

A budget workshop of the Town Board of the Town of Moreau was held on November 2, 2016 in the Town of Moreau Municipal Building, 351 Reynolds Road, Moreau, New York.

The Supervisor called the workshop to order at 6:04 p.m.

Town Board Members Present

Alan VanTassel	Councilman
Gina LeClair	Councilwoman
Todd Kusnierz	Councilman
Gardner Congdon	Supervisor

Town Board Members Absent

Bob Prendergast	Councilman
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Also Present: Leeann McCabe, Town Clerk; Reed Antis, Town Resident and Planning Board member, Brigid Martin, Village Resident

The topic for discussion at this night's budget workshop are salaries. Francine Thibodeau stated that she changed the General Fund based upon the changes that were made. She put the salaries in for the people that she did know and used the tentative budget to help fill the gap in the meantime. The Fund Balance has now increased to \$55,683.00. The Supervisor asked, as they get closer to adopting the budget, will there be any more information on the unexpended. Ms. Thibodeau stated that you don't apply that to the budget for the tax rate, you have to wait and use that in February, when the books are closed out.

The Supervisor asked where they were at with the money for Erie litigation. It was replied that account A1355.4 was increased from \$50,000.00 to \$175,000.00.

Personnel was discussed next. Councilman VanTassel stated that the Board would have liked to have been further down the road on the analysis of the current salary structure for all employees. He stated that they would like to have the project done so that they can come to some sort of stabilization or equalization. He had spoken with Judy Dahoda from Saratoga County and she has a gentleman's name who would come and work through a workshop with the Town. He stated that it makes sense to take them up on the offer. In order to put a plan in place that has things built into it, such as steps through the first five years and moving into longevity would take some time and won't be done tonight. He stated that although this can't be done tonight, there are some people whose salaries need to be addressed.

They discussed Clerks in the Town and Councilman VanTassel stated that there are differences in job titles, duties and responsibilities. He suggested that with the Court Clerks and the Building Inspector's Clerk, their pay as it relates to the amount of time they've been employed with the Town and with their job duties and responsibilities, look like they're not paid at a rate similar to people in those same roles, in similar sized towns. Councilman VanTassel recommended, that above and beyond the 2%, to bump the salaries for a few select people. For Kathy Perez, Building Inspector's Clerk, a bump of \$1,000.00 plus 2%, for Linda Blackburn, Court Clerk, a \$500.00 bump plus 2%, for Jennifer Miller, Court Clerk, moved to \$30,000.00. He stated that the Town Justices have come before the Town Board and their justification was that there was an agreement that once she had the job and passed the civil service test, there would be an increase to this salary. They wanted to bring her to a level that the other Clerk had recently started at. He stated that the total impact, before the 2%, is adding \$3,000.00 to the budget. He suggested that the Deputy Town Clerks, although one started before the other, they don't have a significant amount of tenure and comparing salaries with other Clerks who have similar job duties and responsibilities would receive an additional \$500.00 plus 2% each. Councilwoman LeClair stated that longevity was discussed when Judy Dahoda had met with them. She thought this was a good place to start and that the salaries may be adjusted next year. Ms. Dahoda will be getting some information together for Councilwoman LeClair that would show how steps are made for longevity.

Discussion continued on salaries for Recreation employees. Councilman VanTassel stated that he's gone on record before that there are a few employees that aren't typical annual laborers. They aren't college or high school kids that come in to work. These are employees that stay. These people do jobs that are above and beyond the duties of a standard laborer. They were talking specifically about Jim Davenport and

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Keith Vance. Councilman VanTassel stated that the recommendation from Ms. Dahoda was to give each a stipend to be paid at the end of this year and stipends at the end of future years to be based on performance. Ms. Thibodeau stated that they had calculated the stipend based on the hours worked and the difference between the rate of pay between a transfer station laborer and what they are currently paid. The contention is that they do a whole lot more than laborers at the Transfer Station. There was a very lengthy discussion as to giving stipends for this year and adjusting hourly rates for next year. There was also discussion as to the duties that are performed by these two individuals that aren't in their job descriptions. They work on electrical and plumbing as well as their regular duties. In conclusion it was agreed that there would be no stipends and their starting rate of pay for 2017 would be \$13.00 per hour.

The next topic for discussion was the position of the Recreation Maintenance Supervisor and job description for that position. Ms. Thibodeau stated that per her conversation with Judy Dahoda, the person in this position is able to sign vouchers. Councilman VanTassel stated that he's been led to believe that he's not a supervisor. Ms. Thibodeau stated that she had gone over the job description with Pete Corlew over the summer and he was ok with the job description because the Town wanted him to sign vouchers. Councilman VanTassel stated, that after talking with Ms. Dahoda, the Town would benefit by having someone a little bit more responsible for buildings and grounds across all of the Town properties. He stated that Ms. Dahoda has created a job title and description for multiple towns of Town Rec and Properties Manager. They would have to sit through an exam and pass it in order to move on and change the job description. She didn't feel that Moreau was big enough to warrant a buildings and grounds person but she does understand the situation the Town is at with Rec. The Supervisor stated that it was an excellent idea and that they should look into it as long as it isn't preconceived that they're going to move someone who's presently in the position into the new one. Councilman VanTassel asked if they want to address this position in 2017. He also wanted to go on record stating that he doesn't want to have this same conversation in 2017, that they don't have anyone responsible for buildings and grounds. Councilman Kusnierz asked if this position is an expansion of what they currently have or a brand new position. Councilman VanTassel stated that they're looking to combine Town Parks with Properties Manager into one job title with a clearly define role. Councilman Kusnierz stated that because of the lateness of the process, they should have a well thought out conversation on the position in 2017. He thought we could get by another year with what we have. The Supervisor stated that there's enough money left in contingent to get it created so when it's needed next year the money would be there. It was stated that this would be a good idea.

The next topic was A7310. Councilman VanTassel stated that there was \$4,000.00 budgeted last year for a Rec person that never got hired and it was taken out of the 2017 Tentative budget. He stated that they should reconsider putting it back in. He stated that it makes more sense to pay someone to make copies and deliver them to the schools rather than to pay Sandy at her rate of pay to get this done.

The Supervisor wanted to know why the Dog Control Officer had a key to his office. It was explained that the key was to the Supervisor's door to the hallway and not to his personal office. He has the key so he can make copies of documents if he's called down during hours that the Town Hall isn't open. Councilman Kusnierz asked if this was the only copier and it was replied that there is a copier in the Building Department. The Supervisor was of the opinion that copies don't need to be made at night. Councilman Kusnierz thought that he needed to have his citations in triplicate. There was discussion that they might have his forms printed in triplicate to avoid having to come in and make copies. The Town Clerk stated that the entire Board was consulted by Elizabeth and it was agreed that the Dog Control Officer should have a key. The Supervisor's concern was that his office is exposed and there are confidential records that could be seen. Ms. Thibodeau stated that anything confidential should be locked up. The Town Clerk stated that she would be putting a lock on her door as the locks that are there don't work. Councilman Kusnierz suggested moving the copier out in the hallway and the Supervisor agreed. It was asked if there were any other copiers and it was stated that there was the shared copier between the Assessor and Building Inspector's offices and that the Assessor also had an older copier in her office. They suggested having the older copier put in the hallway. Councilwoman LeClair stated that the cleaner has a key to the Supervisor's office as well and asked what differentiates between him having a key and the others having keys. The Supervisor stated that he didn't want the Dog Control Officer to have a key. The Town Clerk stated that she had a small copier that they could put in the conference room. The Board seemed to be agreeable to this suggestion and asked to get the key for the Supervisor's office back from the Dog Control

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Officer. The Town Clerk stated that if you're taking a key away from the Dog Control Officer, they should take the Recreation Program Director's key back as well. Councilman VanTassel stated that there was a difference because Ms. Mahoney is an employee of the Town. Ms. Thibodeau corrected Councilman VanTassel by stating that Dexter Baker is an employee as well. Councilwoman LeClair stated that he's a sworn officer of the Town. Councilman Kusnierz asked that the extra copier in the Assessor's office be placed in the hallway and asked that the keys from the Recreation Program Director and the Dog Control Officer be returned. Councilman VanTassel stated that he would speak with the Dog Control Officer to see what he's copying. He thought that if it's a form that can be produced in triplicate, that might even be cheaper than the toner used to make the copies. He also stated that we will ask for the keys back.

The next discussion was on the beach. Councilman VanTassel stated that it has been suggested that they make one lifeguard, who is a little more seasoned, a head lifeguard, with more pay. Councilwoman LeClair stated that if they could find an adult, it would also help out at the end of the season when the college students have to leave. Councilman VanTassel stated that we need some leadership at the beach. Councilman Kusnierz stated that if they're going to pay a head lifeguard \$14.00 per hour, they'll need to make a commitment to the Town that they'll stay until the end of the season. Councilwoman LeClair stated that there are places that offer the extra pay back to the employee if they stay until the end and if they leave early, they don't get the additional amount. Councilman Kusnierz suggested a stipend if they stay. Councilman VanTassel stated that they could pay the head lifeguard \$13.00 per hour with the understanding that they would get an additional \$1.00 for every hour worked at the end of the season, providing that they stay. Councilman Kusnierz liked the incentive to keep any of the lifeguards until the end of the season. Councilman VanTassel stated that his concern is more of supervision than the issue of staying to the end of the season. He suggested to keep it clean, they could just keep it at \$14.00 per hour for budget purposes for the head lifeguard. There was no opposition.

The next topic was of the Principal Account Clerk salary. Ms. Thibodeau asked if they finished the Recreation portion and asked if Peter Corlew and Bruce Siergiey were each getting 2%. The answer was yes.

Councilwoman LeClair reported, that as of December 1, 2016, anyone who makes just under about \$47,000.00 will have to be paid overtime after 40 hours or given compensation time. Ms. Thibodeau's salary is at \$45,973.00 in the tentative budget. She is working at a maximum capacity and to require her to take comp time would mean she is unable to get everything she needs to do completed. The recommendation was to bring her to the new State minimum salary. Councilman VanTassel stated that after talking with Judy Dahoda, he feels that she's way underpaid. The Principal Account Clerk's salary was adjusted to \$48,000.00 for 2017.

The next topic of discussion was regarding the possibility of creating full-time positions for the Highway Clerk and Assessor's Clerk.

The Supervisor stated that with regard to the Highway Clerk, they are looking at how this person would be paid. Ms. Thibodeau stated that she would need to know what percentage of pay she would be using as Town Outside and what percentage would be from General Fund. She stated that she needs to know this for budgeting. The Supervisor mentioned her handling the Storm Water reporting and that would be a Town Outside fund. The discussion questioned how much time she would spend and Ms. Thibodeau stated that she didn't feel it would be 50/50. Supervisor Congdon stated that he would talk with the Highway Clerk tomorrow. The Supervisor commented on how he didn't understand why the rule was in place that her salary would have to come out of the General Fund. Ms. Thibodeau replied that the position is administrative. The Supervisor argued the rules and asked why her salary would go against the Village tax payers.

The Supervisor changed topic and asked if there wasn't any way they could move the regular Town Board meeting from the 8th to the 9th. Councilman Kusnierz explained that Mr. Feuka wasn't available on the 9th. The Supervisor was under the opinion that they didn't need Mr. Feuka in person, he could submit something in writing. He stated that all the Town is getting is a report. He further suggested that they ask him not to come so the Town wouldn't have the expense. Councilman Kusnierz stated that there will be a

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number of people in attendance that may have questions. Due to time constraints, they left the regular Town Board meeting to be held on November 8, 2016.

Ms. Thibodeau asked if they were giving Matt Dreimiller a 2% raise and the answer was no.

Councilman VanTassel stated that he had talked to Matt about the Building Department truck not being safe. Kathy had reported that the Highway Department inspected it and told them it wasn't road worthy so they brought it to Maltbie's or some other dealership who gave a full inspection report. He asked her to get a copy of the report to him right away and as of today, she hasn't given it to him. He stated that they should get the truck into someone soon and have it inspected if we can't find the paperwork. Councilman VanTassel stated that he has a call in to the Highway Superintendent to discuss the matter. He thought he might be able to shed some light on the subject. He also stated that last night was the first time he had heard mention of the problem with the truck.

Ms. Thibodeau stated that they had in the Assessor's budget \$13,795.00 for a part-time clerk. She asked if that figure was to be doubled or do they go with what the Assessor requested at \$27,000.00 which will probably cause problems. Councilwoman LeClair stated that she didn't want to take any steps backward with salaries. There was discussion as to the percentage of how the job would be split between the Assessor and the Building Department. The Assessor had the thought that the job would be split 50/50 and the Board thought differently. The Supervisor stated that they would have a description and go over the rules of the job so that there's no confusion as to the time spent in each department. The Supervisor stated that the Town is at the point where they can afford this position and share it between the two departments. Councilman Kusnierz asked who the Supervisor would be. Reed Antis spoke and stated that it's been an issue for at least 10 years, in that the clerk can only do what the Assessor allows them to do. He stated that the last two people who have been in that position have had very small roles and asked why a full-time position is needed. Councilman Kusnierz stated that he's ok with a part-time position but the five Board members are going to have a detailed conversation on exactly how the position will work. Councilman VanTassel asked if he meant full-time and it was replied by Ms. Thibodeau that he meant part-time. Councilman VanTassel stated that there was discussion in previous meetings that they couldn't find anyone to do the job part-time and also stated that there is more work involved that what a part-time position could handle. He explained the reason for the need of a full-time position. He thought they were all looking at making this a full-time position. He's not opposed to changing it back but wanted Councilman Kusnierz to understand why it was put to full-time. Councilman Kusnierz apologized for not being at that budget workshop or if he was, he asked to have it put in tentatively. He did suggest that it be revisited. He stated, his concern is that there have been continued issues, for as long as he's been with the Town, in that office. He stated that if the Town is going to create a full-time position, with 50% to that office and 50% to another office, he feels the issue is going to be ten thousand times worse. Councilwoman LeClair stated that she doesn't see it being 50/50. She stated that she doesn't think Kathy would be spending 50% of her time doing in house role of Assistant Building Inspector. Councilwoman LeClair thought that part of the reason they would put on a full-time person was to allow Kathy to spend time doing some of the Assistant Building Inspector duties. The Supervisor stated that Kathy's job is to assist people when they come in for a permit and her title is Clerk, not Assistant Building Inspector. Councilman VanTassel stated that they weren't changing any job titles. They thought that if there were a part-time person who was assisting in the Building Department, it would free Kathy up to help out in that Department. The Supervisor stated that the Assessor is trying to get her tax rolls together and Councilman VanTassel stated that she's behind in her field work. Councilman VanTassel asked if they should put this back to part-time just to put this at rest. He did comment that it wouldn't help if the Assessor is looking to retire. He stated that they keep talking about contingency and they won't have enough if they're talking about two full-time people. It was decided to keep the position as part-time at \$13,795.00.

The Supervisor left the meeting.

The next topic was the position of Highway Clerk. Ms. Thibodeau stated that if they were going to make the position full-time, they would need to add \$28,422.00 to the General Fund and they would need to know how to split it. She didn't feel she should be paid under Highway. The Supervisor was looking to use sales tax money to fund this position and Ms. Thibodeau told him that he couldn't. Councilwoman LeClair stated that if Ms. Thibodeau speaks with the State and they tell her it can't be done, then she's behind her.

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Councilman VanTassel stated that he would go with the opinion of the Comptroller unless someone can prove that the position can be paid otherwise. Councilman Kusnierz agreed but stated that he has a concern of the impact on the Village residents. He stated that they are part of the Town and feels that there's been no consideration with some of the changes that have been made and how it affects them. He stated that you can justify a full-time position and in actuality she's already getting full-time pay. He stated that was an issue. Ms. Thibodeau stated that she had spoken with Judy Dahoda and she said it was ok to occasionally go over the part-time hours but not consistently. Ms. Dahoda stated that you could hire another part-time person. Councilman VanTassel stated that from feedback, he's hearing that the Highway Clerk is not an average employee. Councilman Kusnierz stated that with the full-time position comes a full-time benefit package with a cost of \$28,000.00 on top of her salary, on the General Fund and he has an issue with that. Councilman Kusnierz stated that if there truly is a need down there, then there should be two part-time positions. Councilman VanTassel stated that they've entrusted the Highway Superintendent to do a job. He had a strong opinion from him as to how he feels about the position and he trusts his opinion. He stated that two part-time employees won't get you the same thing. Councilman VanTassel stated that he's supportive of the Highway Clerk being a full-time position. Councilwoman LeClair agreed with Councilman VanTassel. The position was left as full-time. Ms. Thibodeau was asked to check with the comptroller to see if the salary could be split between General Fund and Town Outside.

There was discussion regarding a part-time person to assist the Recreation Program Director. Account A7310.4. The Supervisor had removed the \$4,000.00 that was budgeted for 2016. It was agreed that they would put that line item back in the budget for 2017. Councilman Kusnierz stated that they've made several changes and he's ok with them but he will reserve judgement as there may be other changes that he would like to see after the final numbers are calculated.

Ms. Thibodeau stated that the Supervisor had put extra money in Contingent. She asked if they were going to hit that or use Fund Balance. She stated that there is \$50,000.00 budgeted and they used \$40,000.00 in 2015. She stated that she has \$18,000.00 left for this year and they started at \$30,000.00. Ms. Thibodeau stated that they can take all the Contingent for salaries next year. The conversation shifted to projected revenues for field usage. Councilwoman LeClair stated that they are steering away from in-kind services. Ms. Thibodeau stated that whenever she has a negative balance, she'll hit someone else's account before hitting Fund Balance. The Contingent Account (A1990.4) was reduced back to \$40,000.00. Ms. Thibodeau stated that she would email the Board members with numbers, once she has everything calculated.

Councilman Kusnierz stated that they've eliminated the Fire tax company, with an overall reduction in the tax rate of \$0.09/\$1,000.00. Ms. Thibodeau stated that the reduction is for residents outside the Village and that residents inside the Village will be seeing a rather large increase.

The workshop adjourned at 8:55 p.m.

Respectfully submitted,

Leeann McCabe
Town Clerk