

SPECIAL TOWN BOARD MEETING

2019 TENTATIVE BUDGET WORKSHOP

The Special Meeting of the Town Board of the Town of Cortlandville was held at the Raymond G. Thorpe Municipal Building, 3577 Terrace Road, Cortland, New York, with Supervisor Tupper presiding.

Members present:

Supervisor, Richard C. Tupper
Councilman, Theodore V. Testa
Councilman, John C. Proud
Councilman, Douglas E. Withey
Town Clerk, Kristin E. Rocco-Petrella

Absent:

Councilman, John P. Reynolds

Others present were: Town Bookkeeper, Marcia Hicks; Assistant Town Bookkeeper, Megan Johnson; Highway Sup't. Glenn Bassett; Water & Sewer Sup't. Peter Alteri; Town Justice, Lenore LeFevre; CEO Kevin McMahon; and CEO Desiree Campbell.

Supervisor Tupper called the Special Meeting to order for the purpose of discussing the 2019 Tentative Budget. The special meeting notice was posted to the Town's website, the Town's sign board, and the news media was notified. Also, department heads were invited to meet with the Board at specific times on October 16, 2018 and October 17, 2018.

Supervisor Tupper explained that the 2019 Tentative Budget tax levy was \$450,000 more than the 2018 tax levy; it included almost everything department heads requested from their worksheets and would be up to the Board to decide what items should be cut.

Employee Benefits:

The first matter discussed was a proposed raise for employees and officials. Supervisor Tupper explained that he contacted the City of Cortland, Town of Homer, and SUNY Cortland and inquired about raises, which were between 1-½% to 3%, while the CPI (inflation rate) was 2.7%. Supervisor Tupper included a 2% raise in the tentative budget, however the decision was up to the Board. He explained that there would be an increase in health insurance costs for 2019, however the Town would absorb about half of the cost. Supervisor Tupper explained the Town's health insurance plans: Health Savings Account (HSA) and Health Reimbursement Account (HRA) and how the plans are funded.

Highway Department:

Highway Sup't. Bassett was present for the review of the Highway Department's budget accounts. There was discussion regarding the salary for the Highway Sup't. which was \$69,000 in 2018. Highway Sup't. Bassett requested a \$6,000.00 pay increase, which he substantiated by providing salaries for other Highway Superintendents of similar sized towns and cities as well as discussing his responsibilities.

Councilman Proud reminded the Board that they were planning to conduct a salary study for employees and officials and suggested the Board stick with the cost of living increase until the study is completed. Supervisor Tupper informed the Board he was in communication with a firm in Albany, New York that could complete a computerized study for the Town at a cost of \$200/hour. The Board suggested Supervisor Tupper move forward with obtaining more information from the firm and to stick to the 2% salary increase at this time for employees. The Board would, however, discuss the Highway Sup't. salary at another budget workshop.

The Board moved on to discuss the following budget accounts for the Highway Department:

B7110.22 – Parks Equipment – Increased to \$38,000 due to Gutches Lumber Sports Complex and new equipment required to maintain the turf fields. The total equipment/capital outlay increased a total of \$35,000 from the 2018 Budget. Supervisor Tupper was working with the park committee on a rate schedule for renting the fields at the Gutches Lumber Sports Complex and would provide the estimated revenue to the Board at a later meeting.

DB5110.1 – Personnel salary increase 2% for raises.

DB5112.2 – Expenditure matches the expected CHIPS and PAVE NY revenue for 2019.

DB5130.1 – Personnel salary increase 2% for raises

DB5130.2 – Highway Equipment \$280,000 to purchase new equipment as the 2018 Budget did not provide for the purchase of any new equipment. Equipment requested from Highway Sup't. Bassett:

1 – 6 wheeler dump plow/sander \$215,000+	1 – ¾ ton pickup truck with plow \$44,000+
2 – zero turn mowers \$11,000 each	1 – 4x4 small tractor to pull field mower \$36,000
1 – pull behind wing mower for fields \$20,000	1 – compact tractor with mower/loader snowplow \$20,000+
1 – self propelled mower 10-12' cut for parks \$57,000+	

Discussion on the equipment included the following:

- Highway Sup't. Bassett saved approximately \$58,000 in 2018 by decreasing salt usage in the Town
- 2 Town trucks must be replaced that are not working and cannot be repaired. Supervisor Tupper suggested one truck be purchased from 2018 Budget and the second truck be purchased through the 2019 Budget.
- Big concern is the need for the 6 wheeler dump plow sander – possibility of using Reserve money to purchase the truck
- Discuss ongoing problems with the Massey Ferguson mower and a course of action to repair the equipment, which is outside the warranty period. Supervisor Tupper would contact the Massey Ferguson representative himself and request a meeting.
- Bookkeeper Hicks commented that it was unhealthy to use fund balance for reoccurring expenses year after year.
- Snow removal expenses

DB9962.4 – Interfund Transfers - \$50,000 Capital Reserve money to be transferred at end of 2019 if the Budget so allowed. Supervisor Tupper explained that the Capital Reserve fund for Highway was approximately \$388,000 and was capped at \$500,000.

Highway Sup't. Bassett excused himself from the meeting at 10:00 a.m. while Water & Sewer Sup't. Alteri entered the meeting.

The Board discussed the 2019 Tentative Budget for the Water and Sewer budget lines with attention to the following:

Sewer District:

SS1990.4 – Sewer Contingency account \$10,000.

Bookkeeper Hicks discussed the previously proposed Saunders Road Sewer Improvement Project and explained she would be asking for a budget transfer to close out the proposed project. Supervisor Tupper explained that while a grant was available, the Town did not receive the funds because only 2-3 residents were interested in the sewer installation.

SS8110.1 – Personal Services: Supervisor Tupper explained that a 2% salary increase was included in the 2019 Tentative Budget.

SS8110.4 – Sewer Contractual Expense: Bookkeeper Hicks explained the expenditures that fall under the sewer contractual account, such as the administrative fees for bonds, which increased \$2,000 from the 2018 Budget. Supervisor Tupper questioned Water & Sewer Sup't. Alteri about any future projects, as he unofficially heard the residents of Cosmos Hill Road were requesting public sewer. Water & Sewer Sup't. Alteri explained there were no new installation projects planned for 2019 and no formal petitions had been received.

SS8130.4 – Sewage Treatment & Disposal Contractual Expense – The budget line was left the same as in the 2018 Budget. Supervisor Tupper and Water & Sewer Sup't. Alteri explained that the expenditures are unknown and are based on many factors.

SS8989.4 – Other Governments Contractual Expense – Camera (Sewer Inspections) – Supervisor Tupper and the Board thanked Water & Sewer Sup't. Alteri for his work to obtain the shared service agreement between the Town and other municipalities such as the City and Village of Homer.

Supervisor Tupper explained that the 2019 Sewer Budget would require \$41,827.00 of unexpended fund balance. Water & Sewer Sup't. Alteri explained that it was a "wet year" and how that factors into the operation of the department and expenses. The 2019 sewer rates would remain the same.

Water District:

SW8310.1 – Water Administration Personal Services – 2% increase for salaries.

SW8310.2 – Equipment – Decreased from \$80,000 in 2018 Budget to \$0.00 for 2019 Budget as no equipment needed to be purchased.

SW8320.2 – Source of Supply, Power & Pumping – Equipment – Remained the same.

SW8320.4 – Contractual – Reduced \$29,550.

SW8320.41 – City of Cortland Polkville – Increased from \$10,000 to \$18,000. Water & Sewer Sup't. Alteri explained the increase was due to the expense for chlorine for the flushing station which was costing money. In order to maintain a .3 residual for water the water line had to be flushed. The Board discussed the hotel (Days Inn) in Polkville and the fact that it was not connected to Town water but was instead using a UV well.

Water & Sewer Sup't. Alteri discussed other topics of concern, such as the Terrace Road well, which must be permitted through the Susquehanna River Basin. In order to complete the testing for the permit, he explained there must be 7 days without rain. He planned to pump water to the Village of Homer rather than to waste the water; the water cannot be pumped back into the ground because it would be recharging the aquifer.

SW8330.4 – Purification Contractual – Increased \$3,000 from 2018 Budget.

SW9901.9 – Interfund Transfer – Covered salaries and such paid out to other departments for work on water.

Water & Sewer Sup't. Alteri left the meeting at 11:45 a.m. while Town Justice Lenore LeFevre entered the meeting.

The Board discussed the 2019 Tentative Budget for the Town Justice budget lines with attention to the following:

Town Justice:

A1110.1 - Town Justice – Personal Services – Supervisor Tupper explained that the request for salary increase for the personnel in the Town Justice department was 5%. He explained to Judge LeFevre that a 2% salary increase was reflected in the 2019 Tentative Budget for raises.

A1110.2 – Equipment - \$4,000

A1110.4 – Contractual – Increase from \$55,500 to \$60,000. Judge LeFevre apprised the Board she would check on the budget line as she had \$55,500 written down for the 2019 budget request. Bookkeeper Hicks explained that she raised the budget line due to an increase in the expenditures with the Sheriffs Department, which increased to almost \$40,000 per year. Discussion ensued on the loss of revenue earned from the court, despite the increase in the amount of money taken in annually.

A1460.1 – Records Management – No change.

Judge LeFevre excused herself from the meeting at 11:05 a.m. while Code Enforcement Officers Kevin McMahon and Desiree Campbell entered the meeting.

The Board discussed the 2019 Tentative Budget for the Code Enforcement budget lines with attention to the following:

Code Enforcement:

B8664.1 – Code Enforcement – Personal Services – Supervisor Tupper explained that a 2% salary increase was budgeted for 2019 based on the consumer price index. He explained that the Town would absorb 4% of the health insurance increase and the employees would pay about 3.9%. Councilman Proud explained that approximately 3 years ago, the Board determined to go with the cost of living increase for salary increases until a comprehensive study was completed on wages.

B8664.4 – Contractual – Increased from \$8,160.00 to \$10,000.00. CEO Campbell and CEO McMahon explained the department's contractual expenses which range from office supplies to cell phone charges, mileage, membership dues, education, and software. CEO McMahon explained he had an expense of \$700 for 3-years of the online NYS Codes program.

Councilman Proud recalled that during the 2018 budget discussions there was concern regarding the replacement of the truck for the Code Department. The Board opted not to replace the truck in 2018. He questioned how the truck was functioning and if there were maintenance issues of concern. CEO Campbell reported that there were no repair issues at this time.

The Board discussed the revenue for the fire inspections and the building permits and whether an increase in the fee schedule was necessary. CEO McMahon explained that the commercial project fees were in line, however the smaller residential project fees should be increased. CEO McMahon and the Board would review the fee schedule and discuss changes to implement in 2019.

There was discussion regarding the Solar Clean Communities Grant. CEO McMahon explained the Town must meet two more benchmarks in order to apply for a \$5,000 NYSERDA grant. Supervisor Tupper mentioned the proposal from Lime Bikes for bike rentals in Cortlandville, Homer, and the City of Cortland, and whether that would qualify as one of the required benchmarks. CEO McMahon explained that training and the adoption of the Solar Permit form for the Town would qualify.

CEO McMahon and CEO Campbell excused themselves from the meeting at 11:25 a.m.

The Board discussed the 2019 Tentative Budget for the Town Clerk/Tax Collector/Registrar/Records Management/Debt Service budget lines with attention to the following:

Town Clerk/Tax Collection:

A1330.4 – Tax Collection Contractual remains the same as the 2018 Budget. After discussions with the County Treasurer's Office, Town Clerk Rocco-Petrella explained that she did not anticipate the County would be submitting a bill for the tax collection software, however she included it in the budget line.

A1410.1 – Town Clerk – Personal Services - Supervisor Tupper explained there would be a 2% salary increase for personnel. There was discussion regarding Town Clerk Rocco-Petrella's proposal for a \$500 salary increase for personnel who are commissioned with the State of New York as a Notary Public. The Board also discussed how employees can be reimbursed for successful completion of courses/education and exams. At this time there would be no additional salary.

A1410.4 – Town Clerk Contractual - Remains the same as the 2018 Budget.

A3510.42 – Dog Supplies – Remains the same as the 2018 Budget. Town Clerk Rocco-Petrella explained she planned to conduct a dog enumeration in 2019 and would be purchasing new computer software to introduce online dog licensing.

B1460.1 – Records Management Personal Services – Request to increase to \$5,500.00.

B1460.2 – Equipment – Increase from \$2,500.00 to \$5,500.00 to purchase document scanners to be utilized with the new Laser Fiche program established in 2018.

B1460.4 – Contractual – Decrease from \$12,500.00 to \$8,500.00. The total for Records Management would remain the same for 2019 as it was in 2018.

B4020.1 – Registrar of Vital Statistics – Personal Services – Town Clerk/Registrar Rocco-Petrella explained there was an increase from \$1,994.00 to \$2,232.00 for 2019. The increase was based on the total dollar amount collected for vital records certifications/transcripts collected and fluctuates from year to year. The budget line was based on the collections from the prior year.

A9710.6 – A9710.7 – A9730.7 – Debt Service - The Board discussed the Debt Service accounts including serial bonds (A9710.6 Principal, A9710.7 Interest) and the BAN (A9730.7). The budget lines reflected the total amount due in 2019. While debt was reduced in 2018, the Town had a new serial bond for the new Highway Garage payable in 2019. Supervisor Tupper anticipated there would be a significant amount of money left over from the construction of the Highway Garage, which would be used to pay down the bond and interest until the total amount was expended unless the Bank would allow the Town to repay the remaining amount to lower the total bond. Supervisor Tupper explained there was also an increase due to the interest due in 2019 for the Gutches Lumber Sports Complex BAN of \$55,800.00. He briefly discussed the Board's options with renewing the BAN, however he was concerned that interest rates could double. More discussion on the BAN renewal would be had later in the year.

Supervisor Tupper explained that the Board would conduct its second budget workshop on Wednesday, October 17, 2018 at 9:00 a.m. The Board would discuss the 2019 contracts and the Assessor, Supervisor, Town Board and Bookkeeper's budget lines.

No further comments or discussion were heard.

Councilman Proud made a motion, seconded by Councilman Testa, to adjourn the Special Meeting. All voting aye, the motion was carried.

The Special Meeting was adjourned at 12:15 p.m.

Respectfully submitted,

Kristin E. Rocco-Petrella

Kristin E. Rocco-Petrella, RMC
Town Clerk
Town of Cortlandville

***Note:**

The draft version of this meeting was submitted to the Town Board for their review on December 19, 2018.
The final version of this meeting was approved as written at the Town Board meeting of January 2, 2019.