmuch as possible and continue to plan for capital projects for those projects in need of outside services

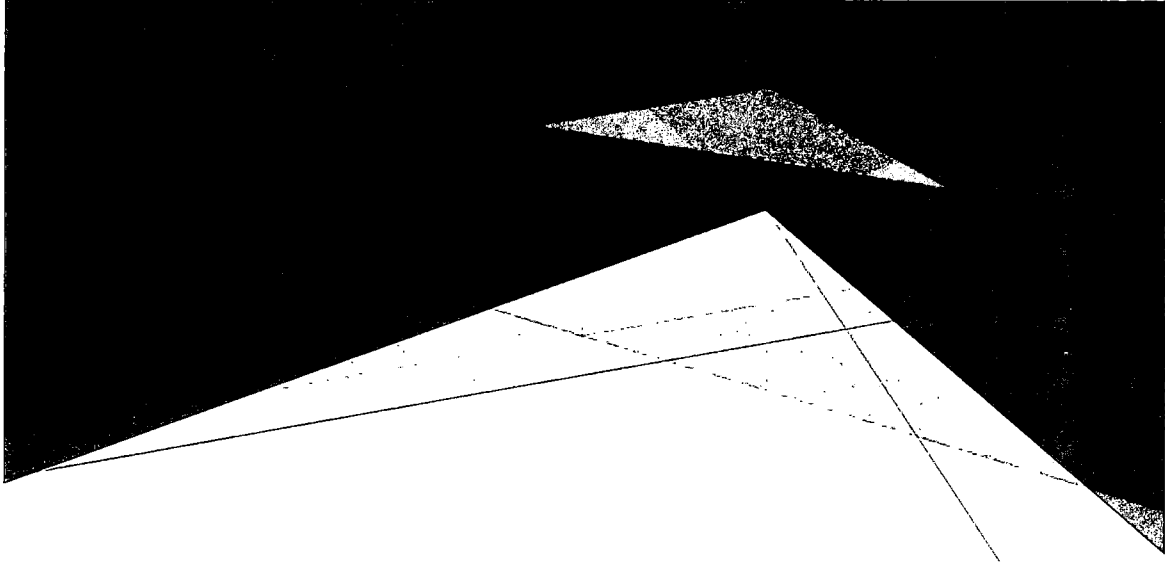
Photographs (2020):



Photographs (2017):



Photographs (2022):



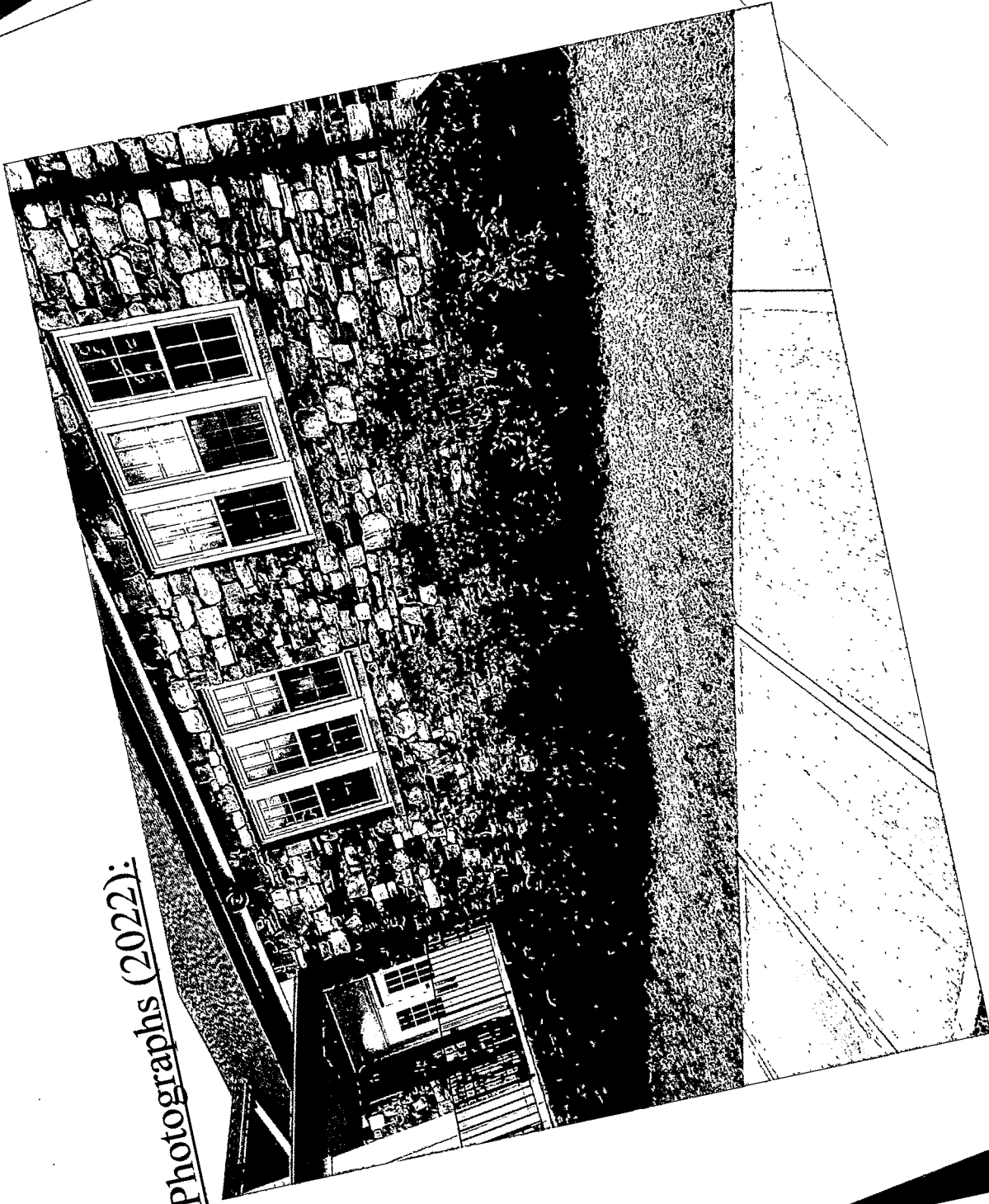
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Photographs (2022):

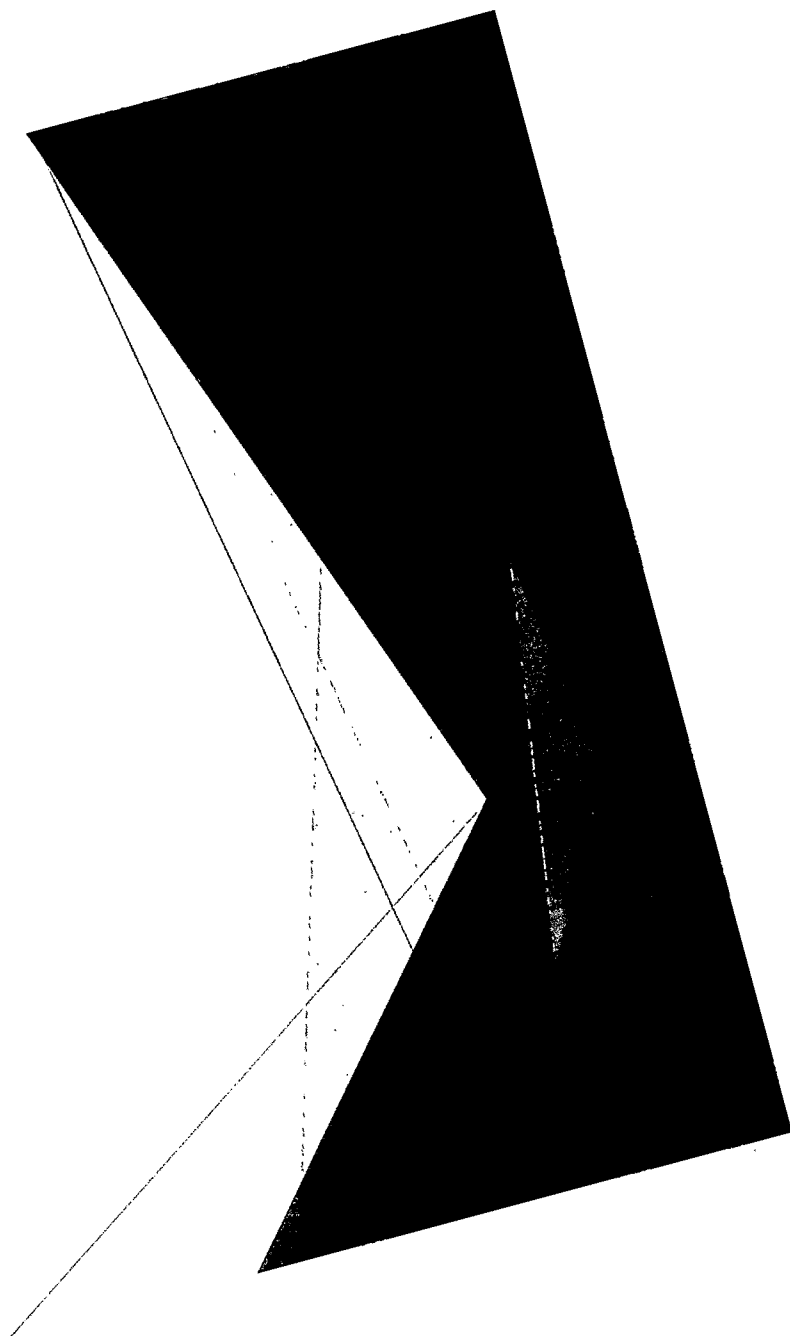
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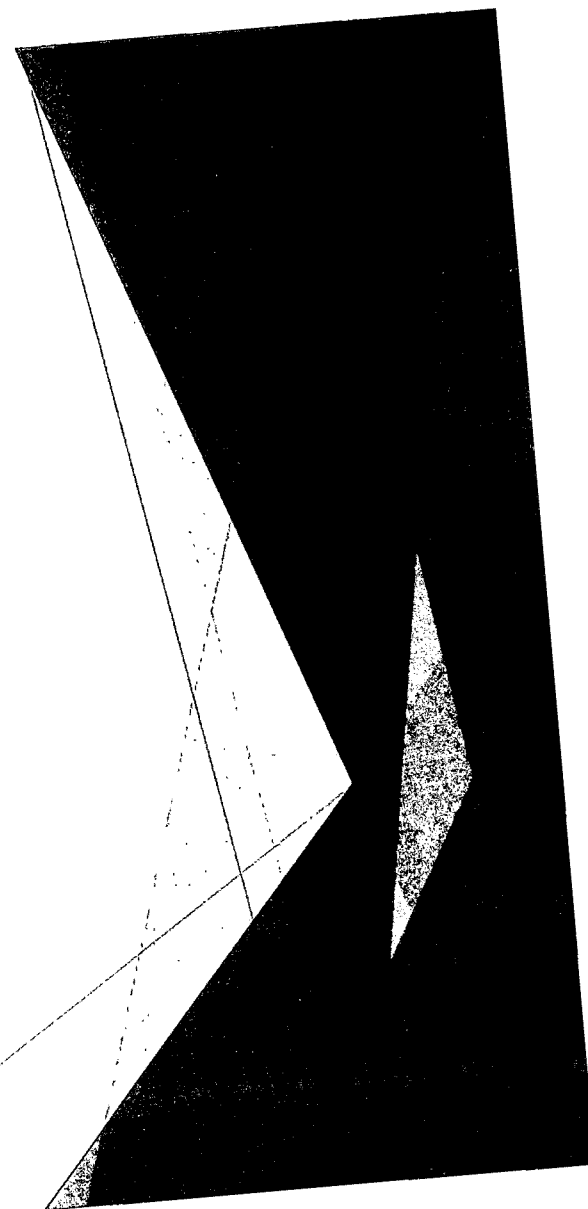
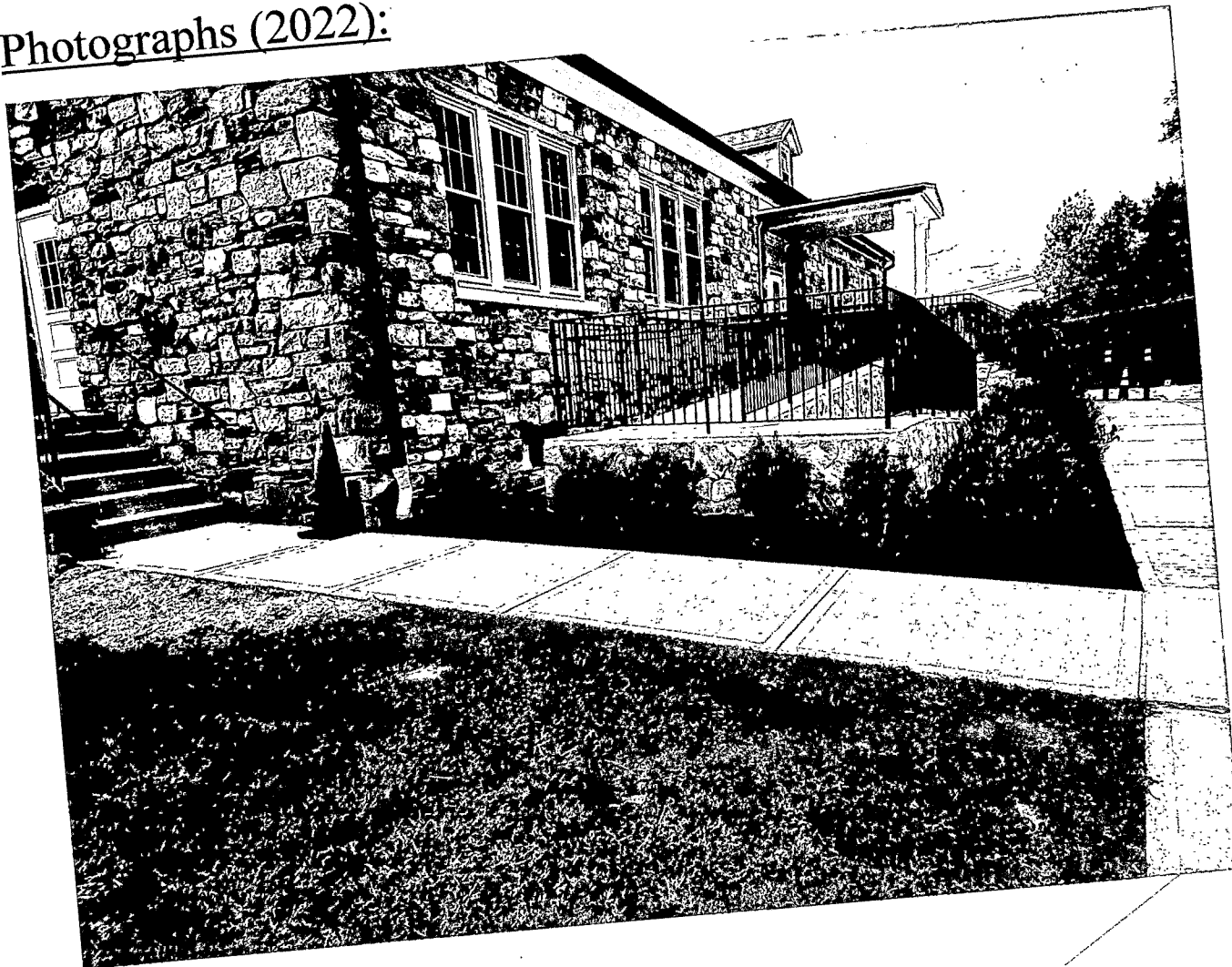
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Photographs (2020):



Photographs (2022):



Photographs (2019):



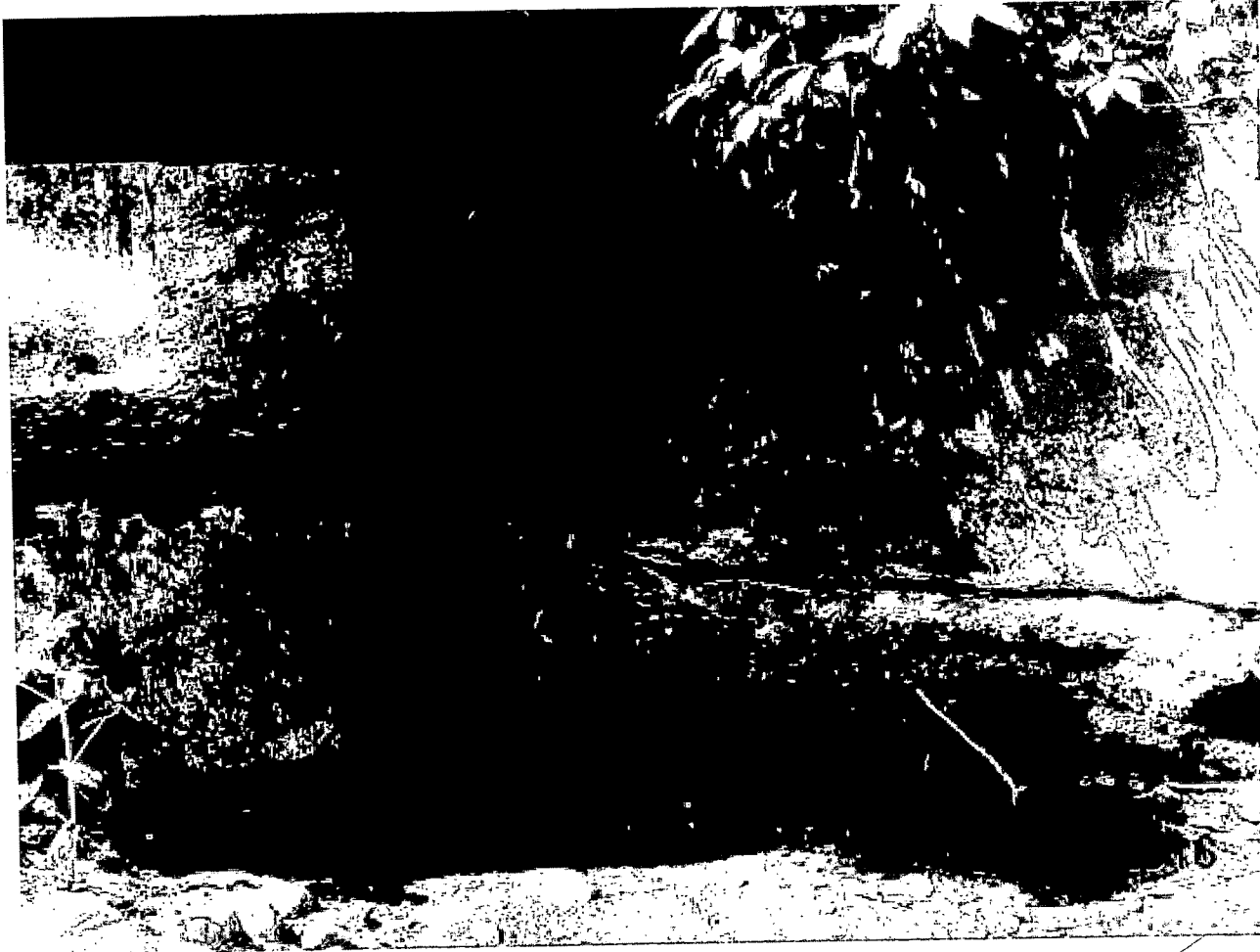
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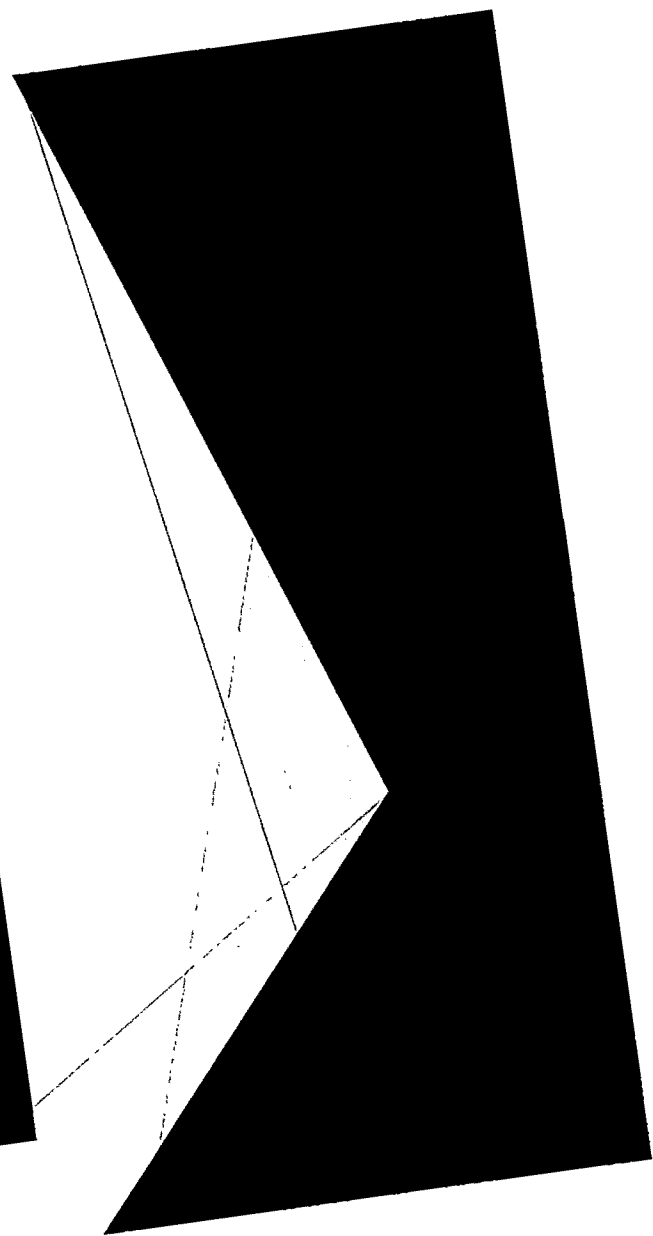
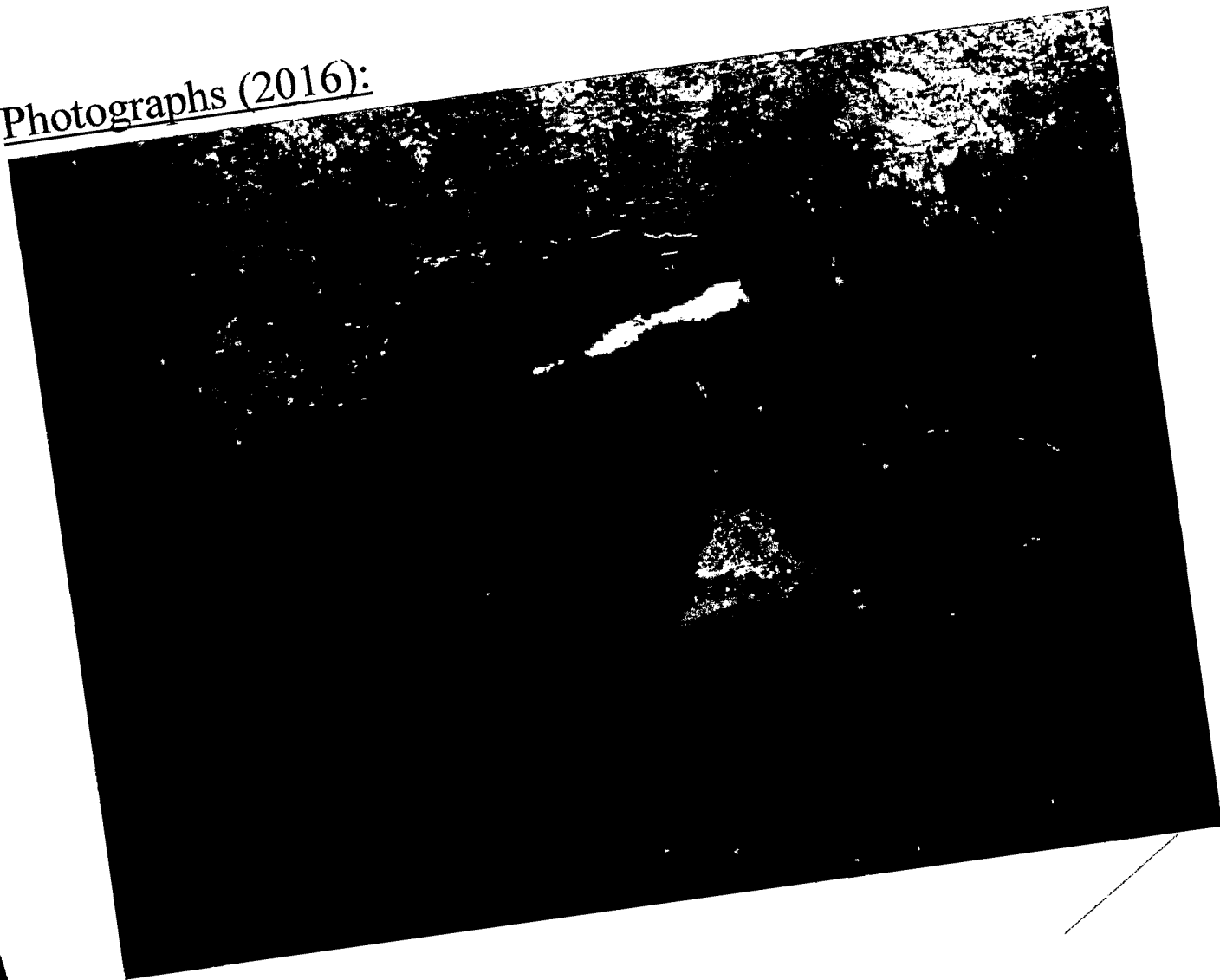
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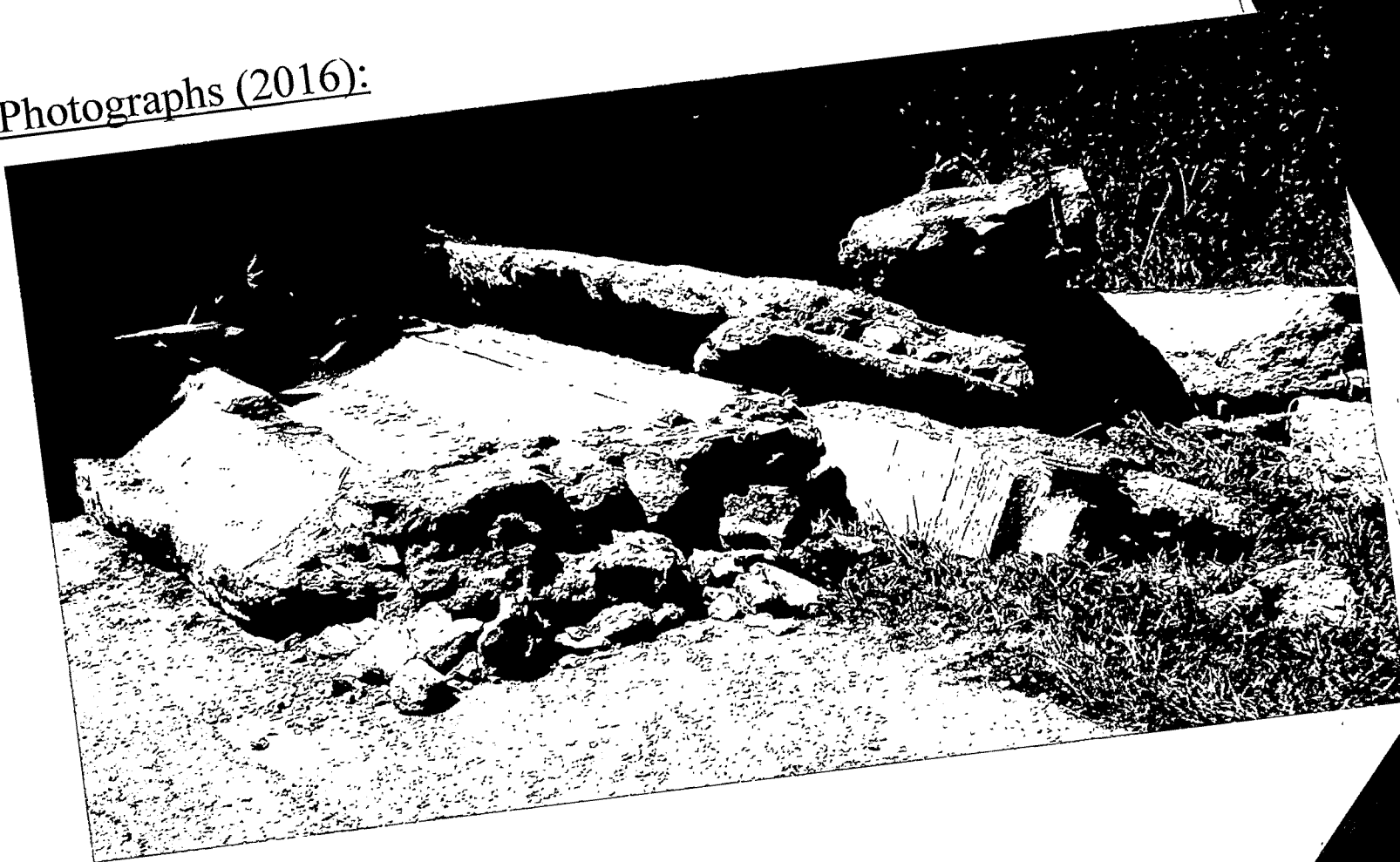
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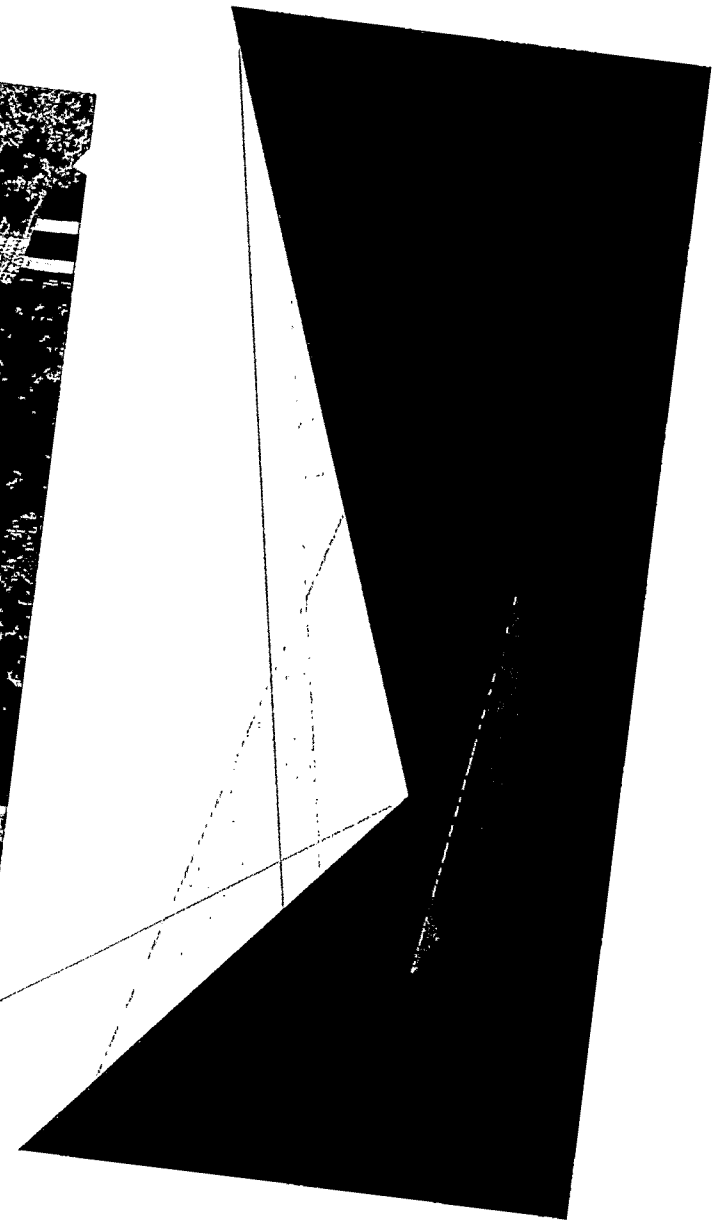
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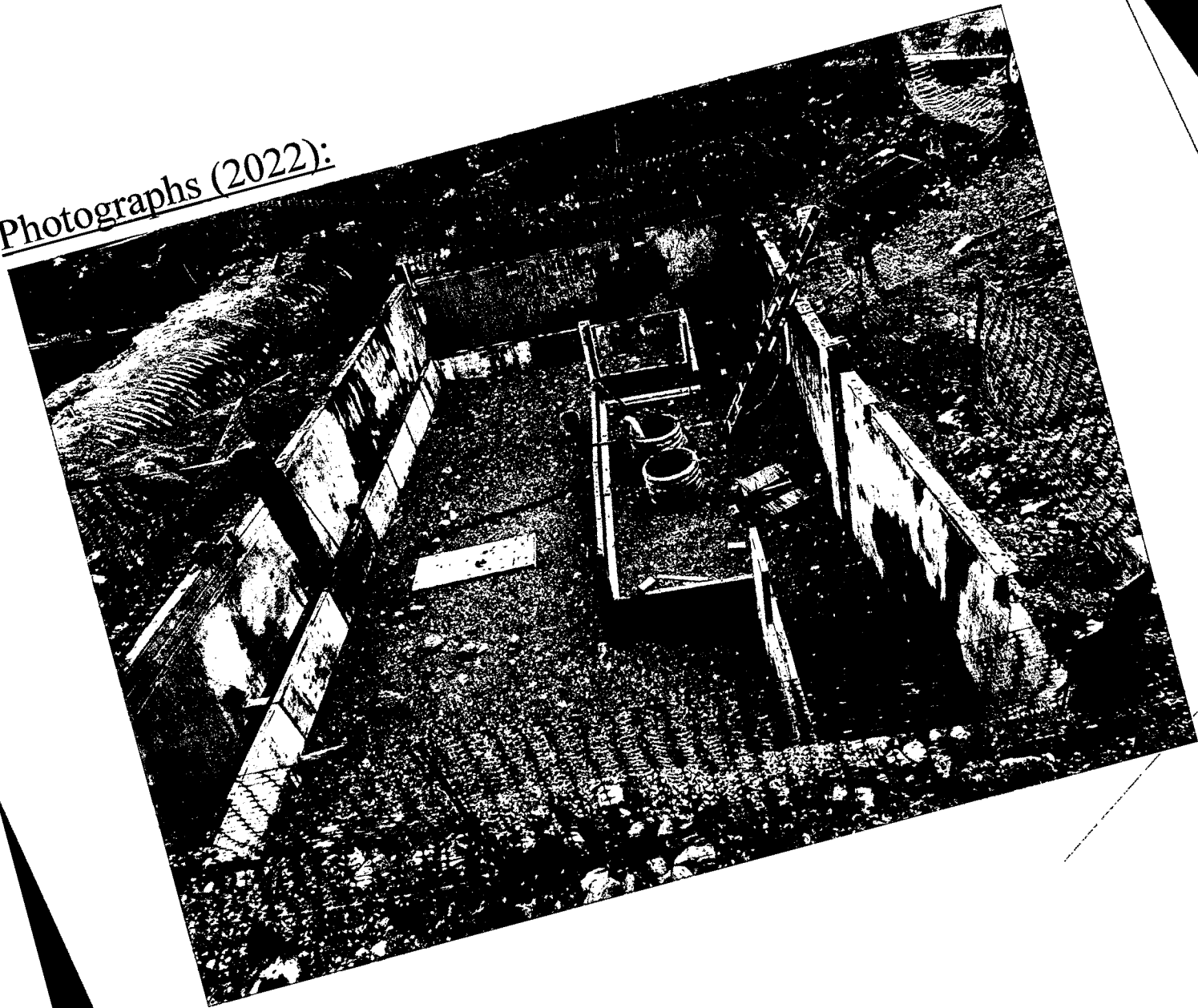
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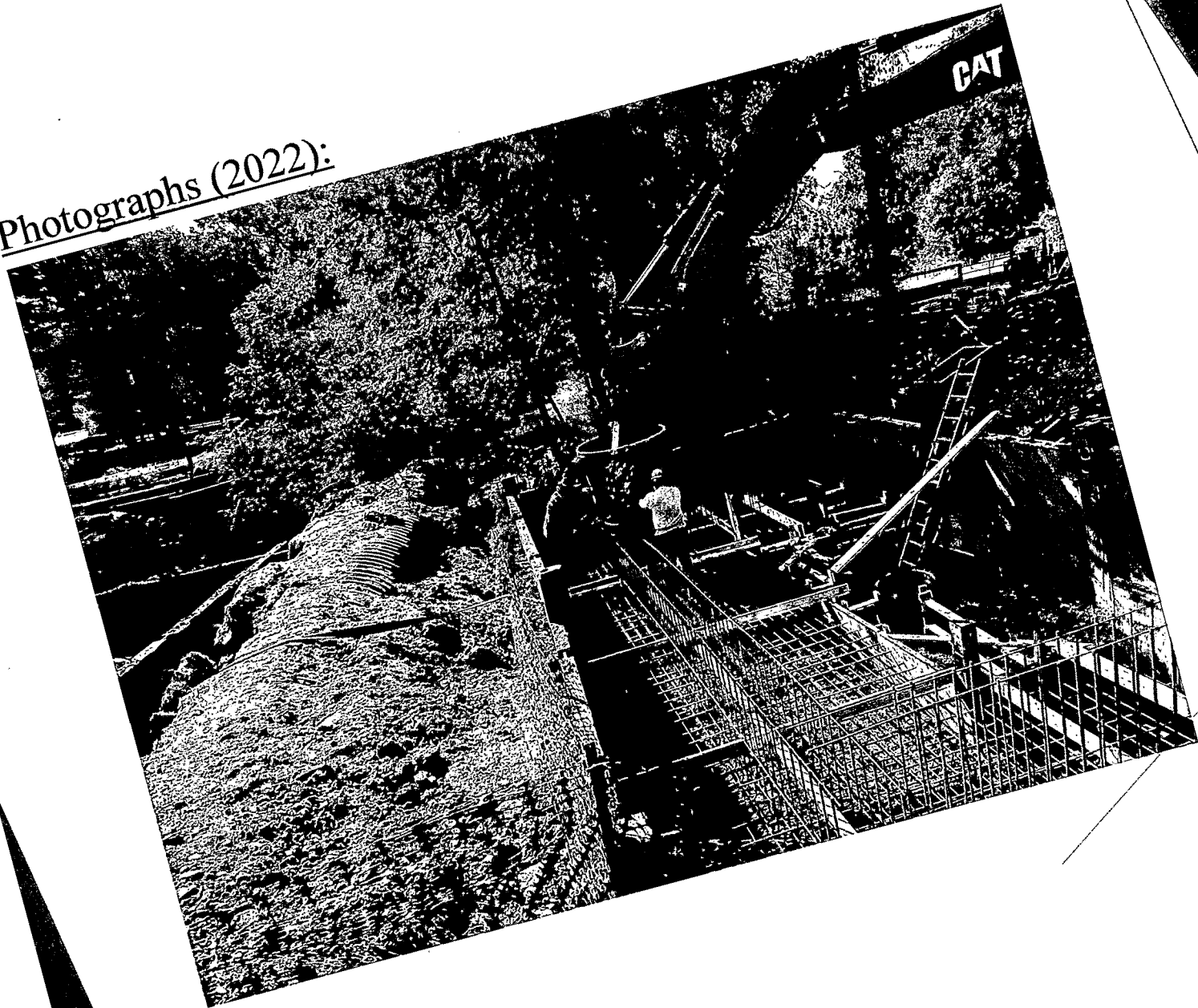
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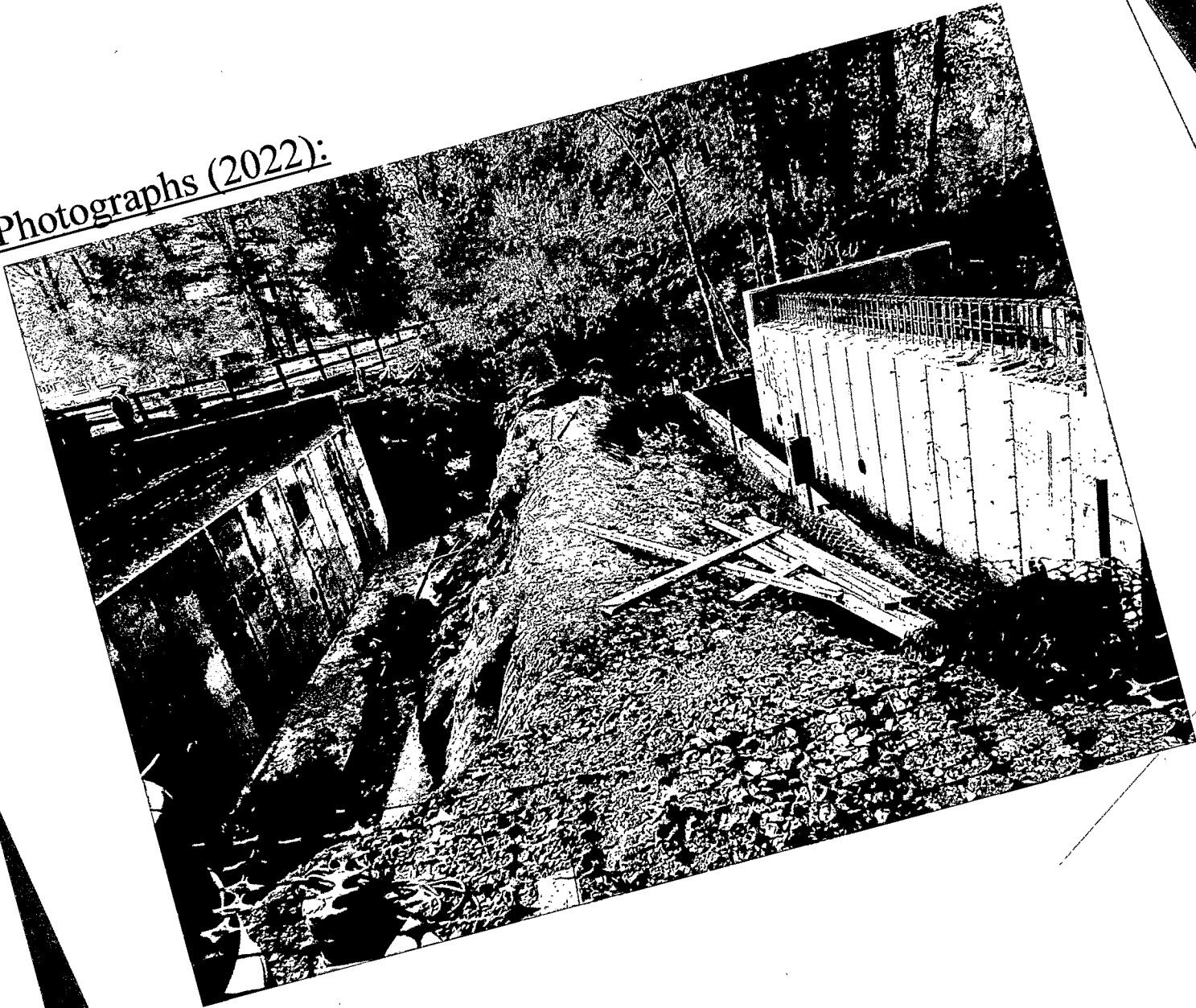
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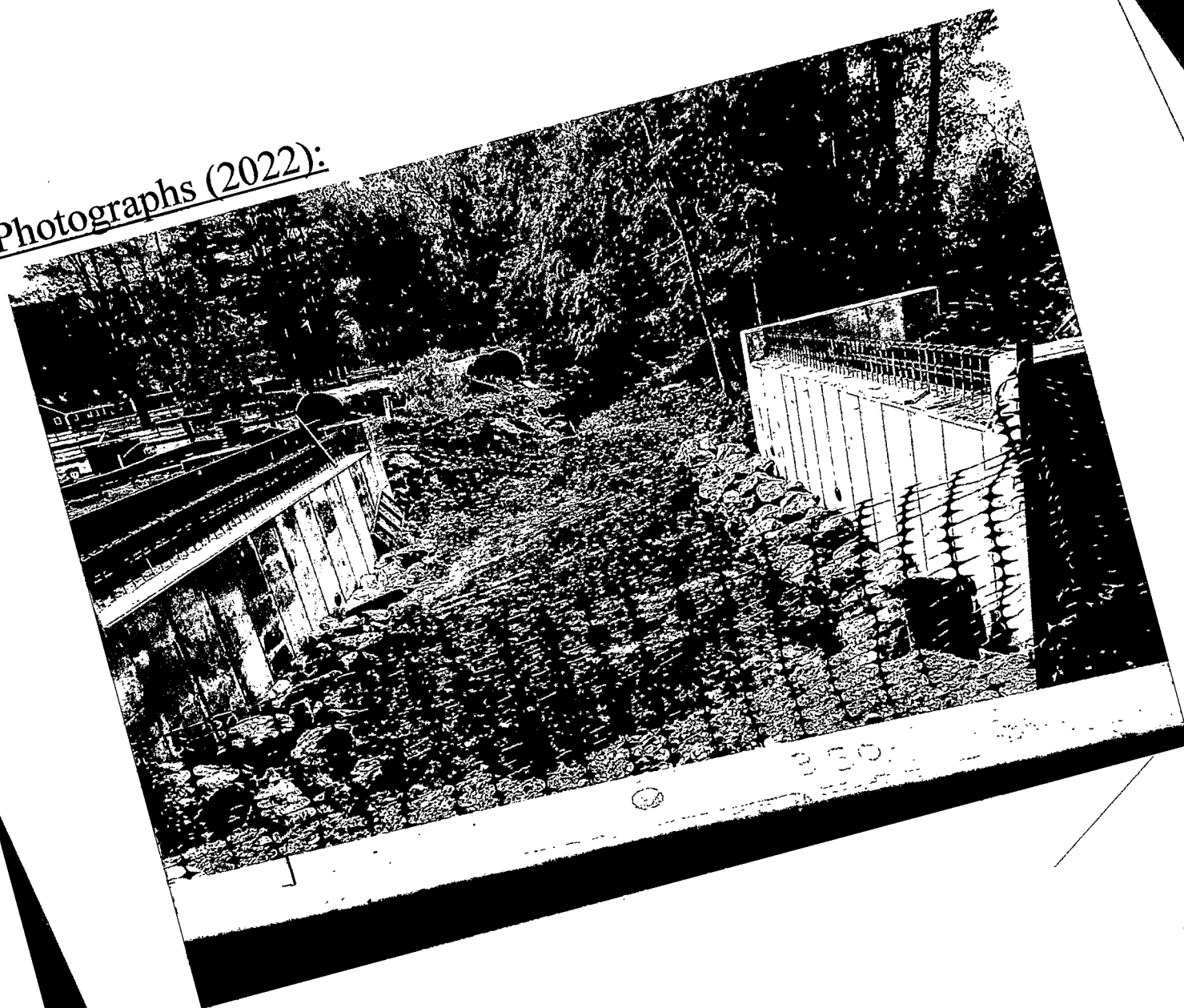
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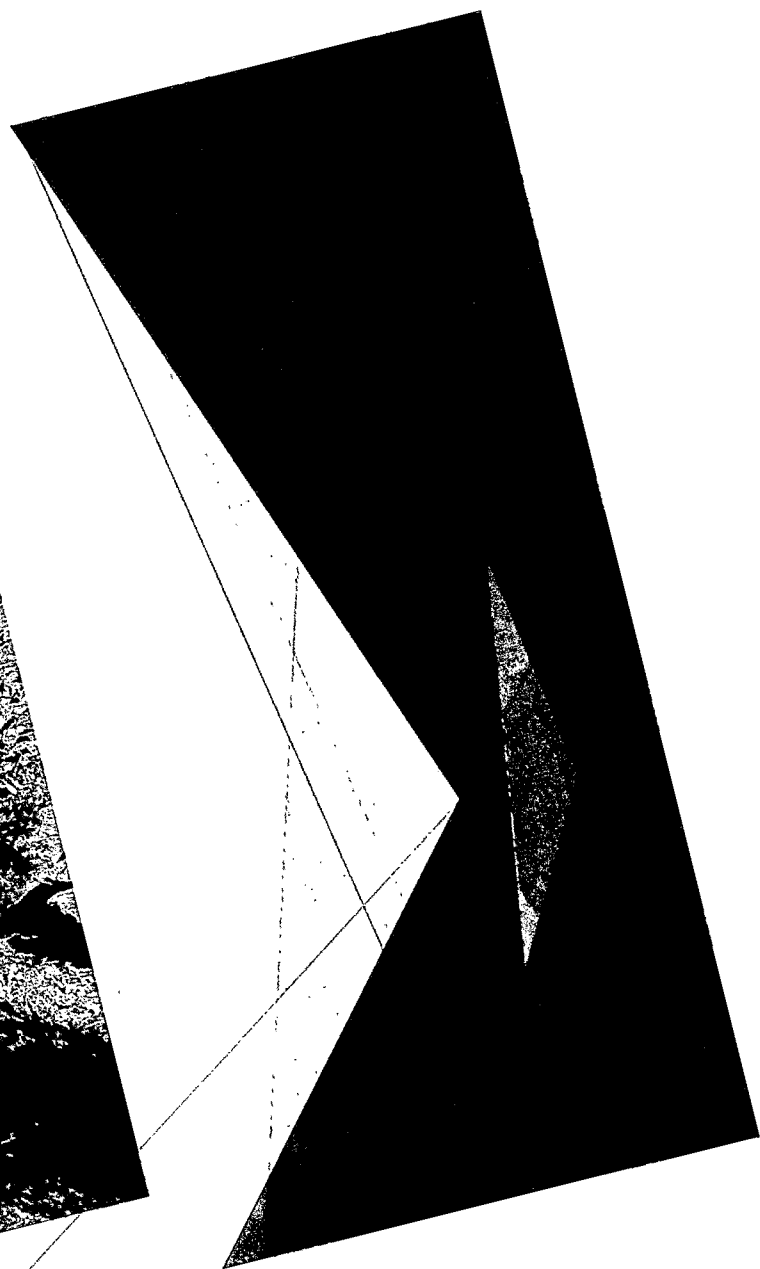
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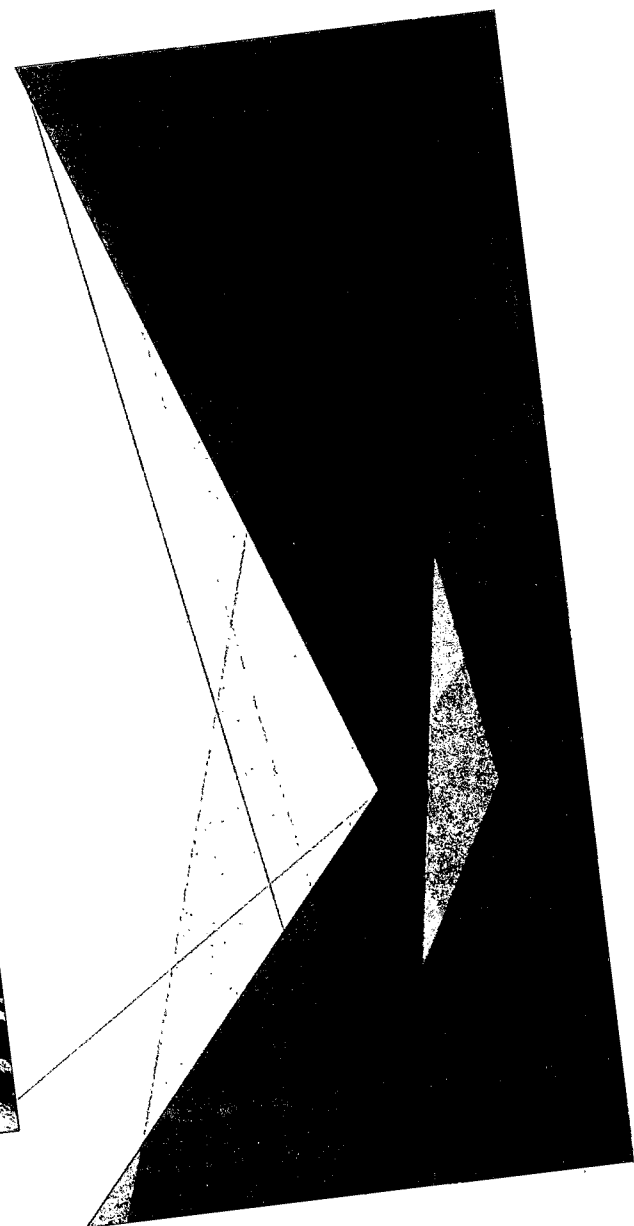
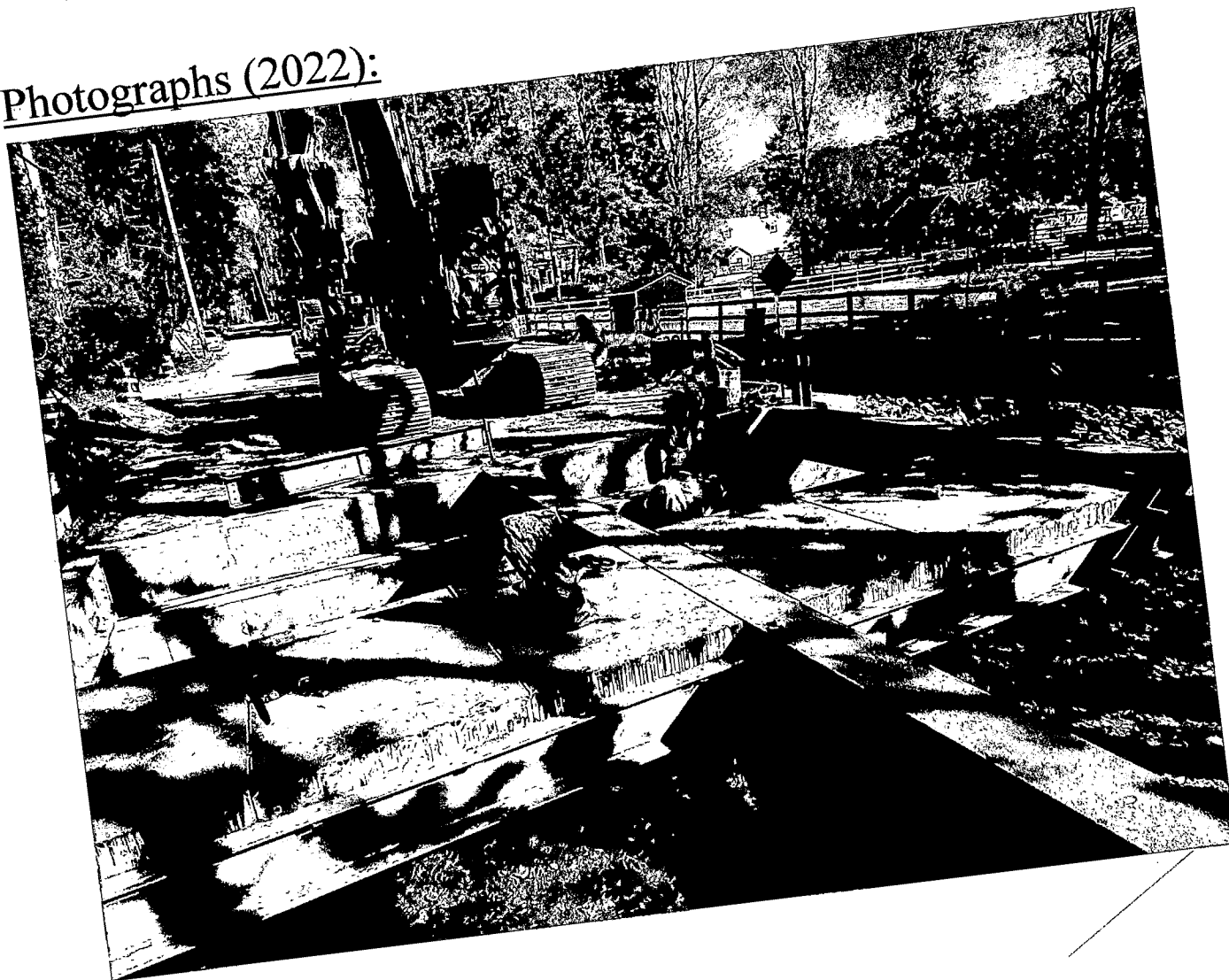
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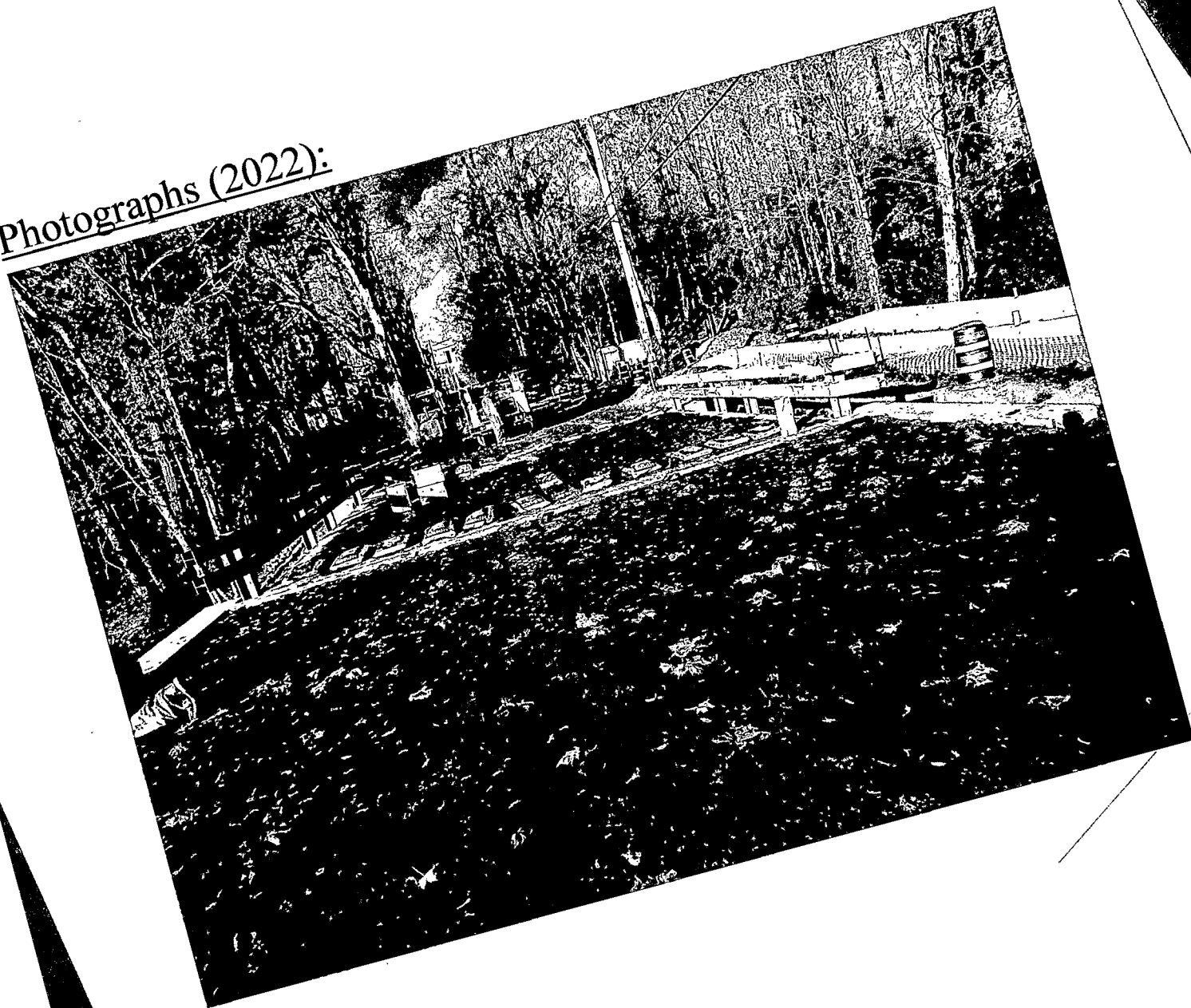
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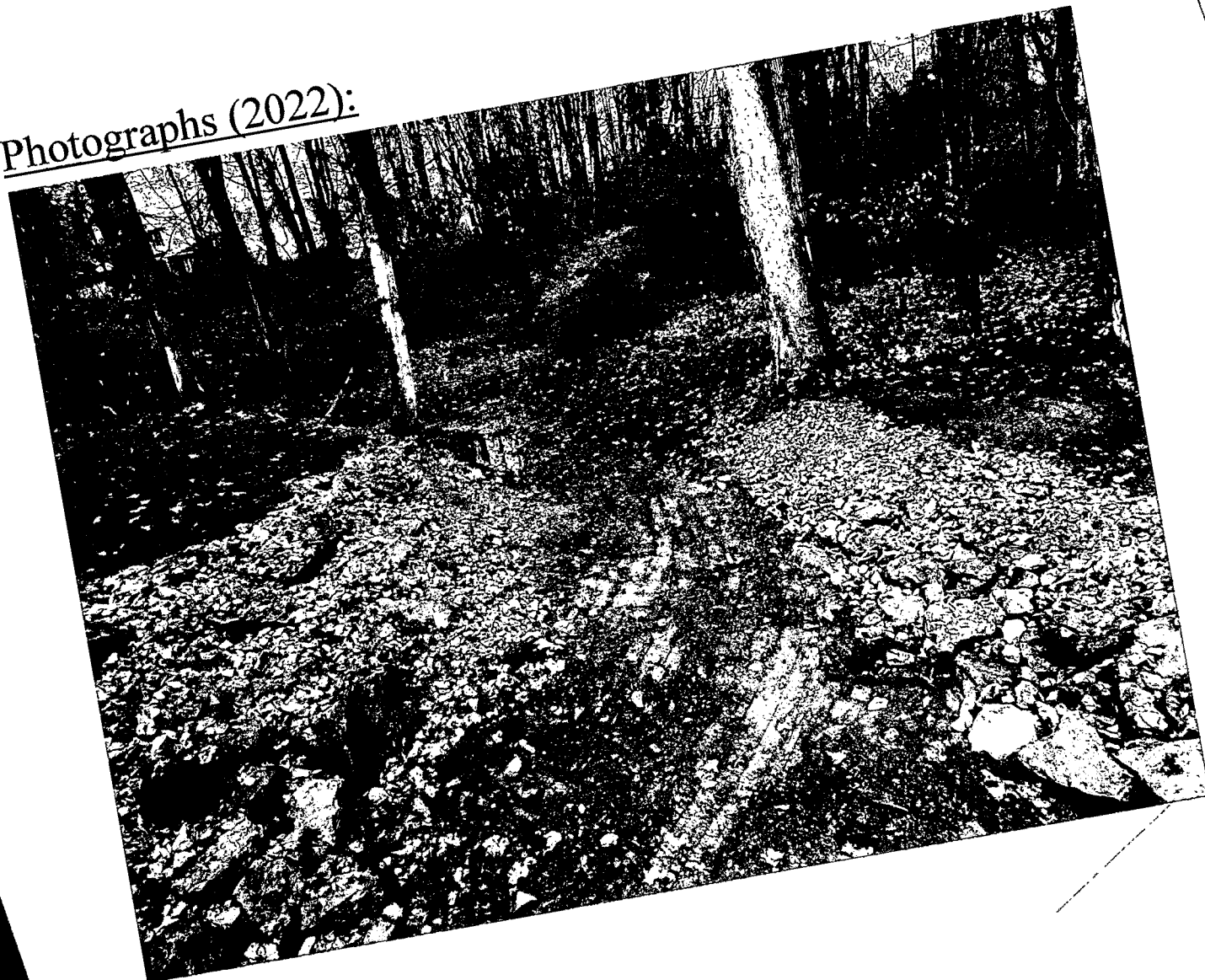
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