

SPECIAL MEETING OF THE VILLAGE OF PORT HENRY  
BOARD OF TRUSTEES

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

DATE: MARCH 25, 2013

TIME: 6:00 PM

PRESENT: Mayor Guerin, Trustees McDonough and Sheldon; Chip Perry, Chief of Operations Water & Wastewater Treatment Plants, and Treasurer Law-Davenport.

Matt Brassard entered the meeting at 6:07 pm.

Staley Rich entered the meeting at 6:37 pm.

ATTENDANCE: Jackie Viestenz, John Viestenz, and Janelle Jurkiewicz.

Mayor Guerin called the meeting to order at 6:00 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, 2014. A copy of the tentative expense budget for the 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 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 2.5% in accordance with the labor contract; the NYS retirement expense will be increasing 11.7%; health insurance rates are projected to increase an average of 17%, depending on the plan; liability insurance expense will increase by 3%; and worker's compensation insurance is estimated to increase by 17%. 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 \$2,500 for two audits, which are required for the Village's receipt of FEMA funds and for receipt of the Community Development Block Grant. The accounting software upgrade may still be an issue. The Treasurer noted that we are still waiting for the software company representative to return our call regarding our current software and its future viability.

The Board then discussed and agreed to the proposed \$1294 for salary and overtime increases for Clerk Personnel Services.

The increase in expenses for Building Contractual was discussed next. The Board agreed to research the lease of a printer/scanner/copier/fax machine to begin after the current lease expires in the July 2013.

Liability Insurance reallocation was discussed. The prior reallocation was incorrectly divided between the Village and the Wastewater Treatment plant. The 3% cost increase was properly split after the June 2012-13 budget was in place.

After some discussion, it was decided that the expenses for the Code Enforcement Officer would remain unchanged at \$3,000.

The Board then began discussion about the Fire department budget. Fire Chief has requested a \$2,000 increase in operations monies and a \$24,000 increase in Contractual expenditures. The Mayor requested a written financial statement of the Fire Department's assets. After some discussion, the \$2,000 increase for Operations was approved. The Equipment budget was tabled until the requested financial statement is submitted.

Fire Chief Hughes entered the meeting at 7:00 pm.

John and Jackie Viestenz left the meeting at 7:05 pm

The next topic of discussion was the DPW Equipment budget. The Board discussed and approved the \$6,200 for the asphalt jackhammer and \$5,000 for the roller. It was noted that these are necessary items that must be on hand for repairs, especially repairs during winter months. It was also agreed that \$5,000 from the DPW Capital Reserve would be used for the purchase of Radios. A total Equipment budget of \$16,200 was approved.

The proposed community beautification expenditures of \$700 were accepted.

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 Expenses for the Water Fund were reviewed next. The Distribution Equipment budget for two new fire hydrants was approved. Purchase of a truck for use by both the Water and Wastewater Treatment plants was approved for purchase after 6/1/2013 so that payments would not begin until the following year. 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 \$2,700 reserve set up in the Sewer Fund to cover the expenses of the Marine hook-up. As with the General and the Water Funds, the Employee Benefits and Debt Services expenses are non-discretionary.

The Board reviewed expenses for the Joint Activity Fund. There were no changes made to the Engineers budget expenditures. The Liability Insurance reallocation resulted in a \$700 decrease to the Joint Activity fund. An increase of \$2,000 in Contractual expenditures was approved.

The next budget workshop is scheduled for Wednesday, April 3, 2013 at 6:30 pm at the Village Hall.

Motion was made by Trustee McDonough, seconded by Trustee Brassard to adjourn the Special Meeting at 8:37 pm. Yes; Mayor Guerin, Trustees McDonough, Brassard, Rich, and Sheldon. No; none. Motion carried.

Special Meeting Adjourned.

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Village Treasurer