

Town of Hornellsville
Town Board Meeting
September 9, 2014
Time: 7:00 p.m.

Present: Supervisor Kenneth Isaman
Town Clerk Sheryl Isaman
Board Member Ronald Kennell
Board Member Dan Broughton

Absent: Board Member James Giglio
Board Member Joseph Dick

The Town of Hornellsville Town Board Meeting came to order at 7:00 p.m. with pledge to flag lead by Supervisor Isaman.

APPROVE MINUTES

Motion made by Kennell and seconded by Broughton to accept the minutes of August 12, 2014.

Roll Call: Isaman, Kennell, Broughton, all ayes. Carried.

PAY BILLS

General Fund #260-282	\$18,219.05
Highway Fund #151-163	17,305.15
	<hr/>
Total	\$35,524.20

Motion made by Kennell and seconded by Broughton to pay bills as audited.

Roll Call: Isaman, Kennell, Broughton, all ayes. Carried.

TOWN CLERK'S REPORT – TOWN CLERK SHERYL ISAMAN

Town Clerk Sheryl Isaman read the TC Report for the month of August in the amount of \$360.75 Collected.

Motion made by Broughton and seconded by Kennell to accept the Clerk's report as read.

Roll Call: Isaman, Kennell, Broughton, all ayes. Carried.

JUSTICE REPORTS – READ BY BOARD MEMBER KENNEL

Justice Reports read by Board Member Kennell with Justice Plank with \$11,826.00 and Justice McManus with fees of \$1958.00 for the month of August 2014.

Motion made by Kennell and seconded by Isaman to accept reports as read.

Roll Call: Isaman, Kennell, Broughton, all ayes. Carried.

CODE ENFORCEMENT REPORT – SHAWN GRASBY CODE OFFICER

Code Report read by Board Member Broughton with the activities and miles of the Codes Officer for the month of August 2014.

Motion made by Kennell and seconded by Isaman to accept report as read.

PLANNING BOARD REPORT – NO REPORT

BUILDINGS/INSURANCE/FIRE DEPARTMENTS REPORTS – JOSEPH DICK

No Report, Mr. Dick absent.

HIGHWAY REPORT – JASON EMO, HIGHWAY SUPERINTENDENT

Highway Commissioner Ron Kennell read report of the activities of the Highway Department for the month of August.

Jason Emo discussed with board that the new 2015 Freightliner truck was in and that the Board needed to Bond for the payment of this truck. Old truck sold for \$120,000.00.

Motion made by Kennell and seconded by Isaman to bond for 5 years for 2015 Freightliner truck in the amount of \$212,505.00.

Roll Call: Isaman, Kennell, Broughton, all ayes. Carried.

Motion made by Isaman and seconded by Broughton to accept Highway Report.

Roll Call: Isaman, Kennell, Broughton, all ayes. Carried.

ECONOMIC DEVELOPMENT/BUSINESS RELATIONS – JAMES GIGLIO

No report. Board Member Giglio absent.

Supervisor Isaman discussed that he had conversation with the engineer on flood plain and got estimates. Engineer will negotiate with both firms that bid, Bergman had taken \$10,000.00 off the bid. Now both bids are about the same and final decision is planned for the October meeting.

Motion made by Kennell and seconded by Broughton to accept the report.

Roll Call: Isaman, Kennell, Broughton, all ayes. Carried.

PUBLIC HEALTH/NOTICES – DAN BROUGHTON

No report.

SUPERVISOR REPORT – KENNETH ISAMAN (FINANCIAL REPORT ATTACHED)

Supervisor Isaman discussed with Board the lawsuit brought against him, the Town and the County by Frank Libordi and that the Board needed to make a motion to formally hire Joe Pelych to be the lawyer, as Pat McAllister, as a County Legislator, cannot represent due to conflict of interest.

Motion made by Kennell and seconded by Isaman to accept Pelych as lawyer for the Town.

Roll Call: Isaman, Kennell, Broughton, all ayes. Carried.

NEW BUSINESS

RESOLUTION #2-2014 – CORRECTIVE ACTION PLAN

CORRECTIVE PLAN ACTION IN RESPONSE TO NEW YORK STATE COMPTROLLER'S REPORT OF EXAMINATION, FOR THE PERIOD OF JANUARY 1, 2012 THROUGH AUGUST 31, 2013 AND RESPECTFULLY SUBMITS THIS CORRECTIVE ACTION PLAN IN RESPONSE THERETO.

BE IT RESOLVED, THE TOWN OF HORNELLSVILLE PASSES THIS RESOLUTION #2-2014 ON THIS 9TH DAY OF SEPTEMBER 2014.

MOTION MADE BY: DAN BROUGHTON
SECONDED BY: RONALD KENNEL

ROLL CALL: ISAMAN, KENNEL, BROUGHTON, ALL AYES. CARRIED.

Supervisor Isaman read a memo from Attorney Joe Pelych regarding suggestions on public comment period at the Town Board Meetings. He stated that a committee should be formed with Supervisor Isaman and one or more board members, along with Planning Board Members and develop a fair and workable plan, which would be fair to all and then pass a resolution by the board for implementation.

Motion made Kennell and seconded by Broughton in regards to suggestions.

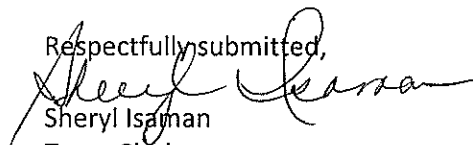
Roll Call: Isaman, Kennell, Broughton, all ayes. Carried.

ADJOURN

Motion made by Kennell and seconded Broughton to adjourn meeting at 7:15 p.m.

Roll Call: Isaman, Kennell, Broughton, all ayes. Carried.

Respectfully submitted,



Sheryl Isaman
Town Clerk

September 10, 2014

TOWN OF HORNELLSVILLE

P.O. BOX 1, 4 PARK AVE.
ARKPORT, NEW YORK 14807
607-295-7768
FAX# 607-295-8015

Kenneth Isaman, Supervisor
James Giglio, Board Member
Ronald Kennell, Board Member
Dan Broughton, Board Member
Joseph Dick, Board Member
Katherine Deal, Assessor

Sheryl Isaman, Town Clerk
Jason Emo, Hwy. Supt.
Gretchen McManus, Justice
Howard Plank, Justice
Sharon Ames, Tax Collector
Shawn Grasby, Codes Officer

RESOLUTION #2-2014

WHEREAS, THE TOWN OF HORNELLSVILLE DOES HEREBY ADOPT
THE CORRECTIVE ACTION PLAN IN RESPONSE TO NEW YORK STATE
COMPTROLLER’S REPORT OF EXAMINATION, FOR THE PERIOD OF JANUARY
1, 2012 THROUGH AUGUST 31, 2013 AND RESPECTFULLY SUBMITS THIS
CORRECTIVE ACTION PLAN IN RESPONSE THERETO.

BE IT RESOLVED, THE TOWN OF HORNELLSVILLE PASSES THIS
RESOLUTION #2-2014 ON THIS DATE.

MOTION MADE BY: Broughton

MOTION SECONDED BY: Kennell

	AYES	NAYES	ABSTAIN	ABSENT
ROLL CALL:				
Kenneth Isaman	<u> X </u>			
Ronald Kennell	<u> X </u>			
James Giglio				<u> X </u>
Dan Broughton	<u> X </u>			
Joseph Dick				<u> X </u>

Motion Carried Dated: September 9, 2014

CORRECTIVE ACTION PLAN
IN RESPONSE TO
NEW YORK STATE COMPTROLLER'S
REPORT OF EXAMINATION

The Hornellsville Town Board has reviewed the Report of Examination conducted by the New York State Comptroller's office for the period January 1, 2012 through August 31, 2013 and respectfully submits this corrective action plan in response thereto. It should be understood that the details of this corrective action plan are being discussed amongst the Town Board members and it is expected that this corrective action plan and the details thereof shall be worked out and implemented in the near future. As such, the general frame work of the corrective action plan is as follows:

1. FINANCIAL CONDITION

The Town Board intends to adopt budgets that are balanced with estimates that are more in line with expected revenues and appropriations. In addition, the Town Board will implement a procedure for the Town Board to review on a regular basis the budget and fund balance levels, such that there is sufficient cash flow to fund operations.

It is anticipated that implementation of the procedures above will insure that the town's fund balance will not be depleted to unsafe levels. The town will no longer rely on fund balance to help finance the cost of operations.

2. MULTI-YEAR FINANCIAL PLANNING

It is the intent of the Hornellsville Town Board to adopt a three (3) to five (5) year plan for financing town operations. This plan will set forth town priorities and goals in hopes to avoid large increases or decrease in town tax rates. This plan will be monitored and updated from time to time through the multi-year period with an additional multi-year plan being developed before the expiration of the current multi-year plan. While such a plan would not be written in stone, the Hornellsville Town Board sees merit in such a plan being a useful tool to address recent declining fund balances and to plan for and finance future improvements.

3. ANNUAL AUDITS

The Hornellsville Town Supervisor will appoint a committee made up of Town Board Members to annually review the records and reports of the Town Clerk and the Town Justices to address any record keeping inadequacies, so that corrective action can be taken. These audits will be conducted by January 20th of each year. In addition, the Town Board is considering hiring an independent auditor to conduct such audits, in the event the Town Board Committee does not feel competent to conduct such audits.

In particular, the Hornellsville Town Board intends to adopt policies and procedures that follow the recommendations of the New York State Comptroller's Office requiring the Town Clerk to:

- a. Issue pre-numbered duplicate receipts for all town transactions, where no other form of receipt is available.
- b. Record payer names, amounts paid, and dates of collections in the cash book as collections are received.
- c. Deposit all monies in a timely manner and intact, and perform monthly accountabilities to insure that known liabilities agree with available cash.
- d. Discontinue the use of town funds by any town employee to cash personal checks.

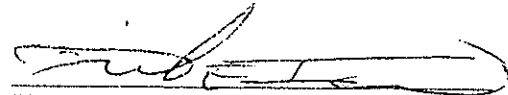
Implementing the above procedures will allow the Town Board to trace transactions from the point of collection through the accounting records to actual bank deposits and the monthly reports to determine accuracy. This monthly accountability analysis together with the annual audit of the clerk's records and reports will help the Town Board prevent and/or identify discrepancies.

4. SUMMARY

The Hornellsville Town Board appreciates the audit conducted by the New York State Comptroller's Office and believes there is merit in the recommendations set forth in the audit report. This plan of action is being established to address the concerns raised in the report and should provide the Town of Hornellsville with a means to better conduct, control and oversee the financial operations of the Town of Hornellsville.

Respectfully submitted,

Dated: Sept 9, 2014


Kenneth Isaman,
Hornellsville Town Supervisor