

TOWN OF GOSHEN
TOWN BOARD MEETING

November 10, 2016

MINUTES

A regular meeting of the Town Board of the Town of Goshen was held on the 10th day of November, 2016 at the Town Hall located at 41 Webster Avenue, Village of Goshen, County of Orange, State of New York.

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|----------|--------------------|---------------|
| Present: | Douglas Bloomfield | Supervisor |
| | Melissa Gallo | Councilmember |
| | George Lyons | Councilmember |
| | Kenneth Newbold | Councilmember |
| | John VanDerMolen | Councilmember |

| | | |
|---------------|----------------------|-----------------------|
| Also Present: | Richard Golden, Esq. | Attorney for the Town |
| | Priscilla Gersbeck | Town Clerk |

A. CALL TO ORDER

The meeting was called to order by Supervisor Bloomfield at 7:30pm, followed by the Pledge of Allegiance.

B. AMENDMENT TO THE AGENDA

C. PRIVILEGE OF THE FLOOR (agenda items only)

None at this time

D. OLD BUSINESS:

- 1. REVIEW AND APPROVE A RESOLUTION TO RELEVY 2016 UNPAID WATER AND SEWER BILLS INTO THE 2017 TAX LEVY**

TOWN OF GOSHEN RESOLUTION
RELEVY OF UNPAID WATER AND SEWER CHARGES

BE IT RESOLVED that the following charges for water and/or sewer service remaining unpaid as of the date of this resolution be relevied upon the 2017 real property tax rolls:

Levy of Unpaid Utilities

| NAME | DISTRICT | AMOUNT |
|---------------------------------------|------------------|---------------------|
| Hambletonian Park | District 1 Water | \$20,309.88 |
| | District 1 Sewer | \$41,467.05 |
| | <i>Subtotal</i> | \$61,776.93 |
| Arcadia Hills | District 2 Water | \$48,857.87 |
| | District 2 Sewer | \$99,248.01 |
| | <i>Subtotal</i> | \$148,105.88 |
| Stone Hedge | District 3 Water | \$2,975.71 |
| Scotchtown | District 4 Water | \$1,261.09 |
| TOTAL LEVY OF UNPAID UTILITIES | | \$214,119.61 |

Councilman Newbold made the motion to accept the water and/or sewer charges as presented and Be relieved upon the 2017 real property tax rolls. Councilman Lyons seconded the motion.

Upon Roll Call Vote:

| | | | |
|--------------------------------|------------|-----------------------------------|------------|
| Supervisor, Douglas Bloomfield | <u>AYE</u> | Councilperson, John Van Der Molen | <u>AYE</u> |
| Councilperson, Melissa Gallo | <u>AYE</u> | Councilperson, Kenneth Newbold | <u>AYE</u> |
| Councilperson, George Lyons | <u>AYE</u> | | |

Vote: Resolution carried by a vote of 5 to 0.

E. NEW BUSINESS:

1. REVIEW AND APPROVE BY RESOLUTION "A TOWN OF GOSHEN FUND BALANCE POLICY" AND "A TOWN OF GOSHEN DEBT MANAGEMENT POLICY" AS RECOMMENDED BY THE OFFICE OF THE NYS COMPTROLLER

A formal fund balance policy is cited by all major rating agencies (Moody's, Standard & Poor's and Fitch) as a best management practice. In recognition of stable fiscal policy and in order to stabilize and possibly enhance the current credit rating of the Town, the Town Board will make an effort to maintain an unassigned fund balance in its General Fund at the end of each fiscal year equal to no less than 25% of its total operating budget. We have two funds: (1) A General Town-wide includes the Village as to shared expenses such as the Salesian Park and (2) B General Outside that covers expenses related only to the Town, such as the Police Dept.. At the end of 2016, the A Fund balance will be \$939,918.00 and the B Fund balance will be \$1,534,670.00. Both Fund balances exceed the 25% of the total amount of our operating budget.

Councilman Newbold made the motion to adopt the Town of **Goshen Fund Balance Policy** as presented. Councilman VanDerMolen seconded the motion.

Upon Roll Call Vote:

| | | | |
|--------------------------------|------------|-----------------------------------|------------|
| Supervisor, Douglas Bloomfield | <u>AYE</u> | Councilperson, John Van Der Molen | <u>AYE</u> |
| Councilperson, Melissa Gallo | <u>AYE</u> | Councilperson, Kenneth Newbold | <u>AYE</u> |
| Councilperson, George Lyons | <u>AYE</u> | | |

Vote: Resolution carried by a vote of 5 to 0.

The Debt Management Policy is enacted to standardize and rationalize the issuance and management of debt by the Town of Goshen. The primary objective is to establish conditions for the use of debt and to create procedures and policies that minimize the Town's debt service and issuance costs, retain the highest practical credit rating, and maintain full and complete financial disclosure.

Councilwoman Gallo made the motion to adopt the Town of **Goshen Debt Management Policy** as presented. Councilman Lyons seconded the motion.

Upon Roll Call Vote:

| | | | |
|--------------------------------|------------|-----------------------------------|------------|
| Supervisor, Douglas Bloomfield | <u>AYE</u> | Councilperson, John Van Der Molen | <u>AYE</u> |
| Councilperson, Melissa Gallo | <u>AYE</u> | Councilperson, Kenneth Newbold | <u>AYE</u> |
| Councilperson, George Lyons | <u>AYE</u> | | |

Vote: Resolution carried by a vote of 5 to 0.

2. REVIEW AND APPROVE USE OF A HUMAN RESOURCES CONSULTANT CPI-HR TO PROVIDE NEEDED SERVICES TO THE TOWN OF GOSHEN AT A COST NOT TO EXCEED \$10,000 AND AUTHORIZE THE SUPERVISOR TO SIGN THE SAME

A memo from the Budget Officer stated that we are now entering the "Penalty Phase" of the Affordable Care Act (ACA). It is necessary to contract a professional that will provide education and guidance enabling the Town to abide by all legal requirements of the ACA. The recommendation is to contract with CPI-HR. CPI-HR would develop/update the employee handbook ensuring compliance with all applicable laws, review and advise on current HR procedures and record keeping; develop a New Hire Packet for new employees; develop HR templates and checklists; and review policies and procedures on Workplace Violence and Sexual Harassment.

Councilman Newbold made the motion to approve the contract with CPI-HR for 1 year at a cost not to exceed \$10,000 and authorize the Supervisor to sign the same. Councilwoman Gallo seconded the motion.

Discussion: Several Councilmembers questioned sections of the contract. It was decided that this contract will need to be modified to better suit the Town. This is tabled for further investigation.

Councilman Newbold withdrew his motion. Councilwoman Gallo withdrew her motion.

3. INFORMATION: DAVID HOOVLER, O.C. DISTRICT ATTORNEY HAS JUST ISSUED A "SENIOR FRAUD AND RESOURCE GUIDE." IT IS A HIGH QUALITY DOCUMENT WHICH THE TOWN SHOULD ENCOURAGE OUR CITIZENS TO UTILIZE!

As stated for information only. An order has been placed for copies of "Senior Fraud And Resource Guide" which will be available to the public.

4. DISCUSS AND APPROVE AN ASSET MANAGEMENT AGREEMENT WITH ASSETWORKS, LLC TO MANAGE TOWN OF GOSHEN FIXED ASSET DATA BASE AT ANNUAL COST OF \$1,500, AND AUTHORIZE THE SUPERVISOR TO SIGN THE SAME. INFORMATION IS USED FOR NYS COMPTROLLER ANNUAL AUDIT REPORT AND MARSHALL & STERLING INSURANCE CO. POLICY DEVELOPMENT

The information AssetWorks manages for the Town is required by the NYS Comptroller's Office. Our last physical inventory of our fixed asset was done in 2005 by American Appraisal Associates, Inc. at a cost of \$8,700. American Appraisal Associates, Inc. quoted \$13,800 for a new physical inventory and \$1,075 for annual updating. AssetWorks Appraisal quoted \$4,500 for the physical inventory and \$1,500 for annual updating.

Councilman Newbold made the motion to retain AssetWorks LLC to manage the Town of Goshen fixed asset data base at an annual cost of \$1,500 and authorize the Supervisor to sign the same. Councilman Van Der Molen seconded the motion.

Discussion: Attorney Golden has requested to review the contract.

Upon Roll Call Vote:

| | | | |
|--------------------------------|------------|-----------------------------------|------------|
| Supervisor, Douglas Bloomfield | <u>AYE</u> | Councilperson, John Van Der Molen | <u>AYE</u> |
| Councilperson, Melissa Gallo | <u>AYE</u> | Councilperson, Kenneth Newbold | <u>AYE</u> |
| Councilperson, George Lyons | <u>AYE</u> | | |

Vote: Resolution carried by a vote of 5 to 0.

F. FINANCE:

Councilwoman Gallo made the motion to authorize the Supervisor to pay Accounts Payable Check Run for 11/10/2016 amounting to \$198,454.03. Councilman Lyons seconded the motion.

On a Voice Vote, the motion passed: 5 AYES Bloomfield, Gallo, Lyons, Newbold, VanDerMolen
0 NAYS

G. PRIVILEGE OF THE FLOOR

A request was made to notify the person-in-charge of the dog park at Salesian, to refill the dog poop bag dispenser. The JRC will be contacted to refill the dispenser and to monitor it for future refills.

Request was made to post the "Senior Fraud And Resource Guide" on our website. It is on the County website and the Town has ordered hard-copies for distribution.

Question was raised as to who the contact person/entity is to report a devious person/business preying on residents especially Senior Citizens. The phone numbers are: General crimes tip line 845.291.2106 and Labor crimes tip line is 845.291.2107.

Debra Corr visited the Legoland Park in Florida. She is requesting to share her report and video with the Town Board. Her presentation will be scheduled on the November 21st meeting agenda.

A resident in Arcadia Hills thanked three councilmembers (Gallo, Lyons, Newbold) for visiting his home to see the location of the proposed Legoland Park from his property.

The number of acres to be clear-cut for Legoland was questioned. The site plan will have the actual number of acres.

Question was raised as to the onset of the fund balance mentioned in E(1). This will be checked.

H. EXECUTIVE SESSION:

With no issues for the Executive Session, Councilman Newbold made the motion to adjourn the meeting. Councilman Lyons seconded the motion. Motion carried.

I. ADJOURNMENT: 8:25PM

Priscilla Gersbeck, Town Clerk