

DATE: OCTOBER 17, 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
TRACEY REX

MEMBERS ABSENT:

ATTORNEY:

COMPTROLLER: PAUL HARTER

OTHERS:

S. Harris called the October 17, 2019 Budget Meeting to order at 6:00 p.m. and dispensed with the pledge of allegiance and roll call. All present as noted above.

Board Discussion

A1220.4 Supervisor Contractual: C. Kenney inquired why \$1,200.00 was budgeted for both telephone and Verizon. P. Harter stated that the previous Supervisor had requested line items be more generic and he noted that actuals for Verizon could be found from 2016 to 2017 but in 2018, the funds went to telephone exclusively. He felt it was an error and accidentally budgeted twice. **Determination: It was the consensus of the board to remove \$1,200.00 from A1220.4 for Verizon.**

A1680.4 Central Data Processing Contractual: C. Kenney asked for an explanation of the Microsoft Office exchange increase. The town clerk explained that Microsoft Office 2010 would no longer be supported in 2020 and rather than pay an upfront charge of \$339.00 per license, an option was to pay a yearly subscription of \$135.60, which would be an increase of \$86.00 per license, with a breakeven cost achieved in four years.

A3510.1 Dog Control Personnel: C. Kenney asked why the salary for the Dog Control Officer was not included in the budget request. P. Harter noted that was a typo and said it should be \$15,684.00.

A8030.4 Research Contractual: C. Kenney asked for clarification regarding the \$50,000.00 funding request for A8030.4. S. Harris said Laberge would conduct a feasibility study for the town hall to assess any improvements or repairs needed. He noted the \$50,000.00 would cover the highest amount quoted by Laberge which could include moving the Police Department into the town hall. C. Swartz felt it was better to assess the feasibility of moving the Police rather than building a new complex. C. Kenney stated that until the old town hall site was sold and the proceeds went to reducing the debt for the current town hall,

he felt they would not be able to consider moving out for ten to fifteen years. The only exception would be if there was interest in the building. P. Harter added that they currently owed \$825,000.00 for the town hall. S. Harris said the study would also examine an upgrade to the heating and cooling system along with repairing the roof. C. Kenney said more information was needed regarding the study as the elevator also needed to be considered. He asked that the rest of the board be consulted before any funds were spent.

B3620.4 Safety Inspections Contractual: C. Kenney asked why a tablet was needed for the code enforcement officer. P. Harter explained Joe Tremblay, Building Inspector, authorized the purchase of a tablet with a data plan for use in the field which connects to his computer in the office along with the IPS program. This allows him to access building department files and upload images. He was requesting to purchase a second tablet for Gary Ziegler, Part-time Building Inspector. C. Swartz noted the photos taken in the field would be time stamped creating an electronic paper trail. C. Kenney asked why \$1,000.00 was being requested for clothing reimbursement when the actuals showed little used each year. P. Harter said in the Personnel Policies and Procedures Manual, each Building Inspector is allotted \$500.00 for clothing reimbursement. C. Kenney asked if both inspectors were being reimbursed for their cell phones as he thought only the department head was reimbursed. P. Harter said a list had been given to the board previously to approve who received reimbursement. He noted both inspectors were listed. C. Swartz said, in the event both were out on calls, they might need to use their phones for town purposes.

Ambulance Districts: C. Kenney said he noticed that Nassau Ambulance had been steadily increasing their funding requests since 2016 and asked why. P. Harter noted an increase of \$5,000.00 had been requested every two years. C. Kenney noticed a decrease in the LOSAP program and asked for clarification. P. Harter said he had originally included the administration fee but was informed that it was not necessary and was able to reduce the line to \$14,000.00.

A7110.4 Parks Contractual: C. Bult said he had met with K. Holmes who informed him that he had offered to assist D. Garvansites with his budget but received no response. He noted it was discussed about the grounds crew mowing the ballfields instead of mowing around the pavilion, leaving it to the park workers. C. Swartz asked if crusher run for the road could be taken out of parkland funds. P. Harter said those funds could only be used for capital improvements such as a new Pavilion. C. Kenney asked if the funds could be used for a new trail or expansion of the current trail. P. Harter said he did not believe so. C. Bult recommended, with the highway maintaining the park road, reducing the amount for crusher run. P. Harter added that the A fund should be reimbursing the B/DB funds for labor and costs of materials; however, nothing had been billed for 2019. C. Kenney asked what was classified as hardware and parts. P. Harter said that this, once again, went back to the previous supervisor and explained any generic purchase from True Value or Ace Hardware was included. C. Kenney felt that Albany Steel and Curtis Lumber were most likely included under hardware and parts and recommended removing the funds. C. Swartz felt it was not necessary for a second Portable Toilet and recommended removing it. C. Rex asked what the fuel was used for. P. Harter said for fueling the Kubota. C. Kenney said the actuals were in line with the \$500.00 requested in 2019 and recommended reducing the line. C.

Kenney asked if a landline telephone was still used at the park. The town clerk said yes. C. Bult said in the past, not everyone had a cell phone making the landline necessary; however, that is no longer the case. C. Swartz and C. Kenney recommended removing the landline telephone. C. Bult asked if D. Garvansites submits a mileage log and how often it is submitted. P. Harter noted all travel must be proven and should be submitted monthly; however, it can be submitted anytime in the fiscal year. S. Harris said the mileage requirements should be in the Personnel Policies and Procedures Manual. P. Harter said only the IRS reimbursement rate was in the manual. C. Kenney recommended reviewing the policy and informing Mr. Garvansites that if he had any requests for reimbursement, to get them submitted or potentially lose them. He felt this should be applicable to all employees. With regard to National Grid, C. Kenney asked why there was an increase. P. Harter said it was due to an increase in rentals at the pavilion. The town clerk said rentals are from dawn to dusk with no need for lights to be used. **Determination: It was the consensus of board to remove \$700.00 from road maintenance, \$1,000.00 from Mountain Top Portable Toilets, \$200.00 from fuel, \$450.00 from telephone, \$200.00 from Albany Steel and \$200.00 from Curtis Lumber. The contractual request from A7110.4 was reduced from \$9,860.00 to \$7,110.00.**

Executive Session

C. Bult made a motion to enter into Executive Session at 7:12 p.m. to discuss appointments and proposed salary structures. Seconded by C. Kenney.

5 Ayes 0 Noes. **MOTION CARRIED.** Ayes –J. Bult, M. Kenney, S. Swartz, T. Rex, D. Harris. Noes – 0.

C. Kenney made a motion to adjourn the Executive Session at 9:24 p.m., seconded by C. Bult.

5 Ayes 0 Noes. **MOTION CARRIED.** Ayes –J. Bult, M. Kenney, S. Swartz, T. Rex, D. Harris. Noes – 0.

ADJOURNMENT

As there was no further business before the Board, C. Rex made a motion to adjourn the 10/17/2019 Town Board meeting at 9:24 p.m., seconded by C. Swartz, with all voting in favor. Meeting adjourned.

Respectfully Submitted,

Debra L. Curtis
Schodack Town Clerk

**THIS
PAGE
INTENTIONALLY
LEFT
BLANK**