

VESTAL TOWN BOARD WORK SESSION MINUTES (budget review)

MONDAY, OCTOBER 12, 2015

In Attendance: Supervisor Schaffer (arrived at 5:06 pm), Board Members: Fitzgerald, Majewski, Agneshwar and Messina.

Also Attending: Comptroller Laura McKane, Town Attorney David Berger, Human Resource Officer Nancy Olmstead, Town Clerk Emil Bielecki and 2 members of the general public.

The Budget Review Work Session was convened by Deputy Supervisor Majewski at 5:02 PM.

CONTINUING REVIEW OF THE 2016 TOWN BUDGET

Capital Projects

Comptroller Laura McKane distributed an information sheet with projected reserve balances as follows:

PROJECTED RESERVE BALANCES

Org	Object	Description	Last Year Actuals	Projected 2015 Revenue	Projected 2015 Expenditures	Projected Balance 12/31/15	To Use in 2016	Balance Available
A0000	870	GRF - Fund Balance	✓ \$ 15,855.74	\$ 277,570.00 *		\$ 293,425.74		\$ 293,425.74
A0000	882	Res. for Repairs, Coal House	\$ 11,626.69	\$ 5,796.00		\$ 17,422.69		\$ 17,422.69
A0000	883	Building Reserves, Library	\$ 61,709.94	\$ 30,000.00 **		\$ 91,709.94		\$ 91,709.94
A0000	884	Reserve for Debt	\$ 42,789.66	\$ 21,141.00	\$ (19,051.00)	\$ 44,879.66	\$ (33,000.00)	\$ 11,879.66
A0000	887	Reserve - Handicapped Educatio	\$ 1,426.34	\$ 10.00		\$ 1,436.34		\$ 1,436.34
A0000	888	Crime Reserve Fund Balance	\$ 34,041.82	\$ 10,800.00	\$ (24,768.00)	\$ 20,073.82		\$ 20,073.82
A0000	889	DARE Reserve Fund Balance	\$ 3,058.57			\$ 3,058.57		\$ 3,058.57
A0000	863R	Fund Bal./Insurance Res.	\$ 1,871,806.43	\$ 100,000.00	\$ (98,000.00)	\$ 1,873,806.43		\$ 1,873,806.43
CM0304	93	Park Subdivision Reserves	\$ 19,090.37			\$ 19,090.37		\$ 19,090.37
CM0311	93	Fred Singer Reserve	\$ 5,617.75			\$ 5,617.75		\$ 5,617.75
D0000	884	Reserve for Debt	\$ 32,757.25	\$ 56,322.00	\$ (32,637.00)	\$ 56,442.25	\$ (56,463.00)	\$ (20.75)
F0000	875	Reserve for Fire Foam District	\$ 7,058.41	\$ 20,200.00	\$ (30,112.00)	\$ (2,853.59)		\$ (2,853.59)
F0000	882	Reserve For Repairs, FTS	\$ 29,034.73	\$ 9,800.00	\$ (8,000.00)	\$ 30,834.73		\$ 30,834.73
F0000	884	Reserve for Debt	\$ 2,230.24		\$ (2,229.00)	\$ 1.24		\$ 1.24
F0000	886	Fund Balance, Capital Reserves	\$ 426,715.34	\$ 251,380.00	\$ (225,000.00)	\$ 453,095.34		\$ 453,095.34
S0000	884	Reserve for Debt	\$ 3,807.29	\$ 2,532.00	\$ (3,796.00)	\$ 2,543.29	\$ (1,037.00)	\$ 1,506.29
S0000	886	Fund Balance, Capital Reserves	\$ 121,042.35	\$ 120,000.00		\$ 241,042.35		\$ 241,042.35
W0000	884	Reserve for Debt	\$ 26,239.79	\$ 53,181.00	\$ (26,077.00)	\$ 53,343.79	\$ (53,180.00)	\$ 163.79
W0000	886	Fund Balance, Capital Reserves	\$ 517,214.10	\$ 301.00		\$ 517,515.10		\$ 517,515.10

* Projected balance from closing flood project

** Board needs to determine if contribution will be made to the reserve

Some of these reserves have already been budgeted for use in 2016. If the Board wishes to use additional reserves, it would be most appropriate and fiscally prudent to allocate the funds towards capital projects rather than the operating budget. The Board has been provided with a ranking of the proposed capital projects for 2016 and now needs to determine which items to approve.

Supervisor Schaffer stated that he has just received some information that will have an impact on our capital budget for 2016 and asked to put off the discussion of the capital budget to another date so as to give the Board an opportunity to review and evaluate the impact of this new information.

Retirement Incentive

Human Resource Officer Nancy Olmstead noted that the last time that the Town offered a retirement incentive was about 5 years ago. An increasingly popular way to offer a retirement incentive is to provide credits toward health insurance contributions during retirement. This incentive would be designed for full time employees who are eligible for health insurance coverage during retirement. You could consider such an incentive on a town-wide basis or target a specific group of employees. At this time, the non-union employees and those covered by CSEA would probably be the best target. If

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the Board decides to offer some form of retirement incentive, it would need to act soon. Supervisor Schaffer stated that the Board will be provided with all of the information and will need to decide by the next Work Session on October 26th whether to offer a retirement incentive program.

Staffing Changes – Code, IT

Human Resource Officer Nancy Olmstead stated that the part-time clerk in the Code Department is leaving in November creating a vacancy. The Code Department has asked to refill the position. However, the Board may use this transition as an opportunity to review the overall staffing situation in the Code/Engineering operations.

Human Resource Officer Nancy Olmstead noted that the IT Department was seeking to hire a part-time network specialist but has had difficulty in filling the position on a part-time basis. A new proposal has been presented to the Administration Committee that would eliminate the existing part-time PC/LAN technician position and create a full time network specialist position. The PC/LAN technician has been informed of this restructuring plan. If the Board agrees with the restructuring plan, it should vote at the next Regular Meeting to eliminate the PC/LAN technician position.

Several Board members asked about the Town's obligation on unemployment insurance if the PC/LAN position is eliminated. Ms. Olmstead stated that the employee would be eligible for unemployment benefits if he actively seeks a new position, but the amount of the benefits may be reduced because he is currently collecting a pension.

Although several Board members expressed a need for additional information as to how this proposed restructuring is being handled, it was agreed to place the item on the agenda for a vote at the Regular Meeting on October 14th.

Wages for Elected Officials

Comptroller McKane noted that if the Board wished to provide a wage increase for certain elected officials, it would need to do so at this time because of the requirement to publish this change prior to the adoption of the Preliminary Budget. A 2% wage increase has been built into the Tentative Budget.

After a brief discussion, the Board, by consensus, agreed to provide a 2% wage increase only to the full-time elected positions (Highway Superintendent, Town Clerk). The decision on a wage increase for all other non-union positions will be made at a later time.

Other Changes to Tentative Budget

Comptroller McKane stated that since the filing of the Tentative Budget, there have already been several changes made and there will likely be others as we get close to finalizing the Preliminary Budget. The adjustments to date include:

- A Highway employee is changing health insurance coverage from single to family.
- \$2,610 of revenue was added from rental of right of way for small cell sites.
- Impact of the change in retiree health insurance, if adopted by the Board.

The meeting was adjourned at 6:07 PM.

Respectfully submitted,
Emil Bielecki, Town Clerk