

**BEEKMAN TOWN BOARD
SPECIAL MEETING AGENDA
SEPTEMBER 15, 2025**

6:00 PM

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

TOWN BOARD MEETING

- Supervisor Comments
- Comments on Agenda Items (3 Minute Limit)

RESOLUTIONS

1. Accept the 2024 Independent Audit
2. Approve 2025 Town Fall Cleanup Day RFP
3. Approve New Fuel Management System for the Highway Garage
4. Approve Entertainment for Fall Festival Community Day
5. Approve Purchase of Recreation Field Equipment
6. Approve Entertainment for Senior Picnic
7. Reassign the duties of the Senior Clerk
8. Revising the use of The American Rescue Plan Act Funds
9. Authorize Increase in Town Hall Improvements Project Capital Fund
10. Accept Bid for HVAC for Town Hall Downstairs Offices
11. Approve Replacement of Carpet for Town Hall Downstairs Offices
12. Approve Hiring of Planning Board and Zoning Board of Appeals Secretary
13. Payment of Claims

Presentations

Anticipated Resolutions from the Floor

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- Other Town Board Business
- General Town Board Comments
- Public Comments (3-Minute Limit)
- **Next Regular Town Board Meeting: Tuesday, September 23, 2025 at 6:00 PM**

ADJOURN

RESOLUTION NO. 09:15:25-1
RE: ACCEPTING AND RECOGNIZING THE INDEPENDENT AUDIT FINANCIAL
REPORTS FOR THE FISCAL YEAR ENDING DECEMBER 31, 2024 AND THE
INDEPENDENT AUDIT REPORT ON COMMUNICATION OF INTERNAL CONTROL
MATTERS IDENTIFIED IN THE AUDIT

WHEREAS, the Town of Beekman Town Board retained the services of the accounting firm of EFRP Group to perform the independent audit of the Town's finances including the Justice Court, Town Clerk, and Town Receiver of Taxes operations for the Fiscal Year Ending December 31, 2024; and

WHEREAS, the Town Board has received and reviewed the said Auditors' Report and the Town of Beekman Financial Statements and Supplementary information for the Fiscal Year ending December 31, 2024; and

WHEREAS, the results of the Audits were presented and discussed at the August 26, 2025 Town Board Meeting; and

WHEREAS, the Audit Reports will be available for public review at the office of the Beekman Town Clerk and on the Town of Beekman website.

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Beekman does hereby accept the Independent Auditors' Reports and findings prepared by EFRP Group for the Fiscal Year ending December 31, 2024 and that they be officially filed with the Town Clerk, and if management responses are required that they be rendered in writing within 60 days of this date.

Introduced:

Seconded:

ROLL CALL VOTE:

Councilman Capollari

Councilman Battaglini

Councilman Lemak

Councilwoman Wohrman

Supervisor Covucci

Dated: September 15, 2025

RESOLUTION NO. 09:15:25-2
RE: APPROVE 2025 TOWN FALL CLEAN UP DAY RFP

WHEREAS, the Town would like to offer a fall clean-up day for residents of Beekman on October 25, 2025 and

WHEREAS, the Town does not have its own transfer station; and

WHEREAS, the Town Board would like to advertise a Request for Proposals for Fall clean-up for residents;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby authorizes the Town Clerk to advertise a Request for Proposal for Fall Clean-up; and

BE IT FURTHER RESOLVED, that the Request for Proposals will be advertised in the Poughkeepsie Journal, on the Town Clerk's Bulletin Board, and posted on the homepage of the Town of Beekman Website; and

BE IT FURTHER RESOLVED that the date for Fall Clean Up be set for October 25, 2025 from 7:00 a.m. to 2:00 p.m.

Introduced:

Seconded:

ROLL CALL VOTE:

Councilman Capollari

Councilman Battaglini

Councilman Lemak

Councilwoman Wohrman

Supervisor Covucci

Dated: September 15, 2025

RESOLUTION NO. 09:15:25-3
RE: APPROVE FUEL MANAGEMENT SYSTEM FOR HIGHWAY GARAGE

WHEREAS, the Town Board has been notified by the Town of Beekman Highway Superintendent that he no longer can produce detailed reports of the fuel usage by his department; and

WHEREAS, the Highway Superintendent has submitted a request for the replacement of their Gasboy Fuel Management system; and

WHEREAS, quotes were solicited in conformity with the Towns Procurement Policy, and

WHEREAS, the Town Board has been informed by the Town Engineer (Hudson Land Design) that the attached recommendations for a Fuel System is acceptable to the Highway Supervisor

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Beekman does hereby accept the Quote from American Petroleum Equipment and Construction Co. for the removal of the existing Gasboy twin pump and the complete installation of a new Fuel Management System, including; the attached recommendations from Hudson Land Design;

BE IT FURTHER RESOLVED, monies to fund this equipment replacement is appropriated in the General Fund Budget account A.5132.0200 Highway Garage Equipment

NOW, THEREFORE, BE IT RESOLVED, that the Supervisor is authorized to sign the quote from American Petroleum Equipment and Construction Co., 63 Orange Avenue, Walden, NY 12586 in an amount not to exceed \$34,582.66 for all the specified items.

Introduced:

Seconded:

ROLL CALL VOTE:

Councilman Capollari

Councilman Battaglini

Councilman Lemak

Councilwoman Wohrman

Supervisor Covucci

Dated: September 15, 2025

RESOLUTION NO. 09:15:25-4
RE: APPROVE ENTERTAINMENT FOR FALL FESTIVAL COMMUNITY DAY

WHEREAS, the Annual Fall Festival Community Day is scheduled for October 18, 2025 from 1:00 PM to 4 PM at Rec Park, and

WHEREAS, the 2025 Budget included funding for entertainment for the Annual Fall Fun Community Day Festival;

NOW, THEREFORE, BE IT RESOLVED, that the following expenditures for the fall into Fun Community Day Festival are hereby authorized:

Just 4 Fun for the following games with delivery and setup:

Coin Toss	\$ 35
Dizzy Ducks	\$115
Spill The Milk	\$ 35
Troll Toss	\$ 35
Corn Maze	\$585
Delivery/Waiver and Installation:	\$243
Pumpkins - Dykeman Farms	\$250

Introduced:

Seconded:

ROLL CALL VOTE:

Councilman Capollari
Councilman Battaglini
Councilman Lemak
Councilwoman Wohrman
Supervisor Covucci

Dated: September 15, 2025

RESOLUTION NO. 09:15:25-5

RE: RESOLUTION APPROVING PURCHASE OF RECREATION FIELD EQUIPMENT

WHEREAS, the Town of Beekman is in need of a new field rake in order to adequately maintain the Town's baseball fields; and

WHEREAS, the Town of Beekman has solicited quotes in conformity with its purchasing policy and has determined that a purchase quote from Finch Turf, Inc., 458 Danbury Road Unit D-1, New Milford, CT, 06776 is in the best interest of the Town; and

WHEREAS, the vendor is on NY State Landscaping Grounds PC69683 (PG XN CG 22) Contract;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Beekman does hereby accept the Quote of Finch Turf, Inc. for the purchase of a John Deere 1200A Bunker and Field Rake in the amount of \$18,015.80; and

BE IT FURTHER RESOLVED, that the Supervisor is hereby authorized to sign the contract with Finch Turf, Inc. in an amount not to exceed \$18,015.80 for the purpose of maintaining town owned recreation areas and thus shall be paid out of the Rec Center Park Capital Fund.

Introduced:

Seconded:

ROLL CALL VOTE:

Councilman Capollari

Councilman Battaglini

Councilman Lemak

Councilwoman Wohrman

Supervisor Covucci

Dated: September 15, 2025

RESOLUTION NO. 09:15:25-6
RE: APPROVING ENTERTAINMENT FOR SENIOR PICNIC

WHEREAS, the Senior Center has a picnic scheduled for Thursday, September 25, 2025 from the hours of 11 am to 2 pm, at Recreation Park, and

WHEREAS, the costs of the meal will be covered by the approved budget line for the Senior Picnic,

NOW, THEREFORE, BE IT RESOLVED, that the following expenditures be authorized, Grandpa Joe Washboard Band for an amount not to exceed \$300.00.

Introduced:

Seconded:

ROLL CALL VOTE:

Councilman Capollari

Councilman Battaglini

Councilman Lemak

Councilwoman Wohrman

Supervisor Covucci

Dated: September 15, 2025

RESOLUTION NO. 09:15:25-7
RE: REASSIGNING THE DUTIES OF THE SENIOR CLERK

WHEREAS, the Senior Clerk's responsibilities are changing to include three (3) full working days in the Building Department and continuing one (1) full working day in the Assessor's Office, totaling thirty-five (35) hours per week;

NOW, THEREFORE, BE IT RESOLVED, that Amy Goetz, in her capacity as Senior Clerk, shall continue at the hourly rate of \$27.00 and shall perform all duties as defined by the updated job description attached hereto and made part of this resolution.

Introduced:

Seconded:

ROLL CALL VOTE:

Councilman Capollari

Councilman Battaglini

Councilman Lemak

Councilwoman Wohrman

Supervisor Covucci

Dated: September 15, 2025

SENIOR CLERK
Typical Work Activities

Building Department:

1. Processing permit applications;
2. Responds to questions from the public regarding permits and inspection procedures;
3. Schedule building inspections with residents and contractors;
4. Electrical Inspection coordination;
5. Filing and maintaining accurate records of all permits issued, inspections completed, and correspondence;
6. Managing departmental paperwork and correspondence;
7. Handling clerical tasks related to building permits, building applications and inspections;
8. Performs clerical tasks such as answering phones, emailing, data entry, copying, scanning and mailing notices;
9. Processes Municipal Search requests from Title Companies;
10. FOIL Requests - Ordering files from storage, confirm receipt and make new files;
11. Handling various complaints;
12. Organization/monitoring of accessory apartment inspections, data received and payments;
13. Organization/monitoring of commercial fire Inspections, data received and payments;
14. Assist planning/zoning department.

Assessor:

1. Assists Assessor in preparation and maintenance of assessment roll;
2. Records changes and updates information files as necessary;
3. Ascertains the validity of applications for exemptions;
4. Reviews forms for completeness and accuracy;
5. Answers inquiries regarding assessments, tax rates and exemptions;
6. Completes annual reports of assessments for the State;
7. Assists public by providing information and explaining how to complete appropriate forms;
8. Performs a variety of clerical tasks;
9. Does related work as required.

RESOLUTION NO. 09:15:25-8
RE: RESOLUTION REVISING THE USE OF THE AMERICAN RESCUE PLAN ACT FUNDS

WHEREAS, the Town of Beekman received \$1,475,585 Total Funds from the American Rescue Plan Act (ARPA), and

WHEREAS, the U.S. Treasury required that all ARPA Funds be obligated by December 31, 2024 through contracts, purchase order or legally binding agreements, and must be expended by the end of 2026, and

WHEREAS, the Town Board in resolution 12:30:24-9 approved the expenditure and/or obligation of all ARPA Funds as of December 31, 2024, and

WHEREAS, the Town Board after review of the new estimated costs of the Salt Shed and the Doherty Park Improvements Projects deems it necessary to revise the obligation of ARPA Funds.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Beekman approves revised obligation of all ARPA Funds as of December 31, 2024 as follows:

Gardner Hollow Road Bridge Rehabilitation	\$800,000 Expended
Town Highway Salt Shed Rehabilitation	\$ 82,000 County Agreement
Town Center Park Equipment Acquisition	\$180,000 Expended
Doherty Park Entrance Road Improvements	\$260,000 Contract & Engineering
Recreation Center Park Pond Improvements	<u>\$153,585</u> Expended
Total ARPA Funds Received	<u>\$1,475,585</u>

NOW, THEREFORE BE IT ALSO FURTHER RESOLVED that accumulated interest earnings on the ARPA Deposit Account shall also be used on the Capital Projects.

Introduced:

Seconded:

ROLL CALL VOTE:

Councilman Capollari

Councilman Battaglini

Councilman Lemak

Councilwoman Wohrman

Supervisor Covucci

Dated: September 15, 2025

RESOLUTION NO. 09:15:25-9
RE: RESOLUTION AUTHORIZING INCREASE FOR THE TOWN HALL IMPROVEMENT
CAPITAL PROJECT

WHEREAS, the Town Board of the Town of Beekman in Resolution 11:19:24-5 created a \$100,000 Capital Project for Town Hall Improvements, and

WHEREAS, the Town Engineer is recommending a bid award I/A/O \$270,000 for the Town Hall HVAC upgrades, and

WHEREAS, the Town is also planning for new carpet installation in Town Hall,

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Beekman authorizes the increase for the Town Hall Improvements Capital Project to \$320,000 with all transfers coming from the General Fund Capital Account.

Introduced:

Seconded:

ROLL CALL VOTE:

Councilman Capollari

Councilman Battaglini

Councilman Lemak

Councilwoman Wohrman

Supervisor Covucci

Dated: September 15, 2025

RESOLUTION NO.09:15:25-10
RE: RESOLUTION TO ACCEPT BID FOR HVAC SYSTEM IMPROVEMENTS FOR
TOWN HALL DOWNSTAIRS OFFICES

WHEREAS by Resolution 11:19:24-6 the Town Board approved to seek bids for HVAC improvements to update the Town Hall Downstairs Offices to make it more efficient and economical, and

WHEREAS, after a competitive bidding process, bids were received and rejected, and

WHEREAS, subsequently, the project went out for a second bid through a competitive bidding process, and

WHEREAS, Hudson Land Design, in collaboration with CBK Engineering, prepared and released "Bidding Documents for Beekman Town Hall Lower Floor HVAC Improvements RFP: 2025-0731", and

WHEREAS, the replacement of the Town Hall Downstairs HVAC Improvements is determined to be a SEQR Type II Action under 6 NYCRR §617.5(c)(1), as it is maintenance or repair involving no substantial changes in an existing structure or facility; and

WHEREAS, the project received three (3) competitive bid proposals on September 4, 2025; and

WHEREAS, the Town Engineer reviewed the responsive bids and recommends that the work associated with the Base Bid be awarded to the low bidder, Vamco Sheet Metal, Inc., with a bid of \$270,000 to be paid out of the Town Hall Improvement Fund;

NOW, THEREFORE, BE IT RESOLVED that the Town Board hereby authorizes the Town Attorney to draw up all the necessary contracts with Vamco Sheet Metal, Inc. and authorizes the Town Supervisor to sign same for an amount not to exceed \$270,000.00.

Introduced:

Seconded:

ROLL CALL VOTE:

Councilman Capollari

Councilman Battaglini

Councilman Lemak
Councilwoman Wohrman
Supervisor Covucci

Dated: September 15, 2025

RESOLUTION NO.09:15:25-11
RE: RESOLUTION APPROVING THE REPLACEMENT OF CARPET FOR THE
DOWNSTAIRS TOWN HALL OFFICES

WHEREAS, in order to proactively maintain the Town owned assets, the Town Board hired MAAD Architects to do a comprehensive review in 2021; and

WHEREAS, an extensive report outlining the conditions, including recommendations for upgrades and/or improvements was created; and

WHEREAS, at that time it was determined that the carpeting in the downstairs Town Hall Offices was in need of replacement; and

WHEREAS, in accordance with the Town's Procurement process a quote was received under Mohawk NYS Contract #PC694 10 WBE Certified #58882 for replacement carpet;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby accepts the quote from RVP Flooring Systems, Inc., 35 Commerce Drive, Carmel, NY 10512 in an amount not to exceed \$28,173.34 and authorizes the Town Supervisor to sign all necessary paperwork.

Introduced:

Seconded:

ROLL CALL VOTE:

Councilman Capollari

Councilman Battaglini

Councilman Lemak

Councilwoman Wohrman

Supervisor Covucci

Dated: September 15, 2025

RESOLUTION NO. 09:15:25-12
RE: APPROVE THE HIRING OF PLANNING BOARD AND ZONING BOARD OF
APPEALS SECRETARY FULL-TIME

WHEREAS, the Town Board is authorized under Town Law to make appointments and set salaries; and

WHEREAS, postings for the position of Planning Board and Zoning Board of Appeals were posted as required; and

WHEREAS, interviews for the vacant position of Planning Board and Zoning Board of Appeals Secretary were conducted; and

WHEREAS, the Town Board is desirous in filling the position of Planning Board and Zoning Board of Appeals Secretary as of September 16, 2025;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Beekman hereby appoints Cheryl Discher to the position of Planning Board and Zoning Board of Appeals Secretary as of September 16, 2025, with an hourly salary of \$20.37 per CSEA Contract.

Introduced:

Seconded:

ROLL CALL VOTE:

Councilman Capollari

Councilman Battaglini

Councilman Lemak

Councilwoman Wohrman

Supervisor Covucci

Dated: September 15, 2025

RESOLUTION 09:15:25-13
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	\$ 24,542.62
Claims to be paid from the DA-Highway Fund	\$ 30,612.77
Claims to be paid from the SS-Dover Ridge Sewer	\$ 3,588.50
Claims to be paid from the SW-Dover Ridge Water	\$ 1,027.30
Claims to be paid from the H-Capital Fund	\$ 20,389.00
	<u>\$ 80,160.19</u>

08/28/2025 Payroll #18

General Fund	\$ 64,060.44
Highway Fund	\$ 22,416.77
	<u>\$ 86,477.21</u>

Introduced:

Seconded:

ROLL CALL VOTE:

Councilman Capollari

Councilman Battaglini

Councilman Lemak

Councilwoman Wohrman

Supervisor Covucci

Dated: September 15, 2025