

## SPECIAL TOWN BOARD MEETING

## WORKSHOP – 2019 TENTATIVE BUDGET

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; and Assessor, David Briggs.

Supervisor Tupper called the Special Meeting to order for the purpose of discussing the 2019 Tentative Budget as follows:

- The Board discussed ways to reduce the Tentative Budget. Supervisor Tupper explained that \$385,000.00 must be cut from the budget to remain under the tax cap.
- The Board discussed the reserve accounts and how to keep the tax rate down.
- Discussion on the schedule for adopting the 2019 Budget including the dates for the public hearing and preliminary budget.
- Increase in Town Health Insurance for 2019: Single Plan increased \$56.00/year; Family plan increase \$108.00/year. Review of 2019 Health Insurance plan rates.

2019 Contracts:

Supervisor Tupper explained he did not send letters asking for contract amount requests. The Board reviewed and compared the 2018 vs. 2019 contact amounts:

- Cortland County Information Technology – No change from 2018.
- Cortland Regional Sports Council – No change from 2018.
- Cleaning Service – No change from 2018.
- Cortland Community SPCA – No change from 2018.
- The Zoghlin Group – Hourly rate per professional services contract.

- City of Cortland Recreation (B7310.4) – Supervisor Tupper explained that he met with the Mayor of the City of Cortland, who was requesting \$106,000 plus \$5,000 for the services of John McNerney; a total of \$30,000 more than the 2018 Budget. Supervisor Tupper explained that Mr. McNerney has been an asset for the Town parks and especially with the Gutches Lumber Sports Complex.

The Board discussed the Town Highway Department and the cost of the three Town employees who maintain the parks, the cost of the equipment and the supplies. Councilman Proud commented that the Town was entering “a new era” and that it would be a “tough budget” and even tougher in the following years. Councilman Testa commented on the lack of revenue for the parks and added that the new park needed picnic areas and playgrounds for the taxpayers to enjoy. The Board discussed the possible revenue streams for the park, including the concession stands and fees for utilizing the fields. Revenue was a big concern for the Board.

- Lamont Memorial Library (B7140.4) – The Board discussed the funding for the Library. Councilman Withey and Councilman Proud suggested removing the contract and entering a \$0.00 on the budget line for the time being.

- Lime Hollow Nature Center (B7310.4) – After discussion the Board reduced the budget line from \$1,800 to \$0.

- Village of McGraw Recreation – Reduced from \$15,000 to \$12,000
- Village of Homer Recreation – Reduced from \$24,870 to \$20,000

Assessor David Briggs entered the meeting at 10:05 a.m.

The Board discussed the 2019 Tentative Budget for the Assessor's budget lines with attention to the following:

- A1335.1 – Assessor – Personnel Services - 2% Raise for salaries. Assessor Briggs would remain at his current salary of \$29,995.00. The salary for the Assessor's Clerk was previously split with the Supervisor's office but would be solely coming from the Assessor's budget line A1335.1. Mr. Briggs discussed his clerk, Valerie Hall and the invaluable service she provides.
- There was no need for an assessment revaluation as the Town was at 100%.
- A1355.4 – Contractual Expense – The budget line would remain at \$10,000, which would help cover expenses for assessment lawsuits if necessary. The Board discussed the certiorari actions involving Gator Cortlandville Partners for the years 2014-2018 and Walgreens.
- Changes in the STAR exemption were discussed and how that impacts the Assessor's office.
- Assessor Briggs mentioned that in 2019 the State Comptroller's office would be auditing Assessor's offices.

Assessor Briggs excused himself from the meeting at 10:15 a.m.

The Board discussed the following budget accounts:

- A1010.1 – Town Board – Personnel Services – The Board discussed the salary for the Town Board members. Supervisor Tupper explained he included a 2% salary increase similar to employees. Councilman Proud suggested the Board not be included in a salary increase and perhaps to reduce the Board salary. After discussion the Board decided to delay a decision until a future workshop.
- A1010.2 – Town Board Equipment - No Change (\$1,000)
- A1010.4 – Town Board – Contractual Expenses - No Change (\$3,000)
- A1220.1 – Supervisor – Personnel Services – 2% Salary Increase
- A1220.2 – Supervisor – Equipment – No Change (\$1,000)
- A1220.4 – Supervisor – Contractual Expenses – Supplies, mileage – No Change (\$4,000)
- A1320.4 – Auditors – Contractual Expense – Increase from \$21,000 to \$22,250 to cover the increase in the auditor fee
- A1340.1 – Budget – Personnel Services – 2% Salary Increase
- A1420.1 – Law – Personnel Services – No Change (\$47,550)
- A1420.4 – Law – Contractual Expense – Increase from \$5,000 to \$10,000 to pay for outside counsel
- B8020.44 – Planning – Contractual Expense – Zoghlin Group LLC – Added a budget line of \$20,000
- B8020.43 – Planning – Contractual Expense – Comprehensive Plan - \$65,500
- A1620.4 – Operation of Buildings- Contractual – Bookkeeper Hicks explained the expenses paid from the fund for the building maintenance. The Board discussed Water & Sewer Sup't. Alteri and how invaluable he was to the operation of the building, as well as Town Justice Casullo. The Board briefly discussed security for the Town Hall. Councilman Proud suggested the Board hold a workshop to discuss the matter.
- A3189.4 – State Police – Contractual – Budget line removed
- A5182.4 – Street Lighting – Contractual – Discussion of a possible LED project and conversion to LED. No change in the budget line for 2019. If the Town converts to LED the savings would not be seen for 8-10 years. The Board discussed the positives in converting to LED.
- A7510.1 – Historian – Personnel Services – Remain the same at \$2,600. Supervisor Tupper explained the position is vacant and should be filled to comply with law. The Board discussed advertising for the position.
- B8020.1 – Planning Board – Personnel Services – No Change (\$17,625)
- B8030.1 – Zoning Board of Appeals – Personnel Services – No Change (\$10,075)

- Discussion of Sales Tax Revenue – The budget line remained the same at \$2,220,000. Supervisor Tupper discussed the change in distribution commencing in 2019 in which he projected the Town to lose about \$100,000 in sales tax revenue. He suggested that at a 2% inflation rate the Town should be back to where it was in another year.
- County would take in about \$30 million in sales tax revenue in 2018. If there is any inflation it would help the Town get back to where it was prior to the new agreement. The new sales tax agreement was a 10-year agreement. The County would take 55% of the sales tax and after 5 years the County would increase another 1%.
- Discussion of General Fund B – Outside Village – and the decrease in fund balance largely due to expenditures for the Gutchess Lumber Sports Complex.

The Board scheduled another Special Town Board Meeting for a 2019 Budget Workshop for October 22, 2018 at 9:00 a.m.

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 11:45 a.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 28, 2018.  
The final version of this meeting was approved as written at the Town Board meeting of January 2, 2019.