

**Budget workshop meeting of the Board of Trustees of the Village of Brockport was held in the Conference Room, Municipal Building, 49 State Street, Brockport, New York, March 25, 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

**EXCUSED:** Village Attorney Michael Leone, Village Clerk Leslie Morelli, Police Chief Daniel P. Varrenti, Fire Chief Scott Smith

**ALSO PRESENT:** Joan Hamlin, Jim Hamlin, Fred Webster, Norm GianCursio, Linda Borrayo, Francisco Borrayo, Harry Snyder, Mary Jo Nayman, Daniel Donovan, Bernie LoBracco, and a few 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."

Interim Treasurer Mary Beth Lovejoy stated she had a Power Point presentation (attached & posted to Village website) in which she would review the water budget and the tentative budget and present items for discussion, all in preparation for the preliminary budget.

#### WATER BUDGET:

- Has been overspent for the last two years
- 2009-2010 Budget was developed with an operating deficit of \$184,748
- Ended 2009 fiscal year (FY) with negative fund balance of \$65,604
- 2009-2010 operating budget projected to have a surplus of \$3,018
- Staff positions have been reduced by two (one unfilled, one to general fund)
- Rate increase used when projecting revenues for entire FY
- In future, suggest increasing rates to match growing costs so they don't spike at one time
- Water Fund Reserve discussed; projected fund balance to be over \$119,000
- Resolution could possibly be passed to use some reserve funds to improve water program
- Budget of \$945,700
- Beginning to review employees' duties in preparation for allocating percentages to budgets and creating an organizational chart

#### GENERAL FUND BUDGET:

- Debt Service for the General Fund will decrease by \$83,000
- Workers' Compensation will decrease by \$4,000
- Property and liability insurance rates will decrease by approximately 10% pending determination of our risk assessment
- Tax levy to decrease by \$87,000
- 11.83% increase reduced to 7.72%

#### SUGGESTIONS TO DISCUSS FOR 2010-2011 GENERAL FUND BUDGET:

1. Reduce days of operation of Village Office from 5 days/week to 4 days/week; suggested by Village Clerk Morelli and Code Enforcement Officer Zarnstorff; based on traffic in/out of Village Hall, Friday would be the day closed; savings of \$14,243 includes a 5% reduction in salary and decreasing lunch hour to one-half hour; caveat that there is no impact on benefits (i.e. paid for 32 hours, actually work 30 hours); additional savings possible due to reduced energy cost and reduction in DPW snow removal on Fridays.

Board expressed concern for retirement benefits; Interim Treasurer Lovejoy will check with NYS retirement system to be sure. Board suggested staggering employees' reduced work schedules so Village Hall can still remain open 5 days per week.

2. Limit part-time employees to a maximum of 24 hours per week which helps eliminate the possibility of benefits for part-timers; mentioned avoiding "9 weeks at 31 hours."

Board noted a concern with this suggestion to be discussed later in Executive Session.

3. Eliminate non-essential services of Shade Trees (\$4,500), Public Service Cable Access (\$2,500), Celebrations (\$3,865) and Farmers' Market (\$2,000). Interim Treasurer Lovejoy reminded Board members these may be looked at as temporary suspensions as opposed to permanent eliminations.

Farmers' Market – Someone has offered to donate the stipend money for a manager, which can be earmarked as a donation in the General Fund. Suggested locating Farmers' Market to Water

Street.

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Shade Trees - \$4,500 budget includes \$1,500 for trees and \$3,000 for equipment; questioned whether or not we have to keep some money allocated to keep our Tree City designation; suggested removing except for \$3,000 equipment cost which will be moved to DPW; discussed the fact that the Committee would have to become a 501(c) to “separate” from the Village government in order to be able to “keep” the money it raises, as opposed to monies going directly into the General Fund because the Committee is currently part of village government.

Celebrations – This is money for concerts and flowers, and will go to \$0 to be adjusted as monies come in. Mayor Castañeda suggested putting a notice on our website that we will accept donations toward trees, bands, etc. and Ms. Lovejoy suggested we hold off on that idea for now.

There was some discussion about the Welcome Center (line A6410.4200) under Economic Development and the \$31,000 figure. Apparently approximately \$27,000 of that is for the Clinton Street Project. Will need to look at a detail of \$31,000. Ms. Lovejoy explained that grants require cash to be spent up front, which impacts cash flow. She also cautioned that grants can cross fiscal years and can, therefore, impact several years’ budgets.

4. Eliminate stipends to Zoning Board (\$1,400), Planning Board (\$13,306) and Historian (\$2,000). Board agreed to eliminate stipends for a total of \$16,706.
5. Eliminate DPW Seasonal Help for a savings of \$14,000. There was some concern whether or not that figure represents actual DPW salaries as well as that of seasonal help. Ms. Lovejoy to clarify. Mayor Castañeda voiced her advocacy of the DPW.
6. Eliminate Spring Pickup at a savings of \$4,200. Discussed DPW Special Pickup (line 8160.4040), which is requests by the Code Enforcement Office for the DPW to pick up code violations, i.e. trash.
7. Eliminate payment to Senior Center of \$6,000. The Board unanimously agreed to this.
8. Decrease carryover days from 30 to 20 with a suggestion to pay employees current year so they have no more than 20 days to carryover. It was pointed out there is a need to discuss this with non-union employees. Ms. Lovejoy to cost it out. Also suggested was to reduce from 30 days to 15 days.
9. Sell unused South Avenue property. Board to look into this further.

**ADDITIONAL ITEMS FOR DISCUSSION:**

- Establish new purchasing procedures which will include using requisitions for which funds must be available.
  - Education of staff regarding the new purchasing procedures.
  - The need to educate the public about dissolution using information provided by NYCOM. Ms. Lovejoy has asked Wade Beltramo, General Counsel, to forward a Power Point presentation which can in turn, be presented multiple times to Village residents. Ms. Lovejoy will pass the information on as it comes in to her office. Ms. Lovejoy noted the Village may “implode” should a dissolution vote go through as current employees will be looking for other employment and it will be difficult to fill those created open positions because those jobs will only last until the Village is dissolved.
- ➔ At 7:43pm, Deputy Mayor Martin moved, Mayor Castañeda seconded, unanimously carried 5/0 that the Board of Trustees of the Village of Brockport enter into an executive session to discuss contractual items.
- ➔ At 7:48pm, the Board of Trustees re-entered the regular meeting. The meeting was then adjourned.