

LUMBERLAND TOWN BOARD
2017 BUDGET WORKSHOP MEETING MINUTES
SEPTEMBER 19, 2016

The Town Board of the Town of Lumberland held a 2017 Budget Workshop Meeting on Monday, September 19, 2016, at 6:00 p.m., at the Municipal Building in Glen Spey, N.Y. for the purpose of reviewing the Tentative 2017 proposed Budget. Supervisor Mellan opened the meeting at 6:07 p.m.

Those members present were:

Supervisor Jenny Mellan
Councilman/Deputy Supervisor Leigh Sherman
Councilman Joseph Carr
Councilman James Akt
Councilwoman Zoriana Gingold

Also present were Town Clerk Virginia Horn, Code Enforcement Officer David Sparling, Youth Program Director Darnell Prunka, Highway Superintendent and Caroliine Akt.

Supervisor Mellan stated the Board will first work on the proposed 2017 General Fund Budget.

The Board members met with Code Enforcement Officer, David Sparling, to review his requested 2017 Budget. Sparling reported he put in no raise for himself but put in a 9% raise for his Clerk. Supervisor Mellan stated she put in a 2% raise for everyone. Sparling noted that his contractual will decrease because he no longer puts in for mileage since he is using the Town vehicle. Sparling stated that he would like to see his Clerk get at least \$15 an hour, noting that the reason that a former Deputy Town Clerk left was to get a full time job that paid better. Sparling stated that his Clerk has filled in for a lot of different positions and has volunteered to take minutes for the Town Clerk's Office when it was needed. Sparling reported a lot of the part time people who work here come in sick because they do not have a lot of time they can take off and recommended giving vacation time along with sick time to compensate for time worked. Sparling stated he would hate to lose some of the Clerks since they are doing a great job. Sparling noted he lowered his contractual by \$1,000 which pays for schooling and mileage. Supervisor Mellan stated she would not like to see anyone cut short so it was agreed to only cut this line by \$500. Councilman Sherman stated that the State is going to make it mandatory eventually that the minimum wage will be \$15 an hour. Supervisor Mellan stated she would like to do a 2% raise at a time. Councilman Akt stated that we also cannot give the store away by increasing the raises. Sparling requested they consider giving a couple of the part time clerks some vacation days. Supervisor Mellan stated that they had talked about doing an employee benefits package which would outline what everyone was entitled to. The Town Clerk noted that a couple of years ago it was approved that the clerks working a full week part time

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would be given sick time. Supervisor Mellan noted that if a part timer worked 25 hours a week they would get 25 hours of sick time a year, noting she would like to entertain giving a flat 1 week of vacation time after 1 year to part timers. The Board members will take it into consideration.

Supervisor Mellan reported the Youth Program Director would be coming in at 6:30 to meet with the Board, noting in the meantime they could review some of the revenues. The Board members reviewed the projected revenues for next year.

The Summer Youth Program Director, Darnell Prunka, met with the Board members to review the requested 2017 budget. Supervisor Mellan reported that the contractual line was decreased by \$2,000, noting that the \$2,000 the Town gets for the program from the County is not included in the budget line which offset the cost of the program. Supervisor Mellan stated she decreased the contractual line because in the previous year the full amount budgeted was not used. Prunka questioned why her Program Assistant Director's salary was lowered from \$1,000 to \$700? Supervisor Mellan explained the increase was not budgeted for the last 3 years, noting it was listed on the salary page but never included into the salary line in the budget. Prunka noted that the \$1,000 was suppose to be paid last year but the Assistant did not say anything when she only got the \$700. Prunka requested the record showing the payout be sent to the Assistant to show her what was paid out the last 3 years. Supervisor Mellan noted that the \$400 for an EMT was also not budgeted for this year and had to be paid for. Councilman Akt questioned if it was a problem if the Assistant did not get paid the \$1,000 but only the \$700? The Board members discussed the fact that there are 3 different sections to the Youth Program that both the Director and the Assistant Director get paid extra above their salaries. The 3rd part of the program is done by a program assistant who only gets paid for that portion of the program. Prunka noted that her Assistant should have gotten paid the \$1,000 plus the additional \$630 for her portion of the program. Supervisor Mellan noted that the discrepancy was that the monies were paid out but actually not budgeted for. Prunka noted she put in a 4% increase for her salary. Supervisor Mellan stated she put everyone in for a 2% raise. Councilman Akt stated they have already been asked to give the clerks more pay, noting that for many years the Youth Program has been doing a great job. Councilwoman Gingold reported the water wall project that was done during the summer youth program was amazing. Councilman Sherman noted that nothing has been finalized with the proposed budget. Councilman Carr reported that the previous Supervisor took monies out of her own budget to pay for some of the Youth Program expenses without anyone knowing it. Councilman Sherman stated that he understands Prunka asking for more. Councilman Carr was in agreement to give everyone 2%. Supervisor Mellan noted that she added a little more to the pay for the aides since they were not making minimum wage. Supervisor Mellan stated that if somewhere along the line they find extra monies they can readdress this issue.

The Board members met with Highway Superintendent, Don Hunt, Jr. to review his requested 2017 budget. Hunt noted a discrepancy in the salary for his Deputy and the

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correction was made. Supervisor Mellan reported she estimated the overtime hours for snow and ice removal. Supervisor Mellan reported the Health Benefits will be increasing by 16%. Supervisor Mellan stated she would like to re-institute the monies into the Capital Reserve Fund for the highway. Supervisor Mellan noted the highway increase was 4%. Hunt reported he tried to foresee what he might need, noting that monies were taken out of his budget this year which should have been in there. Supervisor Mellan reported she trimmed down the snow removal line. Hunt noted that ½ of the overtime is covered under snow removal and the other half is covered under Brush & Weeds. Supervisor Mellan reported that the projected cost for retirement next year is \$89,650. The Board members reviewed the various budget lines with the Highway Superintendent. Supervisor Mellan stated she gave the Superintendent salary a 2% increase, noting his other budget lines stayed the same. Hunt reported he kept the radios line the same, questioning if the Supervisor had heard anything from Goosetown? Supervisor Mellan reported she did not hear anything. Hunt will check with Goosetown. Supervisor Mellan reported she gave herself a 1% increase and the rest of the Board members a 2% increase.

Parks Commissioner, Don Hunt, Jr., reviewed the Parks budget with the Board members. Supervisor Mellan reported that the Buildings Maintenance was listed under Parks but she moved it to the Buildings Budget lines. Supervisor Mellan reported she would like to have the mulch for Parks shared with the Pond Eddy Park. Hunt reported that the playground mulch has regulations on how high it needs to be.

The Board members reviewed the Celebrations budget line. Supervisor Mellan reported she added \$100 for the cost of the July 4th parade. Councilman Carr reported he used that line mainly for food for the participants in the July 4th parade. The Town Clerk noted that it is also used for the Memorial Day observance.

The Town Board reviewed the General Fund budget projections. Councilman Akt stated he felt nobody needed a 2% raise. Councilman Akt stated the Parks Commissioner was given a \$1,000 raise last year and will get it again this year. Councilman Carr stated that everyone is working here and should be compensated for their work. Supervisor Mellan noted she gave the Board members a 2% raise but reduced the contractual line. The Town Clerk noted that the contractual line has decreased because the costs of newspaper ads has been reduced by putting the ads on the website and that she is no longer purchasing refreshments for the Board meetings.

Supervisor Mellan reported she increased the Supervisor's equipment line for the purchase of a printer in the bookkeeper's office. Supervisor Mellan reported she gave herself a 1% raise so her clerk could get a better raise. Councilman Akt disagreed with the 2% across the board raises but stated that if we were giving a 2% increase across the board then the Supervisor should also get a 2%. The Supervisor noted the Supervisor's clerk was hired at \$12 an hour and felt she deserved more. Supervisor Mellan changed her own salary increase to 2%, Councilman Akt reported that years ago the Historian

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made more than the Supervisor. Councilman Akt stated the Parks Commissioner should not get the additional \$1,000 and it should be given to the Supervisor's clerk.

Supervisor Mellan reported the bookkeeper is happy with her salary because she also gets medical benefits. Supervisor Mellan reported she reduced the Supervisor's contractual line and increased the equipment because the bookkeeper also needs a new computer.

Supervisor Mellan reported she increased the auditor's line by \$200, noting that this year that line will be over since they had an extra auditor come in to help with the new bookkeeper.

Supervisor Mellan reported the Assessor is coming in the meet with the Board on Wednesday night, noting there is no change in the Board of Assessment Review budget.

The Town Clerk noted her budget requests. Supervisor Mellan noted that the Town Clerk itemized all of her expenses. The Town Clerk reported she budgeted for her conference next year but is unsure if she will be attending since it is in Rochester. The Town Clerk also noted that the Records Management budget was cut again which limits what can be done in the Records Room, noting the next Town Clerk can deal with it.

Supervisor Mellan reported she put in for the codification of laws since it was not budgeted for last year but we had to pay for it this year. Supervisor Mellan reported the Attorney line is over this year already by \$6,900 which is what it cost to have the Cohen Law Group review our Time Warner Cable franchise agreement. Supervisor Mellan noted the Attorney contractual is used for Traffic Court costs.

Supervisor Mellan reported the Engineer line was \$6,000 but she lowered it to \$2,000 because we were not using that much. Councilman Akt reported that recently there was a conflict of interest regarding the Planning Board and another Engineer had to be brought in.

The Town Clerk reported there is legislation proposed that would limit Primary Elections to 1 per year, noting we had a total of 3 this year and it was costly. The Town Clerk noted that there has been \$500 kept in the Elections line to pay the workers on Election Day.

Supervisor Mellan reported the Custodian has requested to stay at the same salary because of Social Security. Supervisor Mellan reported that she put in a 2% increase for the Buildings Maintenance man's salary, noting that since the Town has no equipment for maintenance our maintenance man is using his own tools and does not charge for mileage. Councilman Akt noted that he can always use the town car now. Supervisor Mellan reported they added monies to the Buildings, contractual line for the use of the Town vehicle. Councilman Sherman noted that this may include maintenance for the vehicle.

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Supervisor Mellan reported they have an estimate on what the upgrade to the website will be. Supervisor Mellan reported that the insurance and Assoc. of Towns dues stayed the same.

Supervisor Mellan reported they will meet with the Assessor and Frank Schwarz on Wednesday night. Supervisor Mellan noted the Board members should review the Grant Writer budget before Wednesday night. Supervisor Mellan reported the requested salary for Grant Writer is \$13,000, noting he was making \$16 an hour for 7 hours a week plus 15% of the total grants. Supervisor Mellan stated they are eliminating the percentage line from the budget. Councilman Carr stated that the Grant Writer cannot include the grants that he gets for the Cultural Series, the Historian Grants and the UDC grants since he was getting them all along and we never paid extra for them.

Councilwoman Gingold questioned the line for the Library? Supervisor Mellan reported the Library requests monies for support each year. The Town Clerk noted they requested an increase last year but did not get it. Supervisor Mellan noted they are requesting a \$220 increase this year. Councilman Carr stated we should give them the same as last year.

Councilman Carr questioned if there was still an Environmental Council? The Town Clerk noted they have not received any updates from the Council since 2013.

Councilman Sherman questioned if the Fire Dept. contract was up this year for renewal? Supervisor Mellan reported she, along with Councilwoman Gingold, met with representatives from the Fire Dept., noting they are asking for a lot more than we were currently paying but agreed that they were hoping for at least \$210,000 for each of the next 2 years. Supervisor Mellan reported they will not be putting the \$10,000 aside anymore for the Fire Dept. radios. Caroline Akt stated that she, along with Lew Powell, have requested a monthly financial report be given to the Town by the Fire Dept. and recommended the Town include this requirement in the new contract. Councilman Sherman noted that the Fire Dept. has told people that on any given Monday night they can come to the Firehouse to view the books and that they do not have to give us a report unless it is voluntary on their part. Councilman Akt stated that the older people in Black Forest are asking if the Town has gotten a monthly report from the Fire Dept., noting these people have said they will not be giving a donation to the Fire Dept. if there is no accounting of monies spent. Councilman Akt stated that the Fire Dept. can handle their business for the amount they are already getting. Councilman Akt stated the Highway Dept. wanted a shared services agreement with other towns because they can't handle the snow removal or paving so they call in other town and the Fire Dept. can do the same thing if they need help. Caroline Akt stated it would be nice to put that a monthly report is required into the new contract with the Fire Dept., noting the Town is paying for a retirement program for them and there should be more transparency. Supervisor Mellan clarified it is not a retirement program but a length of service award program. Councilman Akt stated that once you say something against the Fire Dept. you

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are blackballed in the Town. Supervisor Mellan agreed that there is no reason that the Fire Dept. cannot give a monthly report. Supervisor Mellan stated the Board can vote to have it put in the contract. Caroline Akt stated that 2nd home owners are shocked when they find out the Fire Dept. is not giving the Town a report, noting they are not saying the money is being mismanaged but would just like to see more transparency. Councilman Akt stated we should just be giving them the same \$190,000 that they have received the last couple of years. Caroline Akt stated that the Fire Dept. has 3 chief's cars and she saw the Fire Dept. Chief in Eldred on a personal errand with the chief's car. Supervisor Mellan stated we have no control over that, noting it is a Fire Dept. issue. Supervisor Mellan agreed there is no reason that the Fire Dept. cannot give a monthly report. Caroline Akt stated that if the Fire Dept. has monies to buy 3 chiefs cars then they can run on what monies they have. Councilman Akt reported Yulan Fire Dept. gives the Town of Highland a monthly report. Councilman Sherman stated that they do not have to give us a report. Councilman Akt questioned what anyone else would do if they can't afford something, noting you either go without or save up the money. Caroline Akt reported that Councilman Carr does speak up at Town Board meetings to request a monthly reporting. Caroline Akt stated that everyone agrees the Fire Dept. is doing a great job. Councilman Akt stated he went through this same kind of thing during the Highway negotiations where we are told what they want and they did not want to hear what we were willing to do. Councilman Akt stated that if you other Board members decide to give the Fire Dept. the \$210,000 when it comes out at the next meeting you will never want to do that. Councilman Akt stated we run the town and that Supervisor Mellan is the boss.

Councilwoman Gingold made a motion to adjourn at 8:07 p.m., seconded by Councilman Carr, all in favor, so carried.

Respectfully Submitted,

Virginia V. Horn, Town Clerk