

*****DRAFT*****

The Town of Forestburgh Town Board held a **Budget Workshop** on **Thursday, October 7, 2010** at the Town Hall.

Supervisor Galligan called the meeting to order at 5:00 p.m.

Roll Call: Present – James P. Galligan, Supervisor
Eugene D. Raponi, Councilman
John W. Galligan, Councilman
William B. Sipos, Councilman
Michael Creegan, Councilman

Absent – None.

Recording
Secretary – Joanne K. Nagoda, Town Clerk

Others
Present – Dan Hogue, Jr. – Superintendent of Highways
Tara Buckstad, Bookkeeper

Supervisor Galligan began by stating that in this preliminary budget, he gave all “full time” employees a 4% increase, based upon what the highway department received in their last contract. The full time employees are the bookkeeper, the highway superintendent and the town clerk. Leaving the 4% increase does use some of our fund balance, approximately \$116,595, which will leave a balance of about \$300,000 plus. You also have the proposed budget for the Forestburgh Fire District, they have their public hearing on the 19th, I believe. We do not yet have the proposed Cuddebackville budget. The Board decided to begin on the General Fund Budget first. Councilman Sipos asked how much the budget would go up if you didn’t use any of the reserve. Supervisor Galligan replied add the \$116,595 and add it to the \$326,130, which is \$442,725, which would be about 30%. Councilman Creegan asked how much would we have to pull from the unexpended fund to keep everything flat. Supervisor Galligan calculated about another \$13,000. The one thing this budget doesn’t include, is the salaries for the part time people. We don’t raise them now, we do it the first of the year, but we have to be sure that we budget enough. Discussion was held to add a line for “historical buildings” depending upon what the Board decides to do with the old Town Hall. Also, the numbers are not in this budget for the re-sealing and striping of the parking lot here. The old Town Hall will either cut into our unexpended balance or the contingency fund. Tara informed the board that at this time, for 2010 the budget for Town Hall is \$33,400 but to keep it in perspective, we have spent \$22,743.00 to date, and the balance has to carry us through December. While it sounds like a big number, it is not. Supervisor Galligan decided to start right at the top, the Town Board that is left the same as last year. It is the same salary that you are getting this year. We have only used maybe one hundred dollars of the contractual, because nobody went to the Association of Towns or any other conferences this year. Town Justices, they are the same as last year, there is a \$2,500.00 difference between the two, Judge Carroll has been around longer as a justice. Once again, there are no raises for anyone in this budget other than the full time people. The Supervisor and Tax Collector are all the same. The assessor, the salary is the same, however he has requested a raise for his clerk. That salary would be set in January, but we have to budget the money now. Councilman Galligan inquired how much she gets now, to which the Supervisor replied that between both positions (assessor clerk and building dept. clerk), she earns about \$12,000. Town Clerk, that line includes the 4% salary increase, Supervisor Galligan asked about the \$1,000 increase in the dog line, which Joanne explained that last year, we had planned to do an enumeration, but now in light of the Town taking over all of the responsibilities of dog licensing as of this coming January, so in January, when we start fresh with the dog licensing, we’ll do an enumeration and we have to purchase license tags. Supervisor Galligan continued that the Attorney’s are the same and have been for the last few years. Councilman Galligan asked what the attorney’s bill for. Supervisor Galligan explained that their annual fee includes coverage at all of the meetings, town board, planning board, zoning board of appeals – if necessary, and all of the town’s regular business. Councilman Galligan questioned when we go from “regular business” to billable hour business and how much do they charge. An invoice was pulled from the vouchers to indicate they charged \$100.00 an hour. Discussion followed about hiring an attorney from within the County and reviewing extra charges. Personnel Services is Tara’s salary, that includes the

4% increase. The office clerk line is very overdrawn – that is the line we use for coverage if someone goes on vacation or something. But this year, we had Evelyn who covered for all of that time that Maureen was out sick, and covered for Tara when she had to be out. That is another salary that is set in January. Councilman Galligan asked about the status of Maureen Hylas, Supervisor Galligan replied that to our knowledge, she is on retirement and we are still paying her health insurance. The engineer that has stayed the same. He will bill for attendance at planning board meetings, but that is about it. Records management is Joanne, which gets added to her salary, Councilman Creegan asked about the money in the contractual line. Joanne explained that she was hoping to add to that line a little every year in the hopes of obtaining a laserfiche system to scan a lot of the documents in the vault. Right now it just sits there, but we haven't used it. Supervisor Galligan continued on buildings, which is this building. Discussion was held about paying all of the maintenance people and improvements and repairs to the Town Hall. Councilman Creegan stated that last year (this year) we had \$30,000 in this line – have we used all of it? Supervisor Galligan replied that we have used about \$22,000. Councilman Galligan asked what this included. Tara replied that it includes the electric, heat, light bulbs, Discussion continued that this line was reduced because we used to pay the telephone out of this line also, but now all of the telephone, internet, our webmaster and cable comes out of the central communications line. Next on the budget is central mailing and printing. That is \$13,000 and postage is going up again in January. Discussion included using the internet more, the town newsletter, which is 465 some odd pieces of mail at 44 cents each to mail and it will be going to 46 cents in January. Only about ten people have signed up to get it online. We have saved money on the woman who used to copy it and prepare it for mailing and since writing the newsletter has become part of Tara's job, we are no longer paying a separate person to write it. So we have saved a few hundred dollars there. Down to special items, we have insurance, which we kept the same as last year, dues, that is for the Association of Towns, judgments and claims – this is a big line. Last year we budgeted \$40,000 because we didn't know how much we were going to have to pay the power company, Alliance for their settlement. After speaking with our attorney today, we have reduced that down to \$10,000 because we pretty much done. Discussion was held to increase the figure, because the County has made us whole for the Alliance mess, yet Alliance has not yet paid the County their taxes.

Contingency fund – that is still at the same \$20,000 – we have used none of that. Depending upon what we decide to do with the old town hall, we may use all or part of this, this year. Councilman Galligan stated that depending upon what we do, it could possible take all of these funds this year. Discussion was held to maintain it or tear it down. Councilman Galligan stated if we repair the building and use all of this money, we won't have anything left in case something happens. Tara stated that the contingency line was never touched in 2009 either. If we do repair the old town hall, it would come from the 2010 budget, not the 2011 we would just have to replace the funds that have actually been used. Supervisor Galligan reminded everyone that using the funds would also reduce our unexpended fund balance by an additional \$18,000. Tara suggested that you create an account line 7520.40 which is historic properties and put the money in that account specifically for that item. Everything else is basically the same. Office supplies - that is basic supplies. Traffic control – I did increase that line. We have already spent money on new road signs. Superintendent Hogue stated there are new federal regulations for road signage and I have been replacing those along Route 42 first, I have a lot more to do. They are about seventy or eighty dollars each. If we don't comply with the federal regulations, FEMA can come in and take away our funding. The new signs are brighter and the lettering is larger.

There is no change in dog control, again there are no increases for part time people. The same for safety inspection, which is the building inspector, however there is an increase for the clerk. We had to make an adjustment, her salary was not budgeted correctly. If you look, her salary did not change for the last two years – she was paid correctly, it was not reflected in the budget. Board of Health, Dan is our garbage truck inspector, for which he gets fourteen dollars once a month. Registrar of Vital Statistics, that is Joanne that is another \$700 that she gets for the issuance of birth certificates, death certificates and marriage licenses. Dan also gets the 4% increase and he's increased his contractual by \$500.00 for his cell phone, etc. Dan asked the board to look where this year they added the highway clerk line 5110.1, it hasn't been there in the past. The highway clerk is my wife, I believe her pay has been coming out of line 5010.2, which is \$2,000 – if you want to re-designate the 5010.2 to the 5110.1 – you will cut about \$1,000. There is no change in the salary, which is about \$2,000 a year, it's just a bookkeeping change. Rip Hummel is also paid for mowing out of this line. Tara informed the board that in total, we spend about \$5,000 a year for mowing grass. This includes Pete Frangopoulos, Rip Hummel and Billy Steinberg. Discussion was held to put the mowing out to bid or keeping the three individuals, whose equipment is being used, hiring a part time person through the highway department for maintenance. Discussion was then held to add a line for buildings/house and grounds and put all of these items under that line. Next is the Town Garage, which is the heat and lights for the garage. That is about on budget. Street Lighting is about \$20,000, we've spent \$13,000 so far. Veterans' Services is

the usual \$1,000. Aging – the first line is Mary Ann’s salary for the nutrition site, she is paid \$11.00 an hour. Under recreational facilities, we have the pool – we have increased that by \$1,000, the personnel is the lifeguards. Two lifeguards are on duty all the time. WSI lifeguards receive \$12.50 an hour and regular lifeguards get \$11.00. During the week, when camp is in session they are here from 9:00a.m. to 6:00 p.m. – when camp is over, they are here from noon until 6:00 p.m. – the total is \$18,500. Now for the youth program, \$5,000 is Chuck, the program director. The contractual is for all of the camp expenses and CIT’s. The whole youth budget is up \$2,000.

Historian is \$3,000 which is salary and the contractual is her historical markers. Adult recreation last year we gave them \$5,000 for program development, to get speakers like the County Historian here for discussions and new activities. They have done nothing with it, so it has been reduced to \$2,000.

Zoning – that is for the ZBA – we have upped it, as they are meeting more often. They are paid \$51.50 per meeting, if they don’t meet, they don’t get paid. The contractual is if they have to hire an engineer, but now we are paying Chuck Voss for the zoning/subdivision review out of that line. This takes us to the Planning Board, money has been added for them, they have asked for an increase and they have been meeting more and will be meeting more. They too get \$51.50 a meeting and the Chairman gets \$154.50 per meeting. If they don’t show up and fill out a time sheet, they don’t get paid. Councilman Galligan stated that most other Planning Boards are volunteers in other towns.

Garbage and refuse that is garbage removal from the Town Hall and it covers any overages we have with clean up. Beautification that is for Sullivan Renaissance, this year we didn’t spend any of that, but next year we will push to go back to it. The board decided to drop it to \$2,500. Retirement, we have no say on that \$21,800 – that is the middle of the road estimate from retirement. That is only the general fund employees. Highway men come from the Highway budget. Health insurance – we are predicting \$16,000 for a family plan. We got their carrier estimates and there are some retirees that we have to pay. Some people only have individual coverage and the estimated change on that is from \$367.37 to \$442.04. Evelyn Parks and George Ehrets are the only two coming out of the general fund. From the highway fund you have Shirley Toomey, The Houghs, The Scopino’s and Don Shiells. When they turn 65 they get on Medicaid, but we pay the premium. George Ehrets is a family plan and we pay about \$841.00 per month for his coverage. If the insurance company’s best estimate is correct, it will go to \$1,007.00. Discussion was also held that in the near future there are one or two former town employees who will be eligible for the Town to pay for their coverage.

The one thing that we skipped is Forestburgh Day, line 7550.4 is \$5,000. Discussion was held on the cost of the band, because of the split of the days this year, so much was not done this year. The board decided to reduce it to \$2,500.

MOTION by Councilman Sipos, seconded by Councilman Creegan to recess this meeting and reconvene on Wednesday, October 13, 2010 at 4:00 p.m. in the Town Hall. Vote: 5 ayes – 0 nays. Motion carried.

Respectfully submitted,

Joanne K. Nagoda,
Town Clerk