

Present: Supervisor D. Brochey; Councilmembers A. Bax, B. Ceretto; Wm. Conrad & R. Winkley; 1 Press; 1 Resident and Dep. Clerk C. Schroeder

The Supervisor opened the Budget Work Session to order. Time: 5:40 p.m.

ASSESSOR:

The Town Assessor, Linda Johnson, provided an Addendum to her 2016 Budget. Johnson said her budget request was \$115,064. This amount included part-time personal used throughout the year. She estimated \$2,000 for equipment based on the age of the equipment (computers, printers) and an update to the Real Property version system software.

The Finance Director said the Assessor put in a pay increase for her Clerk, but Blazick said she removed any pay increases for all non-union personnel as they are currently in negotiations. She did include a 1 ½ % increase for the Assessor.

Johnson said the Assessor's car was purchased in 2004 and it has 58,000 miles on it. The vehicle is currently shared with the Town Maintenance Dept. She made over \$5,000 in repairs with a 2015 repair costing over \$1,700 for a complete undercarriage. She questioned if she should push it another couple of years and put money aside in her budget to purchase a car in the next 2-3 years or is she better off getting a lease. The department only puts on 5,000 – 6,000 miles a year. What is the best option for us? Winkley recommended leasing a vehicle as long as she stays under the mileage minimum.

Lastly, Johnson said she would be initiating a project updating commercial and residential property assessments. Commercial properties have not had an update in over 17+ years. She would contract with a company to assist in this project. She hoped to budget this over a 4-5 year period.

Bax asked for a report of the Total Assessment of the Town with the breakdown between residential and commercial properties.

BUILDING INSPECTOR:

Next the Board met with Tim Masters who provided a detailed list of permits issued for 2015 to date. He estimated issuing 550 permits per year, up from 2008/2009 where they issued about 280. He estimated income of \$40,000 for 2015 from these permits. To date, the income is \$34,033, with a total of \$9,281,266 of construction costs added to the Town.

Masters said he needs to replace his 2004 Chevy Malibu. It has 100,000 miles on it. He has spent \$2,900 in car repairs this year. In 2015, he had asked for \$18,000 in contractual, which included \$4,000 towards a vehicle. This was reduced to \$16,500. Blazick said these requests should have been put in a Capital Reserve Account. The Town Clerk was setting aside money each year also. I'm not seeing where there is any Capital Account. It's nowhere that I can find. Whatever we are doing, I have to make sure it is getting documented the first of the year.

Masters was asked to explore leasing a vehicle.

Masters estimated his revenues at \$45,000 which include permit fees, grass cutting administration fees and electrical permit fees.

Masters said planning & zoning personal services budget lines (B.8010.0400 and B.8020.0100) need to be increased from \$525 to \$757 to reflect 12 meetings per year. Also Stormwater Personal (B.8030.100) should be \$1,000, not \$10,000 as noted in the budget. Masters pointed out that the 2015 Budget is not reflecting collecting Storm

Water Collection Fees, which he knows has been collected. Blazick said those fees went someplace else. What I did for the budget was keep those incomes pretty much the same. I know the money belongs in that account. I have to figure where it was recorded and move in the proper account.

HAZ-MAT:

Blazick noted that for the 2015 Budget, Haz-Mat funds were moved over to Fire Protection (SF-Fund). Blazick said she learned that it cannot be budgeted there. Fire protection has to be strictly fire protection. Haz-Mat cannot be in there. Blazick said she needs to adjust the 2016 Budget and move Haz-Mat out of Fire Protection and adjust 2015 expenses back to the B-Fund. For 2016, Haz-Mat is requesting zero funding for 2016 but the Fire Inspection budget is increasing its personnel, equipment and contractual for a total expense of \$77,827, up from 67,760 (2015).

FIRE INSPECTION:

Les Myers, Chairman of the Fire Bureau said the budget is increasing its personnel, equipment and contractual for a total expense of \$77,827 (up from 67,760 in 2015). Personnel: \$66,827, Equipment: \$1,000, and Contractual: \$10,000. The rationale is that the secretary had her salary split in the past between Haz-Mat and Fire Bureau, although the majority of her work was for the Fire Bureau. We can't cut her to ¼ time so the salary from Haz-Mat will move over to the Fire Bureau. The equipment line is for computers, printers, etc. That was a 50/50 split also between the two departments and funding sources.

POLICE:

Chief Previte and Clerk Allan represented the department. Regarding Personal Services, Blazick said she needs it to read \$841,200.

\$50,070 is allocated for equipment. This includes final lease payments on 2 SUVs - \$26,069.78; a new car lease 1 - \$10,000; a new car lease 2 - \$10,000; office computer replacement - \$1,000; and Taser replacement - \$3,000.

\$125,000 is allocated for police contractual. This includes uniforms, utilities, phone, fuel, training, office supplies, computer tech, copier maintenance, vet bills, ammo and equipment maintenance. This is the same as last year's budget.

Previte said he has one vehicle that he does not want to use - the unmarked black police car (Crown Victoria). It has relatively low miles and is in good shape. Winkley said maybe they could transfer this to one of the other departments that need a vehicle.

Winkley asked to discuss the traffic car. Previte said this would be an addition to the police budget. They have received many calls (27-30) a day from residents complaining about cars speeding, avoiding stop signs, etc. Previte said they ran a traffic car last year up until July. The former Chief discontinued the traffic car. Because of this, income to the Courts dropped off. Previte provided three scenarios of a budget showing a projected cost vs revenue of a traffic car 3 days, 5 days and 7 days a week. This would be using part-time officers only. We are not looking to make anything on this but we just want to cover our costs.

Blazick said the only issue she would have is that the revenue comes thru the courts which is the A-Fund. The expense is coming out of the B-Fund. I haven't quite figured out how to cover that expense. She would have to talk to the Judges.

Blazick said they have to move the Prosecutor from the Court Budget. We have to make that re-classification. Each Judge is allowed to have one clerk. They are very set in what they can do expense-wise.

Winkley said he would like to add the 5/day a week traffic car, pending the Finance Director's ability to work out the revenue/expense issue. Previte said this will help him

address and target the complaints they receive. It will support itself, he said. However we figure out the finances, it will not be a loss to the Town in any way.

When asked, Previte said his total projected cost would be \$47,820 (personnel, fuel, and oil changes). Total projected revenue is estimated at \$96,000 with a net gain of \$48,180.

SENIORS:

Senior Director Jeanette Collesano said she is okay with the amounts that were put in the budget. Blazick said she had to change the department head's request of \$108,655 for personnel to \$111,000, due to an addition error.

PARKS/RECREATION:

Park's Director Mike Dashineau said he used the same numbers for his budget as was requested in 2015. His only concern is if minimum wage is increased again.

Blazick said revenues for the Rec Dept. has steadily increased. Dashineau request \$100,000 for revenue for Special Events (A00-1000-2012) but she recommended \$125,000. Concession Revenue (A00-1000-2020) was put in at \$25,000. These should match the expenses in Acct. A00-7310-0401 (Special Events) and A00-7310-0402 (Concessions).

Dashineau said he wanted to make the Board aware that the next Town Board is going to have to do a lot more with the Greenway Commission than the last two have. Dennis Brochey was with me the last Greenway meeting when we had a proposal. They put us through the ringer. Dashineau said they have done a good job of using the Greenway Funds for what they have.

Dashineau said he is requesting the same funding for Parks (B00-7710) as was allocated in 2015, with the exception of Joe Davis Park Contractual (C00-7110-0400-0200) which is no longer applicable.

WPCC:

Ch. Operator Jeff Ritter said is over-all budget is good. He did not anticipate having to raise sewer rates. Blazick said with this budget, there had to be re-classification of accounts but it would not have a major impact on the budget. It was just a coding issue.

Ritter said he would be replacing two individuals that retired. He is working off the Civil Service list for these individuals.

Blazick said line-items SS1-1000-2380-0100 (WPCC Upgrade – Village) should be changed from \$44,721 to \$44,114 and SS1-1000-2380-0200 (WPCC Upgrade – Town of Porter) should be changed from \$74,498 to \$73,486.

Sewer Admin Personnel (SS1-8110-0100-0000) was reduced to \$91,500 from the Dept. Heads request of \$96,922 because of the retirement of the clerk. The new clerk would start at a salary of \$16.50/hr. Sewer Admin Contractual was increased to \$30,000 from \$25,591. Blazick said she had used last year's number when she put this budget together.

Under SS2-Sewer Charges, Blazick said the recommended number should be \$1,300,200. That was a typo on her part. SS2-Tax Roll – Delinquent should reflect the actual amount of \$84,965. She had it estimated at \$80,000.

Blazick said she reduced Master Sewer Personnel (SS2-8110-0100) to \$35,000 from \$39,408.

WATER:

Mike Townsend and Dan Zahno represented the Water Department.

Blazick said she split Darlene Norwich's hours to a percentage in the Water Department, Town Clerk's Department and Sewer Department. Blazick said she received a memo from the Town Clerk regarding Mrs. Norwich. In the past, Darlene received a stipend for the Tax Department. Winkley said she is currently in the Union Negotiations. They cannot receive any increases at this time. It jeopardizes the Town's position with the Union, Bax said.

There was a brief discussion about the purchase of water meters. The budget itself would not be able to sustain the purchase of 1,000 meters, Blazick said. They would have to find another source for them.

Ceretto asked what happens after they meet with the department heads. Blazick said she will go back and make necessary changes to the budget.

COURT:

Blazick said they have discussed the need to remove the Town Prosecutor from the Court Budget. Justice Gee concurred. He cannot be working for us, he said. The Court Budget is allowed two Justices and two Clerks. Court Security has to be removed from the Court Budget also. Blazick said she would create new line-items for the Town Prosecutor's salary & contractual and Court Security.

Blazick went thru the Supervisor's and Finance Budget. Regarding the Finance Office, Blazick said she budgeted the same amount as that of 2015, but she is not getting paid what is in the budget. Her salary was cut from what her predecessor earned. What my concern is, if the budget gets cut, you will never get it back. If I leave, you need that money to pay the person that replaces me. I really need you to understand what my job does. You need a CPA or someone who has that experience to really understand what the affect they are working on has to the organization as a whole. That is the whole difference between \$50,000 and \$60,000. This is a very intense, very in-depth job. I'm so aware of what I am not doing.

Blazick said that as of June 1, Barb Cich, Supervisor's clerk, will be retiring. Blazick said she hoped to bring in the new Clerk, once it is determined who the Supervisor-elect is and starting them for Barb's position. That individual would assume the position of Jr. Accountant in the interim to help assist the Finance Office.

Winkley asked the Finance Officer to determine what a Town tax would be.

Blazick said she would implement the changes into the Budget. The Clerk said a Public Hearing on the Preliminary Budget must be held by November 5. The Budget must be adopted by November 20.

Blazick said she would need an additional meeting to go thru some of the budgets that they have not finalized yet – legal, central data, municipal dues, traffic control, donations to Non-Profits, environmental, engineering, contingency and grant writer, to name a few.

Bax MOVED to adjourn. Seconded by Conrad and carried 5-0. Time: 9:00 PM.

Transcribed and
Respectfully submitted by:

Carole N. Schroeder
Deputy Town Clerk