

A budget workshop was held by the Town Board of the Town of Moreau on October 4, 2018 in the Town of Moreau Municipal Building, 351 Reynolds Road, Moreau, New York.

The Supervisor called the meeting to order at 7:00 p.m.

Town Board Members Present

Gina LeClair	Councilwoman
Alan VanTassel	Councilman
John Hogan	Councilman
Kyle Noonan	Councilman
Todd Kusnierz	Supervisor

Also Present: Jeffrey Cruz, Principal Account Clerk; Jill Bennett, Deputy Town Clerk; Reed Antis and Bridgette Martin, Town Residents.

Court: Judge, Jeff McCabe and Chief Court Clerk, Jen Miller.

Supervisor Kusnierz explained the budget process expectations, as he did with the department heads in the previous day's budget workshop. We essentially have a flat budget. The town budget has a \$0.01 per assessed value increase over last year, so a \$200,000.00 house is going to cost an additional \$2.00 in town taxes. We're right up against the Tax Cap and the Town Board is committed to not breaking thru the tax cap. The raise allows us just over \$40,000.00 from taxes to meet the needs of the 2019 budget. That's not a lot of money. The Town Board is focused on making sure the needs of our residents are met. We will stay cognizant of spending in order to remain under the tax cap.

Supervisor Kusnierz continued by saying the Town Board won't discuss salaries in detail until the end of the budget process. As department representatives you can make comments but we aren't going to hash it out tonight. There's a 2% increase built into the budget for elected officials, salary and hourly employees. Todd asked if there were any comments regarding salaries before moving on to the Court's budget.

Judge McCabe wanted it on the record that they would like to get their staff's salaries equivalent to other area courts that are doing equal productivity. Our court employees are still underpaid compared to other area courts. He's done research and has numbers for the Town Board to review. According to Judge McCabe our court is a training ground. Employees come here to train then move on to other area courts because they pay more per hour. Several recent employees have left to work in the Northumberland Court. He doesn't want to lose his amazing staff. He's asking the Town Board to carefully review all the information before deciding salaries.

Security Camera System:

For security and accountability reasons Judge McCabe thinks the Town Municipal Building needs surveillance cameras. He wants to purchase a non-audio, 16 camera system that runs 24 hours. The system must be non-audio because the Court Room is also used as a Town Board Room and closed sessions are kept off record. The court also has adolescent defendant hearings that can't be recorded. The reason he feels strongly about having cameras stems from the Active Shooter Training his clerks attended recently. Additional training is being held at the Town Hall in October. Councilman VanTassel asked if Judge McCabe had estimates for the Town Board to review. Judge McCabe said he has several estimates but they don't include installation. He believes Dave Jones and himself could install the system. The system will monitor the entrances, hallways, board room, and the court room. Areas that collect money will have cameras with zoom capabilities. He said he might be able to get the security system and new phone system paid by the JCAP funds. There have been recent problems with the Court's phone system so this is a good time to replace their old system. The new system will tie into the existing Town Hall phone system. Right now when court clerks get a phone call that needs to go to the town clerks they have to give out another phone number for the caller to use and vice versa. The new phone system would allow calls to be transferred between departments. They're looking at getting 8 phones for around \$2000.00. Judge McCabe said he needs to get a resolution from the Town Board in order to submit to JCAP for the funds.

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Supervisor Kusnierz asked Judge McCabe how much money the Court used of their 2018 budget. Judge McCabe replied \$8600.00. Judge McCabe said they reviewed the numbers and feel \$17,000.00 is a safe projection for the 2019 budget. New York State Mandatory training for Court employees becomes effective January 1, 2019. Until now the Court has sent a couple clerks for training then they've trained the rest of the clerks. Now each clerk has to attend training which could include transportation expense, hotel stays and meals. Judge McCabe was asked to breakdown expenses from 2018 he responded with the total as of 7/31/2018 was \$10,363.00. This broke down to: \$3,100.00 was used for conferences, \$1,400.00 from January to June for postage, \$30.00 for printing, \$565.00 for dues, \$17.00 for attorney's fees, manuals and periodicals \$1,445.00, Time Warner \$1,023.00, and supplies \$2,783.00. Supervisor Kusnierz requested a more current breakdown up to October 1, 2018. Supervisor Kusnierz asked the Town Board Members if they agreed with the \$17,000.00 2019 Contractual Budget for the Court. The Town Board Members responded yes as long as they receive the more current breakdown.

Jeffrey Cruz asked if the \$1,318.00 under A1110F (.2 account for Equipment) for Security Cameras was supposed to be added to the \$1,318.00 under A1110 (.2 account for Equipment) making the total for Security cameras \$2,636.00. Judge McCabe answered no, it should only be listed once. Jeffrey Cruz asked if it could be removed from A1110 (.2 account for Equipment) and the answer was yes.

Councilman VanTassel asked the court to provide estimates for the security cameras and phone system as quick as possible. He feels the \$2,000.00 is a low number for the phone system especially if they need the recording feature. Judge McCabe said if it turns out to be more they can wait until the next year. Jen Miller asked if the phone system could be installed without the recording feature then add it in the future. Councilman VanTassel said they should be able to do that.

The question was asked how much can be taken out of the JCAP Fund. Judge McCabe answered up to \$30,000.00.

Jen Miller wanted to be informed of when the Town Board was going to discuss salaries. She was under the impression she would be allowed to attend the meeting comment on her salary for 2019. Supervisor Kusnierz said the Town Board will allow the public to attend the workshop but only the Town Board Members will be discussing salaries. Jen said she has research materials of salaries in the area and across New York State. Supervisor Kusnierz said he would gladly accept her research materials and the Town Board would take them into consideration when they meet. Judge McCabe wanted to add that the Court's budget in 2013 was \$211,000.00 and their budget dropped to \$167,000 in 2018. He's hoping the Town Board will take that budget decrease into consideration when discussing his Court Clerk's salaries for 2019.

The Court's budget review ended at 7:23 p.m.

Planning/Zoning: No representative was present.

Zoning:

Supervisor Kusnierz – reviewed the 2019 requested and tentative budget and no changes were made.

Planning:

Supervisor Kusnierz – reviewed the 2019 requested and tentative budget and no changes were made.

Crandall Library: No representation was present.

Jeffrey Cruz reviewed the paperwork submitted by Crandall Library. There was a brief discussion about how their budget is statutorily set. No changes were made.

Water: Water Superintendent, Jesse Fish

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Supervisor Kusnierz opened the Water Department discussion with an explanation of the Town Board's expectations regarding the 2019 budget and an explanation of the salary discussion procedure.

Supervisor Kusnierz asked Jesse Fish if he had any comments regarding salaries before they get started and Jesse replied no.

Supervisor Kusnierz continued by saying he has a 2% increase built into the budget for salaries. He went on to say that there is also an additional \$1.00 per hour for 2 individuals in Jesse's department which will be given out when additional qualifications are met. The additional money was agreed upon by the Town Board before pre-employment discussions with these 2 individuals. That's why salary numbers show higher on the budget sheet.

The first item discussed is a new riding lawn mower and trailer. The total amount requested is \$4,000.00. A specified dollar amount will come out of each water district to make up the \$4,003.00 cost. The amounts are: Sewer I \$600.00, Water I \$453.00, Water II \$779.00, Water III \$218.00, Water IV \$866.00, Water V \$250.00, Water VI \$837.00.

The contractual amount requested is \$140,600.00, tentatively that was reduced to \$110,000.00. Per Jeffrey Cruz \$70,000.00 has been spent from the approved 2018 budget of \$156,000.00. Jesse Fish explained that nothing has broken down at the sewer plant so far in 2018. When Supervisor Kusnierz asked Jesse if \$110,000.00 would work for the 2019 Sewer I budget, Jesse said it should be ok. He keeps an extra pump at the Sewer Plant ready to be installed. Jesse explained pumps eventually wear out and the pump that's in use now has been running for 2 1/2 to 3 years. As long as we remain pro-active with the extra pump we should be ok.

Supervisor Kusnierz went through the Sewer I and each Water District's budget with no changes.

Councilwoman LeClair asked about the \$1,500.00 for water billing computer program. It was discussed in the previous workshop they were going to look into removing that expense from the Town Clerk and divide it between the different water accounts. Jeffrey confirmed that could be done.

Supervisor Kusnierz went over Revenue numbers for Sewer I and each Water District. Councilman VanTassel asked why the interest in Sewer I increased from \$1,500.00 in 2018 to \$3,000.00 in 2019. Jeffrey answered it's due to interest on CD's. Supervisor Kusnierz added Water District I should start running in the black after adding a cellular tower lease in that water district. There are also cellular tower leases in Water District II and Water District VI. Jesse Fish asked why we are collecting less for the cellular tower lease in District I than District II and District VI. Jeffrey Cruz answered, history shows it was the same in District II and District VI. The first year was lower then it increased each year.

Supervisor Kusnierz asked Jesse Fish if he had anything else he wanted to discuss regarding the tentative budget. Jesse said he had a question but it doesn't pertain to the budget.

The Water Department's budget review began at 7:30 p.m. and ended at 7:47 p.m.

Recreation Department: Working Supervisor Buildings and Grounds Dave Jones and Recreation Director, Sandy Mahoney

Supervisor Kusnierz opened the Recreation Department discussion with an explanation of the Town Board's expectations regarding the 2019 budget and an explanation of the salary discussion procedure.

Supervisor Kusnierz asked Dave Jones and Sandy Mahoney if they had any comments regarding salaries before they get started and they replied no.

Recreation Park:

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The first item discussed was a tiller for the recreation park. Dave Jones explained the new tiller would cut down on the amount of hand labor it takes to manage the fields. The Town Board members agreed to tentatively keep the tiller in the budget.

The next discussion was regarding a pick-up truck for the Recreation Department. One of the pick-up trucks (Chevy) from the Recreation Department recently failed inspection at Cardinale's Car Care. Pete Cardinale explained the truck has a loose bed, a manifold leak and brake issues. Supervisor Kusnierz said he has a new pick-up truck, for the Recreation Department, tentatively written into the 2019 budget. Dave Jones explained they're also requesting a fuel transfer tank. He explained there's already a transfer tank on their Ford pick-up but it's used for regular fuel. They also need a fuel transfer tank for diesel fuel which is filled at the Town Highway Garage. There was a discussion regarding purchasing a plow for the new truck. Dave Jones said the plow on the existing truck wouldn't fit on a new truck. He said there was nothing wrong with the old plow, and it could be liquidated. Councilman VanTassel believes the intention for the old Chevy truck is to keep it within the Recreation Park as a utility vehicle.

The next item discussed was a request to purchase (2) 5-row bleachers at a cost of \$9,490.00 each. Dave Jones said the best reason for the request is lack of seating at the softball quads. Softball is the biggest money maker at the Recreation Park and spectators have to either sit at picnic tables or bring their own chairs. There was some discussion among the Town Board members regarding use of capital improvement funds for the bleachers. Jeffrey Cruz was asked to provide balances in the 2 capital improvement funds. He said the Recreation Capital Project Fund, has a total of \$62,307.00 but \$59,268.00 is dedicated to the adaptive playground, leaving an available balance of \$3,039.00. The Town Wide Recreation Fund balance is \$168,432.00. Supervisor Kusnierz said he would rather leave the request in the budget for now and see what the final numbers are.

The next request was for 5 new trash receptacles for the Recreation Park totaling \$3,655.00. The reason for the request is the amount of recyclables that are being thrown away. Dave Jones explained there isn't a place for soda cans and bottles so people put them in the regular garbage. The new trash receptacles have 2 cans side-by-side. One side is for trash and the other is for recyclables. The new receptacles are metal so they shouldn't need replacing as often as the plastic ones they use now. The Town Board agreed to leave this in the budget.

The next item discussed is lawn fertilization. The Recreation Department has used all the \$9,000.00 fertilizer budget for 2018. So the budget was increased to \$14,000.00 for 2018. The budget includes the cost for Randy Hoffman to order and apply the fertilizer. Dave Jones doesn't have the license to order or apply the chemicals. So Randy Hoffman will be hired as a contractor.

There was a brief discussion about a new tractor for the Recreation Park. Dave Jones said they had a lot of problems this summer with mowers breaking down. They spend a lot of money on repairs. He submitted bids for the purchase of a tractor with all the attachments. Dave Jones discussed leased options but Supervisor Kusnierz said he isn't a fan of leasing. Dave Jones doesn't feel they need the tractor right now but he would like the board to start discussing it.

Youth Programs and the Beach:

A request for life jackets was discussed. According to Sandy Mahoney the beach needs \$60.00 for life jackets that will fit small children. They currently have bigger life jackets but none that will fit small children. Supervisor Kusnierz asked if there's a policy in place regarding children wearing life jackets at the beach. Sandy Mahoney said there isn't a policy, however life guards are trained to check all life jackets brought to the beach. They make sure all life jackets are Coast Guard approved. If the life jacket isn't Coast Guard approved the life guards are instructed not to let the child use it.

Miscellaneous buoys and ropes were the next items discussed. Sandy Mahoney originally requested additional ropes to add a swim lane at the beach. When they inspected the ropes and buoys at the end of the season she realized it's more important to replace about 50% of what they currently have. She added

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that safety is more important than adding a swim lane. Some sections of rope are frayed and some are being held together with zip-ties.

Cemeteries:

The American legion sent a request for the Town of Moreau to assist with purchasing American Flags for the cemeteries. Supervisor Kusnierz included the cost for the flags in the budget. Dave said he has some flags in a storage area at the Recreation Park.

The President of the Southside Cemetery approached Supervisor Kusnierz and asked if he could give them assistance taking down a couple trees. They are in a tough financial position right now and they are looking for help with the cost of tree removal. Councilman Hogan suggested also talking with the Highway Superintendent about taking down some trees at Rice Cemetery. This item isn't in the budget right now.

There was a discussion about purchasing a bagger for the John Deere mower used for cemetery maintenance. There was also a request for a walk behind trimmer. Roy has a weed trimmer but it's hard on his body to hold the trimmer for long periods of time. The Town Board agreed to add the walk behind trimmer but not the bagger.

The Recreation Department's budget review began at 7:48 p.m. and ended at 8:29 p.m.

Assessor – Assessor, Peggy Jenkins

Supervisor Kusnierz opened the Assessor's discussion with an explanation of the Town Board's expectations regarding the 2019 budget and an explanation of the salary discussion procedure.

The 2019 Legal Fee budget was set as \$285,000.00. Peggy Jenkins recently attended a conference and they discussed many changes to come in 2019 for the Assessor's office. She asked the Town Board to consider adding \$50,000.00 in the 2019 budget for special counsel. She explained that if a big company decides to move into our town an appraisal will be required with special counsel. She feels that money should be set aside. Supervisor Kusnierz agreed that \$50,000.00 needs to be added but he wants a separate line item on the budget titled Special Services. The Town Board members agreed.

Peggy shared concerns about salaries in the Assessor's office. She explained that her clerk submitted her resignation and she believes it's due to salary concerns. Peggy is concerned because she has a lot of vacation time left and she's not planning to give any time back this year. That means that the Assessor's office will be empty. Peggy requested the Town Board move quickly to hire a new clerk for her office.

The Assessor's budget review began at 8:30 p.m. and ended at 8:47 p.m.

South Glens Falls Fire Company – Represented by Nick Quinn, Brian Abare, Wayne Palmer and Ron Quinn.

Supervisor Kusnierz opened the South Glens Fire Company discussion with an explanation of the Town Board's expectations regarding the 2019 budget.

Wayne Palmer asked if the town has looked into the legalities of having a separate line item on taxes for fire protection. Wayne was sent information that stated the fire protection tax must be a separate line item in towns. Supervisor Kusnierz explained that we don't have a Fire Protection Tax listed on our tax bills. Supervisor Kusnierz believes that a Fire District must have a separate line item listed on taxes. He assured Wayne that town officials communicate regularly with the State Comptroller's Office to make sure everything remains legal.

The first item discussed was \$111,000.00 for truck payments. Wayne Palmer explained the Fire Company just purchased 2 new fire trucks. Supervisor Kusnierz asked if both truck payments were included in the

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\$111,000.00 figure. Wayne Palmer stated the dollar amount reflects 3 truck payments. Brian Abare explained they've been making payments of \$55,000.00 for an existing truck (loan will be paid off in 2026) plus \$55,000.00 for the new trucks (loans will be paid off in 15 years). Supervisor Kusnierz asked if they had both new trucks in their possession. Wayne Palmer said they have one truck in their possession and they will take delivery on the 2nd truck in 2 to 2 ½ weeks. Nick Quinn explained the reason they chose to purchase both trucks now is the price of fire trucks is rising. Both trucks needed to be replaced in the next few years. Their ladder truck is also required to be replaced in 8 years due to an age limit requirement. They made the decision to replace 2 trucks now and also put money away for the ladder truck replacement.

Supervisor Kusnierz requested a breakdown of 2018 expenditures before finalizing the 2019 budget. Wayne Palmer said that is usually sent directly to the Town of Moreau office after the year end reporting is complete. Jeffrey Cruz verified we have the paperwork.

The next item discussed was the Cancer Bill. Nick Quinn explained that as of January 1, 2019 the Fire Company is required by law to purchase insurance for each member that's been listed as an interior firefighters during the last 5 years. The firefighters that qualify will receive \$250.00 payments for the rest of their lives. The Fire Company requested \$10,000.00 from the Town of Moreau toward this expense. The cost of the insurance policy is due before it starts on January 1, 2019, however they haven't received the amount due from the insurance company yet. Supervisor Kusnierz suggested wording be added to the contract that says the town will pay what the amount due is up to \$10,000.00. The Town Board members agreed.

Councilman Hogan asked about the Utility Vehicle for \$55,000.00. Wayne Palmer answered that it's for a chief's vehicle. They ran the numbers and it is cheaper in the long run to purchase vehicles than pay to have lights and sirens installed in personal vehicles. They also plan to use the vehicle when members travel for training.

Supervisor Kusnierz asked the Fire Company representatives where they stand with the heating problems at their Reynolds Road building. Wayne Palmer said they replaced the heating unit over the Event/Meeting Room. They're still collecting bids for the heating units over the truck bays. They're hoping to use money from Kathy Marchione's grant to replace the heating unit and to fix their back parking lot.

The South Glens Falls Fire Company budget review began at 8:50 p.m. and ended at 9:25 p.m.

Moreau Emergency Squad – No representation was available.

Supervisor Kusnierz stated he put in 2% increase in the budget along with \$10,000.00 to be used toward their new building. The Moreau Emergency Squad would only receive the \$10,000.00 if they start construction on their new building. The town will hold the money until construction begins. The Town Board members decided it was a good idea to hold the money. Councilwoman LeClair shared her concern with the Moreau Emergency Squad being transparent regarding their finances. Supervisor Kusnierz offered to contact the Moreau Emergency Squad and set up an appointment so he and Councilwoman LeClair could see their books.

Supervisor Kusnierz showed concern about the pass thru procedure they have with Moreau Emergency Squad. He would like to review that procedure before the next contract is put in place.

Transfer Station – No representation was available

Supervisor Kusnierz reviewed the proposed budget. One area of discussion was to extend the hours of operation. Revenue at the Transfer Station is up since Hiram Hollow closed due to a fire. Their intent is to re-open but they keep pushing back the timeline. It's possible the town could take advantage of the increased revenue by opening our Transfer Station full days on Monday, Tuesday, Thursday, Friday and Saturday. The Transfer Station would closed on Sunday and Wednesday. Councilman VanTassel commented that extending the Transfer Station hours wouldn't increase revenue by much. Supervisor

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Kusnierz suggested they leave the increased personnel cost for the Transfer Station in the 2019 budget until Town Board members have a chance to discuss options. Councilman VanTassel asked how they came up with the \$25,000.00 increase for salaries. Jeffrey Cruz answered those figures are for 3 positions: Recycling, Compactor and Booth. He took the average hourly wage to figure the increased amount. Jeffrey said he would review his figures again to make sure they work out correctly.

Jeffrey Cruz handed out several printouts to Town Board members to add to their budget binders.

Dog Control – No representation was present

Jeffrey Cruz handed out a letter that Dog Control Officer, Dexter Baker, submitted for a compensation increase. The letter contained a breakdown of what Dexter has done over the past year and how he should be compensated. Supervisor Kusnierz recognized that the majority of Dexter's calls were located in the Village of South Glens Falls. There is a resolution passed by the Town of Moreau Board agreeing to cover Dog Control in the Village of South Glens Falls.

Lighting Districts – Supervisor Kusnierz made no changes

There was a quick discussion regarding reserve funds to use for future infrastructure updates and what funds can be used for the Recreation Department's requests. Councilwoman LeClair asked what the Sales Tax Revenue looks like for the upcoming year. Jeffrey said he's still putting numbers together but he should have them to the Town Board Members within the next couple days.

Councilwoman LeClair asked where they stand with taking payments online for the Recreation Park. Councilman VanTassel commented that online systems such as Blue Sombrero have advantages and disadvantages. The program works better for organizations that have one full-time person that enters information. Having several people entering information into the program, like we do, doesn't work as well. The advantage of Blue Sombrero is they have the capability to accept payments online. Councilwoman LeClair asked about the Town Clerk's collection program and whether that system could be modified to accept payments online for the Recreation Park. Jeffrey Cruz said he's had that conversation with the Town Clerk and there's a module in the system that can handle online payments for recreation fees but she doesn't know the details of costs involved.

Councilwoman LeClair feels it's beneficial for people on the Town Board to go to the Association of Towns. She feels there's a lot to learn there and we should support any one of the Town Board members if they are interested in attending.

The workshop was closed at 10:00pm.

Respectfully submitted,

Jill Bennett
Deputy Town Clerk

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