

**MINUTES OF THE SPECIAL MEETING (BUDGET WORKSHOP) OF  
THE TOWN BOARD OF THE TOWN OF NEW LEBANON  
HELD ON OCTOBER 19, 2015**

**Present:** Michael Benson, Supervisor  
Dan Evans, Councilmember  
Chuck Gerald, Councilmember  
Irene Hanna, Councilmember  
Matthew Larabee, Councilmember

**Recording Secretary:** Colleen Teal, Town Clerk

**Others Present:** Jeff Winestock, Highway Superintendent  
Cissy Hernandez, Building Department Administrator  
Cynthia Creech, Deputy Court/Assessor's Clerk;  
Recreation Commission, CAC, & Zoning Re-Write  
Committee Member  
Gregg Gilliland, LVPA President  
Ben Wheeler, LVPA Fire Chief  
Bob Waters, LVPA  
Ed Godfroy, LVPA  
Several members of the public

**CALL TO ORDER:**

The meeting was called to order at 6:02 p.m. by Supervisor Benson.

**2016 TENTATIVE BUDGET:**

Supervisor Benson read through the 2016 Tentative Budget; the following adjustments were made by the board:

**Page 12/19: Employee Benefits – State Retirement A-9010.8:**

Supervisor Benson noted he had plugged in estimates but he has received confirmation from the state of the 2016 numbers, the board made the following adjustments:

Page 12 – General Fund: from \$55,000 to \$47,149; and

Page 19 – Highway Fund: from \$21,000 to \$18,250.

**General Fund Appropriation (Expense) Accounts:**

**Page 3: Town Clerk A-1410:**

It was noted that line item A-1410.2 can be zeroed out, that was a computer replacement for the Clerk's Office for 2015. The Town Board adjusted line A-1410.2 to \$0.

**Page 5: Central Communications Systems A-1650.4:**

It was noted that Central Communications is the telephone and internet bills and we are running at \$8,600 every year. The Town Board adjusted A-1650.4 to \$8,600.

**Page 5: Central Printing and Mailing A-1670.4:**

It was noted this line item is running at \$5,500 annually. The Town Board adjusted A-1670.4 to \$5,500.

**Page 5: Central Data Processing A-1680:**

It was noted that Central Data Processing covers the Technology Assurance Program (TAP); Remote Backup; MalwareBytes Software Fee; AVG Antivirus Business Edition Renewal Fee; and Website Hosting for 9 computers for 2016 which were quoted at \$10,939 plus there should be money in this account for mileage and for incidentals which averages about \$150 annually. The Town Board adjusted A-1680.4 to \$11,100.

It was also noted that the IT company recommended the replacement of the print server which is used for QuickBooks as well as scanning and printing for all of the town offices through the copier/printer/scanner. The cost for this replacement is \$1,300. The Town Board adjusted A-1680.2 to \$1,300.

**Page 5: Special Items: Municipal Association Dues A-1920.4:**

It was noted that the notice from the Association of Towns shows this item will increase to \$999. The Town Board adjusted A-1920.4 to \$1,000.

**Page 7: Registrar of Vital Statistics A-4020.4:**

It was noted that this line item must match Vital Statistics Fees A-1603 (Revenue); currently A-4020.4 has \$500 and A-1603 has \$750. No adjustment was made to A-4020.4

**Page 7: Ambulance Service:**

Supervisor Benson noted that although this item is now on the County Tax Bill, the Town Board needs to approve the number and authorize the Supervisor to execute the chargeback agreement with the County. Supervisor Benson noted Chatham Rescue is asking for a 2½% increase; their funding request was \$191,931.25. The board asked for the 2015 number for Chatham Rescue. Supervisor Benson noted the 2015 number is \$187,248.85. The Town Board will come back to this.

**Pages 8: Superintendent of Highways A-5010.4:**

It was noted that this line item includes the cell phones for the Highway Staff along with the Highway Superintendent's Association dues and a reduction in this line could result in a shortage. The Town Board adjusted A-5010.4 to \$2,000.

*Supervisor Benson noted that with some of the salaries in 2014, the amount listed relates to the payroll period and when the payroll was posted not the budgeted amount. The salaries are listed on the back page of the budget.*

**Page 9: Programs for Aging A-6772.4:**

Supervisor Benson noted they did not ask for an increase so it is up to the board. The Board adjusted this line item to \$8,640 in line with what they requested.

**Page 10: Parks A-7110.4:**

Councilmember Geraldini asked why this line dropped by \$15,000; Supervisor Benson noted this is where they had put some money for the tennis courts. He noted the bids came in at \$85,000; the board does need to decide what to include in order to get the

tennis courts done. The board also discussed the Park Capital Reserve account (\$11,534); the balance in A-7110.4 after this year's bills (anticipated approximately \$19,000); and the possibility of bonding the whole amount or part of it. The Town Board noted they will come back to this item/line.

**Page 11: Zoning Enforcement (ZEO) A-8030.4:**

It was noted that this account was reduced from \$3,000 to \$2,000; the Town Board adjusted A-8030.4 back to \$3,000.

**Page 11: Refuse and Garbage A-8160.4:**

It was noted that our expense so far this year has been \$7,317.61; this line item is for the town hall dumpster and town clean-up day. The Town Board adjusted A-8160.4 from \$5,800 to \$7,500.

**Other: Conservation Advisory Council (CAC):**

It was noted that the CAC had requested \$2,500 and that request is not included in the budget. The Town Board agreed to establish an account for CAC funding and to include \$2,500.

**General Fund Revenue Accounts:**

**Page 14: Interest on Taxes A-1090:**

It was noted that this line is not used, Interest and Penalties on Real Property Taxes (A-1081) is the account being used. The Town Board zeroed out this line (A-1090).

**Page 14: Clerk Fees A-1255:**

It was noted this line item could be increased to \$3,000. The Town Board increased line A-1255 to \$3,000.

**Page 14: Vital Statistics Fees A-1603:**

It was noted that this line item is offset by Registrar of Vital Statistics A-4020.4 and whichever number is used, these two numbers need to match. The Town Board adjusted A-1603 to \$500.

**Page 15: Licenses and Permits (Permits, Other: MHPs) A-2590:**

The Town Board reduced line A-2590 to \$1,500.

**Page 15: Fines and Forfeitures (Fines and Forfeited Bail) A-2610:**

Supervisor Benson reported were at \$49,400 through the third quarter for this line item and projecting through the end of the year would put us at \$65,000 for the year. The Town Board reduced A-2610 from \$75,000 to \$65,000.

**Page 16: State Aid – Youth Programs A-3820:**

It was noted that the town receives aid from the State through the County for the Summer Youth Program; for 2015 this amount was \$800. The Town Board adjusted A-3820 to \$800.

**Highway Fund Appropriations (Expense) Accounts:**

**Page 18:**

The Town Board adjusted the following line items based on the Highway Superintendent's budget request:

General Repairs: Personal Services DA-5110.1	\$100,000;
General Repairs: Contractual Expenses DA-5110.4	\$150,000;
Machinery: Contractual Expenses DA-5130.4	\$80,000;
Snow Removal (Town Highways): Personal Services DA-5142.1	\$40,000;
Miscellaneous (Brush & Weeds): Contractual Expenses DA-5142.4	\$32,000.

The Town Board adjusted DA-9060.8 to \$40,000 based on year to date use and the fact that the Highway is currently down one employee.

The Highway Superintendent asked for funds to be included for replacing the backhoe and for Capital Project Fund (DA-9950.9) be funded for increasing the Highway Equipment Capital Reserve Fund. It was noted that the current balance in the Highway Equipment Capital Reserve Fund is zero; there is \$20,000 in the 2015 Budget that can be transferred by board resolution at the end of 2015. The Town Board determined they would come back to these items.

**Page 21: Unexpended Balance (and Page 1):**

It was noted that the current Highway Fund Unexpended Balance is only \$106,711.84; the Town Board reduced the amount of Highway Fund Unexpended Balance applied to the 2016 budget to \$25,000.

**Executive Session:**

A motion was made by Supervisor Benson, seconded by Councilmember Hanna, and approved unanimously to enter an executive session to discuss the Lebanon Valley Protective Association at 8:45 p.m.

A motion was made by Councilmember Larabee and seconded by Councilmember Evans to close the executive session and re-open the public meeting at 9:56 p.m.

**ADJOURNMENT:**

A motion was made by Councilmember Larabee and seconded by Councilmember Evans to adjourn the meeting at 9:56 p.m.

Respectfully submitted,

Colleen Teal, RMC  
New Lebanon Town Clerk