

Stanclift Cove Authority Meeting Minutes

Regular Meeting, New Hartford Town Hall

Monday May 6th 2019, 6:30pm

1. Call meeting to order – At 6:31pm Andy Motes called the meeting to order. Attendance: Penny Miller, Andy Motes, Spencer Monroe, Michael Kinsley, Jennifer Choquette, Eileen Andryzeck and Annie Witte. Daniel Jerram arrived at 6:45pm.
2. Changes to Agenda - None
3. Elections of Officers –
 - a) Chairmen – Spencer nominated Andy as Chairmen, Mike seconds. All agree.
 - b) Treasurer – Andy nominated Penny at Treasurer, Jenn seconds. All agree.
 - c) Secretary – Andy nominated Jenn as secretary when she is available, otherwise someone else will take notes. Penny seconds. All agree.
4. Approval of minutes from February 4th 2019 meeting – Spencer made a motion to correct line #10 – 2 signatures required for all checks being written. The commission will assign Penny Miller, Andy Motes and Spencer Monroe as authorized signers on the checking account for the Cove Commission. 2 signatures are required on each check. Mike made a motion, Jenn seconds. All agree expect Penny Miller.
Spencer made a motion to accept the minutes as amended, Mike seconds, all agree.
5. Roof update – Contractor will get a building permit from the Town of Barkhamsted, and he will submit his insurance certificate prior to starting work onsite. He is estimated to start sometime in May.
6. Accounting review and updates – Spencer reviewed the financials with Annie Witte and discussed some recommendations he has for the commission to adopt going forward;
 - a) Invoices approved should be approved by a commission member (name and date on each invoice).
 - Spencer made a motion to have all invoices submitted to Annie by a cove commission member, to have a date, supply name and signature on them. Andy seconds. All in favor.
 - b) Miscellaneous account should be eliminated and invoices should be coded to more specific accounts.
 - c) Worker's Compensation and Employers Liability Policies should be sent out to bid every year for the best prices.
 - d) Any expenditure of \$500.00 or more should be voted on by commission members.
 - e) All employee files should have an I-9 on file. Annie and Eileen confirmed that we do.
 - f) Barkhamsted and New Hartford contributions are not equal. Daniel will look into why New Hartford contributes \$6,000 annually and Barkhamsted contributes \$6,500 annually.
 - g) Spencer mentioned that the sticker count sheet needs to be updated to include the changes that we made to the annual fees (i.e. removing student and military rates).

- h) Spencer mentioned opening up a separate account to allocate some reserve money for road and parking lot upgrades. The commission will address it at the end of the season.
 - Mike made a motion to wait until the end of the season to open a reserve account. Penny seconds. All agree.
 - i) Penny read a letter that she had prepared for the commission. The letter represented feelings that she had regarding questions and accusations, that she interpreted, were directed towards her. Jenn expressed her feelings about the matter and did not interpret the questions and accusations as being directed towards Penny. The commission members discussed the matter a little further and then moved on to the next item on the agenda.
7. Hiring/employment process – Penny discussed the current process of gathering applications and hiring employees for the Cove. Penny and Eileen will work together to discuss which applicants will be hired for the upcoming season. Penny will notify all new employees via email, when Cove clean-up is.
 8. Website and Facebook account – Andy inquired about whether or not there was a Stanclift Cove website. No one is aware of there being one. Andy and Penny will continue updating the Facebook page for the Cove.
 9. Stumps – Mike and Andy are researching where to find the appropriate stump grinder to use at the Cove.
 10. Docks, boat racks and guard chairs –
 - a) Dock – Tabled until next season.
 - b) Boat Rack – Mike has a print on the boat racks. He will get a purchase order from Penny to purchase the lumber to build it.
 - c) Guard Chair – Robbie Eselby measured the guard chair to build new ones. He will submit a material list to the Cove Commission.
 - d) Commission discussed adding new mulch and dead tree removal.
 11. Drinking water – Andy will talk to a well company to see if they can inspect it to make it drinking water again for permit holders.
 12. Brochure updates – Penny distributed the revised brochures to the Cove Commission members for review. All members will send an email to Penny by Friday (5/10/19) as to any changes that need to be made to the brochures.
 13. Employer's Liability Insurance – The Cove received an invoice for \$3,159.00 for the renewal of the liability insurance, effective dates are June 21, 2019 to June 21, 2020. Andy made a motion to accept and pay the invoice for the insurance. Penny seconds, all agree.
 14. New Business - None
 15. Public Comment - None
 16. Adjourn – Andy adjourned the meeting at 8:59pm.

Respectfully Submitted, May 16th, 2019

Jennifer Choquette