

**MINUTES OF THE SPECIAL MEETING OF
THE TOWN BOARD OF THE TOWN OF NEW LEBANON
HELD ON OCTOBER 6, 2011**

Present: Margaret Robertson, Supervisor
Doug Clark, Councilmember
Bruce Baldwin, Councilmember
Karl (K.B.) Chittenden, Councilmember

Absent: Councilmember - vacant

Recording Secretary: Colleen Teal, Town Clerk

Others Present: Jeff Winestock, Highway Superintendent
Lisa Connell, Reporter for *The Chatham Courier*
Several Members of the Public

CALL TO ORDER:

The meeting was called to order at 7:00 p.m. by Supervisor Robertson.

2012 BUDGET:

Salaries and Compensation:

There was a general discussion regarding compensation increases and the board decided to hold the cost of living adjustment for most positions to 2%. The following adjustments were made to the 2012 Tentative Budget:

General Fund Appropriations:

Town Board: Personal Services (A-1010.1): no increase, reduce to \$9,760;
Justices: Personal Services: Court Clerk (A-1110.13): 2% increase, reduce to \$25,215;
Justices: Personal Services: Deputy Clerk (A-1110.14): reduce to \$3,000;
Supervisor: Personal Services (A-1220.1): 2% increase, reduce to \$8,456;
Supervisor: Personal Services: Assistant (A-1220.11): 2%, \$6,389;
Assessor: Personal Services (A-1355.1): reduce by 2% of Clerk (A-1355.11): reduce \$173 to \$22,327;
Assessor: Personal Services: Clerk (A-1355.11): 2% increase, adjust to \$8,825;
Town Clerk: Personal Services (A-141.1): 2% increase, reduce to \$34,192;
Town Clerk: Personal Services: Deputy (A-1410.11): 2% increase, reduce to \$26,323;
Police and Constable: Personal Services (A-3120.1): 0% increase, reduce to \$4,000;
Control of Dogs: Personal Services (A-3510.1): 0% increase, reduce to \$2,500;
Control of Other Animals: Personal Services (A-3520.1): 0% increase, reduce to \$2,500;
Safety Inspection (CEO): Personal Services (A-3620.1): 2% increase, reduce to \$19,380;
Safety Inspection (CEO): Personal Services: Clerk (A-3620.12): 2% increase, reduce to \$10,636;
Superintendent of Highways: Personal Services (A-5010.1): 2% increase, reduce to \$54,060;
Programs for the Aging: Personal Services (A-6772.1): maintain 2011 rate, reduce to \$824;
Parks: Personal Services (A-7110.1): 2% increase, reduce to \$12,069;
Zoning Board of Appeals: Personal Services: Clerk (A-8010.1): 2% increase, reduce to \$3,546;
Planning: Personal Services (A-8020.1): 2% increase, reduce to \$7,089;
Zoning Enforcement (ZEO): Personal Services: ZEO (A-8030.1): 2% increase, reduce to

\$19,380; and
Zoning Enforcement (ZEO): Personal Services: Clerk (A-8030.11): 2% increase, reduce to \$11,370.

Records Management:

Town Clerk Teal noted that the increase to Records Management is based on “shifting” the cost of legislative updates and annual maintenance costs associated with e-Code to this account. Historically, General Code Publisher’s bills (e-Code maintenance and updates) have been charged to the town board account (.4); central printing and mailing (A-1670.4), and central data processing (A-1680.4). As these updates are required to keep the town records up to date, it seems most appropriate to charge these expenses to records management. In 2012, the Zoning Regulations need to be updated to the Code of the Town of New Lebanon (estimated cost \$4,380). The town clerk noted that she felt this account could be reduced by \$3,500; estimates were based on averages for past years and are inherently dependent upon the amount of legislative updating in a given year. The follow adjustment to the 2012 Tentative Budget was made:

General Fund Appropriations:

Records Management: Contractual Expense (A-1460.4): reduced by \$3,500 to \$8,245.

Buildings:

There was a general discussion regarding the need for building maintenance as well as monies for the Town Hall Project. The follow adjustments to the 2012 Tentative Budget were made:

General Fund Appropriations:

Buildings: Personal Services (A-1620.4): increased from \$00 to \$3,000;

Buildings: Contractual Expense: TH Project (A-1620.42): increased from \$00 to \$50,000; and

Buildings: Contractual Expense: Clerk of the Works (A-1620.43): increased from \$00 to \$10,000.

Public Safety Administration:

There was a general discussion regarding the need for this line item. The follow adjustment to the 2012 Tentative Budget was made:

General Fund Appropriations:

Public Safety Administration: Equipment (A-3010.2): reduced to \$00; and

Public Safety Administration: Contractual Expense (A-3010.4): reduced to \$00.

Ambulance:

There was a general discussion regarding the 2% tax cap that the town is mandated to follow and the Chatham Rescue Squad’s request for a 4% increase. The board requested that the Town Supervisor talk to the Chatham Rescue Squad regarding the budgetary constraints the town is operating under this year and ask them to hold their budget to a 2% increase. The follow adjustment to the 2012 Tentative Budget was made:

General Fund Appropriations:

Ambulance: Contractual Expense (A-4540.4): 2 % increase, reduce to \$171,360.

Economic and Business Development:

There was a general discussion regarding the need to activate the account for “Other Economic Opportunity Program” for a grant application and the need to provide some funding for this item in the 2012 budget. The follow adjustment to the 2012 Tentative Budget was made:

General Fund Appropriations:

Other Economic Opportunity Programs: Contractual Expense (A-6326.4): \$5,000.

Parks:

There was a general discussion regarding the need to take care of the maintenance needs at the Park. Based on the monies in the .2 and .4 account for 2011, it was determined that no additional monies were needed in these accounts.

Employee Benefits – Social Security:

The adjustments in personal services accounts (.1) resulted in a reduction in the social security account. The follow adjustment to the 2012 Tentative Budget was made:

General Fund Appropriations:

Employee Benefits: Social Security (A-9030.8): reduced to \$29,210.

Employee Benefits – State Retirement:

The town clerk reported that the numbers received from New York State for this line item represent a 21% increase; however, based on the training attended Tuesday, only 4% of this increase is excluded from the 2% tax cap. Therefore, 4% is excluded, 2% is allowable under the limits set by the state and the remaining 15% increase must be offset by cuts in other areas of the town’s budget.

Justice Court:

There was a general discussion regarding the dysfunction of the town court and the results of the audit report noting areas of concern as well as the board’s responsibility of oversight of the court. Councilmember Clark noted that the town board needs to take control and fix the problems. There was further discussion regarding the need to have two clerks for safety and security reasons, checks and balances, vacation and sick time coverage, continuity of court activities if extended illness, etcetera. Funding two half-time clerks solved many of the problems. No adjustments were made to the tentative budget.

Other:

The board asked the clerk, with the next printing of the budget, to estimate the **2% tax cap** allowed by the new legislation, and to estimate amount of surplus/unexpended balance to be applied to the 2012 budget.

OTHER:

Smitty's Pizza, NYS Liquor Authority:

Supervisor Robertson reported that the approval process for Kevin Smith's liquor license for Smitty's Pizza was proceeding very slowly. Supervisor Robertson request board approval to submit a letter to the liquor authority on behalf of Kevin Smith and board approved the action.

ADJOURNMENT:

A motion was made by Councilmember Chittenden and seconded by Councilmember Clark to adjourn the meeting at 9:00 p.m.

Respectfully submitted,

Colleen Teal, RMC
New Lebanon Town Clerk