

A budget workshop of the Town Board of the Town of Moreau was held on October 15, 2019 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

The Supervisor called the workshop to order at 6:30 p.m.

**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 and Jeffrey Cruz, Principal Account Clerk; Present throughout the workshop: Paul Joseph, Highway Superintendent; Donna Nichols and Jack Hills representing the Moreau Community Center; Steve VanGuilder, Ron Quinn and Jeff Beecher representing Moreau Emergency Squad and Ted Monsour representing the Transfer Station

The first topic for discussion was the Highway budget. The Town Board started with account A3310 (Traffic Control). The Supervisor stated that the requested amount for signs was \$6,950 and he reduced it to \$3,200 based on what had been used year to date. Paul Joseph stated that the increased amount in signs was to purchase a radar display sign. He stated that they are \$3,300 each. He stated that these devices monitor the speeds and the time of day and reports can be sent to law enforcement. They can then patrol those areas at the times that have the most incidents of speeding. The Supervisor stated that the Highway Superintendent shouldn't be involved with law enforcement, the police should be. There was some discussion as to what the cost of signs were and how many would be needed if new parking restrictions were put into place. The Supervisor asked if \$3,200 was enough for signs if the radar sign is backed out. Mr. Joseph replied that it would be enough. There was a brief discussion relating to the School Zone signs on Merritt Road as there was mention that it wasn't properly marked. Mr. Joseph stated that his department installs the signs but the School is supposed to purchase them.

It was noted that the road striping request remained as requested.

The next topic was A5010 (Highway Superintendent). The Supervisor commented that all pay raises were set at 2% as a placeholder and that they would be discussed at the end of the budget process. All other requested items in this account were left as requested.

The next topic was A5132 (Highway Garage). It was noted that there was no money budgeted for the roof repair of the two highway garages. The Supervisor stated that the engineer is vetting the lowest bidder to make sure everything is favorable before they act on it. He also stated that it would be beneficial for the Town to hire a construction manager for the project, which would be Laberge Group. Having this would protect the Town's interest and the job can be stopped at any time if there's a problem. He stated that construction management is roughly around 10% of the job. He stated that the Town would be using fund balance to fund this project. The Town is also anticipating a \$200,000 grant from Senator Jordan's office, which Senator Marchione had sponsored. He stated that the Town has made it through the process for approval. The last step is release from the Senate Finance Committee, which isn't anticipated until after Election Day. He's hoping to have the funding for 2020, which will have a huge impact on the budget and fund balance. The Supervisor stated that they had funded for the HVAC repair in this year's budget. He stated that the goal is to get a contract before the end of the year. He stated that the engineers are working diligently to make it happen. If this can be done, the Town will be able to re-appropriate that money for 2020 out of this year's budget. There would be an open PO, so they wouldn't have to fund out of the 2020 budget. The Supervisor read down through the list of requests. All .4 items remained budgeted as requested. Paul Joseph asked Mr. Cruz if the amount he budgeted for National Grid was adequate. Mr. Cruz replied that it was.

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Councilman VanTassel asked if this was the account that they'll be putting the garage roof repairs into. The Supervisor stated that it is and they have to decide how much to earmark from fund balance. He recommended that they take out the next highest bid plus 10% as a placeholder of fund balance. He stated that the grant is reimbursable and will have to be funded up front. The vouchers will then have to be submitted to the State. When the money comes back in from the State, it will go back into fund balance. The Supervisor stated that he hoped they would know which bidder they're going with before they finalize the budget but if they don't, he suggested again, that they use the figures from the next highest bidder plus 10% of that figure for construction management.

The next topic was B8540 (Drainage). The Supervisor noted that since Maureen Leerkes is the Stormwater Management Officer, a portion of her salary (25%) is taken from this drainage account. The Highway Superintendent had requested \$36,500 for Hudson Drive drainage work. The Supervisor stated that there may be the possibility of this being a drainage district and if there is, the cost of the work would be passed along to the residents within the district. He stated that the Comptroller's office may question us if we use fund balance when there's a drainage district. Councilman VanTassel stated that if it's not in a drainage district, the Town should leave this in the budget and use fund balance. The Supervisor stated that they need to do a little research and can come back to this item at a later time. For now, they left as indicated on the budget worksheet.

The next topic was DB5110 (Highway General Repairs). The Supervisor noted the increase in Highway Union Employees. He stated that it was due to the addition of two new entry level laborers. He stated that the Town has gone over a decade without additional staff. Councilman VanTassel stated that there are more roads to cover than there used to be. Paul Joseph stated, that when he started with the Town, it used to take him 2 1/2 to 3 hours to plow his route. It's now taking them 3 1/2 to 4 hours per route. The Supervisor stated that the numbers were plugged in from the negotiated rates. All .4 items remained budgeted as requested.

The next topic was DB5112 (Highway Improvements). The Supervisor stated that there was money budgeted for the Fedor Road Culvert in 2019. As part of the permitting process, there was a limited window to do the work. By the time the Town got the permit, the window had closed. The Supervisor stated that the Town is hopeful that they will get a \$50,000 grant from Saratoga County, which will help offset some of the expenses. So instead of doing the work this year, the project was put on hold until next year. Councilman VanTassel asked if the \$284,230, which was budgeted for 2019, could be put into a capital reserve fund of some sort. The Supervisor stated that it would go back into fund balance. He explained that if money were put into a capital reserve fund, it would tie up the use for it. He stated that he would rather have the flexibility to use as needed. All items listed under the .4 accounts remained as requested.

The next topic was DB5130 (Highway Machinery). The Supervisor stated that the account for equipment (.1) was scaled back from \$502,474 to \$257,003 to accommodate the increase in the number of laborers. There was a request for a tractor and double flail mower. The Supervisor stated that he left the mowers but eliminated the tractor. The requested amount was \$122,120 and it was reduced to \$42,185. The requests for a hot box for patching roads, an updated loader and a live bottom trailer were all removed from the budget. Councilman Hogan asked what the functions were for these three items.

The next topic was DB5140 (Highway Miscellaneous Brush and Weeds). All requested items in the .4 account remained as requested.

The next topic was DB5142 (Highway Snow Removal). The Supervisor stated that he bumped down the request for gasoline and diesel from \$70,000 to \$65,000; the request for road salt from \$180,000 to \$170,000 and the request for sand from \$7,500 to \$7,000. He based his numbers from usage last year.

The Highway Superintendent left the meeting at 7:20 p.m.

Donna Nichols and Jack Hills were present to discuss the Moreau Community Center budget (A8060). Ms. Nichols stated that she had requested a 4% increase over last year's budgeted amount. The primary reason was due to the increase in minimum wage, which will take effect January 1, 2020. She also

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explained that the Community Center had a 5 year district grant and that the funds came from the Federal government through the State. This was for a healthcare program that they had. The grant provided \$52,000 in 2018, \$57,000 in 2019 and they will receive nothing in 2020. She stated, that between the loss of the grant money and the increase of approximately \$34,000 due to minimum wage increases over the last 3 years, this is the reason for the 4% increase request. She stated that the summer camp program broke even this year, with no profits made. Ms. Nichols stated that she doesn't want to have to pass the increases on to the families. The Supervisor stated, that when he adjusted their request to a 2% increase, he was being sensitive to the Town's 2% tax cap. He stated that he would be willing to split the difference. Ms. Nichols stated that anything that Town can do to help would be appreciated. Councilman Noonan stated that they could start with 3% and if they have extra money, they can revisit it. There was a brief discussion regarding the use of the old 61 Hudson Street property. Ms. Nichols stated that they would be using that building for their holiday caring program but for long term, that building has the same issues that theirs has. She stated the lack of parking for an example. The Supervisor stated that they could cut the curb and put in some parking in the back of the building. She did say that they might consider the use of the building. The Town Board all agreed on the 3% increase and Ms. Nichols and Mr. Hills left the workshop at 7:30 p.m.

Steve VanGuilder, Ron Quinn and Jeff Beecher were present to discuss the Moreau Emergency Squad budget (A4540). The Supervisor stated that he had bumped down their request from \$275,000 to \$240,348, which is a 2% increase over last year's budgeted amount. They had also requested \$30,000 for a reserve amount for their new building. The Supervisor bumped that down to \$15,000, which was \$5,000 more than last year. Mr. VanGuilder stated that they need to know the Town is behind them if they are going to move forward with the building expansion. He expected that the mortgage on the new building would be roughly \$12,000 per month on a 3.3 to 3.4 million dollar structure. The Supervisor asked if they have any mortgages right now and Mr. VanGuilder replied that they had a mortgage on the vacant property they intend to build on. They pay approximately \$2,296 per month for the vacant land and the payoff is \$319,000.00. The Supervisor asked if the \$12,000 included the monthly payment for the vacant lot. Mr. VanGuilder replied that it would. The Supervisor asked about the interest rate they would receive and Mr. Beecher replied that it would be just under 4%. Councilwoman LeClair asked Mr. VanGuilder for some clarification. She wanted to know, if when he stated he needed to make sure the Town is behind them, did he mean that the Town would be committing to pay the 3.4 million in order for them to construct the building. Mr. VanGuilder replied "sure". He stated that they need to make sure they can make their payments each month. Councilwoman LeClair asked if they wanted the Town to make the \$10,000 payments each month. He stated that they need to be financially secure. Councilwoman LeClair asked if the only way they will be financially secure is if the Town makes those payments. Mr. VanGuilder stated that they've done fund raising but donations are down because people would rather donate to equipment, rather than a building. Councilwoman LeClair asked again if they are expecting the Town to pay for the entire 3.4 million. He stated "sure" but that they would be requesting funding from Northumberland as well. Mr. VanGuilder stated that he could work with the \$240,348 but the Town is growing and the call volumes are up. When the call volume goes up, it costs money to answer the calls. Their building is now 25 years old and in need of repairs.

Councilman Noonan asked what he expected his yearly profit to be on the paid side. Mr. VanGuilder stated that the paid side has nothing to do with this budget. Councilman Noonan stated that they have to be making money somewhere. Mr. Beecher stated that there's enough money to cover payroll. Councilman Noonan asked if it was flat after that and Mr. Beecher replied that if there were a profit, it would be very small. Councilman Noonan was of the assumption, that if the Town paid 3.4 million for the building, the Town would own it.

The Supervisor asked Mr. VanGuilder if the Town of Northumberland funded them \$87,000 last year. Mr. VanGuilder stated that figure was a budget request and that he doesn't have the actual figure with him. The Supervisor stated that he was looking for the actual expenses and revenues in 2019. Jeffrey Cruz stated that they wouldn't have 2019 yet, it's still in progress. Mr. Beecher stated that he could send the figures that were sent to the USDA in July. The Supervisor asked if Northumberland had agreed to the amount requested for building expansion in this year's contract. Mr. VanGuilder stated that they didn't put any money aside for the building expansion. Mr. VanGuilder also stated that he's never gone to a budget workshop in the Town of Northumberland. Councilwoman LeClair stated that she was told they

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rely on the Town of Moreau. Councilman VanTassel asked if they had provisions for maintenance in their plans. Mr. VanGuilder stated that they had to include a 5 year maintenance plan in the USDA application.

Supervisor Kusnierz asked about their 3<sup>rd</sup> party billing and how the revenues this year compared to last year. Mr. VanGuilder replied that he thought it was even. The Supervisor asked what they will do if the Town doesn't finance their expansion. Mr. VanGuilder stated that they will continue doing what they do. The Supervisor explained that this Board might be able to guarantee financial payments, however, there is the possibility of a new Board every two years. They can't bind future Boards.

Mr. VanGuilder asked about impact fees. The Supervisor stated that they've talked about this and he's had conversations with Counsel. He hopes to have an answer before budget process is wrapped up. He thought, when the subject came up last time, it wasn't good news but will try and verify that.

The Supervisor stated, that right now, they're offering a 2% increase from last year's contract and a \$15,000 set aside (which they can't access until the construction starts). The Supervisor stated that he didn't know how the rest of the Board felt, but if the Squad is willing to do away with the \$15,000 set aside, he would be willing to give them 3% instead of 2%. Councilman VanTassel asked, beside the \$10,000 the Town gave them last year, what do they have set aside for the building. Mr. VanGuilder stated that they have \$100,000 set aside right now, plus a grant from Carrie Woerner. Mr. VanGuilder asked Mr. Quinn his opinion. He stated that they should keep the 2% plus the \$15,000 set aside for the building expansion. Councilman VanTassel stated that he was ok with the 2% plus the \$15,000 set aside. He also stated that the Town isn't in a position to fund a \$10,000,000 project (which included the interest charges on a 30 year loan).

Mr. VanGuilder stated that he would welcome any suggestions. There was a little conversation for a brief period and they left the workshop at 7:55 p.m.

Ted Monsour entered the workshop to discuss the Transfer Station budget (TS8160). The Supervisor stated that he had put in for a 2% increase under personal services. He also stated that they had budgeted for security cameras in 2019. This hasn't been done due to some logistics reasons. He stated, that with some suggestions, he could make the purchase of the cameras and then fund the IT portion out of the 2020 budget.

Mr. Monsour had requested \$15,000 in the budget for a shed/storage unit to go over the 20 yard open top container. The Supervisor stated that because the Transfer Station is paid by user fees, he pulled it out. He also stated that the Town has already expended funds for covers. Mr. Monsour stated that the covers were beat and they need new ones. The Supervisor stated, that if he has to increase the budget by \$15,000 for a shed, he would have to pass the cost along to the users by increasing the fees. He stated that he's not willing to do an increase at this point in time. The Supervisor stated that there are some unknowns for the future and commented that the Town will be getting a \$35,000 grant from the County again next year. It wasn't budgeted for this year but the Town's got the money. He stated that it's always a potential to be gone at any time. He also stated that they need to have a capital reserve at the Transfer Station for the compactor. Right now they don't have the reserve for those definite costs coming down the road.

Mr. Monsour stated that he needs to put in for a set of covers if they aren't going to budget for a shed. He stated that they're \$1,000 a pair. It was explained that the open top is hauled out and the Town is charged by the weight. When the snow and ice gets in there, it adds to the weight. The Supervisor asked if we put garbage into the open top. Mr. Monsour stated that when they pull the container from the compactor area, there's always some overflow garbage that falls behind. They scoop it up with the loader and put it into the open top. He was asked why they don't put it back into the compactor container and he replied that the loader won't fit in between the beams. The Town Board added \$1,000 in the .4 account for a pair of open top covers.

Mr. Monsour asked if he was good with the blower. The Supervisor stated that they left his request in. Councilman Hogan stated that he budgeted for a gas blower and thought a battery blower might be more practical because you wouldn't have to pay for gas and mix it. He stated that with a battery, you just plug it into the wall. It's quieter with less of a chance of a hazard. The other Board members agreed with

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Councilman Hogan. The budgeted line item was increased to \$250.00 to cover the cost of an electric blower vs. a gas blower.

Mr. Monsour asked about the minimum wage increase. Jeffrey Cruz stated that at the end of 2020, the minimum wage will increase to \$12.50 per hour. Mr. Cruz stated that he didn't know if the Town Board wanted to discuss this in this budget. The Supervisor stated that they would discuss this when they do salaries.

Mr. Monsour asked about the roof over the compactor building. The Supervisor stated that he had passed the request on to the Transfer Station Committee for their input. Councilman Hogan stated, that at the last meeting, he was asked to reach out to Mr. Monsour. He asked him to get another price from another contractor he knew and to get prices for metal roofing vs. shingles. Mr. Monsour stated that the contractor hasn't returned his call. Councilman Hogan stated that Mr. Monsour had a concern with metal roofing. He thought that the snow and ice would slide off the roof and onto the customers. Councilman Hogan suggested that they could use a snow rake or have someone else remove the snow. Mr. Monsour stated that he had contacted Fred Bartlett to have him give a price for metal vs. shingles. Mr. Bartlett stated to Mr. Monsour that he didn't know why the Town would want to go with metal. He was told that you might only get another 10 years out of the metal vs. 25 years for Owens Corning. Mr. Monsour stated that you would still have the issue of the snow and ice sliding off. Councilman Hogan stated it would be less likely with an asphalt roof. Councilman VanTassel stated that you can put ice stops on the metal but the water will still come off. Councilwoman LeClair stated that it's not a big deal to roof rake a building. She used to do the roof over her bakery. She stated that she did it for 30 years. The Supervisor asked how much they budgeted for a roof in 2019. Jeffrey Cruz stated that he didn't see anything budgeted for 2019, unless it was put into contractual. In which case, you wouldn't see it broken out. Councilwoman LeClair made a suggestion of a sealant that's used on the roofs of mobile homes. Councilman Hogan stated that the roof isn't leaking but that the shingles look awful and are all curled up. He stated that it doesn't need to be done right now but it needs to be done. Councilman Hogan stated that he didn't know if there was enough money in the budget for this year but if Ted can get the prices, we should get it done this year. If there isn't enough, they should have it done next year. The Supervisor suggested creating a capital reserve fund for 2020 that will be used for capital projects, which could be roof replacement, a new structure, or it could be earmarked to help pay for a compactor. The Town Board was trying to figure out how much to put into the capital reserve fund but didn't have a good figure of what there was in Transfer Station as a reserve. Jeffrey Cruz stated that he would get the Board members a profit and loss statement that they could work with. They can make a better decision from that. The Supervisor stated that if he gets them the figures, they can discuss this at the next budget workshop.

Mr. Monsour asked what his title was. He was listed as a laborer on the budget worksheet. There was no answer to his question.

Councilman VanTassel asked, for the benefit of the Town, how many hours he's available to work at the Transfer Station. Mr. Monsour stated that he worked 14 hours last week. There seemed to be some confusion over the number hours worked and Councilman VanTassel stated that he could get the information from payroll. He then asked how many days per week he works and Mr. Monsour replied five. Councilman VanTassel asked if Mr. Monsour was classified as a full-time employee. Jeffrey Cruz stated that he's part-time and because the Transfer Station is open 40 hours per week, he needs to stay under 20 hours to be compliant.

The conversation went back to security cameras. Jeffrey Cruz stated that there's money budgeted for camera's, however, there's IT work that would need to be done. Councilman VanTassel stated that they need to get internet and the easiest way to do that is to get a wireless shot from where they already have internet. He stated that Highway has internet. They can have a radio at each end with an antenna. That would give the Town the availability to do payroll going forward if they move to a payroll system as well as for the timeclocks that would transfer the data. This would also give us internet for training purposes and the ability to have cameras.

Councilwoman LeClair asked if his staff has completed confined space training this year. Mr. Monsour stated that he had spoken with the Village DPW Superintendent and he was supposed to get back to him.

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He stated that he hasn't as of yet. Councilwoman LeClair suggested that he call the Town's Highway Superintendent as his staff has to attend confined space training as well. She thought that the training had to be done annually.

The meeting concluded at 8:30 p.m.

Respectfully submitted,

Leeann McCabe  
Town Clerk