

Town of Olive
County of Ulster
State of New York
Wednesday, December 30, 2020

Minutes of the annual audit meeting of the Town Board of the Town of Olive held Wednesday, December 30, 2020, 3:00 pm at the Town Hall, Shokan New York.

Members Present: Jim Sofranko, Supervisor
Scott Kelder, Board Member
David Edinger, Board Member (arrived at 3:03)
Andrew Boggess, Board Member
Victoria Read, Board Member

Recording Secretary: Dawn Giuditta, Town Clerk

Others Present: Brian Burns, Highway Superintendent; Janice Lanzarotta, Bookkeeper; Timothy Cox, Town Justice; Margaret Haug

Supervisor Sofranko called the meeting to order at 3:00pm

Correspondence: #140-20

Town of Olive Police Sargent Thomas Sharon has resigned from the Police Department. On a **Sofranko/Kelder** motion, the Town Board requested a letter of thanks be sent to Sargent Sharon.

Aye: Boggess, Kelder, Edinger, Read, and Sofranko **Nay:** **Absent:**

On a **Read/Edinger** motion, the Town Board approved the following Budget Modification:

Aye: Boggess, Kelder, Edinger, Read, and Sofranko **Nay:** **Absent:**

Increase A3089 State Aid & Other Community Services \$454.00

Increase A1110.4 Justices (Cont.) \$454.00

Transfer \$29,805.15 from A1990.4 Contingency as follows:

\$.02 to 1355.1 Assessor (Personal Service)
\$ 3,350.00 to 1480.4 Public Info & Services (Cont.)
\$ 395.00 to 1680.4 Data Processing
\$.13 to 7020.1 Rec Admin (Per. Ser.)
\$12,790.00 to 7110.4 Parks (Cont.)
\$ 5,871.00 to 8010.1 Zoning (Per. Ser.)
\$ 23.00 to 8160.1.Refuse & Garbage (Per. Ser.)
\$ 8,889.00 to 8190.4 Recycling MSW
\$ 487.00 to 9050.8 Unemployment Ins.

On a **Boggess/Edinger** motion the Town Board approve Payment of December Bills:
Aye: Boggess, Kelder, Edinger, Read, and Sofranko **Nay:** **Absent:**

Highway Vouchers #1013-#1030	\$11,624.49
General Fund Vouchers #554-#568	\$ 7,536.59

Cash Received for November \$102,752.83
Interest Received for November \$481.68

AUDITING OF BOOKS

Hon. Timothy Cox presented his books to the Town Board for auditing. **(#141-20)**

On a **Read/Boggess** motion, the Town Board accepted Justice Timothy Cox's books as presented.

Aye: Boggess, Kelder, Edinger, Read, and Sofranko **Nay:** **Absent:**
Total Closed Cases: 347 **Total Fines: \$18,413.00** **Surcharges: \$16,154.00**
Total Civil Fee: \$0.00

Hon. Margaret Haug presented her books to the Town Board for auditing. **(#142-20)**

On a **Read/Boggess** motion, the Town Board accepted Justice Margaret Haug books as presented.

Aye: Boggess, Kelder, Edinger, Read, and Sofranko **Nay:** **Absent:**
Total Closed Cases: 315 **Total Fines: \$20,487.00** **Surcharges: \$15,759.00**
Total Civil Fee: \$93.00

Resolution #28 of 2020
Town of Olive
Audit of Town of Olive Town Justice Court Records

WHEREAS, the NY State Unified Court System's ACTION PLAN FOR THE JUSTICE COURTS included initiatives to improve accountability and controls over Justice Court finances and records; and,

WHEREAS, Section 2019-a of the Uniform Justice Court Act requires that justices annually provide their court records and dockets to their respective Town Board and that such records then be examined or audited and that fact be entered into the minutes of the board's proceedings; and,

WHEREAS, the Town of Olive Town Board did audit and examine said records and dockets provided by Town Justice Cox for the fiscal year 1/1/20 to 12/30/20 at the annual audit held on December 30, 2020; and

WHEREAS, the Town of Olive Town Board did audit and examine said records and dockets provided by Town Justice Haug for the fiscal year 1/1/20 to 12/30/20 at the annual audit held on December 30, 2020; and

WHEREAS, the Town of Olive Town Board did approve said records and dockets of both justices as submitted on December 30, 2020;

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of Olive does hereby accept the books of Town Justice Cox and Town Justice Haug and adopts Resolution #28, of

2020.

AND MOVES ITS ADOPTION

Motion made by: Board Member Read

Seconded By: Board Member Boggess

	Aye	Nay	Absent
Jim Sofranko, Supervisor	<u> X </u>	_____	_____
Drew Boggess, Board Member	<u> X </u>	_____	_____
Scott Kelder, Board Member	<u> X </u>	_____	_____
David Edinger, Board Member	<u> X </u>	_____	_____
Victoria Read, Board Member	<u> X </u>	_____	_____

Dated this 30TH Day of December 2020

Dawn Giuditta, Olive Town Clerk

Town Clerk/Tax Collector Dawn Giuditta presented the Town Clerks Books for 2020. On a **Sofranko/Edinger** motion the Town Board accepted the books of the Town Clerk/Tax Collector as submitted. **(#143-20)**

Aye: Boggess, Kelder, Edinger, Read, and Sofranko **Nay:** **Absent:**
Total Monies Received: \$342,780.21 Tax Collection Settlement: \$9,412,531.79

Supervisor Sofranko turned the meeting over to Deputy Supervisor Drew Boggess on a **Sofranko/Kelder** motion.

Aye: Boggess, Kelder, Edinger, Read, and Sofranko **Nay:** **Absent:**

On an **Edinger/Kelder** motion, the Town Board accepted the books of the Supervisor as submitted.

Aye: Boggess, Kelder, Edinger, Read, and Sofranko **Nay:** **Absent:**

On a **Boggess/Read** motion, Deputy Supervisor Boggess turned the meeting back over to Supervisor Sofranko.

Aye: Boggess, Kelder, Edinger, Read, and Sofranko **Nay:** **Absent:**

Closing of the Books- Highway

Supervisor Sofranko noted the Highway Fund balance as of 12/30/20 as \$401,887.36. Payroll through 12/31/20 totaled \$5,111.68, payroll taxes through 12/31/20 totaled \$412.25; with total expenditures being \$5,523.93. Of the remaining Highway Fund balance of \$396,363.43, \$175,000.00 was applied to the 2021 budget less non spendable \$25,210.00 leaving a balance in the Highway Fund of \$196,153.43. **(#144-20)**

Closing of the Books- General Fund

Supervisor Sofranko noted the General Fund balance as of 12/30/20 as \$615,314.62. Payroll through 12/31/20 totaled \$4,043.44; payroll taxes through 12/31/20 totaled \$343.47; unpaid year-end expenses totaled \$27,930.00; with total expenditures being \$32,316.91. Of the remaining General Fund unexpended balance of \$582,997.71, \$325,000.00 was applied to the 2021 budget and \$37,884.00 non-spendable leaving a balance of \$220,113.71. **(#145-20)**

Reserves and Restricted as of 12/31/2020 (#146-20)

HIGHWAY

RESERVE A	MACHINERY	\$524,586.61
RESERVE F	IMPROVEMENTS	\$36,720.67
RESERVE H	HIGHWAY BRIDGES	<u>\$356,856.02</u>

HIGHWAY FUND TOTAL \$918,163.30

GENERAL FUND

RESERVE B	LANDFILL	\$57,416.82
RESERVE C	POLICE	\$58,565.09
RESERVE D	PARKS	\$309,985.35
RESERVE G	HANDICAPPED	\$47,310.91
RESERVE I	HEALTH INSURANCE.	\$128,260.37
RESERVE K	COMPUTERS	\$40,112.28
RESERVE L	BUILDINGS	\$443,925.49
RESERVE R	RECORDS MANAGEMENT	\$23,419.73
RESERVE T	TAX CONSULTANT/LEGAL FUND	\$309,423.16
RESERVE X	RETIREMENT	<u>\$26,935.68</u>

GENERAL FUND TOTAL 1,445,354.88

HIGHWAY & GENERAL FUND GRAND TOTAL \$2,363,518.18

DISTRIBUTION OF EXCESS FUNDS

On a **Sofranko/Read** motion, the Town Board agreed to put \$150,000 into Reserve "A" Machinery and \$46,153.43 in Reserve "H" Highway Bridges.

Aye: Boggess, Kelder, Edinger, Read, and Sofranko **Nay:** **Absent:**

On a **Sofranko/Edinger** motion, the Town Board approved the distribution of the General Fund unexpended balance of \$220,113.71 as follows: \$38,000.00 to Reserve "B" Landfill; \$30,000.00 to Reserve "C" Police; \$30,113.71 to Reserve "D" Parks; \$5,000.00 to Reserve "G" Handicapped; \$5,000.00 to Reserve "K" Computers; \$75,000.00 to Reserve "L" Buildings; \$2,000.00 to Reserve "R" Records Management; \$35,000.00 to Reserve "T" Tax/Legal Consultant.

Aye: Boggess, Kelder, Edinger, Read, and Sofranko **Nay:** **Absent:**

On a **Sofranko/Edinger** motion, the Town Board approved the Supervisor to transfer funds as needed for the end of year closing of the books for General Fund and Highway Funds.

Aye: Boggess, Kelder, Edinger, Read, and Sofranko **Nay:** **Absent:**

All pertinent business having been conducted the Town Board adjourned at 4:20 pm on a **Sofranko/Read** motion.

Aye: Boggess, Kelder, Edinger, Read, and Sofranko **Nay:** **Absent:**

Dawn Giuditta, Town Clerk