

LUMBERLAND TOWN BOARD
2012 BUDGET WORKSHOP MEETING MINUTES
OCTOBER 19, 2011

The Town Board of the Town of Lumberland held a 2012 Budget Workshop Meeting on Wednesday, October 19, 2011, at 6:30 p.m., at the Municipal Building in Glen Spey, N.Y. Supervisor Nadia Rajsz opened the meeting at 6:30 p.m.

Those members present were: Supervisor Nadia Rajsz
Councilman/Deputy Supervisor Joseph Carr
Councilman Jay Shafer
Councilman James Akt
Councilman William J. McKerrell

Also present were Deputy Town Clerk Hattie Brush, Sophia Martynec, Karen Turner, Deputy Highway Superintendent George Turner, Wayne King, Tyler King, Donald F. Hunt, Jr, and Code Enforcement Clerk Donna Sus.

Supervisor Rajsz reviewed the projected 2012 revenue lines with the Board members. Supervisor Rajsz noted most of the lines were kept the same, however, they did make the adjustments to those lines needed. Supervisor Rajsz noted that the State Aid was definitely being cut next year so she brought that line down to meet the adjustment. Supervisor Rajsz reported that the total revenues was \$223,137 for 2011 and for 2012 is \$218,165.

The Board members reviewed the Town Board budget, with the Supervisor noting the salary line reflects a 2% increase. Supervisor Rajsz reported the contractual line for the Town Board stayed the same.

The Board members reviewed the Justice Court budget, with the Supervisor noting the increase in the salary line reflects a 2% increase. Supervisor Rajsz reported that the Court Clerk's salary translates to \$22.20 an hour if they go hourly, noting that the Code Enforcement Officer, the Assessor and the Court Clerk go to an hourly wage. Supervisor Rajsz noted they left the contractual the same.

The Board members reviewed the Supervisor's budget, with Supervisor Rajsz noting that the salary for the Supervisor and Deputy Supervisor reflects a 2% increase. Supervisor Rajsz reported that the bookkeeper's salary reflects a 2% increase, noting that the Supervisor Clerk position was not included but should be at \$10 an hour at 15 hours per week. Councilman Carr noted that position was a new line. Supervisor Rajsz reported the

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bookkeeper needs a new computer along with the software so it is built into the equipment line.

The Board members reviewed the Tax Collector budget, with the Supervisor reporting that the Tax Collector would not be getting the 2% raise and would not have a deputy. Supervisor Rajsz stated it was agreed that the Tax Collector would be making \$6,593. Supervisor Rajsz noted the contractual stayed the same.

The Board members reviewed the Assessor's budget, with the Supervisor noting the Assessor's salary reflects a 2% raise. Supervisor Rajsz reported she would like to make the Assessor hourly. Supervisor Rajsz stated that the projected budget for the Data Collector and the Assessor's Clerk reflects both being cut down by 6 hours each, noting the 2% increase is included. Supervisor Rajsz stated that her concern was that there were 3 people sitting in the office at any given time and not busy. Supervisor Rajsz reported that the contractual had been reduced for the Assessor's office.

Supervisor Rajsz reported that the Town Clerk's salary reflects a 2% raise and the Deputy Town Clerk's salary would remain the same as this year. Supervisor Rajsz noted the equipment fund would be at \$500 and the contractual stay the same.

The Board members reviewed the Town Attorney budget, which stays the same. Councilman Shafer noted that we went over this year on the budget. Supervisor Rajsz reported that it may show we are over this year because it may have been coded wrong, noting that the Cert cases for the Assessor's office should have been taken out of the Assessor's budget.

Supervisor Rajsz reported she put \$5,000 for the codification of the laws, noting that item can be discussed. Supervisor Rajsz reported they left the Town Engineer and the Elections budget lines the same.

Supervisor Rajsz reported the Town Hall Buildings budget reflects a 2% increase in the salary line for the custodian, with the equipment and contractual lines stay the same. Supervisor Rajsz noted she put \$90,000 for a generator, and if we were to do that, it would come out of Capital Reserve but it needs to be reflected in the budget. Supervisor Rajsz noted they increased the contractual due to the increase in fuel in electric bills.

The Board members reviewed the Central Communications which is the copier and computers, noting that she has the Town Attorney reviewing the contract for the rental of the copier. Councilman Shafer noted that it is showing that we have not used the full

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budget this year, whereas, Supervisor Rajsz reported that we are over for the copier. Supervisor Rajsz clarified that the bottom line is not for just the copier, noting monies are in there for the computers and the computer tech, noting that the overages for the copier are over the allotment.

The Board members reviewed the unallocated insurance budget line, and the Association dues. Councilman Shafer noted that the budget for insurance is showing we are under budget so far this year. Supervisor Rajsz noted she is not sure when the payments were due on the insurances.

The Board reviewed the Grant Coordinator budget line. Supervisor Rajsz noted they have discussed cutting the Grant Writer's budget by ½ and possibly paying him a percentage of the grants coming in. Supervisor Rajsz reported that the Grant Writer is anticipating there will be \$21,780 revenues next year in grant monies. Councilman Carr stated he would like to know what the grants are, whether they are for the Cultural Series, the Museum, the UDC and Scenic Byways? Supervisor Rajsz stated they can ask the Grant Writer, noting the Grant Writer should be submitting to the Board a report of all grants. Councilman Carr noted that the grants for the Cultural Series, the Museum and the Historian should not fall under the Grant Writer position because the Grant Writer is already being paid for being the Cultural Series Director, the Museum Director and the Historian and those grants should fall under those categories. Supervisor Rajsz stated that if they pay the Grant Writer 30% of the grants coming in, noting that would bring down the Grant Writer considerably. Councilman Carr stated the percentage is negotiable. Supervisor Rajsz reported the Grant Writer contractual budget will stay the same.

The Board member reviewed the Constables budget. Supervisor Rajsz reported that the salary line increase reflects a 2% increase. Supervisor Rajsz reported the Chief Constable has expressed his concern about retaining good help if our wage level wasn't brought up more. Supervisor Rajsz noted that the Constables are putting money into a vehicle fund to purchase a new car and that their contractual line will stay the same. Councilman Akt questioned if the Constables got their grant for new vests? Supervisor Rajsz reported they did get the grant but was not sure if they had gotten the vests yet.

The Board members reviewed the traffic control budget. Supervisor Rajsz noted that line stays the same. Supervisor Rajsz reported the Dog Control Officer budget reflects the 2%.

The Board members reviewed the Safety Inspection budget line, which is Code Enforcement. Supervisor Rajsz reported the increase in the salary line reflects the 2%

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increase, noting that she had recommended that the Code Enforcement Officer should be working 5 days a week instead of 4 days. Supervisor Rajsz noted the equipment line is at \$500 and the contractual request was raised. Code Enforcement Clerk, Donna Sus, noted that there was additional software that was needed for the office and the added expense of the enforcement of the new 911 signing law. Supervisor Rajsz questioned if it has been discussed to send out a blanket letter to the residents notifying them of the new regulation? Supervisor Rajsz noted that would be an added expense to send out notifications. Sus noted that the additional \$1,500 was for the projected cost of sending out letters for the 911 addressing signs. Councilman Akt reported that the notification of the new signing law has been in the newsletter. Supervisor Rajsz stated that if someone is not in compliance they are notified and given time to comply. Councilman Carr stated they should check with the Town Attorney as to what needs to be done, whether they should send out letters to everyone notifying them of the new law. Supervisor Rajsz noted she left the contractual line at \$5,000 until she checks with the Town Attorney.

The Board members reviewed the Health Officer budget line. Supervisor Rajsz questioned where the physician was out of? Councilman Carr reported Dr. Singh works out of Port Jervis. Supervisor Rajsz reported there is a nurse practitioner who is local and lives in town. The Board members reviewed the Registrar of Vital Statistics. Supervisor Rajsz noted that will still be the Town Clerk.

The Board members reviewed the Highway administration budget. Supervisor Rajsz reported that the salaries for the Highway Superintendent and the Highway Clerk would reflect a 2% increase. Supervisor Rajsz reported the radios and the contractual stayed the same. Supervisor Rajsz questioned with the new Highway Superintendent coming in do they want to increase the salary by 2% or leave it as is? Councilman Carr stated that if you are putting everything over to the bookkeeper it was recommended that we could get a clerk for 3 hours a day for the highway department. Supervisor Rajsz noted she did not built that new position into the budget. Councilman Carr reported it was the highway's recommendation to hire a part time clerk. Supervisor Rajsz stated this needs to be discussed. Bosco Hunt stated that the new Council people will be getting a 2% raise so the new Highway Superintendent should also get one. Councilman Akt stated it was always a problem that some people got raises and others didn't and recommended that everyone get the 2% raise. Councilman Shafer stated that it would be the first year into the job and recommended not giving the 2% raise. Supervisor Rajsz reported they built into the Highway garage budget \$8,000 for the new alarm system and the contractual was increased because the cost of oil and utilities is going up. Supervisor Rajsz noted they left the street lighting budget the same.

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The Board members reviewed the Parks Maintenance budget. Supervisor Rajsz noted the salary increase reflects the 2% increase. Supervisor Rajsz reported if they were to hire a part time parks maintenance person to do the bathrooms and the weeding would be a budget of \$8,580 for the year, noting that the equipment line was dropped to \$500 and the contractual line stayed the same. Councilman Akt questioned the Parks equipment line, asking if the Maintenance man has his own equipment or does he use the highway equipment? Supervisor Rajsz reported that the equipment for Maintenance is stored at the highway and the highway department fixes the equipment when needed. Councilman McKerrell noted that we should leave the Maintenance budget alone. Councilman Akt questioned if the Maintenance man would need a new tractor? Supervisor Rajsz noted the equipment line for Parks Maintenance will be kept at \$5,000.

The Board members reviewed the Cultural Series, Youth Program, Library, Celebrations budgets. Supervisor Rajsz reported the contractual for the Youth Program went up, along with the Library budget. Supervisor Rajsz reported she combined the Historian and Museum Director salary line, noting the increase is a 2% raise.

The Board members reviewed the ZBA budget line. Supervisor Rajsz noted that the salary line reflects a 2% increase. Supervisor Rajsz reported the Planning Board salary line also reflects a 2% increase. Councilman McKerrell questioned the increase in the contractual line for Planning? Supervisor Rajsz reported they realigned the contractual since the Planning Board would need more in that line than the ZBA. Councilman Shafer noted that the Planning Board members get paid at the end of the year.

Supervisor Rajsz reported the Environmental Council budget stays the same, except the monies in the salary line were moved to the contractual so they can be paid out of that line because they are not paid as employees.

Supervisor Rajsz reported on the Garbage & Refuse budget line, noting this was used for spring cleanup. Councilman Shafer noted we are under budget this year. Supervisor Rajsz stated she would have to check with the bookkeeper to see what was paid for out of this line. Councilman McKerrell questioned raising this line since we have not used all of the line this year. The Board members agreed to leave it at \$5,000.

The Board members reviewed the Cemetery budget line. Councilman Shafer noted that the funds have not been used for 2 years. Councilman Shafer recommended lowering the amount from \$15,000 to \$5,000. Councilman Carr stated that the town will be taking over Knight Cemetery and work on the new section of the Glen Spey cemetery. Councilman McKerrell suggested rolling over \$15,000 from this year's budget and lowering next

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year's budget to \$5,000, which will give you \$20,000 to use for next year. Councilman Akt stated they did not want to cut the cemetery short. Councilman Shafer stated they could do a resolution at the end of the year to roll over the monies from this year's budget. Supervisor Rajsz will check with the bookkeeper to see if they can do that.

Supervisor Rajsz stated that the employee benefits they have no control over. Supervisor Rajsz noted state retirement, social security, medicare, life insurance, and life insurance are all going up. Supervisor Rajsz reported that they are doing away with the HRA which helped pay for copays and the town will pick up the \$16 membership for the retirees to go with AARP supplemental insurance. Supervisor Rajsz noted all other employees will be paying for their own copays, noting that the employees will be getting a new medical benefits plan. Supervisor Rajsz reported that the total of expenditures will be \$1,485,462, with revenues subtracted the bottom line is \$1,204,321 to be raised by taxes. Sophia Martynec noted that there will be changes to the General Fund with the amendments noted at tonight's meeting.

The Board members reviewed the proposed 2012 Highway Budget. Supervisor Rajsz noted all the Highway revenues and expenditures. Supervisor Rajsz reported the total Highway projected revenues for 2012 will be \$204,202. Supervisor Rajsz reported the salary line for Highway reflects a 2% increase, repairs are going up, machinery went up and equipment went down. Deputy Highway Superintendent, George Turner, reported that the payments on equipment had to be changed from one line to another. Supervisor Rajsz questioned what Brush & Weeds was? Turner reported that is for the Highway Department uses that for mowing and getting rid of brush and weeds. Supervisor Rajsz reported everything else was going up a little. Supervisor Rajsz reported Highway expenditures are projected to be \$1,401,242. Turner questioned where the \$10,000 went that should be in snow & ice removal? Supervisor Rajsz stated she would have to check with the bookkeeper. Councilman McKerrell questioned what the highway used for fuel? Turner reported they have been within budget. Turner reported that state bid changes so it is hard to figure what the costs will be.

Supervisor Rajsz reported that if everything stays the same with the few minor changes the levy for 2012 for General Fund will be \$1,204,321, which is a slight increase from last year, the 2012 Highway levy will be \$1,241,813, which is a slight decrease from last year. Supervisor Rajsz reported that the amount to be raised by taxes will be \$2,446,134, noting they need to make minor adjustments and a transfer from reserves of \$62,976 will bring us at a cap of 2%. Councilman Carr stated that they should give the 2% increase across the board to everyone. Councilman Shafer requested they calculate what the budget would be without any 2% increase.

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Supervisor Rajsiz stated they have to decide what to do with the Grant Writer, the Assessor, Code Enforcement Officer and the Court Clerk. Councilman Carr stated he felt 30% for the Grant Writer to get for the grants is too high. Councilman Shafer stated he is in agreement to cut the Grant Writer's hours in half and giving 10% of the grants and taking out the grants that the Grant Writer was already writing before they established the position. Councilman Carr agreed that the grants that were previously written and the job is already being paid for doing those grants. The Board members agreed to cut the Grant Writer's hours be cut by ½ and 10% of those grants we get monies coming in, other than the Historian, Cultural, UDC and Byways, that he writes. The Board members agreed that the Grant Writer should be notifying the Board before submitting any grant. Supervisor Rajsiz questioned if we are keeping salary lines and making them hourly? The Board members agreed that the lines for the Code Enforcement Officer, the Assessor, and the Court Clerk will be hourly at the first of the year. Supervisor Rajsiz questioned what are they doing with the Assessor's Data Collector and the Assessor's Clerk? Councilman Shafer stated that he is in favor of cutting out the Assessor's Clerk position because there was a floating clerk position already established. Councilman Shafer noted that if there is a reveal they can hire someone to come in at that time. Councilman Shafer also agreed to cut the Data Collector by one day. Councilman Carr stated that if we cut the Clerk out they should keep the Data Collector the same. Supervisor Rajsiz stated she is not in favor of cutting a position because it is very easy to do so but not so easy to reinstate that position. Councilman Akt questioned using the floating person? Supervisor Rajsiz noted it is hard to use someone in any particular office if they are not trained. Councilman McKerrell stated if we cut the Clerk's position it would be saving \$3,000. Supervisor Rajsiz reported that the Board members are indicating they would like to eliminate the Assessor Clerk and leave the Data Collector alone. Supervisor Rajsiz questioned what we are doing with the Highway Clerk? Councilman Akt stated that you can't create another job without eliminating that position. Supervisor Rajsiz stated she is recommending that if the Highway Clerk stays she needs to give the bookkeeper all the necessary information the bookkeeper needs and requires. Councilman Akt questioned why the bookkeeper can't handle both the General and Highway paperwork? Councilman Shafer stated he felt they could eliminate the Highway Clerk position. Supervisor Rajsiz felt with a new person coming in they should consider keeping the existing Clerk for 1 more year. Councilman Akt stated that once we put in a time clock all the paperwork would come to the bookkeeper. Turner reported the Clerk helps with all the paperwork and has been valuable to him. Turner stated he did not raise the highway budget 3%, which is what it looks like, that the raise was reflected in the 2% increase across the board. Supervisor Rajsiz reported that the Town Attorney verified that she can legally put a time clock in the Highway Garage. Don Hunt, Jr. stated that it is nice to have someone double check the

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paperwork, noting that the Highway Clerk was a checks and balances with the paperwork.

The Board members agreed to have another 2012 Budget Workshop Meeting on Thursday, October 27, 2011 at 6:30 p.m.

Councilman Shafer made a motion to close the Budget Workshop Meeting and go into Executive Session to discuss personnel at 8:10 p.m., seconded by Councilman Carr, all in favor, so carried.

EXECUTIVE SESSION

Councilman Shafer made a motion to close the Executive Session and reopen the Budget Workshop Meeting at 9:10 p.m., seconded by Councilman Carr, all in favor, so carried.

Councilman Carr made a motion to adjourn at 9:10 p.m., seconded by Councilman Akt, all in favor, so carried.

Respectfully Submitted,

Hedwig F. Brush
Deputy Town Clerk