

**TOWN OF MONTGOMERY
TOWN BOARD WORK SESSION/AUDIT MEETING
Wednesday, November 20, 2019
6:00 p.m.**

MOTIONS

Resolve

Motion by Councilman Hoyt, seconded by Councilman Dempsey, Jr. that the Town Board of the Town of Montgomery appoints Councilmember Voss to chair the meeting.

Roll Call: 3Ayes /0 Nays /1 Absent (Winchell) /1Abstain (Voss) Carried: 3-0-1-1

Audit #11 of 2019

Resolve

Motion by Councilwoman Melick, seconded by Councilman Dempsey, Jr. that the Town Board of the Town of Montgomery approves transferring \$5,000.00 from the Town Clerk Personnel line (A.1410.0100) to the Town Clerk Expense line (A.1410.0400).

Roll Call: 4 Ayes/0 Nays/1 Absent (Supervisor Winchell) Carried: 4-0-1

2020 Budget

Resolve

Motion by Councilwoman Melick, seconded by Councilman Dempsey, Jr. that the Town Board of the Town of Montgomery adopts the 2020 Town Budget as amended.

Roll Call: 4 Ayes/0 Nays/1 Absent (Supervisor Winchell) Carried: 4-0-1

Resolution to Relevy Unpaid Water and Sewer Taxes

Resolve

Motion by Councilman Dempsey, Jr., seconded by Councilwoman Melick that the Town Board of the Town of Montgomery adopts the Resolution to relevy unpaid water taxes in the amount of \$2,435.26 and unpaid sewer taxes in the amount of \$4,687.50 for a grand total amount of \$7,122.76.

Roll Call: 4 Ayes/0 Nays/1 Absent (Supervisor Winchell) Carried: 4-0-1

Resolution to accept Emergency Radio Communications System from Orange County

Resolve

Motion by Councilwoman Melick, seconded by Councilman Dempsey, Jr. that the Town Board of the Town of Montgomery adopts the Resolution authorizing the Supervisor to execute a Public Safety Emergency Radio Communications System Interoperability Agreement with Orange County.

Roll Call: 4 Ayes/0 Nays/1 Absent (Supervisor Winchell) Carried: 4-0-1

Resolve

Motion by Councilman Hoyt, seconded by Councilwoman Melick that the Town Board of the Town of Montgomery amends the prior Motion and Resolution for Public Safety Emergency Radio Communications System Interoperability Agreement with Orange County to read that the Supervisor or other Town Official may sign the agreement and accept the radio equipment.

Roll Call: 4 Ayes/0 Nays/1 Absent (Supervisor Winchell) Carried: 4-0-1

Resolve

Motion by Councilwoman Melick, seconded by Councilman Hoyt that the Town Board of the Town of Montgomery approves Audit #11 of 2019, payrolls 21, 22 and 23, voucher numbers 192174 - 192425 and prepaids in the total amount of \$1,133,095.30, and directs Ms. Gross to prepare a report by December 2, 2019, outlining the necessary fund balance transfers to be done at the next Town Board Meeting on December 5, 2019.

Roll Call: 4 Ayes/0 Nays/1 Absent (Supervisor Winchell) Carried: 4-0-1

Acceptance of the Retirement of Officer S. Scheels

Resolve

Motion by Councilman Dempsey, Jr., seconded by Councilwoman Melick that the Town Board of the Town of Montgomery accepts with regrets the letter of retirement received from Sanford B. Scheels, whose last day at work will be December 31, 2019.

Roll Call: 4 Ayes/0 Nays/1 Absent (Supervisor Winchell) Carried: 4-0-1

Town Hall Snow Removal and Mowing

Resolve

Motion by Councilwoman Melick, seconded by Councilman Hoyt that the Town Board of the Town of Montgomery approves moving forward with transferring the snow removal and grounds maintenance of Town owned properties to the Town Highway Department.

Roll Call: 4 Ayes/0 Nays/1 Absent (Supervisor Winchell) Carried: 4-0-1

Resolve

Motion by Councilwoman Melick, seconded by Councilman Hoyt that the Town Board of the Town of Montgomery adopts the Resolution authorizing Councilwoman Voss to sign checks from the Town of Montgomery accounts payable account at M & T Bank, which resolution becomes effectively immediately and expires at 11:59 pm on December 31, 2019.

Roll Call: 4 Ayes/0 Nays/1 Absent (Supervisor Winchell) Carried: 4-0-1

Acceptance of Minutes

September 19, 2019

Resolve

Motion by Councilman Dempsey, Jr., seconded by Councilwoman Melick that the Town Board of the Town of Montgomery accepts the September 19, 2019 Town Board Meeting Minutes as amended.

Roll Call: 4 Ayes/0 Nays/1 Absent (Supervisor Winchell) Carried: 4-0-1

October 3, 2019

Resolve

Motion by Councilman Dempsey, Jr., seconded by Councilwoman Melick that the Town Board of the Town of Montgomery accepts the October 3, 2019 Town Board Meeting Minutes as amended.

Roll Call: 4 Ayes/0 Nays/1 Absent (Supervisor Winchell) Carried: 4-0-1

November 18, 2019

Resolve

Motion by Councilman Dempsey, Jr., seconded by Councilwoman Melick that the Town Board of the Town of Montgomery accepts the November 18, 2019 Town Board Meeting Minutes as amended.

Roll Call: 4 Ayes/0 Nays/1 Absent (Supervisor Winchell) Carried: 4-0-1

Resolve

Motion by Councilwoman Melick, seconded by Councilman Dempsey, Jr. that the Town Board of the Town of Montgomery adjourns the meeting at 6:58 pm.

Roll Call: 4 Ayes/0 Nays/1 Absent (Supervisor Winchell) Carried: 4-0-1

**TOWN OF MONTGOMERY
TOWN BOARD WORK SESSION/AUDIT MEETING
Wednesday, November 20, 2019
6:00 p.m.**

A Work / Audit meeting of the Town of Montgomery Town Board was held in the Town Government Center, 110 Bracken Road, Montgomery, New York, on the above date and time.

Present:

Council Member: Cindy Voss
Council Member: Daniel S. Dempsey, Jr.
Council Member: Sherry Melick
Council Member: Mark Hoyt

Town Clerk: Tara Stickle

Also Present:

William Frank, Attorney for the Town
Shaun Meres, Supt. Of Highways
Jon VanTassell, Police Sergeant
Cheryl Gross, Director of Finance
Audience
News Media

Absent:

Supervisor: Rodney Winchell

Meeting came to order at 6:00 p.m., all rose for the Pledge of Allegiance.

Attorney Frank stated that Supervisor Winchell is absent due to a personal matter he is attending to and the Board will need to make a motion to appoint one of themselves to chair the meeting.

Resolve

Motion by Councilman Hoyt, seconded by Councilman Dempsey, Jr. that the Town Board of the Town of Montgomery appoints Councilmember Voss to chair the meeting.

Roll Call: 3Ayes/0 Nays/1 Absent(Winchell)/1Abstain(Voss) Carried: 3-0-1-1

Audit #11 of 2019

Audit #11 of 2019, payrolls 21, 22 and 23, voucher numbers 192174 - 192425 and prepaids in the total amount of \$1,133,095.30.

Ms. Gross inquired if the Board wanted to address the request that Town Clerk Stickles submitted asking to transfer \$5,000.00 from the Town Clerk Personnel line (A.1410.0100) to the Town Clerk Expense line (A.1410.0400) before the audit is discussed.

Resolve

Motion by Councilwoman Melick, seconded by Councilman Dempsey, Jr. that the Town Board of the Town of Montgomery approves transferring \$5,000.00 from the Town Clerk Personnel line (A.1410.0100) to the Town Clerk Expense line (A.1410.0400).

Roll Call: 4 Ayes/0 Nays/1 Absent (Supervisor Winchell) Carried: 4-0-1

Councilman Hoyt stated that at last month’s audit there were budget transfers done, however, only enough money was transferred to cover that amount. Those accounts were brought back to zero from a negative balance. He asked how this audit could be approved if there aren’t any budget transfers and some accounts have zero or negative balances. He asked if they are approving to pay bills from accounts that have no money in them.

Ms. Gross stated that there are transfers that need to be done, but that she was told not to do any transfers until December.

Councilman Hoyt stated that he never received a report regarding this and wondered how many lines are negative at this point.

The Board went on to the next item on the agenda while Ms. Gross went to get the information on the Budget lines with negative balances.

2020 Budget

Councilman Hoyt reminded the Board that they had all agreed that in the Retirement Fund, in the B Fund line, they were going to drop it by \$70,000.00. However, he stated that Ms. Gross received the numbers for 2019 and she felt the line could be dropped an additional \$30,000.00 making the overall drop in the B.9010.0800 State Retirement expense line by \$100,000.00. He is fine with that figure but just wanted the Board to know as well.

The Board stated that they were all agreeable to drop that expense line by the additional \$30,000.00, for a total of \$100,000.00.

Resolve

Motion by Councilwoman Melick, seconded by Councilman Dempsey, Jr. that the Town Board of the Town of Montgomery adopts the 2020 Town Budget as amended.

Roll Call: 4 Ayes/0 Nays/1 Absent (Supervisor Winchell) Carried: 4-0-1

Resolution to Relevy Unpaid Water and Sewer Taxes

Resolve

Motion by Councilman Dempsey, Jr., seconded by Councilwoman Melick that the Town Board of the Town of Montgomery adopts the Resolution to relevy unpaid water taxes in the amount of \$2,435.26 and unpaid sewer taxes in the amount of \$4,687.50 for a grand total amount of \$7,122.76.

Roll Call: 4 Ayes/0 Nays/1 Absent (Supervisor Winchell) Carried: 4-0-1

Resolution to accept Emergency Radio Communications System from Orange County

Orange County is upgrading its current emergency radio communication system and has purchased new portable radios and remote radios to be used County wide. To accept the radios, the Town would need to enter into an agreement with the County and the Town will be responsible for the maintenance of the equipment.

Resolve

Motion by Councilwoman Melick, seconded by Councilman Dempsey, Jr. that the Town Board of the Town of Montgomery adopts the Resolution authorizing the Supervisor to execute a Public Safety Emergency Radio Communications System Interoperability Agreement with Orange County.

Roll Call: 4 Ayes/0 Nays/1 Absent (Supervisor Winchell) Carried: 4-0-1

There was a discussion amongst the Board regarding the matter of Supervisor Winchell being able to sign the agreement.

Resolve

Motion by Councilman Hoyt, seconded by Councilwoman Melick that the Town Board of the Town of Montgomery amends the prior Motion and Resolution for Public Safety Emergency Radio Communications System Interoperability Agreement with Orange County to read that the Supervisor or other Town Official may sign the agreement and accept the radio equipment.

Roll Call: 4 Ayes/0 Nays/1 Absent (Supervisor Winchell) Carried: 4-0-1

Audit #11 of 2019 - continued

After looking at the report given to them by Ms. Gross, Councilman Hoyt stated that it looks like the expenses are over by \$75,627.00 in the A Fund. He asked Ms. Gross if that amount includes the approximate \$35,000.00 that was over last month.

Ms. Gross stated that the deficit balance of \$75,627.00 is in addition to last month's deficit balance.

Councilman Hoyt asked what accounts the transfer of funds will be coming from.

Ms. Gross stated that they would come from the Fund Balances, as budgeted.

Councilman Hoyt asked if these transfers would cover the Town for the rest of the year or bring the accounts to zero again.

Ms. Gross stated that this would bring the accounts to zero.

Councilwoman Melick questioned the Marlin Bank bill, which is a lease and the Town is being charged \$48.00 per month for insurance coverage when all they need to do is show the bank the Town’s insurance coverage. She also questioned the Tracking Systems Inc. voucher that was not Board approved but supposedly now there are tracking devices on 28 vehicles and she inquired which vehicles they were on. It was determined that there are tracking devices on the Animal Control van, Water and Sewer truck and the Buses but not sure where all 28 tracking devices are.

Councilwoman Melick also inquired about the invoice for Engineer Bipin Ghandi and who is overseeing his work.

A lengthy discussion took place amongst the Board and Ms. Gross about the fund lines that were over budget, the need to do balance transfers and the amount needed to pay Audit #11. The Board wanted to set a special meeting next week for the purpose of auditing the bills, however, Ms. Gross is unavailable, so she was asked to get the balance transfers and fund balance reports to the Board by December 2, 2019 so they can be reviewed prior to the December 5, 2019 Town Board meeting.

Councilwoman Melick stated that she wanted it noted that she takes exception to the Marlin Bank invoice as this purchase was made without Board approval. She stated that she would pull this voucher from the audit, however, every month it has already been paid prior to the audit that they approve each month.

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Roll Call: 4 Ayes/0 Nays/1 Absent (Supervisor Winchell) Carried: 4-0-1

Acceptance of the Retirement of Officer S. Scheels

Councilwoman Voss read the letter of retirement received from Officer Sanford B. Scheels.

Resolve

Motion by Councilman Dempsey, Jr., seconded by Councilwoman Melick that the Town Board of the Town of Montgomery accepts with regrets the letter of retirement received from Sanford B. Scheels, whose last day at work will be December 31, 2019.

Roll Call: 4 Ayes/0 Nays/1 Absent (Supervisor Winchell) Carried: 4-0-1

Town Hall Snow Removal and Mowing

Superintendent of Highways Shaun Meres reviewed the costs for the current contract for snow removal and grounds maintenance at Town owned properties and as of 10/29/19, it had cost the Town \$66,773.00 for these contracted services. The current contract did expire 10/31/19 and he feels that it will save a substantial amount of money if the Highway Department hires one part time employee to provide these services for the Town.

Resolve

Motion by Councilwoman Melick, seconded by Councilman Hoyt that the Town Board of the Town of Montgomery approves moving forward with transferring the snow removal and grounds maintenance of Town owned properties to the Town Highway Department.

Roll Call: 4 Ayes/0 Nays/1 Absent (Supervisor Winchell) Carried: 4-0-1

Councilwoman Melick asked Town Clerk Stickle to notify the current company that the Town will not be renewing the snow removal and grounds maintenance contract with them.

Ms. Gross inquired about what would happen if she can't get someone to sign the checks from the audit that was just approved.

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Roll Call: 4 Ayes/0 Nays/1 Absent (Supervisor Winchell) Carried: 4-0-1

The next Town Board Meeting is a regular scheduled meeting to be held on Thursday, December 5, 2019 at 7:00 p.m.

Respectfully Submitted,

Tara Stickles
Town Clerk