

DATE: OCTOBER 16, 2019

KIND OF MEETING: BUDGET

WHERE HELD: SCHODACK TOWN HALL

CLERK: DEBRA L. CURTIS

PRESIDING OFFICER: DAVID B. HARRIS

MEMBERS PRESENT: JAMES E. BULT
MICHAEL KENNEY
SCOTT SWARTZ
TRACY REX

MEMBERS ABSENT:

ATTORNEY:

COMPTROLLER:

OTHERS:

PAUL HARTER
JOSEPH BELARDO, CHIEF OF POLICE
DAWNE KELLY, CONFIDENTIAL SECRETARY TO THE
SUPERVISOR
NADINE FUDA, DIRECTOR OF PLANNING & ZONING
THE HONORABLE PAUL PETER, TOWN JUSTICE
THE HONORABLE RYAN MULLAHY, TOWN JUSTICE

S. Harris called the October 16, 2019 Budget Meeting to order at 6:03 p.m. with the pledge of allegiance and dispensed with roll call. All present as noted above.

Police

A3120.2 Police Equipment: Chief Belardo said he was requesting to use capital reserve funds to purchase a new police car for 2020. He noted it would be the same price as the vehicle purchased earlier in the year and hoped to obtain a 2019 leftover. He explained a reduction was made for the copier, computer, printers and software line, decreasing the total requests for 2020 by \$250.00. S. Harris asked if any other equipment was needed for 2020. Chief Belardo said they would need new vests for some of the officers but would not be purchasing new Tasers. He stated no funds were requested for the vests as a federal grant assists with the cost along with money from forfeitures.

A3120.4 Police Contractual: Chief Belardo said he was able to reduce his request for a few line items such as office supplies, water services, printing, and National Grid. His goal was to have the requests reflect the actual amounts spent each year. All other items were steady. S. Harris noted there was no increase for postage and questioned if there would be a sufficient amount to account for the new discovery rules. Chief Belardo said he currently used less than half budgeted and with the information under discovery being electronic, he did not foresee a need to increase the line. He added that under the rules, they would be required to obtain three points of contact for an individual and felt most information would be sent by email. C. Bult asked how the purchasing of uniforms from the local Army Navy store was going. Chief Belardo said the experience has been good since new management had taken over. He noted the first year was expensive as they had to replace many

uniforms and obtain uniforms for new hires. He was happy to announce that their expenses for 2019 were substantially less. C. Rex asked what the condition of the police station was and if a fund had been created for building maintenance or repairs. Chief Belardo said there were no leaks in the roof and other than the septic system grinder issues, for an older building, it was fine. P. Harter added that there had not been a capital reserve fund established for the police station.

A3120.1 Police Personnel: Chief Belardo said he was requesting to add a non-union Administrative Assistant to assist with clerical work and the new discovery regulations. He added the job description for the position was created by S. Harris and Kerrie Joiner, Human Resources Manager. C. Bult asked if the position would be five days per week. Chief Belardo said yes and explained that the dispatcher currently does clerical work on top of her regular duties. With the dispatcher out due to an injury, he has had to take on her duties. As a union employee, he said he could not replace her and added that their police department was the only one in the area without an Administrative Assistant. C. Bult asked if there would be any conflict with the union. Chief Belardo said no. C. Swartz asked, by hiring an Administrative Assistant, how much work would be taken away from the dispatcher. Chief Belardo said a fair amount of work would be taken from her; however, there would still be plenty of work such as manning the desk and answering the phone. The Administrative Assistant would be stationed at a desk as to not be interrupted. C. Bult asked what the salary would be for the position. Chief Belardo asked for it to be in the mid-thirties, which is comparable to a town hall employee. C. Bult asked, if \$35,000.00 was added to A3120.1, what affect that would have on the tax cap. P. Harter explained that they were close to the cap and suggested use of the fund balance for the position. C. Swartz noticed that there was not a number listed for the total salaries at the police department. P. Harter said the salary for eleven full time police officers, two new police officers, a dispatcher, part time officers, comp time, overtime and the cleaner totaled \$1,125,326.00. Chief Belardo explained an analysis had been conducted for the amount of overtime earned and it was determined that by hiring two new full time officers, the overtime would decrease and the potential for going to twenty-four hours would be possible. He added that the two new officers would help with shift coverage especially on weekends as well as assist with any additional calls due to Amazon. In order to keep funding requests low and show he was being fiscally conservative, the new officers would be hired in July of 2020. C. Kenney inquired about how many officers would be needed to operate twenty-four hours. Chief Belardo said fourteen which meant a need to hire four more officers. S. Harris asked what the status of the part time officers was. Chief Belardo stated that many had resigned and they, currently, only had four. C. Swartz said he had observed Detective Thomas conducting traffic stops in the mornings and asked for a status on the amount of overtime he was earning. Chief Belardo said Detective Thomas was earning very little overtime. As for him conducting traffic stops, Chief Belardo explained a grant was obtained from the government for traffic safety which he performs between 5:00 a.m. and 8:00 a.m.

A3410 Fire Investigation: Chief Belardo said he had not budgeted funds for the Falls Motel as all who attend training would be staying on campus at no cost. C. Kenney asked why \$1,250.00 was under that line item. Chief Belardo said he was not sure and would need to look into it. S. Harris said he had spoken to Stuart McKnight about the condition of the fire investigation van and he informed him that the van was having many mechanical issues and was in need of replacement. He had contacted the NYPD as they occasionally sell

their surplus vans; however, they were not selling any at this time.

Planning/Zoning

B8010.4 Zoning Contractual: N. Fuda said she was once again requesting \$20,000.00 for a Generic Environmental Impact Statement (GEIS) study or water/sewer study. She noted funds were still available from engineering that could be encumbered for that use as well. She said a complete GEIS would be added revenue for the town as well as help with projects coming to the Route 9 corridor.

B8010.1 Zoning Personnel: N. Fuda said a memo had been received from the Human Resources Manager stating that she was not eligible for comp time for attending the zoning board of appeals meetings.

B8020.4 Planning Contractual: N. Fuda explained a request was added to her budget to complete a Standard Operating Procedure (SOP) for highway. She said an SOP had been done previously for the MS-4 program and felt it would be helpful at the highway garage in the event the Superintendent was not available. The plan would be completed by Laberge and include duties such as installation of culverts, ordering of salt in the winter and any other day to day duties. Laberge would work with K. Holmes to ensure that the SOP was fully functional. She added that the SOP would fall under the requirements of MS-4. S. Harris mentioned that nothing had been budgeted for Freedom of Information Law (FOIL) requests and with many coming into the office, he wondered why. The town clerk explained that under FOIL, if copies are made, a charge of \$.25 per page could be assessed; however, when an individual requests documents for be scanned, the town is not able to charge until after two hours of work. Thereafter, the requestor can be charged the lowest paid salary per hour of a worker who can complete the task.

Justice Court

A1110.1 & .4 Justice Court Contractual: Judge Peter asked the status for hiring a new court officer. S. Harris said the position had been posted and they were working to fill it as soon as possible. S. Harris said the board had spoken to Chief Belardo regarding the new Discovery Regulations with respect to a potential increase in postage costs and asked if the court had planned accordingly. Judge Peter said they would wait until the regulations took effect to make any changes. Judge Mullahy said there were currently more than seventy cases that require an appearance certificate be sent. S. Harris mentioned emails could be obtained which would keep costs low. Judge Peter said there would be an option for individuals to select how they preferred to be notified but they were unsure of how that would affect the office. C. Bult asked if additional court dates would be needed to accommodate for more tickets. Both Judges said there would be potential. S. Harris said the court was always busy when he would stop to observe them and asked if additional staff would be needed. Judge Peter said yes. Judge Mullahy stated that the Schodack Court was ranked in the top fifteen for courts in the state and noted that the Senior Clerk, who performs a large portion of the work in the court, may soon be looking to retire. He felt a plan was needed for her replacement as to ensure a smooth transition. He said he and Judge Peter would leave the decision to the board for a succession plan for hiring. Judge Peter asked that the salary be competitive to attract a good candidate. He added that in the

past, the salary of the judges and receiver of taxes were fairly comparable; however, a change occurred and their job has become more demanding. He asked the board to consider an increase to reflect the late hours and holidays that are covered by them. Both Judges thanked the board for their consideration.

Open Discussion

DB5130 Machinery: The town clerk explained a miscommunication had occurred for the added insurance premium budgeted for 2020. She noted that she normally calculates the amount needed based on the increase projected by their insurance broker; however, the amount was also calculated by Ken Holmes. She said the amount was \$145.00 less than her request but felt that the \$7,200.00 projected by Mr. Holmes would be adequate.

Determination: No change was made to DB5130.

A1620.1 & .4 Buildings: C. Kenney asked what the \$51,200.00 projected for roof repair was based on. D. Kelly said the amount was based on the proposal that they had received from the Garland Company. C. Kenney inquired if the \$10,000.00 for security cameras for 2019 had been encumbered. P. Harter said no and unless there was a contract or invoice, the funds would go into the fund balance instead. C. Bult asked if the \$1,036.00 was for Dan Garvansites for snow removal. P. Harter said yes.

A7110 Parks: C. Kenney noted the crudeness of the worksheet for the park budget and asked what the total for contractual was. P. Harter said \$9,860.00. C. Kenney recommended a conversation be had with Dan Garvansites as the requests seem to be out of line. He especially could not understand why a second porta-potty was needed. C. Bult agreed. He said the requests were not justified and with an increase across the board. He added that it was not necessary to purchase a forty-eight inch lawn tractor for the park. He felt the grounds crew could take over the mowing. C. Swartz said that when the tractor was originally proposed, Mr. Garvansites was asked to look into pricing from other manufacturers; however, that had not been done. He noted there was nothing budgeted for a new tractor for 2020.

B8160 Household Hazardous Waste: C. Kenney said he thought the plan for the hazardous waste day was to hold one every other year but he saw nothing budgeted. D. Kelly said she regularly received calls from residents asking when the next one would be held. C. Kenney recommended speaking to B. Goodall about hosting one in 2021.

ADJOURNMENT

As there was no further business before the Board, C. Kenney made a motion to adjourn the 10/16/2019 Town Board meeting at 8:39 p.m., seconded by C. Bult, with all voting in favor. Meeting adjourned.

Respectfully Submitted,

Debra L. Curtis
Schodack Town Clerk