

TOWN BOARD

The Town Board, Town of Highlands, held a special meeting and budget workshop on Monday, September 30, 2013 at Town Hall, 254 Main St, Highland Falls, NY at 7:00pm.

PRESENT:	Mervin Livsey	----	Supervisor
	William Edsall	----	Council Member
	June Gunza	----	Council Member
	Holly Gokey	----	Council Member
	Kelly Blauvelt	----	Comptroller
	June Patterson	----	Town Clerk

Supervisor Livsey opened the meeting at 7:00pm.

Supervisor Livsey announced that Highway Supt. Squicciarini is leaving the Town at the end of October. The Supervisor said the Board needs to find a replacement.

Council Member Gunza mentioned Pat Patterson and said this might be the perfect opportunity for the consolidation of the two Highway departments.

Budget Transfer:

Council Member Edsall made a motion seconded by Council Member Gunza to authorize the transfer of \$625 from Dog Control Equipment to Dog Control Uniforms.

MOTION CARRIED: 4-eyes (Livsey, Edsall, Gunza, Gokey)
0-nays
1-absent (Stradley)

Resolution – Change Order #5 Water District #2:

Supervisor Livsey has a resolution which will extend Legacy Valve's contract an additional two (2) weeks allowing it to expire on October 17, 2013.

Council Member Gokey made a motion seconded by Council Member Edsall to adopt the resolution to approve contract Change Order #5 in accordance with contract documents issued for bid for Highlands Water District #2 Potable Water System Extension.

RESOLUTION ADOPTED: 4-eyes (Livsey, Edsall, Gunza, Gokey)
0-nays
1-absent (Stradley)

******RESOLUTION ATTACHED******

BUDGET

Supervisor Livsey said that he and Council Member Gunza have both discussed the budget with Ms. Blauvelt.

Ms. Blauvelt provided the Board with one (1) of the versions of the budget she had prepared.

Supervisor Livsey said the required payments, i.e. health insurance, worker's compensation, retirement, liability insurance, liability b-fund insurance and zoning have all gone down, but the Police retirement has gone up.

Ms. Blauvelt explained that after the meeting, the Town Clerk will be presented with the Tentative Budget.

Court:

Supervisor Livsey said he would like to take out the one (1) part-time Clerk and cut the overtime in half.

Council Member Edsall said he would like to keep the clerk and cut overtime totally.

The Board agreed.

Highway Equipment:

Supervisor Livsey said \$20,000 in the equipment line is for the new recycling cans and he would like to remove that.

Council Member Gokey said the Town is on the grant list for recycling cans.

Council Member Edsall said he would like to leave in a little money for cans.

Ms. Blauvelt said there is still \$5,000 in there after the \$20,000 is removed.

DCO:

Supervisor Livsey said Detective Bailey is requesting to increase his Other Expense line from \$2,000 to \$4,600 and the Supervisor would like to leave it at \$2,000.

Contingent (A-Fund):

There is \$60,000 in that fund.

IT:

Council Member Gokey asked if some money could be cut from this budget.

Ms. Blauvelt explained that there are some old computers that need to be replaced and she is working on getting quotes for a new website. Ms. Blauvelt would like to leave the money in.

The Board discussed the website.

Patriotic Observance:

Supervisor Livsey would like to leave the \$2,500 in there.

Vision:

Supervisor Livsey said Vision came to him with a large request. The Supervisor would like to share the \$3,500 between Vision (\$3,000) and Garden Club (\$500).

Deputy Highway Supt.:

The Board discussed replacing Mr. Squicciarini.

Council Member Gokey stated that she doesn't think the new employee should start at the same salary as Mr. Squicciarini is making now.

Supervisor Livsey said he asked Mr. Squicciarini for a list of what he did.

Supervisor Livsey said he would like to lower the Deputy's salary from \$2,000 to \$750.

Supervisor Livsey said the clerical hours would remain at 29 hours.

Library:

Ms. Blauvelt said the Board decided to leave that line flat and she has notified Mrs. Brahm.

Police Department:

The Board discussed the Police budget and will ask the Chief some questions.

Council Member Gokey asked why the Communications line went up.

Ms. Blauvelt said it was under budgeted in 2013.

Council Member Gunza read the equipment line from the last meeting.

Ms. Blauvelt said the Chief is putting \$15,000 in a Reserve Fund.

Council Member Edsall suggested holding flat on everything except salaries.

The Board discussed cutting some of the Police budget.

Council Member Edsall said he would like to remove \$1,000 from supplies.

Highway Department:

The Board agreed to cut the Highway Garage line from \$5,000 to \$3,000.

Salary Schedule:

Council Member Edsall reviewed the Salary Schedule and questioned whether some salaries were going to be at minimum wage when it changes.

The Board discussed the Recreation salaries.

Raises:

The Board discussed different percentages for raises.

Council Member Gokey said the raises should include the Town Board.

The Board discussed salaries and doing employee evaluations in the future.

Council Member Edsall said he is not in favor of a Town Board raise.

Supervisor Livsey suggested 2% across the Board excluding seasonal and bring seasonal up to minimum wage.

Misc.:

The Board and Ms. Blauvelt discussed the tax increase, tax levy, Tax Stabilization Fund and Fund Balances.

Resolution – Expenditure from Tax Stabilization Reserve Fund:

Ms. Blauvelt said she would like to do a resolution to transfer funds from the Tax Stabilization Reserve Fund to the unassigned fund balance to minimize the tax increase for 2014.

TOWN BOARD

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Council Member Edsall made a motion seconded by Council Member Gunza to authorize an expenditure of \$350,000 from the Contingency and Tax Stabilization Reserve Fund to the unassigned fund balance to minimize the tax increase for 2014.

RESOLUTION ADOPTED: 4-eyes (Livsey, Edsall, Gunza, Gokey)
0-nays
1-absent (Stradley)

******RESOLUTION ATTACHED******

General Reserve Fund:

The Board discussed funding this and decided to leave it as it is for now.

ADJOURN

Council Member Edsall made a motion seconded b Council Member Gokey to adjourn the meeting. Meeting adjourned at 8:40pm.

MOTION CARRIED: 4-eyes (Livsey, Edsall, Gunza, Gokey)
0-nays
1-absent (Stradley)

RESOLUTION

OF

SEPTEMBER 30, 2013

A RESOLUTION TO APPROVE CONTRACT
CHANGE ORDER #5
IN ACCORDANCE WITH CONTRACT
DOCUMENTS ISSUED FOR BID
FOR HIGHLANDS WATER DISTRICT NO. 2
POTABLE WATER SYSTEM EXTENSION

Council Member **Gokey** moved the following resolution which was seconded by Council Member **Edsall**.

WHEREAS, the Town of Highlands on behalf of Town of Highlands Water District #2 has passed an Order of Public Interest in the matter of the Town of Highlands Water District #2 Distribution System Extension (the "Project");

WHEREAS, the Town Board has been approved for funding of the Project through the New York State Drinking Water State Revolving Loan Fund (the "NYSDWSRF"); and

WHEREAS, the New York State Environmental Facilities Corporation (the "EFC") and New York State Department of Health (the "DOH") jointly administer the NYSDWSRF and award funding to a select number of municipalities in accordance with the applicable rules and regulations thereof; and

WHEREAS, the Project has been listed on the Final Readiness List of the Final Intended Use Plan for the NYSDWSRF for October 1, 2011 – September 30, 2012 as Project Number 18060 with a score of 155; and

WHEREAS, the Town Board has also received the consent of the New York State Comptroller to continue the Project; and

WHEREAS, the Town Board has contracted with the Samuel G. Fredman Water Trust in accordance with an Agreement entered into in June 2012, which contract allocates the responsibility for payment of the costs of the Project; and

WHEREAS, the Town Board received bids on the Project on April 3, 2013 at 11:00 a.m., and

WHEREAS, the Project Engineer, J. Robert Folchetti & Associates, L.L.C. performed a bid evaluation and recommendation to award in April 2013; and

WHEREAS, the Town Board of the Town of Highlands on behalf of Water District #2 did award the contract for the Project on April 15, 2013 to the lowest responsible bidder, Legacy Valve, LLC, to be performed in accordance with contract documents, at a base bid amount of \$1,058,648.00 and a total bid amount of \$1,216,109.00; and

WHEREAS, on July 27, 2013 the project engineer recommended a Change Order in the amount of \$31,400.00 as a result of greater than anticipated rock and the necessary length of piping for the Route 9W bore at School Street, which change order was approved by the Town Board on August 12, 2013; and

WHEREAS, on September 15, 2013 the project engineer recommended a Change Order #2 in the amount of \$14,000.00 to allow the Firefighter's Memorial Drive Main to be extended across the road at Mine Dock Road and to allow for installation of a hydrant to allow flushing of the line, which change order was approved by the Town Board on September 16, 2013; and.

WHEREAS, on September 15, 2013 the project engineer recommended a Change Order #3 in the amount of \$4,000.00 to allow for the installation of pressure reducing valves when the Town is responsible for making connections to a home, which change order was approved by the Town Board on September 16, 2013; and

WHEREAS, on September 15, 2013 the project engineer recommended a Change Order #4 in the amount of \$135,000.00 to allow for the extension of a water main up Brooks Lane, which change order was approved by the Town Board on September, 16, 2013; and

WHEREAS, on September 28, 2013 the project engineer recommended a Change Order #5, at no cost, extending the timeframe of the Contract with Legacy Valve, to permit the completion of work, in accordance with the J. Robert Folchetti & Associates Change Order Recommendation attached hereto as Exhibit "A" ("Change Order #5").

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Highlands on behalf of Water District #2 does approve Change Order #5 at no additional cost, with the Contract to expire on October 17, 2013; and

BE IT FURTHER RESOLVED, that the Supervisor and officers of the Town are hereby authorized and empowered to make, execute and deliver, or cause to be made, executed and delivered, in the name of and on behalf of the Town, all such certificates, agreements, documents and papers as may be necessary to effectuate and carry out the contents of the foregoing resolutions and the terms and conditions of the Change Order; and

BE IT FURTHER RESOLVED that the aforesaid resolutions shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call which resulted as follows:

James Stradley, Councilman	voting	Absent
June Gunza, Councilwoman	voting	Aye
Holly Gokey, Councilwoman	voting	Aye
William Edsall, Councilman	voting	Aye
Mervin R. Livsey, Supervisor	voting	Aye

The foregoing constitutes a true and complete copy of a resolution duly made, seconded and Adopted at a meeting of the Town Board, Town of Highlands, on September 30, 2013.

June Patterson, Town Clerk

RESOLUTION

OF

SEPTEMBER 30, 2013

A RESOLUTION TO AUTHORIZE
EXPENDITURE FROM
THE CONTINGENCY AND
TAX STABILIZATION RESERVE FUND

Council Member **Edsall** moved the following resolution which was seconded by Council Member **Gunza**.

WHEREAS, the Town Board of the Town of Highlands pursuant to Section 6-e of the General Municipal Law of New York State heretofore established a contingency and tax stabilization reserve fund for the Town's A Fund; and

WHEREAS, the Town Board during the budget preparation process is authorizing the expenditure of Three Hundred Fifty Thousand and 00/100 Dollars (\$350,000.00) from said reserve fund and transferring said funds to an unassigned fund balance to minimize the tax increase for 2014;

WHEREAS, the expenditure from said reserve fund constitutes a legislative action pertaining to routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment, and accordingly is a Type II Action under the State Environmental Quality Review Act.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board ratifies and authorizes the transfer and expenditure from the Contingency and Tax Stabilization Reserve Fund in the amount of Three Hundred Fifty Thousand and 00/100 Dollars (\$350,000.00).

BE IT FURTHER RESOLVED, that the foregoing resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call which resulted as follows:

James Stradley, Councilman	voting	Absent
June Gunza, Councilwoman	voting	Aye
Holly Gokey, Councilwoman	voting	Aye
William Edsall, Councilman	voting	Aye
Mervin R. Livsey, Supervisor	voting	Aye

The foregoing constitutes a true and complete copy of a resolution duly made, seconded and Adopted at a meeting of the Town Board, Town of Highlands, on Monday, September 30, 2013.

June Patterson, Town Clerk