

SPECIAL MEETING OF THE VILLAGE OF PORT HENRY
BOARD OF TRUSTEES

LOCATION: MUNICIPAL BUILDING, 4303 MAIN STREET
PORT HENRY, NY 12974

DATE: MARCH 19, 2012

TIME: 6:30 PM

PRESENT: Mayor Guerin, Trustees McDonough, Brassard, Rich, Viestenz, Deputy Superintendent of Water and Streets; John Tromblee, and Treasurer Jurkiewicz.

ATTENDANCE: Jackie Viestenz and Jack Sheldon

Mayor Guerin called the meeting to order at 6:32 pm, followed by the salute to the flag.

The purpose of this Special Meeting was to review the preliminary budget for the fiscal year ending on May 31, 2013. A copy of the tentative expense budget for the year June 1, 2012 through May 31, 2013 is on file in the Village Clerk's office and will remain open to the public for inspection during regular office hours. The copy on file will be revised as changes are made to the proposed budget.

Mayor Guerin noted that there was no public comment period for the meeting. The public will be given the opportunity to comment on the proposed budget at the public hearing in April. The date for the public hearing has not been determined.

The Treasurer provided the Board with a list of discussion points for the budget for each of the four funds. It was noted that labor expenses will be increasing 3% in accordance with the labor contract; the NYS retirement expense will be increasing 16.8%; health insurance rates are projected to increase an average of 15%, depending on the plan; liability insurance expense will increase by 4%; and worker's compensation insurance is estimated to increase by 8-10%. These increases will apply to all funds. Non-discretionary items account for over 30% of the proposed General Fund budget.

Mayor Guerin then led the Board through the discussion of expense items for the General Fund. The contract expense for the Treasurer includes an increase of \$1,500 to upgrade the accounting software. The company that provides technical support for the current software may not be willing to do so for much longer. In total, the upgrade would cost \$24,000 over 5 years, if we go with the current vendor. After some discussion, it was agreed to postpone upgrading at this time and to investigate other possible options over the next year. The Board then discussed the increase in legal expense for next year. It was decided to leave the increase in the budget for now.

Jim Wojewodzic entered the meeting at 6:45 pm.

The increase in expenses for Building Contractual was discussed next. The Treasurer pointed out that the increase in expenses includes repairs to the roof of the Village Hall and a new printer/scanner/fax machine to replace the existing equipment. No decision was made regarding repairs to the roof. It was agreed to explore the option of replacing the current copier with a copier/printer/fax/scanner combination.

After some discussion, it was decided to decrease the expenses for the Code Enforcement Officer position by \$2,000 to reflect the current experience.

Jim Wojewodzic left the meeting at 7:15 pm.

The Fire Chief has requested monies be added to the equipment budget for two Self Contained Breathing Apparatus, at an approximate cost of \$6,600 each. After some discussion, it was decided to postpone a decision on this item until the next meeting.

The next topic of discussion was the request by John Tromblee to replace the loader for the DPW. Mr. Tromblee indicated that the loader is 19 years old, and requires numerous repairs. Due to the problems after the spring storms and Hurricane Irene, the DPW and Essex County personnel were unable to do paving in the Village in the summer and fall of 2011. Mr. Tromblee stated that NYS is willing to rollover the CHIPS money from the current fiscal year into next year. The State is willing to allow us to utilize those funds toward the purchase of a loader. Therefore, it will have no impact on the Village budget and property tax levy for FYE 2013. Mr. Tromblee has also requested the Village purchase a generator and transfer switch for the shop area and the office. It was agreed by the Board to investigate making that purchase in the current fiscal year.

The expenses associated with the Campground/Recreation area were discussed next. There are funds included in the proposed budget for a part-time maintenance person at the campground during the season and for DPW labor to assist with the pump outs. The Board agreed to leave those funds in the budget for now. Once a new campground manager is hired, it may be possible to reduce those expenses or utilize them in other areas of the campground. The Board discussed the possibility of not setting aside \$75 per seasonal camper in the Capital Improvement Reserve, but to use the funds to increase Village revenue for the coming fiscal year. This topic will be discussed further at the budget workshops on revenue.

The Debt Services Charges were reviewed next. These amounts are in accordance with the payment schedules for the outstanding Village debts and are non-discretionary. The Treasurer noted that the increases are due in part to the debts associated with the Campground Restoration Project and the Budget Note taken out due to the cash flow shortage earlier this year. After discussion, the Board agreed to use the funds received from FEMA and SEMO, for reimbursement of Village expenses incurred for the spring 2011 storm damages, to help pay off the Budget note debts.

The Expenses for the Water Fund were reviewed next. The project to replace the water meters throughout the Village was discussed. John Tromblee indicated that the Village may be able to obtain a grant to pay for some, if not all, the meters. The Village would then be responsible for the installation charges. The Village may need to join with another community in order to obtain the grant funding.

The Chief Water Operator, Chip Perry, has requested a Watson Marlow chemical pump and a pick up truck to replace the existing 1998 truck used by the Water Department and the Wastewater Treatment Department. The cost of the truck would be shared with the Joint Activity Fund. If it is agreed to purchase the truck, the debt expense associated with the purchase would not be incurred until the following year's budget, FYE 2014. It was agreed to postpone a decision on the truck until after the Joint Activity Fund expenses are discussed. It was noted that the Transmission and Distribution Equipment expenses include the replacement of one fire hydrant and repairs to others, for a total of \$5,000.

As mentioned in the discussions for the General Fund, the Employee Benefits and Debt Services expenses for the Water Fund are non-discretionary.

The Expenses for the Sewer Fund were then reviewed. The Sanitary Sewer Contractual expenses include the charges for the hook-up for the Velez Marine project. After some discussion, it was agreed to use the reserve set up in the Sewer Fund, for another project, to cover the expenses of the Marine hook-up. The Sewage Treatment expenses are the Village share of the Joint Activity Sewer Accounts and will be revised as changes are made to the Joint Account.

As with the General and the Water Funds, the Employee Benefits and Debt Services expenses are non-discretionary. The proposed Sewer budget includes expenses for interfund transfers to clear an outstanding item on the Capital Funds balance sheet.

The Board agreed to review and discuss the expenses for the Joint Activity Fund at the next budget workshop.

The next budget workshop is scheduled for Monday, March 26, 2012 at 6:30 pm at the Village Hall.

Motion was made by Trustee Brassard, seconded by Trustee Rich to adjourn the Special Meeting at 9:10 pm. Yes; Mayor Guerin, Trustees McDonough, Brassard, Rich, and Viestenz. No; none. Motion carried.

Special Meeting Adjourned.

Village Treasurer