

May 9, 2018, TOWN BOARD

A regular meeting of the Town Board of the Town of Root, County of Montgomery and State of New York was held at the Town Hall, 1048 Carlisle Road, Sprakers, New York on the 9th day of May 2018.

PRESENT:	Gary Kamp	Supervisor
	Dominic Cuomo	Councilman
	Evelyn Lindley	Councilwoman
	LuEmma Quackenbush	Councilwoman
	John VanKersen	Councilman
	Laurel Eriksen	Town Clerk
	Robert Subik	Attorney
	Donald Oeser	Superintendent of Highways

OTHERS PRESENT: Bob Harris, Assessor; Clifton Dorrough, Code Enforcement Officer; Members of the Root Historical Society; several residents

Supervisor Kamp opened the meeting at 7:02 PM with the pledge to the flag.

APPROVAL OF THE MINUTES

Councilwoman Quackenbush motioned seconded by Councilman VanKersen to approve the minutes from the April 11, 2018 meeting as presented.

Ayes 5 – Kamp, Cuomo, Lindley, Quackenbush, VanKersen Nays 0

PUBLIC COMMENT

Supervisor Kamp opened the floor for public comment.

Resident John Rebokis brought pictures and reported that the Town highway snowplows caused fence damage to his property on Klemme Road. The Highway Superintendent will go check the damage.

Historian Maring asked about the deed for the old Town Hall as well as asking the Town Board to contact Frontier Communications regarding the shoddy internet service in the Town.

CORRESPONDENCE

A notice was received from Arkell Hall Art Museum regarding the current art display.

REPORTS

Reports were available from the Justice and the Bookkeeper. There were no reports from the Dog Control Officer and the Assessor.

The Code Enforcement Officer reported that he has issued 2 permits but has a number of permits he is waiting to issue.

The Town Clerk turned over revenues in the amount of \$214.80 to the Supervisor for fees collected in April.

The Attorney reported that he has 2 cases in which he will be representing the Town later this month in Root Town Court; a code violation case as well as a dog bite case.

The Highway Superintendent reported on additional monies from the State that the Town will receive for the storm in March 2017.

The Planning Board minutes for March and April as well as a letter with their determination on the proposed noise law were given to Town Board Members.

The Supervisor received checks from Montgomery County for first quarter sales tax in the amount of \$107,434.23 and for mortgage tax from 10/1/17-3/31/18 in the amount of \$9,130.05.

AGENDA

Supervisor Kamp presented the agenda for the meeting adding the Bookkeeper job description to the agenda. Councilwoman Quackenbush motioned seconded by Councilman VanKersen to adopt the agenda.

Ayes 5 – Kamp, Cuomo, Lindley, Quackenbush, VanKersen Nays 0

OLD BUSINESS

The job description for the Town Supervisor's Bookkeeper was presented. Board Members reviewed it the the following resolution was presented.

RESOLUTION No.8 of 2018

BOARD MEMBER, Quackenbush presented the following Resolution, and moved its adoption.

RESOLVED That the Town Board hereby adopts a job description for the position of Town Bookkeeper a copy of which is annexed hereto as Schedule A.

SECONDED by Board Member Cuomo

ADOPTED by the following vote:

Ayes 5 – Kamp, Cuomo, Lindley, Quackenbush, VanKersen Nays 0

NEW BUSINESS

The grass and brush contract covering June 1, 2018 through May 31, 2019 was received from Montgomery County. Contract amount is \$18,808.00; this covers 47.02 miles at \$400.00 per mile. The following resolution was presented and adopted.

RESOLUTION No. 7 of 2018

BOARD MEMBER, VanKersen presents the following resolution and moves its adoption

WHEREAS, the Commissioner of Public Works of this County has submitted a contract for the control of grass and brush on county roads within the Town of Root under Section 135A of the Highway law, now therefore be it and it

RESOLVED, that pursuant to Section 135A of the Highway Law, this Board accepts the contract for control of grass and brush, and authorizes the Town Supervisor to execute the aforesaid contract.

SECONDED by Board Member Quackenbush

ADOPTED by the following vote:

Ayes 5 – Kamp, Cuomo, Lindley, Quackenbush, VanKersen Nays 0

A meeting of the cold storage building committee was set for May 14, 2018 at 5:30 PM.

ABSTRACTS

Abstract #5 of the general fund for vouchers numbered 107-130 were audited and ordered paid. Paid abstract total was \$30,589.35.

Abstract #5 of the highway fund for vouchers numbered 55-66 were audited and ordered paid. Paid abstract total was \$34,529.25.

Councilman VanKersen motioned seconded by Councilwoman Lindley to accept the audit of abstract #5 of the general fund in the amount of \$30,589.35 and abstract #5 of the highway fund in the amount of \$34,529.25. The vote was unanimous.

ADJOURN

Councilwoman Quackenbush motioned seconded by Councilman Cuomo to adjourn at 7:38 PM.

Respectfully Submitted,

Laurel Sherrie Eriksen, Town Clerk

Town Supervisor's Bookkeeper Qualifications

- EDUCATION: Minimum of a High School Diploma-some college preferred
- EMPLOYMENT: Two years of full or part time experience in accounting, bookkeeping, finance, or banking.
- KNOWLEDGE: Applicants should have a high working knowledge of the municipal accounting and bookkeeping requirements for New York State Towns as promulgated by the NYS Comptroller's Office. Applicants should familiarize themselves with the Uniform System of Accounts for Towns.
- CRIMINAL BACKGROUND: Applicants may be vetted through the county law enforcement agency. Conviction of any misdemeanor or felony for fraud will disqualify the applicant.
- REFERENCES: Positive references will be required.
- DUTIES: If selected the applicant will be required to prepare the following:

ACCOUNTING

Prepare and or enter all Vouchers to be paid, prepare abstract to be posted. Enter and post all revenues and expenditures each month. Prepare monthly bank reconciliation. Prepare monthly board reports for review of the revenue, expenditures, and disbursements, including an up to date accounting of budget funds and their status.

Assist in preparation of the annual AUD for Town Supervisor for submission by Feb 28th each year

Assist in preparation of Budget

PAYROLL

Prepare payroll checks from payroll records provided by Dept. Supervisors, process payroll, and generate any related payroll reports

Process insurance payments and trust and agency payroll withholding payables as required

Track Benefit Time

Enter New Employee and Current Maintenance in Payroll System

Submit withholding taxes bi-weekly to IRS and monthly to NYS, quarterly 941's to IRS and filings to NYS

Track and Submit Retirement Contributions and information to NYS Retirement System (In regard to retirement system, submit new members and update annual logs if desired by the supervisor)

Year End Reporting (1099's, W-2's, & any additional required filings)

"Schedule A"