

Town of Olive
County of Ulster
State of New York
Thursday, December 30, 2021

Minutes of the annual audit meeting of the Town Board of the Town of Olive held Thursday, December 30, 2021, 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 3:13 pm)
Andrew Boggess, Board Member
Victoria Read, Board Member
Recording Secretary: Dawn Giuditta, Town Clerk

Others Present: Brian Burns, Highway Superintendent; Marlies Rosier, Bookkeeper; Timothy Cox, Town Justice; Margaret Haug, Town Justice; Gene Sorbellini, Facilities & Recreation Director

Supervisor Sofranko called the meeting to order at 3:08pm
Justice Margaret Haug administered the oath of office to all the newly re-elected officials;
Supervisor Sofranko, Board Member Kelder, Board Member Read, Highway Superintendent Brian Burns, Dawn Giuditta
Town Clerk/Tax Collector/RMO/Registrar and Timothy E Cox, Town Justice

On a **Sofranko/Boggess** motion, the Town Board approved the following Budget Modification:

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

Transfer from Contingency (1990.4) \$16,800 to the following:

1010.4 Town Board Contractual	\$ 50.00
1220.1 Supervisor Personal Services	\$5,015.00
1680.4 Data Proc. Contractual	\$1,070.00
8010.4 Zoning Contractual Exp.	\$ 215.00
8020.1 Planning Personal Services	\$3,150.00
8160.4 Refuse & Garbage Cont.	\$3,800.00
9050.8 Unemployment Insurance	\$3,500.00

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

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

Transfer from Contingency (1990.4) to the following:

9050.8 Unemployment Insurance	\$ 35.00
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On a **Boggess/Edinger** motion the Town Board approved payment of December bills:

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

Highway Fund Vouchers #269 - #287	\$119,229.48
General Fund Vouchers #555 - #576	\$ 22,812.19
Cash Received for November 2021	\$129,849.89
Interest Received for November 2021	\$ 478.78

Town of Olive
Resolution # 33 of 2021

Grants for Essential Services under the American Rescue Plan Act

WHEREAS, on March 11, 2021 the American Rescue Plan Act was signed into law to establish the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Funds (SLFRF); and

WHEREAS, the SLFRF program provides support to Non-Entitlement Units of local governments (NEU's) in response to the COVID-19 public health emergency and supports the efforts of NEU's to contain impacts of COVID-19 on their communities, residents, and businesses; and

WHEREAS, the Town of Olive meets the qualifications of a NEU being a local government serving a population of less than 50,000; and

WHEREAS, the SLFRF program funding can be used to provide grants pursuant to a municipal contract to provide essential services to a municipality in recognition of the increase risk they face during COVID-19; and

WHEREAS, the Town Board of the Town of Olive recognizes Olive First Aid Inc. and the Olive Fire Department #1 Inc. as meeting the SLFRF qualifications as contractual entities necessary to protect the health and well-being of the residents of the Town of Olive,

WHEREAS, Olive First Aid and the Olive Fire Department both incurred additional expenses to prevent the spread of the COVID-19 including personal protective equipment and enhanced cleaning efforts; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Olive authorizes the Supervisor to pay Olive First Aid Unit, Inc. and the Olive Fire Department #1, Inc. the following amounts in dollars for essential service provided to the Town of Olive between March 11, 2020 and March 3, 2021:

Olive First Aid	5,000
Olive Fire	3,000

AND MOVES ITS ADOPTION

Motion made by: Supervisor Sofranko

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, 2021

Dawn Giuditta, Town Clerk

Town of Olive
Resolution #34 of 2021

Premium Pay for Workers under the American Rescue Plan Act

WHEREAS, on March 11, 2021 the American Rescue Plan Act was signed into law to establish the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Funds (SLFRF); and

WHEREAS, the SLFRF program provides support to Non-Entitlement Units of local governments (NEU’s) in response to the COVID-19 public health emergency and supports the efforts of NEU’s to contain impacts of COVID-19 on their communities, residents, and businesses; and

WHEREAS, the Town of Olive meets the qualifications of a NEU being a local government serving a population of less than 50,000; and

WHEREAS, the SLFRF program funding can be used to provide premium pay to eligible workers performing essential work in recognition of the increase risk they face during COVID-19; and

WHEREAS, the Town Board of the Town of Olive recognizes the employees below as meeting the SLFRF qualifications of essential and eligible workers to protect the health and well-being of the residents of the Town of Olive; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Olive authorizes the Supervisor to pay the following premium pay stipend on the January 14, 2022 payroll for the following town workers employed during the time period between March 11, 2020 and March 3, 2021:

Building Department

Brenda Van Leuvan - Building Department Clerk 150

Janelle Perry – Planning/Zoning Secretary 250

Supervisor

Rebecca DeGondea - Clerk to the Supervisor 750

Janice Lanzoratta – Bookkeeper 750

Town Clerk

Amanda Winnie - Deputy Town Clerk 650

Assessor

Diana Carchiddi - Assessor 750

Carla - Clerk to the Assessor 750

Recreation

Gene Sorbellini - Director 650

Highway

Highway Secretary - Sierra Smith 750

Court Clerk

Virginia Wiswall 250

Lucy Van Luevan 100

Total \$5750

AND MOVES ITS ADOPTION

Motion made by: Supervisor Sofranko

Seconded by: Board Member Kelder

	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, 2021

Dawn Giuditta, Town Clerk

**Town of Olive
Resolution #35 of 2021**

Premium Pay for Workers under the American Rescue Plan Act

WHEREAS, on March 11, 2021 the American Rescue Plan Act was signed into law to establish the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Funds (SLFRF); and

WHEREAS, the SLFRF program provides support to Non-Entitlement Units of local governments (NEU’s) in response to the COVID-19 public health emergency and supports the efforts of NEU’s to contain impacts of COVID-19 on their communities, residents, and businesses; and

WHEREAS, the Town of Olive meets the qualifications of a NEU being a local government serving a population of less than 50,000; and

WHEREAS, the SLFRF program funding can be used to provide premium pay to eligible workers performing essential work in recognition of the increase risk they face during COVID-19; and

WHEREAS, the Town Board of the Town of Olive recognizes the employees of the Highway Department listed below as meeting the SLFRF qualifications of essential and eligible workers to protect the health and well-being of the residents of the Town of Olive; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Olive authorizes the Supervisor to pay the following premium pay stipend, in dollars, for the payroll ending January 14, 2022 for the following town workers employed during the time period between March 11, 2020 and March 3, 2021:

Highway Department:

Brian Blakely	537
Nick Carr	1,000
Grant Dewitt	1,000
Jack Giuditta	1,000
Jimmy Henderson	1,000
Michael Hitchcock	800
Tommy Kraus	1,000
Andrew Martin	1,000
Thomas Martin	1,000
Gregory McCauley	1,000
Robert Olsen	1,000
Chris Winne	1,000
Lorin Winne	<u>674</u>
Total	\$12,011

AND MOVES ITS ADOPTION

Motion made by: Board member Edinger

Seconded by: Board Member Read

	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, 2021

Dawn Giuditta, Town Clerk

Town of Olive
Resolution #36 of 2021
Premium Pay for Workers under the American Rescue Plan Act

WHEREAS, on March 11, 2021 the American Rescue Plan Act was signed into law to establish the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Funds (SLFRF); and

WHEREAS, the SLFRF program provides support to Non-Entitlement Units of local governments (NEU’s) in response to the COVID-19 public health emergency and supports the efforts of NEU’s to contain impacts of COVID-19 on their communities, residents, and businesses; and

WHEREAS, the Town of Olive meets the qualifications of a NEU being a local government serving a population of less than 50,000; and

WHEREAS, the SLFRF program funding can be used to provide premium pay to eligible workers performing essential work in recognition of the increase risk they face during COVID-19; and

WHEREAS, the Town Board of the Town of Olive recognizes the employees of the Olive Police Department listed below as meeting the SLFRF qualifications of essential and eligible workers to protect the health and well-being of the residents of the Town of Olive; and

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Olive authorizes the Supervisor to pay the following Premium Pay stipend in dollars on the January 14, 2022 payroll to the following town workers employed during the time period between March 11, 2020 and March 3, 2021:

Olive Police

Sean Ryan	350
Matthew Buono	204
Dean Capabianca	716
Timothy Dupree	1000
Chris Helsmoortel	882
Ben Germain	1000
Jason Huppert	1000
BJ Leifeld	23
Kevin Tucker	575
Shadow Williams	1000
Gabrielle Lalima	23
Tom Sharon	845
Colt Gennarelli	794
Tom O’Connell	<u>194</u>
Total \$16,606	

AND MOVES ITS ADOPTION

Motion made by: Board Member Boggess

Seconded by: Board Member Edinger

Aye	Nay	Absent
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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, 2021

Dawn Giuditta, Town Clerk

On a **Boggess/Kelder** motion, the Town Board approved the carrying over of 14 hours of accrued vacation time from 2021 to vacation time in 2022 for Rebecca DeGondea, Secretary to the Supervisor.

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

On a **Sofranko/Read** motion, the Town Board adjourned into Executive Session to discuss a volunteer at 3:22 pm.

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

On a **Sofranko/Boggess** motion, the Town Board adjourned Executive Session.

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

On a **Read/Edinger** motion, the Town Board appointed Donald DiMartini to the Planning Board replacing David Sorbellini whose term expired on 12/31/2021.

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

On a **Boggess/Sofranko** motion, the Town Board requested a letter be sent to David Sorbellini for his many years of service on the Planning Board.

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

AUDITING OF BOOKS

Hon. Timothy Cox presented his books to the Town Board for auditing. (**#117-21**)

Total Closed Cases: 473 Total Fines: \$33,189.00 Surcharges: \$20,976.00
Total Civil Fee: \$75.00

Hon. Margaret Haug presented her books to the Town Board for auditing. (**#118-21**)

Total Closed Cases: 455 Total Fines: \$31,743.00 Surcharges: \$18,881.50
Total Civil Fee: \$93.00

Resolution #32 of 2021
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 1/1/21 to 12/30/21 at the annual audit held on December 30, 2021; 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 1/1/21 to 12/30/21 at the annual audit held on December 30, 2021; and

WHEREAS, the Town of Olive Town Board did approve said records and dockets of both justices as submitted on December 30, 2021;

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 #32, of 2021.

AND MOVES ITS ADOPTION

Motion made by: Board Member Read
Seconded By: Supervisor Sofranko

	Aye	Nay	Absent
Jim Sofranko, Supervisor	_X_	_____	_____
Drew Boggess, Board Member	_X_	_____	_____
Scott Kelder, Board Member	_X_	_____	_____
David Edinger, Board Member	_X_	_____	_____
Victoria Read, Board Member	_X_	_____	_____

Dated this 30TH Day of December 2021

Dawn Giuditta, Olive Town Clerk

Town Clerk/Tax Collector Dawn Giuditta presented the Town Clerks Books for 2021.

On a **Boggess/Edinger** motion, the Town Board accepted the books of the Town Clerk/Tax Collector as submitted. **(#119-21)**

Aye: Boggess, Kelder, Edinger, Read, and Sofranko **Nay:** **Absent:**
Total Monies Received: \$391,601.93 Tax Collection Settlement: \$9,372,420.09

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

Aye: Boggess, Kelder, Edinger, Read **Nay:** **Abstain:** Sofranko

Closing of the Books- Highway

Supervisor Sofranko noted the Highway Fund balance as of 12/30/21 was \$349,917.00. Payroll through 12/31/21 totaled \$6,884.64, payroll taxes through 12/31/21 totaled \$548.72; with total expenditures being \$7,433.36. Of the remaining Highway Fund balance of \$342,483.64, \$175,000.00 was applied to the 2022 budget less non spendable \$30,039.00 leaving a balance in the Highway Fund of \$137,444.64. **(#120-21)**

Closing of the Books- General Fund

Supervisor Sofranko noted the General Fund balance as of 12/30/21 as \$629,906.71. Payroll through 12/31/21 totaled \$6,023.17; payroll taxes through 12/31/21 totaled \$657.39; unpaid year-end expenses totaled \$29,757.00; with total expenditures being \$36,437.56. Of the remaining General Fund unexpended balance of \$593,469.15, \$325,000.00 was applied to the 2022 budget and \$36,580.00 non-spendable leaving a balance of \$231,889.15. **(#121-21)**

Reserves and Restricted as of 12/31/2021 (#122-21)

HIGHWAY

RESERVE A	MACHINERY	\$446,067.71
RESERVE F	IMPROVEMENTS	\$36,768.02
RESERVE H	HIGHWAY BRIDGES	<u>\$403,523.32</u>

	HIGHWAY FUND TOTAL	\$886,359.05
<u>GENERAL FUND</u>		
RESERVE B	LANDFILL	\$95,535.01
RESERVE C	POLICE	\$88,675.46
RESERVE D	PARKS	\$307,134.51
RESERVE G	HANDICAPPED	\$52,377.76
RESERVE I	HEALTH INSURANCE.	\$128,425.80
RESERVE K	COMPUTERS	\$37,590.49
RESERVE L	BUILDINGS	\$519,585.21
RESERVE R	RECORDS MANAGEMENT	\$25,452.27
RESERVE T	TAX CONSULTANT/LEGAL FUND	\$344,862.92
RESERVE X	RETIREMENT	<u>\$26,970.44</u>
	GENERAL FUND TOTAL	1,626,609.87
	HIGHWAY & GENERAL FUND GRAND TOTAL	\$2,512,968.92

DISTRIBUTION OF EXCESS FUNDS

On a **Kelder/Sofranko** motion, the Town Board approved the distribution of the Highway Fund unexpended balance of \$137,444.64 as follows: \$95,000 into Reserve "A" Machinery; \$42,444.64 in Reserve "H" Highway Bridges and empowered the supervisor to transfer funds as needed for the end of year closing of the books.

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

On a **Boggess/Kelder** motion, the Town Board approved the distribution of the General Fund unexpended balance of \$231,889.15 as follows: \$25,000.00 to Reserve "B" Landfill; \$15,000.00 to Reserve "C" Police; \$20,000.00 to Reserve "D" Parks; \$10,000.00 to Reserve "G" Handicapped; \$11,889.15 to Reserve "K" Computers; \$65,000.00 to Reserve "L" Buildings; \$10,000.00 to Reserve "R" Records Management; \$75,000.00 to Reserve "T" Tax/Legal Consultant and approved the Supervisor to transfer funds as needed for the end of year closing of the books.

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

The Town Board received a copy of the Statement of Actual & Estimated Revenue and the statement of Expenditures, Encumbrances & Appropriations dated as of 11/30/2021 for the Highway and General Funds from Marlies Rosier, Bookkeeper (**#123-21 & #124-21**)

All pertinent business having been conducted the Town Board adjourned at 4:32 pm on a **Read/Boggess** motion.

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

Dawn Giuditta, Town Clerk