

## March 28, 2023

### **BEEKMAN TOWN BOARD TOWN BOARD MEETING AGENDA MARCH 28, 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 February 28, 2023 Minutes
2. Approval of March 17, 2023 Minutes
3. Approve Town of Beekman Budget Revision 2023-#2
4. Appoint Senior Yoga Instructor
5. Update the Cash Receipts Policy
6. Request for Unpaid Leave Rec Assistant
7. Approve Pay App #6 for Town Hall ADA Project (Final Payment)
8. Accept the Town of Beekman Fund Balance Policy
9. Approval of Payment of Claims

#### *Other Town Board Business*

- General Board Comments
- **Next Regular Town Board Meeting: Tuesday, April 11, 2023 at 7:00 PM**

#### **\*AGENDA SUBJECT TO CHANGE**

#### **RESOLUTION NO.03:28:23-1**

#### **RE: APPROVAL OF PAST TOWN BOARD MINUTES**

**WHEREAS**, Town Clerk Laureen Abbatantuono has provided copies of the minutes of the February 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 February 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: March 28, 2023

#### **RESOLUTION NO. 03:28:23 - 2**

#### **RE: APPROVAL OF PAST TOWN BOARD MINUTES**

**WHEREAS**, Town Clerk Laureen Abbatantuono has provided copies of the minutes of the March 17, 2023 Special Town Board Meeting to all members of the Beekman Town Board; and  
**WHEREAS**, Town Board members have had the opportunity to review said minutes;  
**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board hereby accepts the minutes of the March 17, 2023 Special Town Board Meeting.

**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: March 28, 2023

**RESOLUTION NO. 03:28:23-3**

**RE: APPROVE TOWN OF BEEKMAN BUDGET REVISIONS #2023-2**

**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 #2023-2

**Budget Revisions for February 2023 # 2023-2**

<b>Revision #</b>	<b>Account #</b>	<b>Account</b>	<b>Increase</b>	<b>Decrease</b>
<b>General Fund</b>				
2023-02-01	A-1330-0460	Tax Software Support	155	
	A-1330-0440	Tax Contract Expense		155
		-Transfer for Software Support		
2023-02-02	A-1420-0401	Town General Counsel #2	10,000	
	A-1420-0410	Legal Counsel Defense	5,000	
	A-1420-0440	Legal Counsel Labor		15,000
		-Reclass Legal Appropriations		
2023-02-03	A-3510-0440	Dog Control Contract	315	
	A-3510--0400	Dog Control Expense		315
		-Transfer for New Contract		
2023-02-04	A-7020-0460	Rec Software Support	720	
	A-7020-0107	Rec Office Other Labor		720
		-Transfer for Software Support		
2023-02-05	A-1110-0112	Justice Court P.T. STAFF	664	
	A-1315-0101	Finance Bookkeeper	7,488	
	A-1315-0107	Finance Other Labor	767	
	A-7020-0112	Rec Office P.T. STAFF	300	
	A-1315-0112	Finance P.T. STAFF	767	
	A-1410-0101	Town Clerk STAFF	4,596	
	A-3620-0100	Codes Director	1,238	
	A-7110-0100	Parks Maintenance Manager	1,227	
	A-7110-0101	Parks Maintenance Worker	832	
	A-6772-0112	Aging Program P.T. STAFF	559	
		-Redistribute Labor Appropriations for Approved Compensation		

**Highway Fund**

2023-02-06	DA-5110-0100	General Repair Labor	6,937	
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	DA-5130-0100	Machinery Repair Labor	5,304
	DA-5142-0100	Snow Removal Labor	6,937
	DA-5142-0103	Snow Removal Overtime	822
	DA-9901-0900	Transfer to Funds	20,000
		-Transfer for New Wage Rates	
2023-02-07	DA-5112-0200	CHIPS Paving	119,865
	DA-0000-3501	CHIPS AID	119,865
		-Adjust Paving Amount per 284	
2023-02-08	DA-9030-0800	Social Security	9,840
	DA-9040-0800	Workers Comp	
Ins.		9,840	
		-Transfer Excess Appropriation	

**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: March 28, 2023

**RESOLUTION NO. 03:28:23-4**

**RE: APPOINT SENIOR YOGA INSTRUCTOR**

**WHEREAS**, the Town Board is desirous in filling the Senior Yoga Instructor position due to the resignation of the current instructor effective as of March 30, 2023 and

**WHEREAS**, the Town Board and the Recreation Department have had the opportunity to review the attached proposal;

**NOW, THEREFORE, BE IT RESOLVED**, that the Supervisor is hereby authorized to enter into an agreement with Toni Caravello Feimer as the Senior Yoga Instructor with a fee not to exceed \$40.00 per hour.

**Introduced: COUNCILMAN LEMAK**

**Seconded: COUNCILMAN BATTAGLINI**

ROLL CALL VOTE:

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

Dated: March 28, 2023

**RESOLUTION NO. 03:28:23-5**

**RE: UPDATE CASH RECEIPTS POLICY**

**WHEREAS**, the Cash Receipts Policy was adopted on September 2, 2015; and last modified in 2020; and

**WHEREAS**, after review of this policy by the Financial Advisor, amendments need to be considered;

**NOW, THEREFORE BE IT RESOLVED**, that the following section be amended to the Cash Receipts Policy:

- Removal of Tax Receiver Petty Cash Fund from the **Petty Cash Funds by Office**, and

**BE IT FURTHER RESOLVED**, that this amendment take effect immediately; and

**BE IT FURTHER RESOLVED**, that the Bookkeeper, Record Clerk, Payroll Clerk, Supervisor, Deputy Supervisor, Secretary to the Supervisor, Receiver of Taxes, Deputy Receiver of Taxes, Town Clerk, Deputy Town Clerk, Recreation Director, Assistant to the Recreation Director, Court Clerks, Highway Superintendent, Senior Coordinator and Part-time Activity Worker will sign a new employee acknowledgement immediately.

**\*\*\*SUPERVISOR COVUCCI made a Friendly Amendment to add Highway Clerk JoAnne Latuso\*\*\*Seconded by COUNCILMAN BATTAGLINI**

**Introduced: COUNCILWOMAN WOHRMAN**

**Seconded: COUNCILMAN BATTAGLINI**

ROLL CALL VOTE:

Councilman Stiegler **AYE**

Councilman Battaglini **AYE**

Councilman Lemak **AYE**

Councilwoman Wohrman **AYE**

Supervisor Covucci **AYE**

Dated: March 28, 2023

**RESOLUTION NO.03:28:23-6**

**RE: APPROVE UNPAID LEAVE FOR THE REC ASSISTANT**

**WHEREAS**, the Town of Beekman Employment Compliance Manual 4.4.2 allows for Requests for Unpaid Leaves by Town employees, with the Town Board having sole discretion to approve such leave, and

**WHEREAS**, the Assistant Rec Director has requested an unpaid leave from the end of April 2023 thru the end of June 2023,

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town Of Beekman hereby approves the unpaid leave for the Rec Assistant Deborah Walker.

**Introduced: COUNCILMAN STIEGLER**

**Seconded: COUNCILWOMAN WOHRMAN**

ROLL CALL VOTE:

Councilman Stiegler **AYE**

Councilman Battaglini **AYE**

Councilman Lemak **AYE**

Councilwoman Wohrman **AYE**

Supervisor Covucci **AYE**

Dated: March 28, 2023

**RESOLUTION NO. 03:28:23-7**

**RE: APPROVE APPLICATION AND CERTIFICATION FOR PAYMENT (No 6) FOR THE TOWN HALL ACCESSIBILITY IMPROVEMENT PROJECT**

**WHEREAS**, the Town of Beekman is a party to a contract with Barone Construction Group, Inc. (the "Contractor") for the continuation of the project known as "the Town Hall Accessibility Improvement Project"; and

**WHEREAS**, the Contractor has submitted an Application and Certification for Payment (No. 6) dated March 11, 2023, requesting final payment of the items on the payment application continuation sheet with a total completed value of \$26,937.50 plus the release of the 5% retainage of (\$27,665.72) for a total of \$54,603.22 (see attached); and

**WHEREAS**, the contractor has requested full payment of the items on the continuation sheet that is attached to the payment request application, covering the period of November 1, 2022 through March 11, 2023, and

**WHEREAS**, the Town Engineer has reviewed the request and agrees with the quantity of work completed per the continuation sheet of Application No. 6 and has recommended the Town Board make payment as requested,

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board hereby authorizes the Supervisor of the Town of Beekman to make a final payment to Barone Construction Group, Inc., as requested in Application and Certification for Payment No. 6 in the amount NOT TO EXCEED \$54,603.22. The one-year warranty period will commence upon final payment.

**Introduced: COUNCILMAN BATTAGLINI**

**Seconded: COUNCILMAN STIEGLER**

ROLL CALL VOTE:

Councilman Stiegler **AYE**

Councilman Battaglini **AYE**

Councilman Lemak **AYE**

Councilwoman Wohrman **AYE**

Supervisor Covucci **AYE**

Dated: March 28, 2023

**RESOLUTION NO. 03:28:23-8**

**RE: ACCEPT THE TOWN OF BEEKMAN FUND BALANCE POLICY**

**WHEREAS**, the Town Board of the Town of Beekman adopted the Town Fund Balance Policy in 2020 to comply with GASB recommended practices; and

**WHEREAS**, the Town Fund Balance Policy is to be reviewed bi-annually and updated where necessary; and

**WHEREAS**, the Town has made no changes to date to the Policy,

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Beekman approves the Fund Balance Policy attached hereto and made a part hereof.

**Introduced: SUPERVISOR COVUCCI**

**Seconded: COUNCILMAN BATTAGLINI**

ROLL CALL VOTE:

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

Dated: March 28, 2023

**RESOLUTION NO. 03:28:23-9**

**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	\$	3,887,280.44
Claims to be paid from the DA-Highway Fund	\$	71,380.64
Claims to be paid from the SS – Dover Ridge Sewer	\$	4,604.31
Claims to be paid from the SW – Dover Ridge Water	\$	7,290.93
Claims to be paid from the T-Trust & Agency Fund	\$	6,301.35
Claims to be paid from the H-Capital Fund	\$	78,775.28
	\$	,055,632.95

**3/2/2023 Payroll #5**

General Fund	\$	32,775.36
Highway Fund	\$	64,838.65
	\$	97,614.01

**3/16/2023 Payroll #6**

General Fund	\$	33,159.03
Highway Fund	\$	32,312.11
	\$	65,471.14

**\*General Fund - \$3,735,625.00 for payment of 2023 Tax Warrant**

**Introduced: COUNCILMAN LEMAK**

**Seconded: COUNCILWOMAN WOHRMAN**

ROLL CALL VOTE:

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

Dated: March 28, 2023