

Caroline Town Board Preliminary Budget Meeting and Public Hearing: November 7, 2017
The Town Board Preliminary Budget Meeting and Public Hearing held on November 7, 2017 at the Caroline Town Hall was called to order at 7:05 p.m. by Supervisor Mark Witmer.

Recording

Secretary: Marilou Harrington-Lawson, Town Clerk and Rebecca Jordan, Deputy Clerk

Attendance:

Mark Witmer, Supervisor
John Fracchia, Councilmember
Irene Weiser, Councilmember
Gary Reinbolt, Councilmember
Calvin Snow, Councilmember

Also present: 0 members of the public attended the meeting

Public Hearing:

Motion made by Gary and seconded by Mr. Witmer to open Public Hearing on General and Highway accounts at 7:26pm, closed on a motion made by Mr. Witmer and seconded by Irene Weiser at 7:27 PM

Motion made by Mr. Witmer and seconded by Irene to open the Public Hearing on Fire District at 7:27 PM, close on motion made by Mr. Witmer seconded by Irene at 7:27pm

Motion made by Mr. Witmer and seconded by John Fracchia to open the Streetlight Public Hearing at 7:28 PM, closed on a motion made by Mr. Witmer and seconded by Cal Snow at 7:29 PM

Budget Discussion:

2018 Preliminary Budget Summary. Wages- We kept wages up with inflation by providing a 2% cost-of-living adjustment. We have increased the Code Officer's salary by 5.1%, acknowledging increased responsibilities from code changes and Health & Safety Inspections. At October's business meeting the town board recommitted the Town of Caroline as a Living Wage Employer. Accordingly, the hourly wage rate for part-time employees was set to the new Tompkins County Living Wage of \$15.11/hr. This applied to the Supervisor's Assistant. Capital Improvements and Long-term Fiscal Planning Old Town Hall - \$30,000 was budgeted for the Town Hall Capital Reserve for painting the exterior, guttering, and a new heating/cooling system. Highway Barn - \$65,000 was budgeted for the Town Highway Barn Reserve Fund for improvements to the Highway Barn. Highway Equipment - \$115,000 was budgeted for future highway equipment Caroline Fire Protection The contracts for fire protection services for the Caroline Fire Protection District were up 2% for Speedsville Volunteer Fire Co. and 7.5% for Brooktondale Fire District. Other We added an honorarium of \$700 for the Deputy Historian. Proposed salaries of Caroline elected officials for 2018 are: Town Supervisor \$18,580 Town Councilperson \$2,296 Town Clerk \$33,137 Highway Superintendent \$63,461 Justices \$11,408 The tax levy for town tax items (General Fund, Highway Fund, Caroline Fire Protection, and Streetlights) is increased over 2017 by 1.28%, which is \$32,308 below the Tax Cap. For a \$140,000 assessment, the Preliminary

Budget will result in town taxes with the two special districts decreasing by about \$70. The changes are broken out as follows, with dollar decreases for a \$140,000 property shown in parentheses: • For General and Highway Funds combined, I have proposed using \$50,000 of Unassigned Reserves/ Fund Balance to reduce the levied amount. For the services provided by these two town-wide funds, the resulting levy increase is 1.19% (-\$65.80). • The General Fund levy increase was small at 0.29%. • A 3.53% increase in the Highway Fund levy was primarily due to additional costs for health care coverage for two new highway employees. • The Caroline Fire Protection levy increased by 3.3%, mainly due to a 7.5% increase in the Brooktondale Fire District contract (-\$3.82) • The Caroline Lighting District levy was flat (-\$0.04) We are budgeting and planning for future capital expenses and attention to maintaining a responsible amount of reserves of town funds (Unassigned "Fund Balance") for unexpected expenses. A rule of thumb is to maintain a Fund Balance of about 20% of budgeted expenditures, enough to finance town operations for about two months, for instance, in the interval between January 1st and the deposit of tax revenues. My projection for this Preliminary Budget, after applying \$50,000 of Fund Balance to reduce the tax levy, is that the Town's Unreserved Fund Balance for General and Highway Funds combined will be a healthy 25% of 2018 budgeted expenses (\$561,000).

Agenda

Salute to the Flag (7:00)

2018 Preliminary Budget Presentation and Public Hearing (Supervisor's Summary) (7:05)

Privilege of the Floor: Opportunity for citizens to bring forward matters of concern

Please be prepared to make one statement not to exceed 3 minutes in length (7:50)

Committee Reports (8:00)

Discussion and agenda items for ***FRIDAY, November 17, Town Business Meeting, 6 pm at the Caroline Town Hall*** (PLEASE NOTE SPECIAL DAY AND TIME FOR OUR NOVEMBER BUSINESS MEETING) (8:20)

Discussion of 2018 Preliminary Budget (8:30)

Adjourn (9:00)

Privilege of the Floor Policy at Caroline Town Board Meetings

- Privilege-of-the-Floor is offered at the beginning of town meetings as an opportunity for individuals to provide input to the town board. Speakers have up to three minutes, subject to modification depending upon time constraints of a particular meeting. Each citizen is provided one speaking opportunity per meeting; written input is also welcome.

- Comments should be directed to the town board. The Supervisor or Councilpersons may answer questions brought forward or defer to allow for further research and thought.

- Respectful discourse is required.

Mark Witmer, Supervisor-

Gary Reinbolt, Town Board – No updates

John Fracchia, Town Board –

Report: November 2017
John Fracchia, Councilmember

Building and Grounds

- Will begin work on next round of painting RFP. Is there anything that we wish to change in our bidding documents?

Greater Tompkins County Municipal Health Insurance Consortium

- Attended GTCMHIC meeting with Senator Seward on 10/24 to issues related to regulations that are applied to us, but may not fit our circumstances, as well as efforts to improve communications with the Department of Financial Services. Meeting was very positive and he was complimentary to the results that the consortium is achieving. Underscored that this is an excellent example of shared services.
- Attended GTCMHIC website committee meeting. Timeline for website development has been established along with key benchmarks.

Joint Youth Commission

- Attended the October 10 meeting of the Joint Youth Commission.
- Wrote press release announcing the JYC community needs survey.
- JYC Community Needs Survey is live and seeks community input from both youth and adults. The survey can be accessed at:

Youth Survey: https://www.surveymonkey.com/r/JYC_17_Y

Parent/Adult Survey: https://www.surveymonkey.com/r/JYC_17_A

Emergency Services

- No Update

Cal Snow, Town Board – Quick cemetery will now be called Brookton cemetery as of 2020.

Strategic training,

Irene Weiser, Town Board –

New phone system. Aquifer protection law is moving forward. TCCOG discussed topics & issues that towns are experiencing. A universal concern is affordable housing. Funding available for water quality and stormwater management plans. Emergency services – surveys to get different viewpoints went out.

Preliminary Budget:

Resolved, the Caroline Town Board makes the following changes to the 2018 Preliminary Budget:

Resolution xxx of 2017:

A Motion was made by Mr. Witmer and seconded by Irene Weiser to increase the Code Enforcement Officer salary by \$1633.00 for the Budget year of 2018.

Adopted Witmer: Aye; Fracchia: Aye; Reinbolt: Aye; Weiser: Aye; Snow: Aye

Resolution xxx of 2017:

A Motion was made by Mr. Witmer and seconded by Cal Snow to adjust A6989.418 (Food Pantry) from last week's Budget increase of \$500.00 and decrease it by \$400.00, making the budget for 2018 \$2,100.00 instead of \$2,500.00.

Not Passed Witmer: Aye; Fracchia: Nay; Reinbolt: Nay; Weiser: Nay; Snow: Aye

Resolution xxx of 2017:

A Motion was made by Mr. Witmer and seconded by Irene Weiser to increase the Code Enforcement Officer salary by \$1633.00

Adopted Witmer: Aye; Fracchia: Aye; Reinbolt: Aye; Weiser: Aye; Snow: Aye

Resolution xxx of 2017:

Motion made by Mr. Witmer and seconded by John Fracchia to budget a line for transcription services in the amount of \$3000.00

Not Passed Witmer: Nay; Fracchia: Nay; Reinbolt: Nay; Weiser: Nay; Snow: Nay

The Budget meeting was called to a close made by a motion of Mark Witmer and seconded by Gary Reinbolt at 8:52 pm

Respectfully Submitted,

Marilou Harrington-Lawson, Town Clerk

DRAFT