

**December 8, 2008 Town of Rhinebeck Town Board Meeting Minutes
DRAFT**

At 6:45 Supervisor Tom Traudt called this meeting to order and Boy Scout Hunter Knapp lead the audience in the Pledge of Allegiance. In attendance were Town Board members Dod Crane, Dan Staley, Ellen Silverstein, Bruce Washburn and Counsel Pamela Richardson.

Supervisor Traudt thanked Jeanne Fleming and all her volunteers, the Chamber of Commerce, the Village of Rhinebeck and the Rhinebeck schools for their time and energy to make the Sinterklaas celebration such a huge success this past weekend. It is also officially noted that Councilmen Dod Crane and Bruce Washburn wore their Grumpus costumes to tonight's meeting. The community involvement in this celebration was truly amazing.

Tom then thanked Mrs. Dooley's kindergarten class and Young Rhinebeck for the artwork displayed on the stage tonight.

ANNOUNCEMENTS

Planning Board, Board of Assessment Review, Rhinecliff Advisory Committee and Waterfront Committee are all seeking new members. Applications available in Town Clerk's Office.

December 15th at 6:00 Special Town Board workshop with Comprehensive Plan Consultants in Village Hall.

December 25th Town Hall, Transfer Station and Highway Department closed.

December 26th Town Hall closed

January 1st Town Hall, Transfer Station and Highway Department closed

BUSINESS

1. Dan motioned with Ellen seconding to authorize the Supervisor to sign 2009 Fire contracts with Hillside for \$29, 138, Rhinecliff for \$54,085 and Rhinebeck Fire District for \$121,350. All were in favor.
2. Ethics code update from Town Counsel will be discussed at December 17th Special Meeting. Pam explained there are some issues that need to be considered for revision. Bruce asked her to make the changes they discussed this morning and he will then send out to the Town Board in the next 2 days via email. Tom explained the Town Board is trying to bring the Town into compliance with state law by improving procedures within the Town such as updating ethics code, improving audit controls and creating job descriptions with yearly performance reviews.
3. Dan motioned and Dod seconded to schedule Special Meeting for Wednesday, December 17th at 6:00 pm to continue Public Hearing on

proposed Local Law 4 of 2008. the building moratorium extension and conduct a Public Hearing on the Vanderburgh Cove Sewer District 2009 Budget. Ellen pointed out that she will be unable to attend. All were in favor.

4. Dan motioned and Ellen seconded to authorize the bookkeeper to make the following budget transfers, amendments, and any necessary bookkeeping entries.

GENERAL FUND

JUSTICE COURT

Est. Revenues	00 510	-	\$ 1,394.50
NYS Court Grant	00 3089		
Appropriations	00 960		
Supplies	00 01 1110 410	+	\$ 1,000.00
Contracts	00 01 1110 454	+	\$ 394.50

The Court received a grant for over \$8,000.00. The grant is being used to redo the court Office as well as towards the security system.

Language Interpreter	00 01 1110 458	-	\$ 500.00
Computer Consultant	00 01 1110 401	+	\$ 500.00

TOWN CLERK

Codification	00 01 1410 460	-	\$ 1,039.08
Equipment	00 01 1410 200	+	\$ 39.08
Supplies	00 01 1410 410	+	\$ 1,000.00

TOWN HALL

Contingency	00 01 1990 400	-	\$ 2,600.00
Supplies	00 01 1620 410	+	\$ 1,500.00
Internet Expenses	00 01 1620 429	+	\$ 200.00
Electricity	00 01 1620 431	+	\$ 200.00
Electricity	00 01 1620 431	+	\$ 200.00
Repairs	00 01 1620 440	+	\$ 500.00

CENTRAL MAINTENANCE

Contingency	00 01 1990 400	-	\$ 1,050.00
Equipment Repairs	00 01 1630 427	+	\$ 500.00
Electric	00 01 1630 431	+	\$ 50.00
Contracts	00 01 1630 454	+	\$ 500.00

CENTRAL STORAGE

Copier/Computer/Fax	00 01 1650 488	-	\$ 700.00
Supplies	00 01 1650 410	+	\$ 700.00

COMMITTEE FOR AGING

Contingency	00 01 1990 400	-	\$ 200.00
Committee for Aging	00 05 6772 475	+	\$ 200.00

To cover newspaper ad regarding expo

CENTRAL STORAGE

Copier/Computer/Fax	00 01 1650 488	-	\$ 700.00
Supplies	00 01 1650 410	+	\$ 700.00

HIGHWAY GARAGE

Equipment	00 04 5132 200	-	\$ 1,000.00
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Repairs	00 04 5132 440	+ \$ 1,000.00
To handle repairs by Dutchess Overhead Doors		
<u>TOWN LANDING</u>		
Repairs/Maint/	00 06 5720 440	- \$ 1,200.00
Personal Services	00 06 5720 100	+ \$ 500.00
Equipment	00 06 5720 200	+ \$ 100.00
Annual Dock Install/Remove	00 06 5720 441	+ \$ 600.00
<u>PLAYGROUNDS</u>		
Contingency	00 01 1990 400	- \$ 1,600.00
Mileage/Fuel	00 06 7140 447	+ \$ 1,600.00
<u>POOL</u>		
P.S. Lifeguards	00 06 7180 101	- \$ 4,200.00
Telephone	00 06 7180 430	+ \$ 600.00
Electricity	00 06 7180 431	+ \$ 2,000.00
Chemicals	00 06 7180 433	+ \$ 1,600.00
<u>YOUTH PROGRAMS</u>		
P.S. Rec Director	00 06 7310 101	- \$ 5,500.00
P.S. Gymnastics	00 06 7310 101	- \$ 878.16
P.S. Sports Leader	00 06 7310 104	- \$ 897.37
P.S. Arts & Crafts Leader	00 06 7310 105	- \$ 850.62
P.S. Asst Camp Co-Ordinator	00 06 7310 106	- \$ 1,220.49
P.S. Gymnastics	00 06 7310 101	- \$ 878.16
P.S. Music & Drama Leader	00 06 7310 108	- \$ 2,720.00
P.S. After Camp Co-Ordinator	00 06 7310 109	- \$ 9.00
P.S. After Camp Counselors	00 06 7310 110	- \$ 905.41
P.S. Basket Ball	00 06 7310 102	+ \$ 1,167.09
P.S. Playground	00 06 7310 103	+ \$ 12,692.12
Field Trips	00 06 7310 433	- \$ 10.78
Supplies	00 06 7310 410	+ \$ 10.78
<u>LANDFILL</u>		
Annual Well Testing	00 07 8160 451	- \$ 8,980.00
Engineers	00 07 8160 453	+ \$ 8,980.00
The Engineers are doing the well testing, so we are not paying another vendor.		
<u>CEMETERY</u>		
Contingency	00 01 1990 400	- \$ 1,400.00
Supplies	00 07 8810 410	- \$ 100.00
P.S. Part-Time workers	00 07 8810 101	+ \$ 1,000.00
Diesel	00 07 8810 412	+ \$ 100.00
Electricity	00 07 8810 431	+ \$ 100.00
Gas	00 07 8810 450	+ \$ 100.00
<u>PART-TOWN FUND</u>		
<u>BUILDING INSPECTOR</u>		
Supplies	01 02 3620 410	- \$ 150.00
Gas	01 02 3620 450	+ \$ 150.00
<u>ZONING</u>		
Contingency	01 01 1990 400	- \$ 4,000.00
P.S. Zoning Sec	01 07 8010 100	+ \$ 4,000.00

Equipment	01 07 8010 200	-	\$ 500.00
Supplies	01 07 8010 410	+	\$ 500.00
<u>PLANNING</u>			
Contingency	01 01 1990 400	-	\$18,000.00
Planning Consultant	01 07 8020 408	-	\$ 5,000.00
Engineer	01 07 8020 453	-	\$ 2,000.00
P.S. Planning Sec	01 07 8020 100	+	\$ 1,000.00
Attorney	01 07 8020 452	+	\$16,000.00
Attorney to Review Comp Plan	01 07 8020 495	+	\$ 8,000.00
<u>HIGHWAY PART-TOWN FUND</u>			
Stone, Gravel, Tailings	03 04 5110 420	-	\$ 100.00
Motor Fluids	03 04 5110 414	+	\$ 100.00
Attorney	03 04 5110 452	-	\$ 380.00
Kerosene	03 04 5110 496	+	\$ 380.00
Gas	03 04 5110 450	-	\$ 1,000.00
Diesel	03 04 5110 412	+	\$ 1,000.00
Repairs	03 04 5130 427	-	\$ 350.00
Supplies	03 04 5130 422	+	\$ 350.00
Calcium	03 04 5142 417	-	\$ 2,611.26
Sand	03 04 5142 415	+	\$ 611.26
Salt	03 04 5142 416	+	\$ 2,000.00

Dod explained the highway department had extra money in some of their accounts and Kathy is trying to prepare with the upcoming winter by purchasing salt now. Bruce would like to request variance reports from the departments so the Board understands what the transfers are about. No one motioned to make this request formal.

All were in favor of motion to authorize budget transfers.

At 7:06 the Supervisor opened the public hearing on Proposed Local Law 4 of 2008 extending Building Moratorium through June 2009. There were no comments from the public. The Supervisor explained that the Comp Plan needs some additional time before it is adopted. At 7:10, this hearing was continued to December 17th at 6:00 so all agencies have adequate time to reply with written comments.

5. Ellen motioned and Dan seconded to approve Abstract 12, checks 4284-4318, vouchers 1405 – 1440 for \$40,491.86. Motion carried 5-0.
6. Bruce offered the following resolution which was seconded by Ellen.

Whereas Sedore & Company has provided the town with a proposal in response to the recommendation of the Finance & Controls committee that

it is necessary to review controls over the financial reporting of significant

transaction cycles of the town; and

Whereas the review will be conducted in accordance with AICPA consulting standards; and

Whereas the town board has reviewed evidence of similar work by the same company

Therefore be it resolved that the town board accepts the proposal which shall not exceed \$4200, and

Be it further resolved that the town board authorizes the supervisor to sign the contract and to commence the work.

Bruce explained that the Town needs a segregation of responsibility. All were in favor.

7. Dod motioned to approve the request by the recreation committee and the high school cross country team to rake and trim a three mile cross country course at the Thompson-Mazzarella Park. The work will not cost the town anything and will not disturb the artifacts nor impact the planning for the park. Ellen seconded. Bruce spoke with Bob Ellsworth, Chair of the T-M Park Committee and he is fine with this request. Sharon Sherrod asked if this trail would be in the woods and Bruce said yes. It needs to be done before the snow flies. All were in favor.
8. Dod moved and Dan seconded to approve the required installation of anti-siphon grates in the pool which should cost around \$1500. Bruce explained that this must be done by law. Motion carried unanimously.
9. On motion from Dod and second by Ellen it was approved to purchase the parts to repair the boiler in town hall. The parts should be less than \$800. The existing boiler needs to be replaced, if not the lower level could be flooded. The part of \$659, \$37 for the gauge and \$10 freight according to Bruce. Bob Fitzpatrick will do the labor.
10. Ellen motioned and Dod seconded to approve the recreation committee recommendation to hire Annelise Hoffman as the assistant gymnastics coach at \$50 per session and approve the appointment of Alice Cunningham as the head gymnastics coach as part of the recreation director responsibilities. Bruce stated that Annelise is an 18 year old gymnast who is a qualified instructor but has a torn muscle. She is able to conduct program with Alice as head. Motion carried unanimously.
11. Ellen motioned with Dod seconding to set the December 30th meeting for the required annual review of the investment policy. Bruce will e-mail to the Town Board. Motion carried unanimously.

12. On motion from Dod and second by Ellen Lowell Handler's resignation from the Rhinecliff Hamlet Advisory council was unanimously accepted. Dod thanked Lowell for his contribution.

DISCUSSION

1. Dan would like to stagger members of the CAC terms so it is more balanced. Meg Crawford, Carol Smith, Ryan Dowden, Sharon Moloney, Tess McKellen and Gloria Fox terms are all up December 31, 2008. Since Lisa Camp, Bill Dowden and Raphael Notin are up in 2009, it was suggested that when Ryan Dowden is replaced due to his resignation, that term be appointed for just one year ending in 2009. That would make 5 members due in 2010 and 4 in 2009. This will be handled at the December 30th meeting.

2. Discussion of process to create job descriptions. Dod has spoken with Gina at County Personnel and has reviewed key points with her. He has tried to define objectives. There are about 35 Civil Service jobs in the Town. He is proposing to send each employee the Civil Service job descriptions along with blank sheets to have employees complete as to what they think their job description should be. He would like to use Barb and Joan as starters, the bookkeeping office has been done. Ellen would like to add responsibilities and tasks. Pat McLaughlin pointed out that equipments used and necessary skills are not in Civil Service job descriptions. Dod stated that the Civil Service descriptions override the town's description. Bruce feels this is a good approach to get an inventory of jobs. The Employee Handbook states the employees are evaluated yearly and this isn't happening.

At 8:10 the Board went into Executive Session pursuant to Public Officers law section 105(l) (f) to discuss a personnel issue on motion from Dod and second from Ellen. All were in favor.

At 9:28 on motion from Dod and second from Ellen the regular meeting was unanimously resumed.

ADJOURNMENT

Dod motioned with Dan seconded to adjourn this meeting at 9:30. Motion carried unanimously.

Respectfully submitted,

Barbara Cunningham
Town Clerk

