

**COUNTY OF GREENE
TOWN OF NEW BALTIMORE
TOWN BOARD SPECIAL MEETING REGARDING PRELIMINARY BUDGET
OCTOBER 7, 2013 page 1**

DRAFT

OPENING OF MEETING

Supervisor O'Rorke called the meeting to order at 9:05 am and the Pledge of Allegiance was said. Also attending: Councilwomen Benway, Councilman Norris, Highway Superintendent Jordan, Town Clerk Brooks, and 1 member of the public who signed the attendance sheet.
Absent: Councilwoman Finke and Councilman Meredith.

EXECUTIVE SESSION

Supervisor moved to adjourn to executive session for the purpose of discussion the response to the NYS Comptroller's Office report which is not able to be public at this time, and was seconded by Councilwoman Benway.

Motion Carried Ayes-3

Nays-0

Absent-2

The Town Board adjourned to executive session at 9:04am.

Executive session was opened at 9:04am on motion of Supervisor and seconded by Councilwoman Benway.

Motion Carried Ayes-3

Nays-0

Absent-2

Supervisor moved to close executive session and was seconded by Councilwoman Benway.

Motion Carried Ayes-3

Nays-0

Absent-2

Executive session was closed at 9:15 am.

Motion to re-open the Town Board meeting was made by Supervisor and seconded by Councilwoman Benway.

Motion Carried Ayes-3

Nays-0

Absent-2

OPENING OF SPECIAL MEETING

The Special Meeting was reconvened at 9:18am.

With the 2014 Tentative Budget Supervisor reminded that the purpose of this meeting is talking to department heads to put together a game plan for Preliminary Budget. Everyone received updated budget reports over the weekend from the bookkeeper. With Highway Superintendent here, Supervisor reviewed we are fine with income, not selling any more surplus, Personal Services is staying in line, we run about \$18,000/month Personal Services with no overtime, another \$20,000 to use on Personal Services. For General Repairs \$26,000, Snow Removal \$50,000; a lot of snow that required a lot of overtime would be the only thing that would hurt us there. Supervisor reviewed that the CHIPS job is done, \$142,000 is spent (between Medway-Earlton and Old Kings Road), so as of September vouchers, had another \$63,000; there are vouchers turned in, Superintendent said all the vouchers had been submitted. Supervisor saw Peckham invoices, Clerk Jordan pulled the Peckham vouchers. Skipping paving, Machinery line is taken down a little, \$24,000 left, must purchase 3 parts for mower, two bearings and a coupler, one source, no choice. Supervisor asked if that was sufficient balance; answer: yes, is enough to get through. Supervisor continued that Hospital/medical insurance still has folk in HRA who haven't capped out, put couple thousand in there for additional HRA but she didn't fully anticipate the whole, not anticipating using the entire \$18,000.

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Highway Superintendent Jordan said the uniforms just rose \$1/week, could have gone up 8%; the Town contract expires in 2014; Supervisor suggested call now and say we're going out to bid at close of contract. She continued that two Peckham invoices, \$1040 and \$4100, so \$5200 for this month. Leaving him \$20,000, Superintendent Jordan said he needs 4-5 loads to finish patching. Supervisor asked if 284 needed revision, having given \$200,000; yes, to put on October agenda. Supervisor asked Superintendent to review the agreement, with General Repairs to \$220,000 but he will not spend it all, he will be under, take off the other roads? Finished the 284; Medway and Old Kings, but was the full amount done? Councilwoman Benway said all was done that could be. Superintendent said just the General Repairs handpatching; Supervisor believed what was on the 284? taking off the other roads? Thought we had used full amount. Clerk Brooks remembers comment as much as we could, Supervisor's question were all the miles actually completed? Superintendent had \$200,000 in 284; less than couple thousand left, didn't want to exceed the 284 and stopped; Councilman Norris recalls revision in his July combination meeting; Clerk Loux believes done in August meeting; Mirror Lake is not done, did not do stone and oil, must come off. Supervisor asked for copy of that revision for Superintendent to mock up. Superintendent did not do this side of Haas Hill, that's when contract changed from Peckham to Gorham, did not do stone and oil, either one. Councilman Norris said revise at next meeting. Supervisor said nothing else for this year's budget. Councilman Norris asked about 2013 Snow and Removal, is it on track for \$3000? That's for 2014, we're still working on 2013. Supervisor reviewed removing Mirror Lake 700 feet, Haas Hill 1900 feet, Medway Earlton from CR26 to Cocksackie Town line, Clerk Brooks opened from July 22 minutes. Supervisor said bid ran, was accepted July 5, need to add Old Kings .8 mile, 6inch blacktop with 10% rap, Type 6. 1.75 and 21 feet wide, same as Medway? Superintendent said no, he wanted to go further. Total in General Repairs is \$220,000; Superintendent answered yes.

2014 Highway Budget

Supervisor moved CHIPS up (with additional amount anticipated from New York State) to \$142,300 and took down General Repairs by same amount to \$201,000; total amount being spent will remain the same, getting \$30,000 from the state to be used for capital improvements not patching, so can do another \$30,000 of Capital Improvement, and little less (\$30,000) on patching or we could bum that up; Superintendent Jordan said it needs to. Councilman Norris sees \$700; yes, a \$700 increase, a slight increase in improvements and repairs. Regarding Councilman Norris question on Snow Removal, Supervisor said another change is that we took out \$1700 Personal Services and \$3000 Contractual, what Superintendent and Supervisor came up with to handle the two parking lots for New Baltimore Fire District. Supervisor spoke to Marilyn Woodhull, Medway-Grapeville Fire District, to let her know Town had received an official request from New Baltimore Fire District; MGFD has already contracted, has a signed contract, and is good to go for emergency backup; Supervisor said we will do an intermunicipal agreement, sent off to attorney, for the emergency backup; Marilyn Woodhull was fine with that. Although she had not been present at the meetings, she had reviewed minutes, confirming the board had approved a contract. With health issues, she continues to be chair. Councilman Norris received correspondence that someone else was chair; perhaps a deputy. Supervisor had received visit from Cliff Meyers on Saturday, on behalf of fire commissioners, he phoned Jeff Deso from parking lot, that they did request that the Town continue to plow. Supervisor explained the intermunicipal agreement, holding the Town harmless, they are looking for same arrangements they have always had. Councilman Norris asked that the agreement state that their parking lot is secondary to Town roads, done at discretion of highway superintendent; priority is Town roads, then parking, whoever is driver, perhaps Scott, does the apron at same time as Gill Road, then returns for parking lot at the end. Councilman Norris described the driver then goes to rest of his roads, could have a 3+inch accumulation, the priority isn't to sit and do apron, the Town's priority is the Town roads. Supervisor doesn't want to leave a picture that he's not going to do the apron, doesn't want folk to think he won't do the apron. Councilwoman Benway said it is during.

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Councilman Norris said in the scenario where he goes on to the roads, if there is a delay with the roads.

Supervisor answered perhaps a question for the attorney for the Town, but if we said it was up to the discretion of the highway superintendent, with priority consideration to the roads, she doesn't want to hear from a resident that he'd been seen doing the apron before he cleared a road, but if not snowing that hard, it won't take Scott that long to do and continue on.

Councilman Norris' concern is when it is snowing 3-4 inches an hour, snow accumulates quickly and they have trouble getting out of a bay. He spoke to mayor of Coxsackie; the Village owns its fire department so their priority is the fire department, their fire departments get plowed first, then the roads, and then back to the fire department.

Councilwoman Benway thinks doing it the same way it has been done for 20-40 years, is understood by the fire company and the highway crew; it is not changing all of a sudden just because now everyone is aware of it.

Superintendent Jordan asked whether Town will have to raise its budget because of this; answer: yes, said Supervisor, it has been taken out, and would have to be put back in. They won't have to raise their budget, asked Superintendent, it is the Town that has to raise its budget?

Superintendent Jordan said the comment has already started, now this 'can of worms'.

Councilman Norris asked whether snow removal was in their budget the Town had just received.

Supervisor said yes, and they'd said they'd like to take it back out.

Councilwoman Benway asked whether that money should reimburse the Town?

Councilman Norris said they are asking for everyone in the Town to pay their snow removal.

Supervisor has tried to make that point clear, and to Cliff Meyers she explained that the intent of a municipal agreement is not to shift the burden from one taxpayer to another taxpayer; rather, if one party can do it more efficiently, effectively, economically, faster, that there is a reason to do [the agreement], not just to shift it from one taxpayer to another taxpayer in another budget.

Councilwoman Benway added that everyone in Medway Fire District is paying for Medway to plow along with New Baltimore Fire District to plow. Superintendent Jordan added that is where the problem is, a problem that will grow as soon as this is accepted by the Town Board, people will be in.

Supervisor said that discussion will happen at the Regular Meeting to which the fire districts were invited, and she told them she would try to have the intermunicipal agreement done for them to see. The fire district meeting, on Tuesday, is when she believes they'll vote on their budget.

Councilwoman Benway asked the Town expects the cost to be; Supervisor anticipates \$4000, \$3000 of that in contractual.

Councilwoman Benway asked how much New Baltimore Fire District had in their budget for plowing; Supervisor answered \$3000 is labeled *snow plowing* in their budget.

Councilman Norris added that their budget decreased, but the assessed value of the town, they had to increase taxes.

Supervisor said this would be brought before the full Town Board next week, at least for the wording right now; just because something has been done a certain way, Superintendent Jordan could be faced with one less crew member or an emergency on the other end of town, the Town is not being paid for this, and will not be 'on the hook' for the liability; Superintendent Jordan has discretion, we'll try to continue the way it has been done if it is normal snowfall, but if he and the crew are being hit someplace else, it is at the discretion of the Highway Superintendent keeping with the priority on the Town's roads, and see if everyone is okay with their agreement. Councilman Norris said fine, but how to explain the cost back to the general taxpayer of the Town?

Supervisor said the Board will have the agreement done, discuss it next Monday with the full Town Board, and she told Mr. Deso and Mr. Meyers that there was a cost applied to it, the cost the Town expects it to be. They feel the Town has always plowed and do not seem to understand why the Town cannot continue to do it.

Councilman Norris said the costs are the same; they came up with a cost also.

Supervisor noted their cost is lower and noted to them that when the Highway does plow, we're paying their health insurance and benefits as a public entity. If they think they can get it done for \$3,000 and we think it will be \$4,000;

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Superintendent Jordan just figured the number of times it was plowed and salt tonnage.

Supervisor reminded it is being plowed with a larger Town truck.

Superintendent Jordan added that Rob Van Etten uses a bigger truck, bigger than the Town truck used in the hamlet.

Supervisor added they may find someone with a regular pickup, no steep incline or bend to the apron, and the Town Board adopts the 2014 in November; they adopt their budget on Tuesday.

Supervisor believes their public hearing is the 15th, unsure as to whether they will adopt on the 15th, unsure of fire districts' timeframe. The Town has until the week after election day.

Councilman Norris asked if they could be written a letter; Supervisor invited them to Town Board meeting to present their case, realizing this is not a 'done deal' and will be discussed.

Councilman Norris will suggest that Monday night, they did not come to the last meeting, hoping they will come, believes it is not fair to the taxpayers, and is done for the sewer district and water district.

Councilwoman Benway, living in the Medway-Grapeville Fire District, would be paying for both.

Supervisor said the comment was made that this was always done, adding that the Board previously funded the summer rec program;

Superintendent Jordan said the Town previously plowed the churches parking lots, too, until the state said no due to liability- a girl was killed in the western part of the state due to a snowplow.

Councilman Norris said although it was always done doesn't mean it was right.

Councilwoman Benway added that common practices, when reviewed, are sometimes discontinued.

Supervisor reminded that this was discussed in the February or January meeting that we would continue through that winter season.

Councilman Norris said the scenario changed when Medway decided to plow their own parking apron, Town-wide would be covered by Town taxes, now it would be unfair.

Councilwoman Benway is concerned that she didn't know the Town was doing it until it was brought to her attention, as insurance professionals they are in a panic about it.

Supervisor added that Superintendent Jordan inherited the situation, prior Town Board may have known and, to comply with current requirements, we're doing this and, like all entities, we're looking under every rock to save money for the Town, and \$4,700 could give every Town employee and the two full-time elected a 1% raise. If we want to give that raise, we would have to find another \$5,000.

Clerk Loux offered perhaps a couple of good building permit applications.

Supervisor asked for anything else from Superintendent's budget, adding what Board intends to do about health insurance, up \$4,700; uniforms \$52/yr.

Town Clerk mentioned the additional \$3 cable internet increase at the highway garage and had to pay for a wireless router;

Supervisor reminded these are General Fund, falling under Garage; returning to Highway Fund, Personal Services remains flat; it is tight budget. With Highway Superintendent present, all Board received updated budget information, the two items for the Preliminary Budget: Snow Removal, Personal Services for the firehouse and anything for Road Repairs.

Councilman Norris confirmed overall Highway expenditures are down about \$5,500; answer: yes, offset by Revenue down \$5,500 and anticipating no use of Fund Balance and Transfers In on income side.

Councilman Norris confirmed that putting back in the snow money \$4,800;

Supervisor answered yes, would have to take it from Fund Balance or increase taxes, same as with more Road Repair; the Transfers In were \$81,000 this year, almost \$15,000 down next year coming from the General Fund in to Highway.

Councilman Norris asked \$66,036? Supervisor reminded that everything must balance net, out and in must be the same amount, Fund Balance or so.

Superintendent Jordan asked regarding Brush and Weeds, shall he put Alan's combined, in spring said we would combine them, to use up the Mowing.

Supervisor said we have to provide for NYS Workers Compensation area, separate. Put Alan's hours for mowing and use up the hours; for this year, do a clean budget amendment, maybe we'll have the \$2000 remaining, and do we want to lump them together for 2014. In larger municipalities it becomes separated, our employees do more of the same duties.

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Councilman Norris asked if Transfer In of \$15,000 will impact him? For next year is \$66,000 or a decrease of \$15,000.

Superintendent Jordan reminded that folks want dirt roads done, not going to happen and having tough time maintaining what we have; might take couple loads onto a dirt road each year, but cannot happen with these kind of budgets.

Supervisor asked what it would cost to do Staco?

Superintendent answered a mile of dirt road roughly \$90,000; if we want to start doing those with homes, 7 roads times \$90,000; maybe could get down to \$600,000 but still talking about over half million dollars to do. By bonding to do them, we already have a bond on a truck, he doesn't want two bonds at once.

Councilwoman Benway said frugal, we like.

Supervisor said this year raising taxes by \$1,800 was a \$4.10/per \$100,000 house and 'flat' with the chargebacks; to raise taxes to do the roads is hefty.

Superintendent Jordan reminded that they wanted their taxes to go down.

Supervisor added that to pay back a five-year \$120,000 bond, for International, is \$27,000. We could get bond rates, the law allows 7 years, but just a bond payment of \$27,000 year will require a pretty good increase in taxes or use of the fund balance.

Councilman Norris reminded that interest rates may be rising.

GENERAL FUND

Supervisor continued that last year Town Board bumped up Garage and tweaked Buildings a little too much; she anticipates that Garage will end with positive, Buildings will end negative and 'wash'.

Councilman Norris asked to go on record that no Building Reserve Fund money was used, there is a Building Reserve Fund of a little over \$40,000 available and was kept intact.

Supervisor anticipates Building at \$19,000, an increase but less than prior year, Garage took down, budgeted \$19,500 but thru August had only spent \$5,000. Supervisor remembered one year Main Care forgot to bill the Town; they just came and filled up the No. 2 fuel; now are all up-to-date.

Supervisor said thru September a little less than \$8,000 expended; that should be fine, anything left will roll into Building, and have a 'wash'. Buildings Contractual A1620.4 is at \$14,000 for the year, but does not anticipate any other large expenses other than the [unable to understand]. Councilwoman Benway has notice, from justices, of purchase of new copier for the office, has three quotes, any contract must be signed by Town Board. Anticipating huge savings in ink, \$500-700, the contract is \$32/month for services; they'll be fine; Justices, contractual. The Ricoh, in hallway, is used by all offices within town hall.

Superintendent Jordan looked into insulation for town hall two years ago;

Supervisor would have to look at the resolution that established the building fund but, unless it specifies town hall, it can be used for any buildings out of the General Fund.

He commented that snow doesn't stay on the roof, that's where the heat is going; need to do walls and attic; there were no NYSEDA grants last year.

Councilwoman Benway asked would there be benefit to spray foam; Superintendent is thinking cheapest is recycled paper, rent machine, buy the bags, and blow it in a foot thick. Spray foam is the best and most expensive. Anything else needed for Garage?

Supervisor said Waste Management, one remaining year on contract, could be renegotiated in January and save money.

Supervisor spoke of putting the older printer downstairs, are there reports of paper sticking?

Councilman Norris asked if we go forward on a printer that we concentrate on just that and no others.

Tossing in other offers, Councilwoman Benway remembers, made it very difficult, if we go with state bid or take bids just focus on one machine.

Clerk Brooks said another organization has done well with a Ricoh representative directly.

Supervisor reminds of whoever has state contract for that item.

Clerk Loux cautions of obsolete parts.

Councilman Norris suggests get both lease and buy numbers.

Councilwoman Benway asks with lease that price would be lower per year, \$2-3000/year.

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Clerk Brooks said with service contract extension we still only pay \$.01/image with the current machine.

Councilwoman Benway suggests \$10,000 item; Clerk Brooks is curious if assessor's clerk has that person's name. Supervisor has put in \$3,000 as a placeholder.

Clerk Brooks raves about good fortune of having deputies to help manage all the stuff/inventory we need to keep available to all the various departments, torn apart and managed kitchen closet, and hallway closet, and is very grateful to both her deputies.

Councilwoman Benway has an addition to Monday meeting; Court needs another resolution to apply for another grant. Supervisor asked what the intent was, as the Board does not approve without knowing intent of grant, with appreciation. Councilman Norris reminded that last time it was for chairs and there was an issue.

Supervisor had reviewed Tax Collector Jordan's envelopes, in good shape from budget.

Supervisor looked to Clerk Loux for building department, in code enforcement officer's absence; Clerk Loux believes that with a certain renewal they will reach \$11,000. Councilman Norris asked, Clerk Loux said one set of figures begins with January, the other set include December's fees that come in through the town clerk's office and are reported in January. Clerk Loux thought there would be the usual September and early October increase, also houses.

Councilwoman Benway commented that mortgage rates have gone up a little bit.

Supervisor added we are waiting for the second half of the mortgage tax to come in, adding that she reduced that by \$4,000 for 2014; dog licenses up a little bit; and court fines down.

Councilman Norris asked if there was interest in increasing the dog license fees, talked about last three years, now \$7 and \$15.

Supervisor said the intent was to get thru the first year of Census, 2014 could have increase and look at Certificate of Occupancy search fee, too.

Clerk Brooks added that past practice has been to provide sections/chapters of Town code at no cost; it is available on home page of website. There are folks in Town with no internet; past practice has been to provide that and building permit applications at no cost.

Building permit application copying cost is recovered with permit fee; sections of Code would be \$.25/page just as a FOIL would be charged.

Supervisor asked about handicapped permits; three years is town clerk's past practice in New Baltimore since they become faded, worn, and difficult to read. Temporary red tags are issued per the doctor's forecast of recovery date.

Supervisor asked to include FOIL discussion regarding fees taken up front and how they would be managed, at next Board meeting. Clerk Brooks is challenged by how to provide refund of money not used- would it be a check written off the town clerk's account?

Supervisor posed could that legally be done, since fees are turned over at month's end to supervisor, and how would town clerk account be made whole.

Clerk Brooks related past practice of park rental deposits, held until post inspection then released; holding that fee as opposed to depositing seems better and cleaner.

Supervisor agreed. Councilwoman Benway would like time frame set in which to pick up FOIL or simply mail, in which case an estimated mailing cost must be determined.

One FOIL now is over \$23, oversized maps having been ordered, and would have substantial mailing cost, maybe \$6.

Supervisor will include on agenda, costs related.

Clerk Brooks said it was really about how money comes through,

cost management said Supervisor, asking for building, planning and zoning concerns for budget.

Clerk Loux said they must go up. Supervisor took down Personal Services \$2000 due to code enforcement officer's resignation; if wish to hire, must adjust appropriately; also took Animal Control down a \$1000, put in last year to hire an assistant.

Supervisor's Contractual is up given the bookkeeping service, getting what we pay for, up \$4000 and very happy as town clerk is, with Evening Star and payroll management. Clerk Brooks appreciates Board's careful changes of direct deposit and biweekly, everything is going the best it can, they are very good, responsive, and complete to work with. Councilman Norris questioned the increase for the bookkeeping; Supervisor said there was much to do, a few problems still remain; Clerk Brooks appreciates that the problems are being taken care of now. Supervisor added a few budget amendments may be warranted.

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Councilman Norris asked basically due to switching bookkeepers and amount of time to transfer all aspects?

Supervisor reminded we were not getting good service for a year, and caught up. Evening Star has caught us up, reports are more in depth and easier to use.

Councilman Norris asked how budget amount was arrived at.

Supervisor said with ebbs and flows, Evening Star Bookkeeping is a per hour cost; Councilman Norris asked would they be willing to give a flat rate; no. Supervisor added much will depend on Procurement Policy, and has spoken to Evening Star about vendor runs to monitor aggregate totals; depending on what the Town Board wishes to do going forward. Doing biweekly payroll helps a lot.

Clerk Brooks noted we've already begun collecting information to generate the 1099s at year's end; we have not in the past, we are already ahead.

Councilman Norris has first direct deposit, asked for drop in mailslot, not mailed; Clerk Brooks asked for need for sign-off and expressed concern for leaving info in the hallway.

Supervisor felt that was personal decision, to mail or no.

Councilman Norris suggested leaving in the town clerk's office.

Supervisor asked about annual review of books; Clerk Brooks asked 'review'; Councilwoman Benway and Justice Farrell sat together. Did you use form, asked Supervisor, adding that was needed for the resolution, and tax collector and town clerk, passed by Town Board at one time. Clerk Brooks offered to look in meeting folder of the meeting where it was discussed.

Councilwoman Benway does not remember handing in paper, just meeting with court clerk and town justice Farrell, didn't realize she needed to hand in something.

Clerk Brooks asked when for town clerk and tax collector, stating unresolved problem from January with NYS Department of Health refund, after accidentally creating a duplicate marriage license, and asked who would do those reviews, Councilman Meredith was due to help with annual review; Councilwoman Benway will continue alone with the annual review of books as Deputy Supervisor Norris has check writing/signing abilities.

For newsletter, Councilwoman Finke has summer rec, STAR, seniors, and yard sale articles, DigSafely item, Ray sent article, and budget message. Clerk Brooks will send all in text.

Councilwoman Benway thanked Councilman Norris for summer rec; asked how many pages, more pages increase cost, 7 pages with boilerplate, if mailed.

Supervisor asked if Board wished to include employee policy manual, too, without knowing the extent of the articles she has.

Clerk Brooks said she had no photo permissions for summer rec, have collected in the past, suggests withholding photos.

Supervisor said technically should be gotten from all photos. Discussion ensued. Supervisor said releases can be gotten. Clerk Brooks reminded of event, and names were gotten by newspaper reporter. Councilman Norris has been in many and not asked to sign off. Supervisor understands to put on website; Clerk Brooks remembers past practice of a cd of photos. If attending a Town event, asked Councilman Norris; Supervisor will put question out to Attorney Wukitsch. Clerk Brooks said it came up simply as a comment of having no photo permissions by parents of summer rec attendees. Councilman Norris asked about pulling story; Supervisor offered condensing and listing the enjoyed activities, and add budget message, tables, and send to website and town clerk's office, and is the budget free of cost? Clerk Brooks reminded of the Town code chapters discussed earlier, adding that she likes the budget message for the newsletter since it is conversational, as opposed to tables; tables may be available from clerk's office and website, under *Tax & Budget* on top toolbar.

Supervisor believes done with Superintendent Jordan; he left.

Supervisor reminded the Tentative and Preliminary no longer needs to be on website since it is within the latest budget, the columns continue.

Supervisor moves adjourn for break and was seconded by Councilman Norris. The meeting was recessed at 10:33am.

Upon motion of Supervisor and second by Councilwoman Benway, the meeting was reconvened at 10:43am.

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Councilwoman Benway has information from the courts, coming with \$51,270 for court clerks, \$44,600. Councilwoman Benway said the part-time is not right; discussed hiring at \$10/hour, after six months \$10.50, after six months \$11/hour. For 2014 would be \$13,325; first six months \$6500, then \$6825; they started at \$12 and we cannot do that.

Supervisor said that has been discussed with them.

Councilman Norris offered this is what has been budgeted for the courts.

Councilwoman Benway needs the full-time number, and asked has this number changed.

Supervisor said her sheet comes closer to \$44,000, nowhere near \$86,000; the justices earn \$21,220 (\$10,610 each). Councilwoman Benway said they are asking for \$13,110 each, a \$2500 increase. Supervisor said we have one of the best run courts as is every department well-run and well-managed. Councilwoman Benway said they've asked 4%; Supervisor believes justices would be subject to whatever increase is given to part-time elected officials for whom this is a part-time job. For those full-time, their job is different. The full-time clerk gets \$15.66/hour and is asking \$18.50/hour (\$2.84/hour increase), very happy with the inherited issues she has cleaned up just like all the clerks here. For 2014 instead of \$15,600 it would be \$13,325. Councilwoman Benway did not know the amount needed to cover vacations and sick time; Supervisor added they must cover the offices with their budget, just as all the departments must, including closing the office as the town clerk and the assessor's clerk do; there is no money budgeted to cover vacation and sick time.

Councilwoman Benway said the justices request \$2500 each; the Contractual currently is \$10,406 and was taken down to \$8,500 for 2014. Councilwoman Benway said current total is \$21,220.

Supervisor took them down to \$7000 because they've only expended \$3700 thru August; \$8500 was budgeted, what do they need the extra \$1500 for? Any money expended from grants would be reimbursed to that line; grant money this year came from Building.

Councilwoman Benway asked would this be the court bailiff; yes, his payment would come from that line. Clerk Brooks added that bailiff's vouchers are in except one missing.

Supervisor believes court clerk will get whatever increase other clerks get; hire the new clerk at \$10/hour, if they do well, kind of like a year's probation. Councilman Norris added that has been the policy for a number of years now, seems to work well.

Supervisor said the justices' argument for needing additional manhours is the income they bring in. She asked for monthly reports; they began recently and their activity level shows income is down. She is happy with what Dawn has done, cleaning up inherited issues, but all of our clerks do an excellent job; start new clerk at same. In past, increase has been based on their income, with no other basis to judge activity level. Around \$192,000, this year's hope is \$130,000.

Councilman Norris reminds of budget battle last year, we battled for them, therefore x,y,z, and didn't come out that way. The amount they have this year- or are we talking about both?

Supervisor said the request is for 2014.

Councilman Norris said court revenue is through to August from Bonnie; they have four more months in this budget.

Supervisor reminds sometimes 2 invoices come in this month, based on 7 months payments back to Town, in those 7 months they made \$77,000, yielding \$11,000; then x 12 months- \$132,000; they won't make \$160,000. They had \$152,000 in 2012; budgeted \$160,000 for this year 2013, budgeted \$130,000 for 2014. Looking at older budgets they were close to \$200,000.

Councilwoman Benway reminded now at \$77,000 as of August 30. Councilman Norris said way below, Councilwoman Benway added about \$10,000 per month; continuing to add \$44,000, still only \$140,000.

Supervisor suggests these are tight times and she is using their argument, considering their revenues are going down.

Councilman Norris said it now totals \$70,000, payroll, after other changes and assuming hiring a clerk January 1. \$13,325 Dawn comes to \$28,500/year, add \$13,000=\$41,825; Supervisor put in \$44,000 for the clerks and could be taken down couple thousand if we wanted to. Justices are on salary. ".11" is the clerks with \$44,600; Contractual to \$7,000, and hoping with less activity comes less need for postage, and so many of their needs are provided.

Councilman Norris asked about a postage meter. Supervisor said she has looked at research by Clerk Palmateer, cost involved, location where everyone had access, and machine cannot be

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unattended. With Marjorie, Diane, Julie and Janet here, everyone would need access; we can change policies, but working well.

Councilman Norris notes the Printing line decrease; Supervisor reminds of not printing newsletter; Councilwoman Benway asked how much savings; Supervisor left \$500 not all printing is the newsletter.

Councilman Norris calculated \$4000, Supervisor said \$4800 was deducted from this budget over last year. Councilwoman Benway concluded the newsletter printing cost about \$5,000.

Supervisor said to keep it in perspective, considering the cost of plowing the New Baltimore firehouse, and each has significant impacts.

Councilman Norris suggests a digital color newsletter, and can be printed here without color. Councilwoman Benway knows so many folk who take and throw; an item instructing reader to email if they no longer wish to receive it just doesn't work. Councilman Norris reminds that newsletter was suggested in Comprehensive Plan, but not how it would be accomplished; cost for printing, and for mailing.

Supervisor moved for a five-minute recess and was seconded by Councilwoman Benway.

The adoption of the foregoing Motion was duly put to a vote, and the vote was as follows:

BENWAY-AYE FINKE-Absent MEREDITH-Absent

NORRIS-AYE O'RORKE-AYE

Motion Carried

Supervisor moved to reconvene the meeting, and was seconded by Councilwoman Benway. The adoption of the foregoing Motion was duly put to a vote, and the vote was as follows:

BENWAY-AYE FINKE-Absent MEREDITH-Absent

NORRIS-AYE O'RORKE-AYE

Motion Carried

Town Clerk asks Town Board to consider the network printer/copier. Clerk Brooks has enjoyed \$340/year for scanning, not done for 2013 but close to complete and will include 2012 Board minutes; Supervisor said \$200 was expended, \$500 balance, and \$1000 budgeted for 2014. Clerk thanks the Board for acknowledging all the work accomplished in last nine years that must be accomplished on the Town's dime, since the NYS Archives grants gotten by the Town are only seed money, once a record series has been addressed by a grant, another grant may not be gotten for that series. Supervisor is very appreciative of her ability to search OCR without the minute books, and for FOIL requests; all the Town gets for FOIL is copying charge, not labor/time needed for the searches. Supervisor left \$1500 in personal services, \$400 expended; Clerk Brooks said that provides for a person to go to Records Management in Catskill to shred at no cost, maintaining compliance the MU-1 adopted by the Town of New Baltimore in 1989. Beyond OCR scans, we had a request for special district records requiring searching obsolete media, her 3.5" external drive is no longer, a vendor has provided conversion to current media at less than \$50; she has found other media in 2013 that may also go out for conversion.

Councilwoman Benway and Councilman Norris both tried their hand at opening these files on their machines; very difficult and time-consuming process. Clerk Brooks thanked them for their attempts. Supervisor asked if that would take care of a FOIL; Clerk reminded that under FOIL the Town is not obligated to incur cost to convert records; the disks had been on her radar.

Supervisor reminds that if the individual wants to wait until that job is done. Clerk answered it has to fall behind the scan job. The network printer/copier, for which a representative has come in and invested time in a proposal. Clerk asked to consider contacting Ricoh direct, look at a lease arrangements; this model outlived its life span by 100,000 images, standing testament to how it is cared for and maintained, in spite of its public place. Councilwoman Benway knew it had to happen in 2014 proactively or it will be on an emergency basis. Clerk thanked the Board. Supervisor asked what to do with the current model; Councilwoman Benway asked if it would go downstairs for code enforcement? Clerk Brooks hadn't pulled previous conversation. Large model, would it serve Highway, asked Supervisor. Councilwoman Benway is not sure it would be good for Highway, dirt and dust in air would cause problems faster. Clerk Brooks reminded with their new internet they can send items to town hall for printing, deposited in Highway mailpocket. Supervisor asked if Clerk is willing to do that; Clerk said others send items now for

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printing, example Greene County Civil Service job postings. Supervisor asked if other Town employees; yes, example animal control officer, vendor invoices. Hearing that, Supervisor agreed, keeping old model here, behind a door. Supervisor remembers no offer of a credit for used equipment. If gotten from same supplier, may have value; how is the environmental control downstairs? Councilman Norris has heard no complaint from Code Enforcement Officer or Sheriffs regarding humidity. Councilwoman Benway is concerned to compare apples to apples, Clerk knows of another organization that has dealt direct with Ricoh. Supervisor asked to look up pricing we had and put into the budget. Clerk Loux is concerned for finding parts for current model due to its age. Councilwoman Benway recalls \$10,000; Supervisor asked is that to lease? Clerk Brooks suggests leasing. Councilman Norris suggests looking at both prices. Supervisor said if it becomes obsolete in a lease arrangement we're not stuck, adding instead of a large outlay, perhaps a couple thousand per year. Clerk Brooks reminds that the service contract on this model was extended and the \$.011/copy; this machine owes the Town nothing. Councilwoman Benway suggests \$10,000 to be safe; Supervisor suggests calling first, \$10,000 will make large impact on budget; Councilwoman Benway asked to be emailed the contact. Supervisor put in a placeholder for now, increasing by \$3,000. Supervisor asked if Clerk had any other needs, acknowledging that she buys a lot of the building supplies. Clerk thanked her deputies for all the work they do to help manage the stuff needed to be available- kitchen and hallway closets- for secure storage.

Councilwoman Benway has an addition for Monday meeting for Town justices to apply for another grant; Board needs to know the purpose of the grant. Councilman Norris remembers the last grant, for chairs, for which there were issues. Supervisor and Board appreciates that they apply for the grants.

Supervisor reviewed the envelope order for Tax Collector Jordan; in good shape.

Code Enforcement Officer Blaisdell was not present, Supervisor knows Building department is still 'cooking' permits.

Clerk Loux believes one renewal may make budget goal of \$11,000; running two different fees charts; one is actual, one is town clerk receipt and remittance to Supervisor O'Rourke. Supervisor said the department reached \$9,000 at end of August; with the December figure that comes into coffers in January, we're at \$11,000. When we begin with January, she thought there would be projects in September. Councilman Norris felt the slow-down and remembers this time of year to have an upturn. Clerk Loux remembers folk talking about houses, perhaps financing?

Councilwoman Benway added that mortgage rates have gone up a little and folks are not refinancing as much. Supervisor expressed concern for second half of Mortgage Tax from county; she has decreased Mortgage for 2014 by \$6,000, also increased dog licenses, and decreased Court fines.

Councilman Norris asked whether we wanted to raise the dog licensing fees, has asked for past three years, \$7/spayed and neutered; \$15/unsprayed and unneutered since 2010. Supervisor agreed for 2014, but to also review other fees like certificate of occupancy searches, folk think you pull piece of paper and photocopy, suggests doing that in January. Clerk Brooks is frequently asked cost of Code chapters; past practice in Town has been to provide that at no cost; all are available on the website. Clerk Loux felt building permit applications are picked up with permit fees; Councilwoman Benway agreed, but copies of Code chapters at \$.25/page, Supervisor reminds to put in as a FOIL and perform copies as convenient. Supervisor asked regarding handicapped permits, the length of time; Clerk Brooks said no local law, consistently used 3 years as they become faded and difficult to read, temporary tags are issued for the time period determined by doctor.

Supervisor asked whether to include FOIL discussion at Regular Meeting i.e. fees taken up front, how that would be managed, Board ideas. Clerk Brooks is concerned how to provide refund of deposit that is not used; check written from town clerk, can clerk legally do that-in that the money would have been turned over to the supervisor's account for clerk fees, Town would still need to cut check to town clerk. Clerk Brooks reminded of past practice of holding park reservation deposits until event occurs and post inspection is satisfactorily completed, without depositing, a better way. Councilwoman Benway would like a time period in which to pick up FOIL, Supervisor added unless Town requires they be mailed, as agencies do, but then cost of

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mailing. Clerk Brooks related one \$23.00 FOIL of oversized maps may cost \$5-6 to mail; FOIL cost management.

Supervisor asked about building, planning or zoning, a year that began in a busy way; for building, Personal Services were decreased a little, based on fewer hours by Officer Blaisdell. If new hire, may require adjustment. Animal Control has been decreased, it was increased last year as Board felt they may hire additional person. Clerk Loux felt subdivisions would pick up. Supervisor's Contractual was increased for the bookkeeping service, adding that \$4000 and very happy as Clerk is with vendor Evening Star, Clerk Brooks also appreciates payroll changes and addition of direct deposit, everything is going the best it can, they are very quick and responsive. Supervisor Contractual is increased from all the work done, few more problems yet to be resolved, and we're pretty close to done. Clerk Brooks added that the important thing is that the problems are taken care of. Supervisor noted that the Board may need to do some budget amendments, as we recall we were not getting good service the last year or so; Evening Star has done a good job of cleaning up and now reporting in order to do a good budget.

Councilman Norris asked how she arrived at this number; Supervisor responded that there are ebbs and flows, prior was a flat fee, now per hour, will settle down from what we paid this year. Councilman Norris asked if Evening Star was willing to give a flat rate; answer: no. Supervisor explained there are different projects that come along, and under the procurement policy Supervisor has spoken to bookkeeper about preparing vendor reports, so Board will know aggregate amounts. Not knowing going forward, Supervisor has prepared her best estimates with biweekly payroll; Clerk Brooks added already collecting W9s from vendors for whom 1099s will be prepared, new to us.

Councilman Norris suggests direct deposit paystub be left in mail pockets; discussion ensued; in hallway, do we need an employee sign-off with benefit information and filing status?

Supervisor asked regarding auditing of the court books, Councilwoman Benway said that was done, Supervisor needs something to attach to Town Board resolution. Annual review was done by Clerk Palmateer, Justice Farrell, and Councilwoman Benway, using form from Comptroller's Office. Where are we with tax collector and town clerk annual reviews? Clerk Brooks asked which meeting the court books were discussed, adding she would check the meeting folder. Councilwoman Benway is unsure whether she handed anything in, just that she reported having done that review.

Clerk Brooks reports an unresolved issue in the clerk's account from January with NYS Department of Health. Previously Councilman Meredith who has not been to a meeting, Councilwoman Benway asked if help could be Councilman Norris, although he has check-writing ability as deputy supervisor, and could be a second person to review.

Supervisor said Councilwoman Finke, for the newsletter, reports having summer rec, STAR, seniors, yard sale, Before You Dig, code enforcement article, and one or two other things. Supervisor would like to add a budget message, Clerk Brooks has all text, as opposed to the tables; Councilwoman Benway thanked Councilman Norris for the summer rec article. Councilman Norris asked the number of pages; usually 8 pages; back page has no content; 7 net. Not mailing or printed for next year. Supervisor asked to add piece on employee manual, too. The original flyer for summer youth was a page, would not use the flyer, only a report. Clerk Brooks expressed concern having no photo releases from parents this year and has in past; are they elsewhere. Councilwoman Benway believed if not here, they have not been collected; Clerk Brooks added a directive had come from the county. Supervisor added technically they should be gotten even for those who are not minors. Discussion ensued, Board will consider asking Attorney Wukitsch at Regular Meeting; Clerk Brooks remembers putting up a cd of photos years ago. Supervisor suggests including budget message, send inquiries for tables to the website and to the town clerk's office. Regarding paper copies, Clerk Brooks reminded of earlier conversation about Code chapters; Clerk will send budget message to Supervisor for approval, from questions she hears are more easily understandable from a conversational message. Councilman Norris asked if 2013 Adopted Budget was on the website; recently moved, under TAX & BUDGET on top toolbar; Clerk Brooks expects she has it as a pdf.

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ADJOURNMENT

Hearing no more from the Board or the public, **Supervisor moved and was seconded by Councilwoman Benway.** The adoption of the foregoing Motion was duly put to a vote, and the vote was as follows:

**BENWAY-AYE FINKE-Absent MEREDITH-Absent
NORRIS-AYE O'RORKE-AYE**

Motion Carried

The meeting was adjourned at 11:25pm.

Respectfully submitted

Janet A. Brooks
Town Clerk