

Joseph P. Wilson Jr, Supervisor
Robert M. Biesemeyer, Deputy Supervisor
Town Board meeting End of Year
December 21st, 2021
5:30 pm
ZOOM Platform

Minutes of the Town Board meeting held, December 21st, 2021 at 5:30 PM, via ZOOM. The following Town Board Members were present: Joseph P. Wilson, Jr., Supervisor, Robert M. Biesemeyer and David R. Deyo, Councilmen, Teresa Cheetham-Palen and Jennifer G. Whitne, Councilwomen. Also present were: Cori-Anne Favro, Town Clerk, Brian Liam Kennelly, Town Attorney. Town Residents also present.

The Chairman, Mr. Wilson called the meeting to order at 5:30PM.

RESOLUTION No. 286-21

The following resolution was offered by Mr. Biesemyer who moved to its adoption. Be it resolved, the Town of Keene approves the Minutes from the following meeting:

November 30th, 2021

This was seconded by Mr. Deyo.

Roll Call Vote:

Mr. Wilson: yes

Mr. Biesemeyer: yes

Ms. Cheetham-Palen: yes

Mr. Deyo: yes

Ms. Whitney: yes

Motion Carried.

Privilege of the Floor: NONE

Mr. Wilson gave an update on Covid. It was discussed if shifts needed to be staggered at highway and Scott stated that it was not necessary at this time.

Ms. Whitney stated that if you are in need of a vaccine you can call Amanda at ECH 518-873-3125 and she can help you find a clinic that will be available.

RESOLUTION No. 287-21

The following resolution was offered by Mr. Biesemyer who moved to its adoption. Be it resolved, the Town board will go into executive session at 5:37PM. This was seconded by Mr. Deyo.

Roll Call Vote:

Mr. Wilson: yes

Mr. Biesemeyer: yes

Ms. Cheetham-Palen: yes

Mr. Deyo: yes

Ms. Whitney: yes

Motion Carried.

RESOLUTION No. 288-21

The following resolution was offered by Mr. Biesemyer who moved to its adoption. Be it resolved, the Town board will return from executive session at 6:07PM This was seconded by Ms. Cheetham-Palen..

Roll Call Vote:

Mr. Wilson: yes

Mr. Biesemeyer: yes

Ms. Cheetham-Palen: yes

Mr. Deyo: yes

Ms. Whitney: yes

Motion Carried.

Mr. Wilson stated that no decisions were made, they just obtained legal advice.

Next item of business are the transfers that need to be made, these were emailed to the board this afternoon. Mr. Wilson reported that it is an extensive list as the Town has to even up the accounts that were overspent. The Town took in more revenue than expected.

RESOLUTION No. 289-21

The following resolution was offered by Mr. Biesemyer who moved to its adoption. Be it resolved, the Town board approves the end of year transfers as follows. This was seconded by Ms. Cheetham-Palen.

Ms. Whitney stated she just received the transfer information right before the meeting and would like to abstain from the vote, due to not having enough time to review.

Roll Call Vote:

Mr. Wilson:	yes
Mr. Biesemeyer:	yes
Ms. Cheetham-Palen:	yes
Mr. Deyo:	yes
Ms. Whitney:	abstain

Motion Carried.

Budget Transfers needed for 12/21/2021 End of Year Meeting			
General Appropriations			
Budget Line	Description	Over Budget by	Increase line budget by
16204.01.041.0	Buildings CE Electric	-\$198.33	\$198.33
16604.01.044	Central Supply - Supplies	-\$351.00	\$351.00
16604.01.045	Central Supply - Postage	-\$980.49	\$980.49
16804.01.004	Data Processing - Contractual	-\$117.01	\$117.01
30104.01.051	Public Safety - Automation	-\$87.33	\$87.33
40504.01.004	Public Health Contract	-\$384.93	\$384.93
51324.01.041	Garage - Electric	-\$1,136.00	\$1,136.00
56501.01.001	Hiker Parking Personnel - PS	-\$167.32	\$167.32
56504.01.062	Hiker Parking Personnel -Sanitation	-\$1,191.12	\$1,191.12
71104.01.041	Parks - electric	-\$23.11	\$23.11
71504.01.041	Recreation Facility Co. - Electric	-\$780.88	\$780.88
71504.01.049	Recreation Facility Co. - Maintenance	-\$153.96	\$153.96
73101.01.001.10	Youth Program - Summer Staff	-\$918.83	\$918.83
73104.01.065	Youth Program Summer Program	-\$2,012.41	\$2,012.41
81604.01.004	Refuse - contractual	-\$4,605.34	\$4,605.34
81604.04.041	Refuse - electric	-\$634.42	\$634.42
Total Increase in Appropriation Budget for 2021		-\$13,742.48	\$13,742.48
General Revenues			
Budget Line	Description	Took in too much by	Increase Budget by
1255.01	Town Clerk Fees	\$209.61	\$209.61
2190.01	Sale of Cemetary Lots	\$1,000.00	\$1,000.00
2410.01	Rental of Real Property	\$1,575.00	\$1,575.00
2590.01	Septic Permits	\$2,405.80	\$2,405.80
2705.01	Gifts & Donations	\$7,128.00	\$7,128.00
3005.01	State Aid Mortgage Tax	\$39,682.30	\$39,682.30
Total Increase of General 2021 Revenue Budget		\$52,000.71	\$52,000.71

Highway Appropriations		Over spent	Increase line budget by
Budget Line	Description	Over Budget by	Increase line budget by
51304.03.002	Machinery Equipmet	-\$1,225.72	\$1,225.72
Total Increase in Appropriation Budget for 2021		-\$1,225.72	\$1,225.72
Highway Revenues			
Budget Line	Description	Took in too much by	Increase Budget by
2300.03.00	Transportation services	-\$353.02	\$353.02
2302.03.00	Other Govts - Labor	-\$19,601.16	\$19,601.16
2416.03.00	Rental of Equip -	-\$22,024.33	\$22,024.33
2650.03.00	Sale of Surplus Scrap	\$5,935.00	-\$5,935.00
3960.03.00	State Aid Emergency Disaster	-\$578.28	\$578.28
Total Increase of Highway 2021 Revenue Budget		-\$36,621.79	\$36,621.79
Library Appropriations			
Budget Line	Description	Over Budget by	Increase line budget by
74104.06.041	Library - Electric	-\$226.79	\$226.79
74104.06.043	Library - Telephone	-\$52.54	\$52.54
74104.06.50	Library - Internet	-\$975.81	\$975.81
74104.06.053	Library Security	-\$204.98	\$204.98
74104.06.072	Library - Water	-\$208.00	\$208.00
Total Library Appropriations over budget		-\$1,668.12	\$1,668.12
Library Revenues			
Budget Line	Description	Took in too much by	Increase Budget by
2082.06	Library - Fines and Fees	\$1.70	\$1.70
Reduce			
74104.06.004	Library Contractual	\$1,668.12	-\$1,668.12
WD SW2			
Revenues			
Budget Line	Description	Took in too much by	Increase Budget by
1028.08	Special Assesments	\$171.97	\$171.97
SW2 Capital Fund			
Revenue		Took in too much by	Increase Budget by
2401.1	Interest and Earnings	\$5.34	\$5.34

Highway Capital Fund			
Revenues		Took in too much by	Increase Budget by
2401.12	Interest and Earnings	\$2.75	\$2.75
ROOST			
ROOST appropriations		Overspent Budget by	Increase line by
16204.20.001	Buildings Personal Services	-\$255.50	\$255.50
16204.20.004	Hiker Parking Contractual	-\$1,699.39	\$1,699.39
71101.20.004	Parks Contractual	-\$1,282.00	\$1,282.00
90308.20.008	Social Security Town Share Employe	-\$18.91	\$18.91
Total Appropriations over budget		-\$3,255.80	\$3,255.80
ROOST Revenues			
		Took in too much by	Increase Budget by
2401.2	Interest and Earnings	\$7.33	\$7.33
3789.2	Other Economic Ass.	\$20,000.00	\$20,000.00
Total increase budget		\$20,007.33	\$20,007.33
Building Capital			
Revenue		Took in too much by	Increase Budget by
2401.25	Interest and Earnings	\$10.02	\$10.02
Shuttle Bus Capital			
Revenue		Took in too much by	Increase Budget by
2401.25	Interest and Earnings	\$0.65	\$0.65
Bike Park Fund			
		Took in too much by	Increase Budget by
2401.21	Interest and Earnings	\$0.17	\$0.17

Mr. Wilson stated we do not have a monthly supervisors report again this month. Last meeting we audited the bills. We did not sign any new ones for this meeting so we don't have an audit this meeting. Still need one town board member to sign the vouchers before 9am tomorrow. Mr. Wilson stated that he leaves on his holiday travel tomorrow so it needs to be done before 9am.

Ms. Whitney asked about the supervisors' reports and if anyone is working on them?

Mr. Wilson stated that Laura is working on it, but in this process they have found that the program Enhanced has bugs in it, and that is what is slowing down the process. The manual accounting is working properly, but when we run the supervisors report in Enhanced its not matching what they came up with manually. Mr. Wilson stated he has reached out to Enhanced, and he thinks we will need to backup the last 3 years and then delete it and then have to put back in the last 3 years. So the lead up to this we had payroll issues in May or June and the withholding tables malfunctioned so we had to go back in and re-enter all the employees. There is no easy way to find the errors, so Kathy and Laura did manual accounting to close out 2020, we only have supervisors reports through June 2021. When we do it all by hand it works out, but if we run it in the Enhanced system it's off by \$13,000.00 so we are working on that and our hope is to have it done by the time we need to do our AUD for 2021, which will be February/ March.

RESOLUTION No. 290-21

The following resolution was offered by Mr. Biesemyer who moved to its adoption. Be it resolved, the Town board has completed all business and will adjourn the meeting at 6:16 PM . This was seconded by Mr. Deyo.

Roll Call Vote:

Mr. Wilson: yes

Mr. Biesemeyer: yes

Ms. Cheetham-Palen: yes

Mr. Deyo: yes

Ms. Whitney: yes

Motion Carried.

Meeting Adjourned at 6:16 PM

Respectfully Submitted 12/23/21

Cori-Anne Favro, Town Clerk