

Minutes of the Town Board Meeting held at Town Hall on October 5, 2017 at 7:30PM

Present: David Sutz, Supervisor  
Timothy Arone, Michael Essig, Robert Hunter and Frank Palermo  
Absent: None  
Also Present: Kevin Watson, Police Chief; Dorothy Morris, Patricia Coogan, Angela McKeown, Gail Turrarello, Library Board; Catherine Imburgia, Library Clerk; John Smith, Parks Commission; Joseph Gianzero, Parks Director; Eileen Sutherland, Account Clerk; Timothy Egan, Village Trustee; Sandra Capriglione and Maria Hunter, Village Planning Board

**I. Public Hearing:**

a. Special Assessment Rolls:

Town Clerk Potvin stated the public notice announcing the public hearing on the assessment rolls for the special districts was printed in the Times Herald Record on September 29, 2017. She also explained that these hearing are for the public to correct the special district assessment rolls with regards to the number of units that are charged for specific properties, not to argue the assessment or the amount of taxes paid.

CONSOLIDATED SEWER DISTRICT:

The public hearing on the assessment roll for the Consolidated Sewer District was opened. There were no comments received. Motion was offered by Councilman Palermo, seconded by Councilman Essig, to close the hearing on the Consolidated Sewer District assessment roll.

**ADOPTED** AYES 5 Sutz, Arone, Essig, Hunter, Palermo  
NOES 0

WATER DISTRICT #6:

The public hearing on the assessment roll for Water District #6 was opened. There were no comments received. Motion was offered by Councilman Palermo, seconded by Councilman Hunter, to close the hearing on the Water District #6 assessment roll.

**ADOPTED** AYES 5 Sutz, Arone, Essig, Hunter, Palermo  
NOES 0

SEWER DISTRICT #1:

The public hearing on the assessment roll for Sewer District #1 was opened. There were no comments received. Motion was then offered by Councilman Hunter, seconded by Councilman Arone, to close the hearing on the Sewer District #1 assessment roll.

**ADOPTED** AYES 5 Sutz, Arone, Essig, Hunter, Palermo  
NOES 0

REFUSE DISTRICT:

The public hearing on the assessment roll for the Refuse District was opened. There were no comments received. Motion was then offered by Councilman Palermo, seconded by Councilman Essig, to close the hearing on the Refuse District assessment roll.

**ADOPTED** AYES 5 Sutz, Arone, Essig, Hunter, Palermo  
NOES 0

HIGHLAND LAKE ESTATES SEWER DISTRICT:

The public hearing on the assessment roll for the Highland Lake Estates Sewer District was opened. There were no comments received. Motion was then offered by Councilman Hunter, seconded by Councilman Arone, to close the hearing on the Highland Lake Estates Sewer District assessment roll.

**ADOPTED** AYES 5 Sutz, Arone, Essig, Hunter, Palermo  
NOES 0

Motion was then offered by Councilman Hunter, seconded by Councilman Arone, to accept the assessment rolls for the following special districts: Consolidated Sewer District; Water District #6; Sewer District #1; Refuse District; Highland Lakes Estates Sewer District.

**ADOPTED BY ROLL CALL AS FOLLOWS:**

Supervisor Sutz	AYES
Councilman Arone	AYES
Councilman Essig	AYES
Councilman Hunter	AYES
Councilman Palermo	AYES

**II. Administrative Business:**

a. Acceptance of Minutes:

Motion was offered by Councilman Hunter, seconded by Councilman Palermo, to accept the minutes of the special meeting held September 25, 2017.

**ADOPTED** AYES 4 Sutz, Essig, Hunter, Palermo  
ABSTAN 1 Arone

b. Budget Modification(s):

Motion was offered by Councilman Essig, seconded by Councilman Hunter, to approve a modification to the budget of the General Fund by increasing A599 (Appropriated Fund Balance) by \$3515, decreasing A1670.403 (Central Computer Consultant) by \$2485 and increasing A1680.200 (Central Data Processing Equipment) by \$6000.

**ADOPTED** AYES 5 Sutz, Arone, Essig, Hunter, Palermo  
NOES 0

Motion was then offered by Councilman Arone, seconded by Councilman Palermo, to approve a modification to the budget of the Police Fund by increasing B2680 (Insurance Recoveries) by \$2281 and increasing B3120.453 (Vehicle Repairs) by \$2281.

**ADOPTED** AYES 5 Sutz, Arone, Essig, Hunter, Palermo  
NOES 0

Motion was then offered by Councilman Palermo, seconded by Councilman Essig, to approve a modification to the budget of the Woodbury Common BID fund by increasing SMB599 (Appropriated Fund Balance) by \$8000 and increasing SMB3120.200 (Equipment) by \$8000.

**ADOPTED** AYES 5 Sutz, Arone, Essig, Hunter, Palermo  
NOES 0

c. Approval of Abstract:

Motion was offered by Councilman Hunter, seconded by Councilman Arone, to approve Revised Abstract 15 by voiding voucher 20171405 (check #18039) in the amount of \$750 which reduces the total of the abstract to be \$283,430.72.

**ADOPTED** AYES 5 Sutz, Arone, Essig, Hunter, Palermo  
NOES 0

Motion was then offered by Councilman Palermo, seconded by Councilman Arone, to approve Abstract 17 containing vouchers 20171662 - 20171769 and totaling \$87,108.57.

**ADOPTED** AYES 5 Sutz, Arone, Essig, Hunter, Palermo  
NOES 0

d. Appointment of Librarian:

Motion was offered by Councilman Palermo, seconded by Councilman Essig, to appoint Sara Johnson to the position of Library Director 1 with a salary of \$62,500 per year starting November 1, 2017.

**ADOPTED** AYES 5 Sutz, Arone, Essig, Hunter, Palermo  
NOES 0

Councilman Palermo thanked the Library Trustees for all their work and due diligence with this hiring process. Mrs. Imburgia was recognized for their hard work filling in during this transition.

e. Standard Workday Resolution:

Motion was offered by Councilman Arone, seconded by Councilman Palermo, to adopt the following:

BE IT RESOLVED, that the Town of Woodbury hereby establishes the following as the standard work days for elected and appointed officials and will report the following days to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of the body:

Title	Name	Social Security Number (last 4 digits)	Registration Number	Standard Work Day (hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Average Days Reported (per month)
<b>Elected Officials</b>							
Town Justice	Bruce Schonberg	████	██████████	8	1/1/2017 - 12/31/2020	No	6.65

**ADOPTED** AYES 5 Sutz, Arone, Essig, Hunter, Palermo  
NOES 0

EXTRA ITEM - Amendment to Grade Schedule:

Motion was offered by Councilman Hunter, seconded by Councilman Essig, to amend the 2017 Grade Schedule and approve it as follows:

Grade	Position
1	All titles filled after January 1, 2017 start on this Grade Groundskeeper I (step schedule "B")
2 - A	Library Clerk Court Attendant
3 - B	Assessor's Clerk
4 - C	Groundskeeper II (step schedule "B") Animal/Dog Control Officer Senior Citizens Activity Leader

5 - D	Clerk Clerk to the Town Justice Court Attendant Parks Department Clerk Police Records Clerk Senior Library Clerk
6 - E	Real Property Data Collector Senior Citizens Director
7 - F	Parks Department Clerk Principal Library Clerk
8 - G	Senior Groundskeeper (step schedule "B") Senior Library Clerk
9 - H	VACANT
10 - I	Library Assistant Library Assistant/Children's Services
11 - J	VACANT
12 - K	Account Clerk Court Clerk
13 - L	Court Attendant
14 - M	VACANT
15 - N	Senior Account Clerk
<b>ADOPTED</b>	AYES 5 Sutz, Arone, Essig, Hunter, Palermo NOES 0

**EXTRA ITEM - Appointment of Court Attendant:**

Motion was offered by Councilman Palermo, seconded by Councilman Arone, to appoint Anthony Bachiller as part-time Court Attendant at a UPSEU Grade 2-A (\$17.46/hour) beginning October 16, 2017.

**ADOPTED** AYES 5 Sutz, Arone, Essig, Hunter, Palermo  
NOES 0

**III. Old Business:**

a. Presentation - Eagle Scout Project:

Tom Poutsma gave a presentation of the project he is doing for his Eagle Scout. He is creating a "ceremonial field for veterans and members of the Historical Society where they can come together to relax, raise the flag and retire flags" at the Gatehouse. He believes this will benefit the local veterans and Historical Society members because "currently they have trouble getting to the fireplace at the Gatehouse where flags are retired and ceremonies held". The estimated cost of the project is \$5050.

b. Authorize Supervisor to Sign - IT Services Renewal:

Motion was offered by Councilman Palermo, seconded by Councilman Arone, to authorize the Supervisor to sign a contract with PC Surgeon for 100 hours of IT services at a cost of \$8000.

**ADOPTED** AYES 5 Sutz, Arone, Essig, Hunter, Palermo  
NOES 0

#### **IV. New Business:**

##### **a. Receipt of FY2018 Tentative Budget:**

Town Clerk Potvin stated that, pursuant to Town Law Section 106(3), a copy of the Fiscal Year 2018 Tentative Budget was received by her office on October 3, 2017, and has been distributed to the Board members. The tentative budget consists of the budget summaries submitted by each department.

##### **b. Discussion - Basic Audit of 2016 Financial Records:**

Supervisor Sutz stated he obtained quotes from RPT CPA (the entity that has performed audits for the Town in the past) to have an audit done of the 2016 financial records. Four types of quotes were provided:

1. A full audit conducted under generally accepted governmental auditing standards with our financials presented according to generally accepted accounting principles for governments (GAAP) at a cost of \$20,000 - \$25,000;
2. An audit conducted under generally accepted governmental auditing standards but the financial could be presented on the same basis as the State Comptroller Annual Update Document (OSCAUD) at a cost of \$15,000 - \$20,000;
3. A review of financial statements which would include no test controls, no management letter or comments on procedures/policies. Presented on GAAP basis would cost \$12,000 - \$15,000 or on a OSCAUD basis would cost \$10,000 - \$12,000;
4. A compile of financial statement with no test controls, no management letter or comments on procedures/policies, only assurance that the financial statements are representations of management at a cost of GAAP \$10,000 - \$13,000 or OSCAUD \$9,000 - \$11,000.

All fees quoted are general in nature and specific amounts can be provided when more detail is given. Councilman Arone noted former Supervisor Burke instituted the audits several years ago and feels that it is a good idea to continue them. He asked if option 1 or 2 should be chosen in case a management letter is required should bonding become necessary. Supervisor Sutz stated he was told it could be added if bonding becomes is needed. He suggests option number 3 with the OSCAUD basis we chosen. Councilman Arone and Palermo stated they would like to wait until more information is received. Clerk Potvin stated she would contact the auditor.

#### **V. Public Comment:**

Dorothy Morris congratulated Ms. Johnson on her appointment as Library Director. She noted it has been a long journey for the Library Trustees. She thanked and acknowledged Mrs. Imburgia for her time and dedication while serving as Interim Director. With regards to the Gatehouse, last April the Committee decided to move the flagpole and within a month enough money was raised to do so. With the help of Michael DeVenuto (JAL) the Eagle Scout project has become a reality. On October 29 there will be an open house and a dedication ceremony for the flagpole in honor of former Troop Leader John Simons.

John Smith welcomed Mrs. Johnson to the Library and noted he was a frequent user until the hours were reduced from 9PM to 8PM. He feels this reduction of services caused the taxpayers to be "short changed". He also noted he is a frequent complainer. He feels the closing of CV Library for unnecessary repairs/upgrades is a miracle. There have been no complaints about the closing and he feels this is a great opportunity to keep CV closed as HM is adequate to serve the residents of Woodbury. Since HM is classified as an "adult library" then the hours should reflect its usage by reinstating the 9PM closing. He urged the Town Board to seriously consider closing CV, noting former Supervisor Burke was close to doing so when he was Supervisor. He ended by stating he hopes Ms. Johnson represents the taxpayers of the community and not the wishes/wants of the Library Board.

Clerk Potvin announced the Village of Woodbury Highway Department will be conducting the Fall Electronic Collection event on Friday, October 20, 2PM - 5PM and Saturday, October 21, 8AM - 1PM. In addition, there will be a Shredding Event on Saturday, October 21, 8AM-11AM. The Chamber of Commerce is holding a "Meet the Candidates" on October 25 7PM-9PM at Palaia Vineyards and a "Trunk or Treat" on October 31 6PM-8PM at Smith Clove Elementary. The annual John P Burke Pasta Dinner is scheduled for November 18 5PM-7PM at Village Hall. She also reminded all about the curfew in effect for Halloween.

Chief Watson reminded all to seek alternate routes this coming Columbus Day weekend and he noted extra patrols will be scheduled for Halloween.

**VI. Board Member Comment:**

All Board members asked all to pray for those injured or killed in Las Vegas this week and for the EMS personnel that responded.

Councilman Palermo noted that approximately 21 years ago there was a push to close the Gatehouse. He stood up and fought to keep it open. It is a wonderful building that our boy scouts can use and people can join. He feels the same about the CV library and he does not believe that it should be closed, noting that it is primarily for children.

Councilman Essig stated he attended a tabletop exercise with Chief Watson and Lieutenant Phillips that was put on by OC Emergency Management. The exercise was a simulation of what could happen in a similar situation as Las Vegas. He felt Chief Watson as fully prepared for this exercise and provided valuable insight during it. Chief Watson added there will be another one held in January and a county-wide drill in June. Councilman Essig assured the residents precautions are being taken and training is being conducted to be sure our personnel are ready.

Supervisor Sutz asked all too please drive carefully, noting there will be an increased amount of leaves on the ground soon.

**VII. Adjournment:**

With no further business to discuss or comments received, a motion was offered by Councilman Essig, seconded by Councilman Hunter, to adjourn meeting at 8:05PM.

<b>ADOPTED</b>	AYES	5	Sutz, Arone, Essig, Hunter, Palermo
	NOES	0	

Desiree Potvin, Town Clerk

After adjournment the Board held a budget worksession.