

## VESTAL TOWN BOARD WORK SESSION MINUTES

MONDAY, NOVEMBER 9, 2015

In Attendance: Supervisor Schaffer; Board Members: Fitzgerald, Messina and Agneshwar

Absent: Majewski

Also Attending: Comptroller Laura McKane, Human Resource Officer Nancy Olmstead, Town Clerk Emil Bielecki and 1 member of the general public.

Supervisor Schaffer **convened the Work Session at 5:00 PM.**

### **Continuing Review of the 2016 Town Budget**

Comptroller Laura McKane and Human Resource Officer Nancy Olmstead identified a number of topics that the Board still needed to address as part of the process of finalizing the 2016 Town Budget. The topics, and the corresponding discussion, are as follows:

### **Finalizing the effect of the State & Municipal (SAM) grant on the operating budget**

Comptroller McKane informed the Board that this grant money cannot be spent until the grant is formally approved, which may take up to 6 months. This requirement may have some impact on the operating budget. Some purchases may need to be delayed and in one case (Fire), there may be a need to substitute the purchase of a different item. We will not be using the \$25,000 from the SAM grant toward the purchase of library books as previously planned. Instead, some of the money will come from the library fund balance and the rest from several other lines.

### **Election Costs**

Comptroller McKane stated that she received information that the County Board of Elections will be reducing the 2016 chargeback to the Town by \$20,000. Supervisor Schaffer confirmed that this information is from a reliable source and is comfortable with reducing this budget line by that amount.

### **Non-union wages- currently stand at 1%, with certain exception, increase to 2%**

Comptroller McKane noted that in the preliminary budget, the Board included a 1% wage increase for specifically identified non-union and elected positions. She asked if the Board wished to amend that action. After a brief discussion, the Board instructed the Comptroller to amend the budget to reflect a 2% increase for those specific positions. In addition, the Board instructed Human Resource Officer Nancy Olmstead to work with the Personnel Committee in developing an *employee evaluation program* for non-union employees.

### **Staffing issues for code/engineering clerical- preliminary budget includes \$11,861 for part-time**

Comptroller McKane noted that the part-time secretary in the code department is retiring at the end of this week. The engineering department shares a clerical person with the police department. The Board needs to look at the clerical staffing situation in these departments to determine if some restructuring is warranted.

### **New hire at Highway – budgeted MEO, new hire will be a laborer**

Comptroller McKane stated that as a result of the election, the position that was budgeted to be filled as a Medium Equipment Operator (MEO) can now be filled as a Laborer position at a lower cost.

### **Retirement incentive**

Comptroller McKane is assuming that the retirement incentive is on hold for now. It is probably too late to offer a retirement incentive that would have an impact on the 2016 budget. It was noted that if a retirement incentive is to be offered, it needs to be revisited soon, particularly in light of the fact that there is an ongoing discussion about restructuring some the public works operations in the Town.

**VESTAL TOWN BOARD WORK SESSION MINUTES**  
**MONDAY, NOVEMBER 9, 2015**

**School District Library**

In view of the fact the County plans to eliminate all funding for the Vestal Library, the Library Board has initiated discussion about converting into a School District Public Library. Comptroller McKane noted that the Library wants to hire a consultant to work on the project but she is not sure where the money to pay a consultant would come from. In addition, there are numerous other issues that need to be worked out between the Town and the Library for this project to move ahead. The main issue that needs to be addressed is the leasing of the building. Councilwoman Agneshwar noted that the Town Board first needs to decide how much money it is willing to spend on this project and demonstrate a clear willingness to support the plan. The voters will not approve this plan without strong support and advocacy from the Library, the Town and the School District.

**Adjustments to the preliminary budget**

After a brief discussion, the Board approved the following adjustments to the 2016 preliminary budget as submitted by the Comptroller:

**CHANGES PRELIMINARY BUDGET TO FINAL BUDGET 2016 AS OF 11-9-15**

**REVENUE:**

<b>ORG</b>	<b>OBJ</b>	<b>DESCRIPTION</b>	<b>PRELIM</b>	<b>FINAL</b>	<b>DIFFERENCE</b>
A1001	1001	Real Property Taxes	\$ (5,212,176.00)	\$ (5,186,701.00)	\$ (25,475.00)
A2812	2812	Interfund Revenues	\$ (12,000.00)	\$ (21,900.00)	\$ 9,900.00
A3388	3388	State Aid - Misc.	\$ -	\$ (13,650.00)	\$ 13,650.00
					\$ (1,925.00)
D1001	1001	Real Property Taxes	\$ (2,483,970.00)	\$ (2,411,552.00)	\$ (72,418.00)
D3591	3593	SAM Grant	\$ -	\$ (74,000.00)	\$ 74,000.00
					\$ 1,582.00
L1001	1001	Real Property Taxes	\$ (570,702.00)	\$ (563,627.00)	\$ (7,075.00)
L1011	1011	Approp. Fund Balance	\$ -	\$ (8,050.00)	\$ 8,050.00
					\$ 975.00
W1011	1011	Approp. Fund Balance	\$ (99,051.00)	\$ (100,124.00)	\$ 1,073.00
					\$ 1,073.00

**CHANGES PRELIMINARY BUDGET TO FINAL BUDGET 2016 AS OF 11-9-15**

**REVENUE:**

<b>ORG</b>	<b>OBJ</b>	<b>DESCRIPTION</b>	<b>PRELIM</b>	<b>FINAL</b>	<b>DIFFERENCE</b>
A1001	1001	Real Property Taxes	\$ (5,212,176.00)	\$ (5,186,701.00)	\$ (25,475.00)
A2812	2812	Interfund Revenues	\$ (12,000.00)	\$ (21,900.00)	\$ 9,900.00
A3388	3388	State Aid - Misc.	\$ -	\$ (13,650.00)	\$ 13,650.00
					\$ (1,925.00)
D1001	1001	Real Property Taxes	\$ (2,483,970.00)	\$ (2,411,552.00)	\$ (72,418.00)
D3591	3593	SAM Grant	\$ -	\$ (74,000.00)	\$ 74,000.00
					\$ 1,582.00
L1001	1001	Real Property Taxes	\$ (570,702.00)	\$ (563,627.00)	\$ (7,075.00)
L1011	1011	Approp. Fund Balance	\$ -	\$ (8,050.00)	\$ 8,050.00
					\$ 975.00
W1011	1011	Approp. Fund Balance	\$ (99,051.00)	\$ (100,124.00)	\$ 1,073.00
					\$ 1,073.00

With the approved adjustments, the final 2016 Town Budget would show a decrease in the tax levy of approximately .2 %. That would put the tax levy below the state tax cap. A summary of the Town Budget, as amended through 11/9/15, is as follows:

# VESTAL TOWN BOARD WORK SESSION MINUTES

## MONDAY, NOVEMBER 9, 2015

### TOWN OF VESTAL - TAX RATE WORKSHEET 2016 BUDGET as of 11-9-15

FUND	2015		2015		2016 Estimated Non Real Property Tax Revenue	Appropriated Reserves & Fund Bal Used	Budget Real Property Taxes to be Raised	2016		Increase per \$1,000 of Assessment
	Taxes Raised	2015 Tax Rates	Adopted Budget	Budget Appropriations				Tax Rates Per \$1,000 of Assessment	% Change in Tax Rate 2015 to 2016	
General Fund	\$5,182,955	\$2.8637	\$10,732,056	\$10,821,844	\$5,548,429	\$51,714	\$5,221,701	\$2.8758	0.42%	\$0.0121
Library Fund	\$530,630	\$0.2932	\$679,076	\$686,487	\$114,810	\$8,050	\$653,527	\$0.3104	5.88%	\$0.0172
Highway Fund	\$2,501,312	\$1.3820	\$5,360,380	\$5,426,294	\$2,918,279	\$96,463	\$2,411,552	\$1.3281	-3.90%	-\$0.0539
<b>TOTALS</b>	<b>\$8,214,897</b>	<b>\$4.6389</b>	<b>\$16,771,512</b>	<b>\$16,934,625</b>	<b>\$8,581,518</b>	<b>\$156,227</b>	<b>\$8,196,880</b>	<b>\$4.5143</b>	<b>-0.54%</b>	<b>-\$0.0245</b>

% Increase in Spending  
1.0%

% Increase in Levy  
-0.2%

Tax Increase for Home with (\$100,000 AV) -\$2.45
--

Full Value 2014 = \$1,813,682,142  
Full Value 2015 = \$1,809,900,108  
Full Value 2016 = \$1,815,747,011

### 2016 FIRE DISTRICT - ADOPTED BUDGET

	2015	2015	2015	2016	Non-RPT Rev.	Appropriated	Real Property	% Change		Increase per \$1,000 of Assessment
	Taxes Raised	Rates @ Full Value	Adopted Budget	Budget Total Appropriations	Excluding Approp FB	Fund Balance & Reserves	Taxes to be Raised	2016 Tax Rates	2016 Final Budget to 2016 Initial	
Fire Gen. Fund	\$1,089,725		\$1,181,018	\$1,210,932	\$46,560	\$60,554	\$1,103,808			
Less Foam Dist	\$20,200		\$20,200	\$32,575			\$32,575			
<b>Fire District Wide</b>	<b>\$1,069,525</b>	<b>0.5738</b>	<b>\$1,160,818</b>	<b>\$1,178,357</b>	<b>\$46,560</b>	<b>\$60,554</b>	<b>\$1,071,233</b>	<b>\$0.5749</b>	<b>0.19%</b>	<b>\$0.0011</b>

% Increase in Spending (excluding Foam District)  
1.5%

% Increase in Levy subject to tax cap  
1.3%  
% Increase in Levy without Foam District  
0.2%

Tax Increase Home with a \$100,000 AV \$0.11
---

2014 AV = \$1,884,431,822  
2015 AV = \$1,863,863,577  
2016 AV = \$1,863,391,351

If the Board adopts a final 2016 Town Budget with a tax levy below the state cap, it would also need to rescind the previously adopted local law to override the state tax cap.

### EXECUTIVE SESSION

On a motion of Councilwoman Agneshwar, seconded by Councilwoman Messina, the following was **ADOPTED**  
 Ayes 4 Agneshwar, Fitzgerald, Messina, Schaffer  
 Nays 0 Absent 1 Majewski

Resolved the Board enter into Executive Session to discuss possible litigation and a personnel issue regarding a specific employee. The time was 6:14 PM.

On a motion of Councilwoman Fitzgerald, seconded by Councilwoman Agneshwar, the following was **ADOPTED**  
 Ayes 1 Majewski, Agneshwar, Fitzgerald, Messina, Schaffer  
 Nays 0 Absent 1 Majewski

Resolved the Board leave the Executive Session and **adjourn the meeting. The time was 6:48 PM.**

Respectfully submitted,  
Emil Bielecki, Town Clerk