

Special meeting (budget work session) of the Board of Trustees of the Village of Brockport was held in the Conference Room, Municipal Building, 49 State Street, Brockport, New York, February 22, 2010 at 6:00pm.

PRESENT: Mayor M. Connie Castañeda, Deputy Mayor Christopher R. Martin, Trustee Kent R. Blair, Trustee Scott W. Hunsinger, Trustee Hal S. Legg, Clerk Pamela W. Krahe, Interim Treasurer Mary Beth Lovejoy, DPW Superintendent Harry G. Donahue, Building/Zoning Officer Scott C. Zarnstorff, Police Chief Daniel P. Varrenti, Fire Chief Scott Smith

EXCUSED: Village Attorney Michael Leone, Village Clerk Leslie Morelli, Advisory Committee Member Erika Wood

ALSO PRESENT: Advisory Committee Members Emily Cokely, Robert Fox, Scott Rightmyer, Sandeep Singh, Charles Switzer, Mary Ann Thorpe

Joan Hamlin, Jim Hamlin, Fred Webster, Norm GianCursio, Linda Borrayo, Francisco Borrayo, Kelly Smith, Carrie Maziarz, Carol Hannan, Harry Snyder, Mary Jo Nayman, Mike Henry, Pam Ketchum, Jon DelVecchio, a couple of others who did not sign in.

CALL TO ORDER: Mayor Castañeda called the meeting to order and led the Pledge of Allegiance.

MISSION STATEMENT: "To provide a high quality of life for all residents, exercising fiscal responsibility and preserving Brockport's unique heritage and historic character."

WELCOME AND INTRODUCTION:

Mayor Castañeda welcomed those in attendance and introduced members of the Mayor's Advisory Committee on budget.

DISCUSSION OF PUBLIC HEARING:

Board and Committee members agreed to switch the Public Hearing for the 2010-2011 Budget to Thursday, April 15 at 7:00pm, preferably in the Brockport High School Auditorium. It was noted the budget is tentatively scheduled for adoption by the Village Board at the meeting of April 19.

BUDGET PROCESS AND PROCEDURE:

Jean Miller from the NYS Comptroller's Office has offered to discuss budget process and procedures with the Board and Committee members on Thursday, March 4 at 6:00pm. Mayor Castañeda invited Department Heads to attend as well. The discussion will be informational and no decisions would be made, thus it will be a closed meeting.

DISCUSSION OF CASH FLOW AND IMPACT OF BUDGET NOTE:

Interim Treasurer Mary Beth Lovejoy explained she is working on a cash flow analysis, determining where the Village currently stands, checking the accuracy of projections through 5/31/10, and verifying the cash balance for the past. Jean Miller from the State Comptroller's office is assessing risk. Ms. Lovejoy clarified that a budget note in the amount of \$250,000 is being considered by the Board as a means to deal with cash shortfall, and it must be paid back within one year of borrowing thus increasing the tax levy by 10%. She added that at the March 1 Village Board meeting will be a resolution to approve the note, in case it becomes necessary, so a special meeting does not have to be called for that single purpose. The question arose as to whether this \$250,000 is in addition to what has already been borrowed and Ms. Lovejoy affirmed.

There was some discussion about how third party billing actually works thereby dispelling some misconception of how it was utilized in the past. Deputy Mayor Martin stated that historically, third party billing money has been held "sacred" and was "not to be touched" except for Ambulance expenses. Committee Member Thorpe informed that traditionally because of third party billing revenue, neither the towns nor the village had been required to fund the ambulance. Ms. Lovejoy explained that because money from third party billing goes into the general fund, it can be used for any expense just as tax levy money can, not necessarily just for the Ambulance budget. Ms. Lovejoy commented that the water fund is not part of the general fund but rather is its own entity.

REVIEW OF BUDGET DOCUMENTS:

Ms. Lovejoy noted late receipt of the Ambulance budget document from EMS Chief VanDervort; Chief Scott Smith interjected that he had not seen that document and as chief, he should have reviewed the numbers before the information was forwarded to the Treasurer.

The Interim Treasurer pointed out former Treasurer Tojek and department heads had put together budget documents showing history and projections, but there is no salary information where negotiations are in process. As wage information becomes available, documents will be updated. Estimates will be used if necessary. Ms. Lovejoy mentioned no revenue information was included as she simply hadn't had enough time in her four days here to get that far. She noted she will be compiling revenue information immediately and the group agreed that is an important next step.

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Trustee Legg voiced that he was not sure how he could add any further value to this meeting, wondering how discussions could progress absent revenue information. He stated there was information needed from department heads that should not come during a public meeting and suggested recessing until after the budget process and procedure training meeting was held and after revenue information had been supplied.

- ➔ Trustee Legg moved to adjourn the Village Board meeting noting those who wished to stay for more information and/or familiarity were welcome to do so.

Discussion between Board and Committee members centered around the fact that there are no revenue figures at this time, that at the very least, revenue projections would be helpful, and the Board has a limited timeframe and may appreciate expertise from Committee members. Ms. Lovejoy indicated the purpose of this meeting is to allow community residents and Committee members an understanding of what all goes into the expenses of a department, not to be making decisions. Trustee Hunsinger opined that department heads were being put on the spot under a microscope; Interim Treasurer Lovejoy refuted, saying department heads were not going to be told they are doing something wrong, but rather are being allowed to explain their expenses. Trustee Legg declared if he had a question about an expense, he would call or email the department head for an explanation.

- ➔ Trustee Hunsinger seconded the motion.

Advisory Committee Member Rightmyer reiterated that information is needed about where the Village will be on May 31 before it can look at the future. Ms. Lovejoy again stated the purpose of tonight's meeting is to allow department heads to share how they created their budget.

- ➔ The motion carried with Trustees Legg, Hunsinger and Blair in favor, Deputy Mayor Martin abstaining and Mayor Castañeda not voicing her vote.

The meeting was adjourned at 6:53pm. Trustee Legg left the meeting; Trustee Hunsinger left shortly thereafter; all other Board and Committee members stayed, as did department heads. Refer to separate brief notes of the Committee, as at this point the meeting ceased to be a Village Board meeting.

Pamela W. Krahe, Clerk