

**WESTERLO TOWN BOARD
WORKSHOP MEETING
OF
TUESDAY, OCTOBER 17, 2017**

The Town of Westerlo Town Board held a workshop meeting on October 17, 2017 at the Town Hall located at 933 County Route 401, Westerlo, NY. Supervisor Rapp opened the workshop at 7 PM with the Pledge of Allegiance to the Flag.

Attending were: Supervisor Richard H. Rapp
Councilman Anthony W. Sherman
Councilwoman Amie L. Burnside
Councilman William F. Bichteman Jr.
Councilman Joseph J. Boone

Also attending were: Highway Superintendent Jody Ostrander, Zoning Board member John Sefcik, Westerlo Volunteer Fire Chief Kevin Flensted, Clerk to the Supervisor Patty Boice, Clerk to the Assessor Claire Marshall, Deputy Town Clerk II Karla Weaver and approximately nine residents.

Councilman Sherman indicated all questions would be held until the end of the meeting as there is a lot to discuss tonight.

TENTATIVE BUDGET

The 2018 tentative budget was discussed line by line as follows by account number:

Budget by Actual General Fund

INCOME

1001- Real Property Taxes-no change

1090- Penalties Property Taxes-no change

1120- Non-Property Tax-(sales tax) Councilman Bichteman made an adjustment after meeting with the Supervisor, Clerk to the Supervisor and Highway Superintendent. It was decided to reduce to \$500,000 from \$550,000.

1170- Franchises- unchanged, realistic number.

1255- Clerk Fees- unchanged

2001- Parks Charges- unchanged

2110- Zoning Fees- unchanged

2115- Planning Board Fees- unchanged

2130- Refuse & Garbage Charges- increased from \$1,000 to \$1,500

2401- Interest & Earnings- same

2544- Dog Licenses- unchanged

3545- Licenses-Other- unchanged

2555- Building & Alteration Permits- even though it has been slightly higher in the past, it was agreed to leave it at \$1,500

2610- Fines & Forfeited Bail- same

2651- Sales of Recycling Refuse- unchanged

2655- Minor Sales-unchanged

2680- Insurance Recoveries- none

2701- Refunds Prior Years Expenditure- none

2705- Gifts & Donations- none
2770- Unclassified Revenues- none
3001- State Revenue Sharing- unchanged, usually runs between \$13,000- \$14,000
3005- Mortgage Tax- same
3889- State Aid- none
4089- Other- none
Income total: \$604,400

EXPENSES

Legislative

1010.1- Personal Services- Reduced from \$20,000 to \$14,500
1010.4- Contractual- same @ \$500
Total 1010- Legislative- \$15,000

Municipal Court

1110.1- Personal Services- same @ \$34,000
1110.2- Capital Outlay- none
1110.4- Contractual- same @ \$7,500. It was explained that this line budgeted for outside counsel in the event the Town Attorney is unavailable or needs to recuse herself.
Total 1110-Municipal- \$41,500

Supervisor

1220.1- Personal Services- Salaries for Supervisor and Clerk-reduced from \$61,500 to \$56,500
1220.4- Contractual- same @ \$15,000- designated for cost of grant writer
Total 1220-Supervisor- \$71,500

Auditor

1320.4-Contractual- increased \$15,000 to \$20,000 for the anticipated costs of a new accountant
Total 1320- Auditor- \$20,000

Assessment

1355.1- Personal Services- increased from \$41,000 to \$42,500 for salaries for Assessor and Clerk to the Assessor with 1.87% raise
1355.4- Contractual- same @ \$5,000 for costs of seminars and training
Total 1355- Assessment- \$47,500

Clerk

1410.1-Personal Services- increased from \$69,185 to \$71,560 for salaries for Town Clerk and both deputies with 1.87% raise and additional 10 hours for Deputy II to help cover office
1410.2-Capital Outlay- removed \$1,500 to \$0
1410.4-Contractual- same @ \$8,200 for software, supplies, conferences and training
Total 1410- Clerk-\$87,770

Law

1420.1- Personal Services- \$20,000 unchanged-Town Attorney, Aline Galgay's salary
1420.4-Contractual- unchanged @ \$2,000 for updating laws, books and manuals
Total 1420-Law \$22,000

Engineer

1440.4- reduced from \$50,000 to \$30,000 which includes engineer for repairs to highway garage

Total 1440- Engineer- \$30,000

Elections

1450.4- unchanged @ \$6,000, this figure is set by Board of Elections and is out of the town's control

Total 1450- Elections- \$6,000

Buildings

1620.1- increased from \$45,000 to \$55,000 for building repairs including the part-time employees recently hired to do these repairs.

1620.2- none

1620.4- increased from \$80,000 to \$90,000 as a best estimated for building materials for doors, toilets, stairs, painting and flooring

Total 1620-Buildings- @ \$145,000

Unallocated Insurance

1910.4- unchanged @ \$40,000-general liability policy

Total 1910- Unallocated Insurance- \$40,000

Municipal Association Due

1920.4- unchanged @ \$1,600-Association of Town's Dues

Total 1920- Municipal Association Due- \$1,600

Public Safety Administration

3010.4- unchanged @ \$1,500 and is allocated for putting up special safety/emergency signs

Total 3010- Public Safety Administration- \$1,500

Control of Dogs

3510.1- unchanged @ \$7,344- salaries for dog control officer and deputy

3510.4- unchanged @ \$1,000 for kennel fees

Total 3510- Control of Dogs- \$8,344

Safety Inspection

3620.1- \$13,770 is salary for Code Enforcement Officer and Clerk

3620.4- \$500-unchanged

Total 3620- Safety Inspection- \$14,270

Narcotic Guidance Control

4210.4- none

Total 4210- Narcotic Guidance Control- \$0

Ambulance

4540.4- County Ambulance was originally budgeted @ \$100,000 which was reduced to \$31,000.

Councilman Bichteman insisted this number needed to be verified prior to public hearing which could in fact change it dramatically. Total cost for County Ambulance is roughly \$121,000. The County

Ambulance service covers Berne, Rensselaerville, Westerlo, New Scotland and Coeymans for a total of \$1,800,000. The towns are assessed based on population at a percentage of 5.823% which comes out to \$121,000 annually for the town of Westerlo. Understanding the hardship this puts on the community, the sheriff's department has reached out to the Town and have agreed to spread the cost over a four year plan with an increase of 25% a year. That would mean the sheriff's department would have to fund 75% of \$1,800,000 the initial year. This needs to be verified.

Total 4540- Ambulance- \$31,000

Highway & Street Administration

5010.1- unchanged @ \$60,300-the accountants break this out in two sections, general and highway

5010.4- unchanged @ \$1,000

Total 5010- Highway & Street Administration-\$61,300

Garage

5132.2- none

5132.4- increased from \$3,000 to \$13,000 for roof and structural repairs for the highway garage

Total 5132-Garage- \$13,000

Street Lighting

5182.4- unchanged @ \$3,000

Total 5182- Street Lighting- \$3,000

Publicity

6410.4- unchanged @ \$500-official notices published in the Altamont Enterprise

Total 6410-Publicity- \$500

Parks

7110.1- increased from \$10,000 to \$30,000 for salary of person mowing the lawn including 1.87% raise

7110.2- unchanged @ \$20,000- for replacement of mower

7110.4- unchanged @ \$7,500 for equipment parts, hiring outside help and rental of portable toilets

Total 7110-Parks- \$57,500

Youth Program

7310.1- unchanged @ \$2,500

7310.4- unchanged @ \$1,000

Total 7310-Youth Program- \$3,500- Councilman Bichteman hopeful we will get a grant from the county but this allows them to preserve the program in case that doesn't happen.

Historian

7510.1- unchanged @ \$1,500 -salary

7510.4- unchanged @ \$250 -supplies

Total 7510-Historian- \$1,750

Celebration

7550.4- unchanged @ \$1,000

7550.41- none- Councilman Sherman explained that WESTCAC used to be the Community Activity Committee and that it wasn't an actual expense to the Town. They used to deposit their money into the

towns budget so we could have checks written out of the town's checking account. Everything was funded from the Community Activity Committee from donations or money they earned. Some of that money was used for the 200th celebration. So far, Councilman Bichteman stated we have spent \$363 of the \$1,000 and wondered if we could eliminate that money. Before removing it, Councilman Boone offered to verify that there was no money left in the account.

Total 7550-Celebration- \$1,000

Adult Recreation

7620.4- unchanged @ \$9,000- Senior Bus

Total 7620- Adult Recreation- \$9,000

Zoning

8010.1- increased from \$13,875 to \$14,875- Salary for ZBA members and Chairperson. Councilman Sherman indicated that the salaries for both ZBA and Planning are the same.

8010.4- unchanged from \$500- supplies or out of pocket expenses

Total 8010-Zoning- \$15,375

Planning

8020.1- unchanged from \$14,875- Salary for Planning Board and Chairperson

8020.2- unchanged @ \$1,000- Training and reimbursable expenses

Total 8020-Planning- \$15,875

Refuse & Garbage

8160.1- increased from \$66,500 to \$67,000- salaries for employees with 1.87% raise

8160.4- increased from \$140,000 to \$145,000- best estimate for tipping fees at the landfill. Highway Superintendent Jody Ostrander indicated tipping fee prices were going up from \$52/ton to between \$66-\$70/ton and was waiting on confirmation.

Total 8160-Refuse & Garbage- \$212,000 projected cost. This amount is going to keep increasing.

Councilman Bichteman suggested the need to review what type of items we accept into the compactor such as drywall. This should be discussed at a future workshop meeting. Councilman Boone asked Jody if there is a different rate between sheetrock and standard garbage. Jody indicated yes, the C&D garbage is a higher rate than standard garbage. The employees at the transfer station watch for excess construction debris and request that people get a dumpster from a private contractor for large amounts.

State Retirement

9010.8- decreased from \$65,000 to \$55,000- this portion represents the town, the other half is under highway.

Total 9010-State Retirement- \$55,000

Social Security

9030.8- unchanged @ \$35,100- the town has no control over this figure

Total 9030- Social Security- \$35,100

Worker's Compensation

9040.8- increased from \$30,000 to \$45,000 – the town is rated based on the amount of losses, and for the next 3 years, will experience a higher increment before it will start to go back down.

Total 9040- Worker's Compensation- \$45,000

Disability Insurance

9055.8- unchanged @ \$500- flat number based on payroll

Total 9055- Disability Insurance- \$500

Hospital/Medical Insurance

9060.8-unchanged @ \$137,000- Councilman Bichteman indicated that the town shops for best rate every year but don't yet know what that is. This will be reviewed again before finalizing.

Total 9060- Hospital/Medical Insurance- \$137,000

Total Expense for General Budget: decreased from \$1,276,899 to \$1,244,509 but does not include the changes made to the ZBA budget.

In review of the general budget, Councilman Bichteman mentioned that workman's compensation, landfill tipping fees, building maintenance and repair materials, grant writer and revenue reduction all impact the budget negatively.

Budget by Actual Highway Fund

INCOME

1001- Real Property Taxes-eliminate this item

1120- Non-Property Tax-(sales tax) - increased from \$500,000 to \$530,000

2401- Interest & Earnings- same @ \$700

2655- Minor Sales-none

2680- Insurance Recoveries- none

2701- Refunds Prior Years Expenditure- none

2770- Unclassified Revenues- none

3501-Consolidated Highway Aid- unchanged @ \$180,000 for "CHIPS"

3960- SEMA- none

4089- Other- none

5720- Statutory Bonds-none

Income total: \$710,700

EXPENSES

Maintenance of Roads

5110.1- decreased from \$185,000 to \$160,000

5110.4- unchanged @ \$125,000- materials for roads

Total 5110- Maintenance of Roads- \$285,000

Bridges

5120.4- eliminated from \$1,000 to \$0

Total 5120-Bridges- \$0

Machinery

5130.2- unchanged @ \$5,000- Councilman Bichteman stated that the year to date amount reflects the excavator that we purchased but it is financed.

5130.4- unchanged @ \$70,000- repairs for equipment

Total 5130-Machinery-\$75,000

Snow Removal

5142.1- increased from \$160,000 to \$185,000- payroll for the employees

5142.4- unchanged @ \$70,000- salt and sand costs

Total 5142- Snow Removal-\$255,000- snow is unpredictable

State Retirement

9010.8- decreased from \$85,000 to \$71,000-represents a real figure

Total 9010-State Retirement- \$71,000

Social Security

9030.8- unchanged @ \$26,400- directed by payroll

Total 9030-Social Security- \$26,400

Worker's Compensation

9040.8- increased from \$30,000 to \$45,000-Total for the town is \$90,000 but split between highway and general funds

Total 9040-Worker's Compensation-\$45,000

Disability Insurance

9055.8- unchanged @ \$500- fixed number, part of payroll

Total 9055-Disability Insurance-\$500

Hospitalization/Medical Insurance

9060.8- unchanged @ \$200,000-best estimate for insurance-will need to revisit this at a later time

Total 9060-Hospitalization/Medical Insurance-\$200,000

Other Benefits

9089.8- unchanged @ \$10,000-cost for employee uniforms, licenses, and shoes. All items the town provides.

9089- added \$20,000 for insurance and deductibles. This was previously unreported under this code, but was covered elsewhere in the budget. Since the deductibles were high, the town reimbursed employees for their deductibles-this reflects that and allows us to keep the policy prices cheaper.

Total 9089- Other Benefits-\$30,000

Statutory Install Bonds

9720.6- -unchanged @ \$55,350- Principal on Indebtedness represents the loan/repayment on the excavator and two six wheelers

9720.7- unchanged @ \$9,791- Interest on Indebtedness for the excavator and two six wheeler loans

Total 9720-Statutory Install Bonds- \$65,141

Total Expense for Highway Budget: increased from \$1,033,041 to \$1,053,041.

Budget for Library Fund

Councilman Bichteman mentioned that after reviewing the report received from the library showing a breakdown of each item, it was confirmed that the total Library budget is \$82,599.

Total Library Expense: \$82,599

Budget for Museum Fund

INCOME

1001-Real Property Taxes-The museum has provided a list of total expenses totaling \$12,500.

Total Income-\$12,500

EXPENSE

Museum-Art Gallery

7450.1-unchanged @ \$2,400-The director is paid \$200/mo for a total of \$2,400/year.

7450.4-unchanged @ \$10,100-Cost for propane, gas, electric, cable, phone, supplies, special events and building maintenance.

Total 7450-Museum-Art Gallery-\$12,500

Total Museum Expense- \$12,500

Budget Actual Fire Protection Fund

INCOME

Real Property Tax

1001-unchanged @ \$230,863- Councilman Bichteman stated that he and Councilman Sherman have a meeting tomorrow, Wednesday, 10/18/17 with Kevin and others to discuss the Fire budget but for now will let this amount stand.

Total Income-1001- Property Tax- \$230,863

EXPENSE

Fire Protection

3410-unchanged @ \$230,863

Total Expense-3410-Fire Protection- \$230,863

Total Fire Protection Expense- \$230,863

Budget Actual Ambulance Fund

INCOME

Real Property Tax

1001-unchanged @ \$100,000

Total Income-1001-Real Property Tax- \$100,000

EXPENSE

Ambulance

4540.4- unchanged @ \$100,000

Total Expense-4540-Ambulance- \$100,000

Budget of Actual Water Fund

Councilman Bichteman reported that the water budget remains the same. He was hopeful the water board would be able to pay a bit back to the town next year but at this time, was unsure of the amount. There are a lot of maintenance things that need to be done first. For the Water Budget, Councilman Bichteman just indicated total expense instead of going line by line.

Total Expenses-Actual Water Fund-\$73,000

Budget for Actual Lighting Fund

Councilman Bichteman announced the Lighting fund is what it is and only discussed total expense.

EXPENSE

Street Lighting- this will decrease per Councilman Bichteman as the bulbs are changed out

Total Expense-5182-Street Lighting-\$7,268

REVIEW OF 2018 TENTATIVE BUDGET

The board reviewed the cover sheet of the 2018 Tentative Budget. Councilman Bichteman stated that the figures would change slightly based on the alterations made this evening on Zoning for a difference of \$4,875 which will be added to the general fund.

General Fund

Appropriations- decreased from \$1,276,899 to \$1,249,384 which includes the \$4,875 increase for Zoning.

Estimated Revenues- decreased from \$651,900 to \$602,400

Appropriated Fund Balance- \$130,000

2018 Tax Levy- was \$494,999 but will increase by \$4,875 for Zoning.

Highway Fund

Appropriations-increase from \$1,033,041 to \$1,053,041

Estimated Revenue- increase from \$680,700 to \$710,700

2018 Tax Levy- increase from \$494,999 to \$512,109

Over cap by \$9,817

As a review of the budget, Councilman Bichteman hoped that the Fire Department will forgo the \$5,000 increase this year and potentially give back some of the \$12,000 budgeted for engineering. Some things are unable to be changed such as tipping fees. He does not anticipate the State Insurance or Social Security to go down. Maintenance on the building is the only area that can be adjusted. It was suggested to cut back the town hall renovation budget of \$90,000 to \$80,000 and later agreed upon. Councilman Boone suggested also reviewing the highway garage budget. Councilman Bichteman is hopeful that the

Fire Co. will also help to reduce the budget this year. The Ambulance budget is a concern and needs to be verified and unfortunately is set by the county and non-negotiable.

PUBLIC COMMENT

A resident suggested looking into other insurance companies for Workman's Compensation to get the best rate.

Another resident asked for clarification on Account 1440-Engineer which was reduced to \$30,000 as confirmed by Councilman Bichteman. She also inquired if the Community Activity Committee was still active. Councilman Sherman indicated at this time they are not and Councilman Boone was going to look into if there were still funds in that account. It was also suggested by the resident to cut raises.

A resident asked about Ambulance fees charged to insurance companies and where the money goes. Another resident responded that they soft bill. He commented that the ambulance company submits the bill to the insurance company and if payment is not given, they won't seek payment from the insured. They do supplement their income through soft billing though.

A resident inquired about the amount of cash reserve that the town has. She wants to know how much leeway the town has as far as covering expenses that are unexpected. Councilman Bichteman stated that at the end of last year there was \$150,000 cash reserve and \$130,000 was applied to this year's budget.

ZBA member John Sefcik asked about how the website gets billed. Deputy Town Clerk II Karla Weaver believed it was billed to buildings or if we knew which department it went to it would be coded for that account but would need to verify.

It was suggested switching to solar street lights to reduce cost. Another resident suggested using different bulbs. Supervisor Rapp stated the street lights are in the process of being replaced with LED. This is at the expense of the power company.

A resident inquired as to when the budget would be available with these changes and why it's not given more time to review. Councilman Bichteman stated some things are out of the town's control as far as time and was unsure when it would be available as it comes from the accountant. Another resident stated other towns start reviewing the budget sooner than we do.

There being no further business to discuss, Councilman Bichteman made a motion to adjourn the meeting, seconded by Councilman Sherman, all in favor motion carried. Meeting adjourned at 8:41pm.

Respectfully submitted,

Karla J. Weaver
Deputy Town Clerk II