

PRESENT:	Patrick Killian	Councilmember
	Mark Stewart	Councilmember
	Jesse A. Fish, Jr.	Supervisor
ABSENT:	John Donohue, Jr.	Councilmember
	Kyle Noonan	Councilmember
ALSO PRESENT:	Jeffrey Cruz	Principal Account Clerk
	Erin Trombley	Town Clerk
	Jeffrey McCabe	Town Justice
	Josh Westfall	Building, Planning and Development (BPD) Coordinator
	Elizabeth Bennett	Confidential Secretary

The workshop officially commenced at 7:25 p.m. when a quorum was reached with the arrival of Councilmember Killian. Principal Account Clerk Cruz showed the Board members where various documents were in the front their budget binders: budget timeline, revenue codes, comparative Town official salaries, fund balances which he said were estimated except for 2024 which were accurate.

BUILDING DEPARTMENT

Discussion started with account B3620. BPD Coordinator Westfall said much of the budget was the same as 2025, there was a \$500 increase for training, and salaries were higher in the tentative budget because Pete Bachem became full-time in 2025. He said he proposed higher compensation for the Planning Board and Zoning Board of Appeals secretary because historically the secretary has earned more. He said with the amount of work the secretary puts in and some added tasks, the increase is justified. The figure he suggested was \$150 per meeting.

Under contractual, Mr. Westfall budgeted \$45,000, and Mr. Westfall said he had spoken to each of those present about a code update. He said it wasn't necessary to wait for a grant to update the zoning code but his \$45,000 included the grant. \$64,000 was allocated to engineering for this update. \$6000 was budgeted for drainage for 2025 which he said was off from the actual figure. On account B8540, Councilmember Stewart asked if they should budget for engineering for Hilton Drive and other drainage around the Meadow Drive area which was replaced this year. Supervisor Fish said they should take the imaging they have and turn it over to Town engineers to determine what the remaining lifespan of those pipes may be to help them budget. He suggested turning over this expense to the Highway Department. Councilmember Stewart said they should budget for the expense without the grant since those funds aren't guaranteed. Councilmember Killian asked about sales tax revenue for this. Councilmember Stewart said they typically allocate \$25,000 of sales tax to planning and zoning. Principal Account Clerk (PAC) Cruz said there was no sales tax in Town Outside fund for 2026, that they would discuss it further in the future, and that Highway's 2026 request was high so more sales tax was diverted to Highway.

Councilmember Stewart asked why \$40,000 had been requested in other contractual under Zoning B8010 because no more than \$10,000 had ever been spent. Mr. Westfall said this is the sum intended to be used for the zoning update, with the expense split between Planning and Zoning. The Councilmember asked if any of the 2025 allocation may be leftover and could be used for 2026 toward engineering. Councilmember Killian asked if they were allowed to use funds from a previous year. Councilmember Stewart questioned if the extra goes to the Town outside general fund if not used. Mr. Cruz confirmed that unused funds would go to the Town Outside fund, and said a purchase order can be used to reserve funds.

BPD Coordinator Westfall said he was working on a planning grant, 30,000-40,000, with 20,000 anticipated to be funded through the Greenway Grant, with an in-kind match for his time with tasks such as mapping, existing conditions, and general coordination. Councilmember Stewart said extra 2024 funds had been used for supplies in 2025 to keep the budget down. Councilmember Killian asked how much had been planned for sewer and

drainage. Councilmember Stewart estimated \$100,000, that they were at 1/3 of the cost at that time, and engineering accounts for 10-20%, that a safe total would be \$200,000 for the remainder. Mr. Westfall agreed, when administrative expenses are factored in. Supervisor Fish said 1 section of pipe was blocked and a spot repair can be done. He said it was perforated pipe, so it was hard to determine what is rotten. Since no drainage district exists, he said they need to budget ahead so funds are available when needed. When they budgeted for maintenance, the Supervisor said it was removed because they believed it was a drainage district at that time. The Supervisor asked Mr. Cruz if sales tax could be used for this purpose, to which Mr. Cruz responded that it could. Councilmember Killian asked what percentage they would be comfortable using of the excess sales tax. PAC Cruz said that it depends on what else is being spent from the funds—when it's received it can be moved to where it's needed. \$4 million in sales tax is budgeted for 2026, he said.

Councilmember Stewart said some contractual dollars had been allocated for Supreme Court expenses and they should budget for it for 2026. Mr. Cruz said the breakdown of sales tax allocations is as follows: \$316,000 to the general fund, \$2.9 million to highway, \$713,000 to the fire company. Mr. Westfall's portion of the workshop was complete, and he left the meeting.

Councilmember Stewart asked if the plan was to budget for drainage through the Highway Dept., with \$150,000 going to the drainage repair on Meadow Dr., he estimated that \$200,000 will be engineering and the road will need to be torn up. The road was last paved long ago so he suggested they not include that expense since it could be considered routine repaving. The Councilmember said they know, based on the section they worked on, that more work is needed. Supervisor Fish questioned how much time they had before additional work was needed and said it would be good to know. The Supervisor asked if there was excess sales tax in 2025, could they move it for drainage the next year. PAC Cruz said they could put it in reserve for specific needs. The Supervisor said all the lines need maintenance, which would help with securing funds and show the Town is being proactive. Asked how deep the line is in the ground, the Supervisor indicated it is deep.

Councilmember Stewart asked if \$1.2 million was being added to the fund balance, and if it was all interest. PAC Cruz said it was, with a variable rate through the rest of 2025. \$3.3 million of fund balance has grown and spending \$1 million brings the balance back to 2020 levels. To fund Highway, Mr. Cruz said, they can allocate funds to Highway, or they can keep it in the general fund and transfer it as needed to defray costs.

2.1% over a few years grew. Water/sewer three sewer districts GH = Hexion, GV = Route 9 Corridor, G1 is extensions 2-4. Based on 12 months of sewer billing, will change with use. Will discuss moving existing funds to these three funds. Glens Falls City = GI with small amount of Industrial Park use. Councilmember Stewart said in 2060 should be 0. The Supervisor said the following Monday they would be turning the line South permanently. A full re-evaluation will be done in two years. 2026 front some of the cost toward this.

The Fire Company submitted a budget but not a request specifically for the Town, the Supervisor said it was \$1.3 million but includes both needs and wants. The figure was reduced from 2025, an extra \$100,000 was allocated in 2025. The Supervisor said an actual budget specific to the Town was not submitted.

TOWN CLERK

PAC Cruz directed the Board to account A1330, Tax Collection. Town Clerk Trombley said there was not much change in this fund, but gradual increases. Discussion turned to Account A1410, where Ms. Trombley said she recommended moving allocations for General Code, Laserfiche, and code books to A6989, Records Management, since these expenses are related to keeping records. She said this doesn't change the numbers for those items in and of themselves, and explains an asterisk on the 2026 request under contractual. She said upcoming expenses have increased for the items she referenced. One of the increases was based upon the large amount spent in 2025 for eCode updates to the Town code, Ms. Trombley said, adding that this expense is not under the Town Clerk's control because it the cost is determined by the number of laws passed, and how new laws impact the code. She said it had been explained that, while more code books are in use than needed, the biggest expense with code updates is not the printed updates, but the code analysis and documentation that

takes place. She said she had tried to get a firm number of employees who want a physical book multiple times, and a few say they want a book and the rest do not respond. She said they could save a small amount by discontinuing updates of books that are not in use.

She said there was a small increase to the General Code, but under contractual, the biggest expense was a necessary recodification. She said the estimate provided for this service was over \$14,000. She continued, saying recodification should be done regularly, such as every 10 years, but that it had been about 25 years since the Town's last recodification. The company recommended coordinating recodification with a large zoning code update since a large portion of the code will be impacted by the updates and they will already be updating those impacted sections, she said. She added that BPD Coordinator Westfall had a large zoning update in the works. During recodification, Ms. Trombley said, the Town's entire code is scrutinized for inconsistencies between sections of the code, and for compliance with updated State and Federal laws. Since the number on the tentative budget was below the \$14,000 estimate, Ms. Trombley suggested this may be because the company representative said the process of recodification is long and is billed piece by piece over time, that it may not all be complete in 2026. She explained that the eCode has a "back end" that she, the Confidential Secretary, Attorney Bruening and a few others have access to. Something like a red line version of the code would be available there, she said, where changes are recommended, that would then be brought before the Board, and resolutions passed to adopt the changes if they chose to do so. The figure received was an estimate, she said, because they don't know how much they will find that needs to be changed until they do the code review.

Councilmember Killian asked how many books people wanted. Ms. Trombley said there were 22 books in circulation; two had been destroyed in a fire, the Supervisor has one, the Town Clerk's office has one, BPD Westfall had one, the Code Enforcement Officer had one, there is one at Crandall Library. Councilmember Stewart said he never received a book, when it was offered, he declined. He said he had received updates in his mailbox but he uses the eCode and has no code book. Councilmember Killian said someone should be able to receive a PDF if they want to see something in the code. Councilmember Stewart explained the eCode is the online code, and said he understood it was very expensive to maintain the books when it was shown to him by a previous Town Clerk. Additional entities Ms. Trombley listed as having a code book including Planning and Zoning Boards. Determining the number of books actually needed was not yet complete, she said, but also reiterated that the update to the code itself was the largest expense.

Councilmember Stewart said this was a maintenance item that had been put off for 20 years and questioned whether the amount requested and tentatively allocated was enough. Ms. Trombley explained that the budget was due by September 5, and the quote came in after that date and was sent to PAC Cruz right away. Ms. Trombley suggested an additional \$2000 for that item under contractual be added to cover the entire quoted sum. Councilmember Stewart asked Mr. Cruz if that figure could be raised to \$15,000, and asked the Supervisor if he would be comfortable increasing the figure if Mr. Cruz could find a way to allocate it. The Supervisor said he would. Councilmembers Stewart and Killian discussed upcoming changes to the code coming down from the State, including eliminating propane and natural gas in new construction, for example.

Ms. Trombley wanted to make the Board aware of the Laserfiche Cloud that was budgeted for in the 2026 figures. She said she had discussed it with them before to a degree, that the current version of Laserfiche is obsolete and cannot be fixed or updated, and no support is available for that version. Further, she said the server-based option means maintaining the Town server with enough space for the vast amount of documents the Town has now or will add in the future. She said that though the cloud version of the program is somewhat more expensive, by moving to the cloud, Laserfiche is responsible for maintaining the servers and ensuring there is always ample capacity. Also, with the new Town website coming online later in the year, Laserfiche cloud will allow people to search for designated files through the site and can reduce the number of FOIL requests processed by the various members of staff. She estimated that 90% of the FOIL requests the Town receives are for documents that are not restricted. Councilmember Stewart said the request had been granted in the tentative budget and he agreed using Laserfiche cloud through the new website will be beneficial. Ms. Trombley added that moving to cloud will be good as well since the Town's IT company seems to downplay the need for

maintenance or proactive steps, and then when something goes wrong, they are happy to come fix it in an emergency for a fee.

She also explained how she calculated her proposed figure for routine eCode updates based upon the figures up to July of 2025. Additionally she said she had budgeted for two members of the department to go to the Town Clerks' Association Conference (NYSTCA), 2 members to go to the regional Town Clerk's training, and for membership in the Association of Tax Receivers & Collectors (NYSATRC) she had not been aware of for 2025. There were no additional questions.

Principal Account Clerk Cruz said that concluded the scheduled material for the meeting, but wanted to discuss some additional items. He brought up Water & Sewer, and said they would be meeting with the Water Superintendent at the October 23 workshop. Mr. Cruz said three water districts would be introduced: GH for Hexion at the Industrial Park, GI for extensions 1-4, and GV for extension 5 on the Route 9 corridor. He said the percentages presented were based on sewer billing during the past 12 months and would likely be adjusted annually based on updated billing information. He said they would discuss at the end of the year moving funds into these three accounts from the existing GI fund, sewer capital fund, project fund.

Councilmember Stewart asked for clarification, and Mr. Cruz said the calculations showed the charge percentages: Glens Falls City mostly for GI with a small amount to the Industrial Park. The Councilmember said he thought there should be \$0 from the Industrial Park for 2026. The Supervisor said the following week the Industrial Park effluent would be turned South to the County and cannot be turned back.

PAC Cruz also wanted to make the Board aware that the Assessor was looking to do a townwide re-evaluation in two years with costs "front loaded" in 2026. He also said he had received a budget from the Fire Company but not a request from the Town so he had put in a number for them and said there was excess sales tax revenue if the Board wanted to consider allocating any extra to the Fire Company. Supervisor Fish said the total ask of the Town and Village combined was \$1.3 million. Mr. Cruz said the figure this year was reduced from 2025 because in the 2025 budget the Board had allocated an extra \$100,000. He wanted the Board to be aware of the excess sales tax so it could be a factor in the Fire Company budget workshop session.

The workshop adjourned at 7:58 PM.

Respectfully submitted,
Erin Trombley
Erin Trombley
Town Clerk