

A budget workshop of the Town Board of the Town of Moreau was held on October 2, 2019 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

The Supervisor called the budget workshop to order at 7:00 p.m.

The Town Clerk called the roll.

Town Board Members Present

John Hogan	Councilman
Alan VanTassel	Councilman
Gina LeClair	Councilwoman
Kyle Noonan	Councilman
Theodore T. Kusnierz, Jr.	Supervisor

Town Board Members Absent

None

Also present: Leeann McCabe, Town Clerk; Jeffrey Cruz, Principal Account Clerk

A meeting with the Saratoga County Prosperity Partnership was scheduled for October 28, 2019 at 6:30 p.m., which will be open for public participation to discuss the SWOT Plan.

Resolution #2019-363

A motion was made by Councilman VanTassel, seconded by Councilman Noonan and carried, to change the month-end and regular Town Board meetings scheduled for October 22, 2019 to October 29, 2019 at the same scheduled times.

Asked if all in favor, the following responses were given:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Aye

Resolution #2019-364

A motion was made by Councilwoman LeClair, seconded by Councilman Noonan and carried, creating the position of Senior Assessment Clerk.

Asked if all in favor, the following responses were given:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Aye

The Supervisor stated that the Town needed to create the position before the County would send them the current Civil Service list.

Resolution #2019-365

A motion was made by Councilman Hogan, seconded by Councilman Noonan and carried, to hire Adeline Rivers to the position of Substitute, Part-time Crossing Guard at a starting rate of \$12.00 per hour, subject to successful completion of a pre-employment physical.

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Asked if all in favor, the following responses were given:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Aye

The Supervisor stated that this year's Town tax only has an increase of \$0.02 per thousand of assessed value and stays within the 2% tax cap. They've utilized some fund balance for the lighting districts. He stated that they also anticipate revenues from the investment in CD's, which will reduce the cost for property owners about \$100.00 in each lighting district.

The Supervisor stated that in 2018 they used \$118,000.00 in fund balance to plug a hole in Water District 1 that was struggling. Rates were adjusted and a new cell tower lease was negotiated, which will be providing \$35,000.00 per year. He stated that this year, the Town is only using 10% of that amount from fund balance, \$18,000.00 instead of \$118,000.00.

The Town will again use sales tax revenue to fund the Fire Department so there will be no fire tax. The Supervisor has used the figure given to him, which reflects a 2% increase from last year.

Matt Dreimiller was present to go over the Building Department budget. The Supervisor commented that all pay raises were at 2% to start and that they would be discussed at the end of the budget process.

There was \$30,000.00 requested for a truck purchase within the Building Inspector account (B3620) for next year, however, Mr. Dreimiller is looking to purchase from this year's budget, so the \$30,000.00 was removed. The Supervisor stated, that because they took the truck out, the total appropriation request was decreased from \$166,530.00 to \$114,353.00.

Mr. Dreimiller stated that the cost of the truck will be over budget by \$1,745.00, which will require him to go into his contingent fund.

The Supervisor stated that some of the requests within Zoning (B8010) were bumped up. The Zoning update & Comprehensive Plan was increased from the requested amount of \$29,000.00 to \$35,000.00. The Zoning Administrator was increased from \$42,240.00 to \$46,675.00. The total contractual was increased from \$6,630.00 to \$7,380.00. Planning (B8020) had a total contractual increase from \$39,960.00 to \$43,819.00 from what was requested.

Both Planning and Zoning members will see an increase of \$10.00 per meeting.

It was noted that the salary for Code Enforcement was left out unintentionally and will be put back in at \$20,000.00.

Leah Cronin was next to discuss the Assessor's budget. The Supervisor informed Ms. Cronin that the Town Board had taken action at the beginning of the meeting to create the position of a Senior Assessment Clerk. He stated that Mr. Cruz would be requesting the list from the County and they can start the process. There was a figure of \$27,000.00 requested for a part-time clerk in the Assessor's office but based on a conversation with the new Assessor, it was agreed that it would be more helpful to bring in someone with more experience. The Assessor suggested that they bring someone in with the experience of a Senior Assessment Clerk. The Supervisor stated that he plugged in a salary of \$45,000.00 for that position.

The Supervisor stated that there were some requested items to purchase next year, but they were hoping to get them purchased this year. The total for equipment was reduced from \$650.00 to \$0.00.

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The Supervisor stated that he had reached out to Lewis & Greer to discuss legal fees for the upcoming year. There was a suggestion that the Town budget \$200,000.00. Therefore, the number was reduced from \$285,000.00 to \$200,000.00.

The Special Services for GAR Associates was bumped from \$50,000.00 in 2019 to \$60,000.00 for 2020.

Councilman VanTassel asked Ms. Cronin if she would prefer to have a laptop with a docking station rather than a desktop computer. She replied "yes".

The Town Clerk discussed her budgets starting with Tax Collection (A1330). The budget requests were kept as requested except for salaries. They were bumped down to 2% for now. The same being for the Town Clerk account (A1410).

The Town Clerk asked if the Town Board was going to plug in figures for computers, if it is determined that they are needed. Councilman VanTassel stated, that the thought is to put it on hold this year and put requests in for next year. Councilman VanTassel stated that there was information put out, that there wasn't enough storage on the server and he explained that there was plenty of storage. It might need to be moved around, but it's sufficient. The Town Clerk explained that if she had received the grant last year to digitize all of the Town's microfilmed records, there wouldn't have been enough room to store the information. There was a brief discussion relating to the Laserfiche software. Councilman Noonan asked about the records in the Assessor's office and if they could be put into the system. The Town Clerk stated that the space would need to be increased in order to start a project of that size. She also stated that she had spoken with the Assessor and they both thought that it would be beneficial to have her documents scanned into Laserfiche.

There was a conversation relating to Insect Control (A4068). The requested amount was \$1,350.00 and it was bumped back down to \$450.00. The Town Clerk explained that if dunks can't be placed all at one time, there's no point in using them at all and to limit the amount given to residents won't cure the problem. The Supervisor explained that the Town started providing mosquito dunks many years ago, because of a lawsuit due to a spraying incident. The Town Board at the time decided that they didn't want to spray any longer. He stated that the dunk program was never intended to rid the entire Town of mosquitos. It wasn't intended for large property owners, it was intended for owners with bird baths or for swimming pool covers. He stated that the Town Board has kept a limited level of funding for that purpose. In conclusion, Councilman VanTassel stated that if the Town could find some extra money, he would like to see the number increased to \$700.00 for dunks. Councilwoman LeClair stated that there are other ways to control mosquitos and commented that a therma-cell candle works very well.

Records Management (A6989) was discussed next. The Supervisor commented that the Town Clerk didn't put in for a salary increase and then commented that she didn't put in for an increase on any of her line items. He put in for 2% on all of them. The only thing requested was a shredder and it remained in the budget.

The numbers for Registrar of Vital Statistics (B4020) were kept the same.

The Supervisor commented that he had spoken with the Town Clerk. He stated that at certain times of the year, her office is very busy. He stated, that at certain times, it would be helpful to have an additional body helping out. He stated that the Town had budgeted for the Supervisor's office last year for a Clerk. He asked the Board to consider it again for this year. He plugged in a figure for a Part-time person at a salary of \$16,000.00 but the Board may want to bump that up. He stated that this person could be shared throughout the offices as needed. It was decided that there would be more discussion on this topic at a later time. The Supervisor recalled that the Town Clerk thought she might be able to use this person 30% of the scheduled time. There was a quick conversation relating to the Clerk's office handling water billing and collection without being paid by the water districts. Jeffrey Cruz stated that we should come up with a figure and have water pay them for that portion of their salaries.

Councilman Hogan stated that he appreciated the Town Clerk wanting to go without a raise and give it to her Deputy Clerks instead but disagreed at this point.

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Jesse Fish was present to discuss the water department budget. Jeffrey Cruz stated that he had put together a summary sheet to go along with all of the water districts to make it easier to review. The Supervisor explained to Mr. Fish that salaries would be looked into at the end of the budget process. He stated that he had put in 2% for employees as a place holder. The Supervisor also commented that he had a detailed conversation with Don Rhodes regarding the sewer project, relating to what the Town will need for staffing once the sewer project comes on line. Mr. Rhodes relayed to the Supervisor, for the 2021 year, there would need to be no change in staffing. For the year 2022, it was suggested that they increase staff by .6 to .7, depending on how quickly people come on line. The Supervisor stated that it will be challenging to determine the right-of-ways because the sewer line has to be 10 feet away from the water line, which requires the line to be placed on the other side of the road, where we may or may not have easements from when the water was put in. He stated that this would require conversations with some of the property owners. He stated that there are people working on this now, so they can get the engineer drawings up and ready.

There was discussion relating to the fill in person who had just been approved by the Board. Councilman VanTassel asked if the salary was reflected in this budget. Mr. Fish stated that the person was hired for this year and there was money left in the budget to cover this expense. Councilman Hogan asked Mr. Fish if he had advertised for a replacement assistant. The Supervisor stated that he had a conversation with Mr. Fish, wanting to make sure he had the appropriate staff and was told that he wasn't ready to advertise at this time. Councilman Hogan stated that he didn't want him to become unhappy because he's being overworked. Mr. Fish stated, for a time period, with the survey work being done, there was a little extra pull. He stated that he had to walk them through and show them everything on the street. He stated that the process has been a little time consuming but it stops when it's done and they go back to their normal routine. He didn't think that they missed too much. Councilwoman LeClair asked if the Town has sent Mr. Mechanick to any classes. Mr. Fish replied that he was attending a class next week. When he comes back, he should have his B Certification, which is necessary to run the department. In April, he'll have two years in, which gives him the experience needed, so when he feels comfortable, DOH will come in and walk through things with him. As long as he's comfortable and knows what he's talking about, they'll certify him then.

The summary of accounts were discussed and it was reported that all of the requested figures were kept as requested. Mr. Fish's request included 40 meters for Water District 2 and 40 for Water District 4, which both have new developments coming in. He's asked for 20 spare meters in case any are to fail or if single homes are built. Mr. Fish also stated that Master Meter was supposed to start sending us meters to replace the ones that have failed and he hasn't seen any yet. He explained why some of the meters were going bad.

The Supervisor stated that Mr. Fish had requested \$6,750.00 for Storz Hydrant Fittings and he left it in the budget for discussion purposes. He stated that it was his understanding, that every hydrant in the Town, has either National Standard Thread or Storz Fittings. Mr. Fish stated that he was correct. The Supervisor stated that these standards are acceptable across the country. He wasn't necessarily supportive of keeping that number in the budget but wanted input from the Town Board. Councilman Hogan asked if this would take care of all the hydrants. Mr. Fish stated that this would only take care of about 25 hydrants and that it would take about three years to put Storz fittings on all of the hydrants. He stated that the advantage is, if you're a company coming with mutual aid, you know when you get to Moreau what you need to have on your truck. Most trucks carry hose with National Standard Thread, with Storz fittings on them. Councilman Hogan asked if it was a quicker hook-up with the Storz fitting and Mr. Fish replied that it is. He also stated that everything that goes into the ground now has Storz fittings. Councilwoman LeClair stated that some of the water districts have a large fund balance and asked if they could replace all to Storz fittings with that. The Supervisor stated that they could, but we don't have a capital improvement plan in place and if something catastrophic were to happen, we wouldn't have the funds. He stated that some of the districts have no fund balance. Mr. Fish stated that with 25 Storz fittings, they can put them in areas that are the most populated. He stated that district 6 already has all Storz fittings as well as district 1 extension. He stated that basically you're looking at districts 2 and 4. Councilman Hogan was in favor of the budget request to replace some of the hydrants fittings to Storz fittings, if they're installed in areas that they will be used. The Supervisor stated that the Town has applied

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for a grant for water district consolidation. He stated that he thought the Town Board was moving in that direction. He thought this budget item request could be revisited once everyone is in the same pot. He was inclined to wait for the consolidation. Mr. Fish stated that in some of the older districts the fire hydrants are stretched pretty far apart and probably should have a few more put in each year. He stated that he didn't put that request in the budget for this year. He stated that Park Drive doesn't have a fire hydrant at all. Councilman Hogan asked what the cost of a hydrant would be. Mr. Fish replied that they're about \$5,000.00 and you would need to have someone come in and tap it. The Supervisor stated that he would be more inclined to put the money for Storz fittings into hydrants instead. He stated that if the hydrants are that far apart, it's more of a safety issue, than taking a few more seconds to hook into a hydrant without a Storz fitting. Councilman VanTassel stated that you would only get one hydrant out of the \$6,750.00 that's in the budget request. Mr. Fish stated that he has two in his shop right now. He keeps them for emergency situations. He stated that he would like to keep at least one for emergency use and if they purchase one with the budgeted money, that would give them two. He stated that he would get a firm price for the Town Board. The Supervisor asked if that was older pipe they would have to tap into and Mr. Fish stated that it was and mentioned that it was asbestos. Councilman VanTassel stated that there's no plan for a catastrophe if it were to happen. The Supervisor stated that the first step is to create a unified water district and then they can set up a capital reserve fund for catastrophes and such.

Mr. Fish stated that he didn't see money in the budget to have the water tower painted that's in district 6. The Supervisor stated that it was in there somewhere. Mr. Cruz stated that the money was in the contractual part, under water district 2. Mr. Fish stated that the tower he's suggesting to be painted is in district 6. Mr. Cruz then corrected his earlier statement and stated that the tower painting wasn't in there at all. Councilman VanTassel stated that it needed to be put into water district 6. The Supervisor then commented that the towers serve all the districts, but that it will depend on where they go with consolidation. The Supervisor stated that they can earmark \$185,000.00 in water as a whole and get clarification from counsel as to whether or not all districts would pay for the painting.

Mr. Fish stated that they have cathodic protection for the tank on Nolan Road and the 5 year contract with CorPro is up this year. The Supervisor asked if money was budgeted for this expense. Mr. Fish stated that it wasn't because he just realized that the 5 year contract had run out. He recalled that it was about \$600-\$800 per year. He stated that the Town may get a better price if they do another 5 year contract, like they did before. The Supervisor asked Mr. Fish to get a proposal from them and they can discuss it further at another budget workshop. Mr. Fish stated that he would get prices for both the cost of a hydrant and a quote from CorPro.

Councilman Hogan asked if the total contractual needs to be increased for the tank painting and Mr. Cruz replied "yes".

Councilman VanTassel stated that if they go with the shared clerk position, possibly that person could work on getting Jesse's water service cards computerized instead of keeping them solely on index cards.

The budget workshop adjourned at 8:43 p.m.

Respectfully submitted,

Leeann McCabe
Town Clerk