

Town of Austerlitz
End of Year Town Board Meeting
December 30, 2016

Present: Robert Lagonia, Supervisor, Greg Vogler, Nansi Friedman, Jere Wrightsman, and Matthew Verenazi, Town Board Members, Robert Meehan, Highway Superintendent, and Susan Haag, Town Clerk.

End of Year Town Board meeting called to order at 9:19 a.m.

Robert Meehan arrived at 9:29 a.m.

Moment of Silence, followed by the Pledge of Allegiance.

Minutes

A motion to accept the December 15, 2016 Regular Town Board Meeting minutes was made by J. Wrightsman and seconded by M. Verenazi.

R. Lagonia: yes

G. Vogler: yes

M. Verenazi: yes

N. Friedman: yes

J. Wrightsman: yes

Motion carried 5:0.

Auditing of Accounts and Claims

A motion to pay General Fund, #392-399, in the amount of \$12989.61, Highway Fund, #214-222, in the amount of \$53873.93, and the Capital Fund #52-55, in the amount of \$25707.925 was made by G. Vogler and seconded by M. Verenazi.

R. Lagonia: yes

G. Vogler: yes

M. Verenazi: yes

N. Friedman: yes

J. Wrightsman: yes

Motion carried 5:0.

Unfinished Business

New Town Hall Bid Package

A motion to approve the bid package prepared by Joe Iuviene, AIA, for Alterations and Addition to the New Town Hall for the Town of Austerlitz and to authorize that advertisement for bids based on the bid package be posted and published as required by law and as otherwise may be appropriate to encourage bids for a bid opening to occur on February 8, 2017 at 9:00 am at the Austerlitz Town Hall was made by N. Friedman and seconded by J. Wrightsman.

R. Lagonia: yes

G. Vogler: yes

M. Verenazi: yes

N. Friedman: yes

J. Wrightsman: yes
Motion carried 5:0.

A motion that Robert Lagonia be designated as the Town officer responsible for the opening and reading of all bids received with respect to the New Town Hall project, and if he/she is not unable to do so that Greg Vogler be designated the alternate was made by M. Verenazi and seconded by G. Vogler.

R. Lagonia: yes
G. Vogler: yes
M. Verenazi: yes
N. Friedman: yes
J. Wrightsman: yes
Motion carried 5:0.

New Business

Supervisor Lagonia noted that for the reserve accounts being established that a base amount can be put aside at first and must be done by the end of the year. The Town Board can add additional funds, but must do so before the 20th of January.

Resolution #41-2016, Establishing a Capital Reserve Fund to Finance a Type of Capital Improvement

A motion to adopt Resolution #41-2016, Establishing a Capital Reserve Fund to Finance a Type of Capital Improvement was made by G. Vogler and seconded by J. Wrightsman.

R. Lagonia: yes
G. Vogler: yes
M. Verenazi: yes
N. Friedman: yes
J. Wrightsman: yes
Motion carried 5:0.

Whereas, the Town Board desires to create a reserve fund to which surplus moneys can be appropriated for the purpose of funding capital improvement projects for Town properties and buildings projects; and

Whereas, the Town Board determines that the creation of a reserve fund that is funded from time to time by unexpended surplus moneys of the Town for the purpose of financing capital improvement projects is a fiscally sound and prudent method to pay for the cost of such capital improvements either in whole or in part, rather than having to finance the full cost of such improvements by the issuance of bonds or other means of borrowing; and

Whereas, it is expected that the Town general fund will have a significant balance of unexpended budget funds for the Town's fiscal year of 2016; and

Whereas, the Town Board believes this is an appropriate time to begin financial planning for capital projects that the Town anticipates it will need in the near future, such as a salt shed, further costs incurred for the Town Hall project or for park improvements, for example;

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Section 6-c of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the “Town of Austerlitz Buildings Reserve Fund” (hereinafter referred to as “Reserve Fund”). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of a type of capital improvement. The type of capital improvement to be financed from the Reserve Fund is the construction, reconstruction or acquisition of structures and buildings for Town governmental purposes; and

BE IT FURTHER RESOLVED, that the Town Supervisor, as the chief fiscal officer of the Town of Austerlitz, is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The Town Supervisor may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Town of Austerlitz. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains and losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Town Board a detailed report of the operation and condition of the Reserve Fund, and to provide such report at such other times that the Town Supervisor deems appropriate or within thirty (30) days at the request of the Town Board; and

BE IT FURTHER RESOLVED, that except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of the Town Board and such additional actions or proceedings as may be required by Section 6-c of the General Municipal Law or any other law, including a permissive referendum if required by subdivision 4 of Section 6-c; and

BE IT FURTHER RESOLVED, that the sum of \$10000.00 is hereby appropriated from surplus funds of the Town’s general fund to be deposited in said Reserve Fund as an initial deposit and the Town Supervisor may deposit additional surplus funds from the Town’s 2016 budget year after all bills and expenditures attributed to 2016 have been paid and prior to the close of the 2016 fiscal year books.

Resolution #42-2016, Establishing a Capital Reserve Fund to Finance Equipment Purchases

A motion to adopt Resolution #42-2016, Establishing a Capital Reserve Fund to Finance Equipment Purchases was made by J. Wrightsman and seconded by N. Friedman.

R. Lagonia: yes

G. Vogler: yes
M. Verenazi: yes
N. Friedman: yes
J. Wrightsman: yes
Motion carried 5:0.

Whereas, the Town Board desires to create a reserve fund to which surplus moneys can be appropriated for the purpose of funding the purchase of equipment, trucks and vehicles for the Town Highway Department; and

Whereas, the Town Board determines that the creation of a reserve fund that is funded from time to time by unexpended surplus moneys of the Town for the purpose of financing the purchase of Town Highway equipment (the term equipment includes trucks, vehicles and any type of heavy highway equipment) is a fiscally sound and prudent method to pay for the cost of such capital expenditures either in whole or in part, rather than having to finance the full cost of such purchases by the issuance of bonds or other means of borrowing; and

Whereas, it is expected that the Town Highway fund will have a significant balance of unexpended budget funds for the Town's fiscal year of 2016; and

Whereas, the Town Board believes this is an appropriate time to begin financial planning for the purchase of equipment for the Highway Department that the Town anticipates it will need in the near future; and

Whereas, since it appears that what was on the Town books since 2013 as a reserve fund for such purposes (having a current amount of \$4,400.00) was not properly created by resolution of the Town Board, the Town Board desires to properly create a reserve fund for Highway equipment purchases;

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Section 6-c of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the "Town of Austerlitz Highway Equipment Reserve Fund" (hereinafter referred to as "Reserve Fund"). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of a type of equipment. The type of equipment to be financed from the Reserve Fund is the acquisition of equipment for the Town Highway Department, including but not limited to trucks, vehicles and heavy operating equipment; and

BE IT FURTHER RESOLVED, that the Town Supervisor, as the chief fiscal officer of the Town of Austerlitz, is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The Town Supervisor may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Town of Austerlitz. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains and losses resulting from the sale of

investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Town Board a detailed report of the operation and condition of the Reserve Fund, and to provide such report at such other times that the Town Supervisor deems appropriate or within thirty (30) days at the request of the Town Board; and

BE IT FURTHER RESOLVED, that except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of the Town Board and such additional actions or proceedings as may be required by Section 6-c of the General Municipal Law or any other law, including a permissive referendum if required by subdivision 4 of Section 6-c; and

BE IT FURTHER RESOLVED, that the sum of \$20000.00 is hereby appropriated from surplus funds of the Town's Highway fund to be deposited in said Reserve Fund as an initial deposit and the Town Supervisor may deposit additional surplus funds from the Town's 2016 budget year after all bills and expenditures attributed to 2016 have been paid and prior to the close of the 2016 fiscal year books as well as \$4426.93 as of 11/30/16 included in the Highway Reserve Account previously earmarked for the purchase of equipment.

2017 Salt Shed Contract

A motion to authorize Supervisor Lagonia to sign the 2017 Salt Shed contract with terms and conditions the same as 2016 for a yearly amount of \$8755.00 was made by G. Vogler and seconded by M. Verenazi.

R. Lagonia: yes

G. Vogler: yes

M. Verenazi: yes

N. Friedman: yes

J. Wrightsman: yes

Motion carried 5:0.

A Look Forward

Supervisor Lagonia made note of the following that the Town Board has on their plate for the coming year:

- 1.) Bonding for salt shed needs, completion of new Town Hall and Town Park project, highway equipment and road maintenance. Discussion on cost of upkeep for the blacktop roads including Bryarcliffe and Dugway Road.
- 2.) Need to look at all Town Committees focusing on good choices for appointments.
- 3.) Updates to Zoning Law and new Solar Law.
- 4.) Trail system in Austerlitz.
- 5.) Easthill Road Bridge replacement and culvert on Schoolhouse Road. Highway projects need to be laid out with a plan put in place.

Public Comments

None

Executive Session

A motion to enter Executive Session for personnel issues was made by R. Lagonia and seconded G. Vogler.

R. Lagonia: yes

G. Vogler: yes

M. Verenazi: yes

N. Friedman: yes

J. Wrightsman: yes

Motion carried 5:0. Executive Session entered at 9:45 a.m.

A motion to exit Executive Session was made by N. Friedman and seconded by G. Vogler.

R. Lagonia: yes

G. Vogler: yes

M. Verenazi: yes

N. Friedman: yes

J. Wrightsman: yes

Motion carried 5:0. Executive Session exited at 9:51 a.m.

Adjournment

A motion to adjourn was made by M. Verenazi and seconded by G. Vogler.

R. Lagonia: yes

G. Vogler: yes

M. Verenazi: yes

N. Friedman: yes

J. Wrightsman: yes

Motion carried 5:0. Meeting adjourned at 9:53 a.m.

Respectfully Submitted,
Susan A. Haag, Town Clerk