

SPECIAL MEETING OF THE VILLAGE OF PORT HENRY
BOARD OF TRUSTEES

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

DATE: APRIL 3, 2013

TIME: 6:45 PM

PRESENT: Trustees McDonough, Brassard, Rich, and Sheldon, Treasurer Law-Davenport and Fire Chief Hughes

ATTENDANCE: John and Jackie Viestenz; Janelle Jurkiewicz

Deputy Mayor Sheldon called the meeting to order at 6:48 pm, followed by the salute to the flag.

The purpose of this Special Meeting was to continue the review of the preliminary budget for the fiscal year ending on May 31, 2014. A copy of the tentative budget for year June 1, 2013 through May 31, 2014 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.

The first topic of discussion was the required periods for submission of the budget. It was decided that the third budget workshop scheduled for April 15 would be changed to April 10 and the Public Hearing on the budget would then be held on April 15.

The Treasurer began with a review of the proposed budget expenditures that needed further discussion. The issue of the current accounting software was discussed. The Treasurer reported that she received word from our accounting software advisor, Sue Southworth. Sue reported that the software company KVS will continue to support our accounting software EOS. The cost of upgrading to KVS is approximately \$26,000. As EOS continues to be supported by KVS, the Board did not propose an accounting software upgrade at this time.

The budget for the Village office Printer/Scanner/Fax was discussed. The Board agreed to get further information from Lockrow's as to the cost of upgrading to an all-in-one machine.

Mayor Guerin entered the meeting at 7:07 pm.

The next discussion item was the Fire Department budget. It was noted that, at the last budget meeting, the Mayor requested a written financial statement for the volunteer fire department. As the Fire Chief was not present, the discussion was tabled as to the proposed \$34,000 increase for Equipment.

Fire Chief Hughes entered the meeting at 7:22 pm.

The discussion of the Fire Department budget was continued. The Mayor suggested that the Village and the Volunteer Fire Department association share the costs for equipment. It was agreed that the \$10,000 set aside last year for a grant match be used to purchase some of the equipment. It was noted that this must be done before the end of this year's budget. Fire Chief Hughes suggested cutting out the requested \$1,500 for gloves, the \$5,000 for the supply hose and the \$3,000 for the installation of radios. The Board also agreed to reduce the amount for the radios to \$6,000. After some further discussion, it was agreed that the Fire Department Equipment budget be decreased to \$16,000. The proposed \$2,000 increase in operations cost was approved to be offset by a decrease in the Fire Department building maintenance.

The budget for the Office Building was again re-visited. It was decided that this budget would be reduced from \$5,500 to \$3,000.

The budget review then turned to the discussion of projected revenues for the General Fund. The Board briefly reviewed the various revenues for areas other than Real Property Taxes. The expected increase in revenue for the Campground was \$3,700. Interest on taxes and Time Warner franchise fees were projected to increase by \$1,000 each. Vital statistics revenue projections were down \$250.

The next topic of discussion was the Water fund expenditures and revenues. It was noted that if money is needed for the dam, that would increase water rates. The Board decided not to increase expenses for the dam at this time. No increase will be made to the debt service charge. No Changes were made to the water rates.

There were no proposed sewer rate changes for the sewer fund. No increase will be made to the debt service charge.

The increase in revenue for the Joint Activity Fund was covered next. The increase was necessary due to the increase in the cost of expenses.

John and Jackie Viestenz left the meeting at 8:15 pm.

Discussion and review continued as to revenue, expenditures and reserve accounts.

The next topic of discussion centered on the idea of hiring a part time Laborer versus a full-time Laborer. After much discussion, it was decided that the cost should be researched further and discussed again at the next budget workshop.

Motion was made by Trustee Brassard, seconded by Trustee Sheldon to adjourn the Special Meeting at 8:46 pm. Yes; Mayor Guerin, Trustees McDonough and Rich. No; none. Motion carried.

Special Meeting adjourned.

Village Treasurer