

Caroline Town Board Budget Workshop of October 23, 2018

The Town Board Budget Workshop held on October 23, 2018 at the Caroline Town Hall was called to order at 7:05 p.m. by Supervisor Mark Witmer.

Attendance:

Mark Witmer, Supervisor
John Fracchia, Councilmember
Irene Weiser, Councilmember
Cal Snow, Councilmember
Megan Barber, Councilmember

Recording Secretary:

Jessica L. Townsend, First Deputy Clerk

Also present were 6 members of the public

Mr. Witmer started the meeting with the Pledge of Allegiance to the Flag.

Discussion

Tomorrow is the ATV Information Meeting at Brooktondale NY at 7:00PM. Town Attorney Guy Krogh, will be in attendance.

The Tentative Employee Handbook conference call is on for October 29th at 7:00PM at the Historic Town Hall to discuss the Handbook and give feedback.

Question raised about the trial balance and the total revenues and expenditures. Supervisor Witmer explained how it works is the total revenues plus the total appropriated fund balance, which is \$85,999, will add to the total expenditures. Everything is in order.

Budget Workshop

Marilou Harrington-Lawson – Clerk’s Budget: Supervisor Witmer started by correcting Budget Line A1410.2 to \$2,000 and A1410.4 to \$9,000 as requested by the Town Clerk. Ms. Harrington-Lawson explained that the BAS program used in the Clerk’s Office will be increasing next year. Also, wants to leave money in her budget to attend more classes and training. Asked for \$1,000 increase on Equipment. She will need a new computer, and/or laptop in the next year. Thanked the Board for giving the Deputy a 2% increase. Asked for the increase in Records Management to show funds for contribution to apply for a grant. Interested in looking for a grant for the records room to get new filing cabinets with locks for personnel files. Councilmember Weiser asked about the office being set up to receive payments online for tax season. Like last year, the option to pay online will be available. The town received approximately \$70,000 worth of online taxes last tax season.

Mark Witmer asked about office operation and function. Would like to know duties of the Clerk and Deputy Clerk and how the responsibilities are divided. The Clerk responded by giving duties and day to day activities.

Mark Witmer is considering whether to send the Deputy Clerk to the Highway Department part of the week. There is going to be a transition with Cindy Whittaker, the Highway Superintendent leaving next year, and the Deputy has previous experience working in that office. Discussion began on efficiency of the Clerk's Office and not having the need of a Deputy. The Town Clerk disagreed and gave an explanation as to why it's necessary to have the assistance. John Fracchia added that he was unsure of taking hours away from the Clerk's Office is necessary, possibly adding additional hours to be available to the Highway Dept. is a better course. Irene Weiser spoke on the concerns of Clerk's absences due to health issues and her presence in the office being challenging and her Deputy doing the majority of the work load. Further input from Megan Barber said that it appears that the office can be managed by one person. Paulette Rosa, the Town of Ithaca Clerk spoke in defense of the Clerk. She has researched neighboring towns and towns of similar size and they do have a Deputy Clerk that works on average of 20 hours per week. The duty of the Deputy is to act as the Town Clerk in the Clerk's absence and it is not intended to be a job for one person. Supervisor Witmer suggests that the board thinks about it.

Resident Pete Hoyt had a question on budget line A8989.41 A fund expenditure line. Supervisor Witmer states that the line is for the Clean energy grant, infrastructure, streetlights. There is offsetting revenue for that line.

Susan Barr and Gary Reinbolt – Town Court Budget; Budget Lines are simple. State Grant for the heating system/pumps is in process. The next grant they will be looking at is for security system/cameras. Irene Weiser suggestion a speaker amplifier system for ADA compliance. They will discuss again in March in preparation of "grant season" beginning in July. Historical records from the Court have been sent to Albany for approval. They determine which file is to be kept or destroyed). Waiting to hear back from them, then records will be sent to be scanned.

The Caroline Court has been extremely busy. Mostly traffic infractions but some criminal cases. There has been a significant increase of hours for their Court Clerk. Numbers are way up.

Gary Reinbolt stated that Enfield Justices are making \$16,000/yr. Caroline Justices are the second lowest paid in the area.

Discussion followed on the hours and salary of the Court Clerk.

Further discussion on the speaker amplifier system that can be used by the Court and also for board meetings if and when necessary.

Cindy Whittaker – Highway Department Budget; Left her equipment line open so they can discuss. She has been working with Councilmember Barber on that. Did not ask for any increases on any lines. Needs to buy a new truck and get the trucks in rotation for replacement. Trucks should be in rotation every 10 years. Suggested ordering a truck before 2019 to get 2018 price. The 2014 One Ton will go to auction in the spring. Discussion on line \$18,000 on line

DA2665 for equipment revenue. The total line for equipment for next year is \$218,000 line DA5130.2. She will work on more numbers and get them together for the next budget meeting. Mr. Witmer will recalculate the budget spreadsheet ahead of next budget meeting. Busy trying to get Ekroos Road done and reopened before snowfall. Expected to be there a few more weeks. Needs help in the office at the Highway Department.

Board Discussion

Questions on line DA9060.8 Retirees Health Benefits. The line showed a \$65,000 increase. Supervisor Witmer explained that was a calculation error and the total amount in fact will drop in 2019 by 14.8% making the line total \$185,592. The recalculation for DA9060.802 will now total \$28,229. There are currently five retirees from the Highway Dept on the Platinum Plan Insurance, and five current employees are on the Gold Plan and two other town employees are also on the Gold Plan Insurance. The Clerk was dropped from the Platinum Plan to the Gold Plan starting in 2019.

There are two other recalculations that were made. Account line A9060.8 for A Fund Health Insurance Premiums will change from \$34,148 to \$20,255; account line A9060.802 for HRA Funds (admin fees) from \$9,000 to \$9,410.

The Code Officer is now hourly. Budgeted to be about 30 hours per week. The 30 hours was based on last year’s budget. The Town has lost the reimbursement for the Town of Harford so now the hours of the Code Office will be based on just the Town of Caroline and the Town of Richford.

The Old Mill Newspaper lost their United Way funding of about \$1,000. They will be distributing electronic copies next year. Discussion on adding youth organizations to the mailings and discussion on offering them something. Mr. Witmer will go back to them and ask them to give us an idea on what they are asking.

Approval of Standard Workday Resolution

A Motion was made by Mark Witmer and seconded by John Fracchia

Resolution ___ of 2018 Establishing Standard Work Day and Reporting Records of Activity (ROAs) and Pay Rates for Elected and Appointed Personnel

Resolved, the Town Board hereby establishes the following standard workdays and reports average days worked per month based on recent 3-month ROAs for each person, as required for determination of retirement benefits for Town Officials, and their annual salaries for 2018.

<u>Position, Name</u>	<u>Days/mo.</u>	<u>St'd Workday</u>	<u>Term Ends</u>	<u>Salary</u>	<u>Reporting System</u>
Supervisor, Mark Witmer	19.79	6 hrs.	12/31/2019	\$18,580.00	ROA
Town Justice, Susan Barr	4.15	6 hrs.	12/31/2021	\$11,408.00	ROA

Hwy. Supt., Cindy D. Whittaker	20.12	8 hrs.	12/31/2019	\$63,461.00	ROA
Town Clerk, M. Harrington-Lawson	18.78	6 hrs.	12/31/2019	\$33,137.00	ROA
Code Officer, Kevin McMahon	23.24	6 hrs.	1/1/18-6/21/18*	\$46,800.00	ROA
Councilperson, John Fracchia	3.37	6 hrs.	12/31/2021	\$2,296.00	ROA

*Code Officer Kevin McMahon resigned from his position with the Town of Caroline, effective at the end of the workday on 6/21/2018.

And Be It Further Resolved, this resolution supersedes Resolutions #80, #84, and #88 of 2018.

And Be It Further Resolved, the Town shall require, for each position where the employee is part of the NYS Retirement System, a ROA of actual time worked or, in the case where actual hour record is not required, the official holding the office shall submit to the Town Clerk a record of his or her activities for a period of three consecutive months at least once during their term of appointment;

And Be It Further Resolved, upon adoption, this resolution shall be posted on the town website for a period of at least 30 days and, within 15 days following this posting, a Certified Copy of the Resolution and an Affidavit of Posting shall be submitted by mail or online (<http://www.osc.state.ny.us/retire/employers/eaor/index.htm>) to the Office of the State Comptroller.

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

Resolution ____ of 2018

Introduction of Local Law ____ of 2018 to Override the Tax Cap

A motion was made by Mark Witmer and seconded by Megan Barber to introduce the Local Law **To Override the Tax Levy Limit established in General Municipal Law Section 3-C**

Be it enacted by the Town of Caroline as follows:

Section 1. Legislative Intent

It is the intent of this Local Law to override the limit on the amount of real property taxes that may be levied by the Town of Caroline, County of Tompkins pursuant to General Municipal Law §3-C, and to allow the Town of Caroline to adopt a Town budget for (a) Town purposes, and (b) any other special or improvement district, and Town improvements provided pursuant to Town Law Article 12-C, governed by the Town Board for the fiscal year beginning January 1, 2019 and ending December 31, 2019 that requires a real property tax levy in excess of the “tax levy limit” as defined by General Municipal Law §3-C.

Section 2. Authority

This local law is adopted pursuant to subdivision 5 of General Municipal Law Section 3-c, which expressly authorizes a local government's governing body to override the property tax cap for the coming fiscal year by the adoption of a local law approved by a vote of sixty percent of said governing body.

Section 3: Tax Levy Limit Override

The Town Board of the Town of Caroline, County of Tompkins is hereby authorized to adopt a budget for the fiscal year 2019 that requires a real property tax levy in excess of the limit specified in General Municipal Law §3-C.

Section 4. Severability

If a court determines that any clause, sentence, paragraph, subdivision, or part of this local law or the application thereof to any person, firm or corporation, or circumstance is invalid or unconstitutional, the court's order or judgment shall not affect, impair, or invalidate the remainder of this local law, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this local law or its application to the person, firm or corporation, or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

Section 4. Effective date

This local law shall take effect immediately upon filing with the Secretary of State.

Adopted: Witmer: Aye; Fracchia: Aye; Weiser: Aye; Snow: Nay; Barber: Aye

Resolution ____ of 2018

Resolution to reschedule the November Agenda Meeting

A motion was made by Mark Witmer and seconded by John Fracchia to reschedule the November Agenda Meeting from Tuesday, November 6, 2018 to Monday, November 5, 2018

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

Resolution ____ of 2018

Resolution to schedule the Public Hearing on the 2019 Preliminary Budget

A motion was made by Mark Witmer and seconded by John Fracchia to schedule the Public Hearing on the 2019 Preliminary Budget on Monday, November 5, 2019 at 7:00PM.

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

Resolution ____ of 2018

Resolution to schedule the Public Hearing on the Local Law to Override the Tax Cap

A motion was made by Mark Witmer and seconded by Megan Barber to schedule the Public Hearing on the Local Law to Override the Tax Cap on Monday, November 5, 2018 at 7:00PM.

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

Discussion

There will be a third Budget Meeting on Tuesday, October 30th, 2018 at 7:00PM.

Question raised regarding keeping the budget workshops open rather than adjourning it. It was agreed that it is to be adjourned.

----Adjourn the meeting ----

The meeting adjourned on a motion by Mark Witmer and seconded by Councilmember Cal Snow at 9:08 p.m.

Respectfully Submitted,

Jessica L. Townsend, Deputy Town Clerk

DR