



# Town Board

## Budget Workshop

### October 20, 2020

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The Town Board of the Town of Chester convened at the Town of Chester Municipal Center, 6307 State Route 9, Chestertown, New York, at 4:30 pm.

**Roll Call:** Supervisor Craig Leggett, Karen DuRose, Mike Packer, Larry Turcotte, and Deputy Supervisor Marion Eagan.

#### **Budget Workshop:**

Supervisor Leggett opened the Town Board Budget Workshop at 4:40 pm with Karen DuRose leading the Pledge of Allegiance.

Supervisor Leggett asked the Town Board about having a Veteran's Day ad in The Sun from the Town Board. All Board Members present agreed on a 2"x3" ad for \$98.00.

#### **Pottersville Pump House:**

Supervisor Leggett said that Cedarwood Engineering has completed the Pottersville Well #2 Improvement Bid Packet and asked the Town Clerk when the deadline would be. Mindy responded that they would be opened November 20<sup>th</sup> at 12 pm.

Mr. Turcotte asked if this would finish the job. Supervisor Leggett responded that this should be it.

#### **RESOLUTION NO. 140 OF 2020: AUTHORIZE TOWN CLERK TO ADVERTISE FOR BIDS FOR POTTERSVILLE WELL #2 IMPROVEMENTS PROJECT**

**WHEREAS**, Cedarwood Engineering has prepared the bid document for the Pottersville Well #2 Improvement Project,

**BE IT RESOLVED**, the Town Board authorizes the Town Clerk to advertise for bids for the Pottersville Well #2 Improvements Projects with specs provided by Cedarwood Engineering and bids to be opened November 20, 2020 at 12 pm in the Town Clerk's Office.

On a motion by Mr. Turcotte, seconded by Mr. Packer, Resolution No. 140 of 2020 was **ADOPTED**.

AYE 4 NO 0

#### **Proposed 2020 Budget:**

Supervisor Leggett read his budget strategy:

#### **Budget Strategy**

- 1) Preserve fund balance if low; use moderate amount of fund balance if high
- 2) Do not budget for equipment or capital expense outlay except on prioritized items
- 3) Cut back contractual (miscellaneous) expenses by 10% - 15%
- 4) Adjust the 2021 budget as the year goes by and base on actual revenues
- 5) Continue to create efficiencies with human resources -utilize existing employees to fill need
- 6) Provide wage increases for non-union employees to the best of our ability - recognizing inflation, COLA (1.5%)

#### **Operational Strategy**

- 1) Review all job titles and assess job duties, job functions, and anything that needs to be adjusted
- 2) Classify contractual expenses as: base cost, incidental costs, miscellaneous costs and prioritize

spending and monitoring monthly

**Explanation of Revenue Projection**

- 1) At the time of creating the budget, the economic outlook is mixed
- 2) Because of economic variables beyond the control of the Town, certain revenues may be less than previous years
- 3) The reduction in projected revenues (A fund) beyond the control of the Town is \$130,655 less than 2020
- 4) The total reduction in projected revenues (A fund) is \$158,000 less than 2020
- 5) The 2020 budget used 89,000 of Fund Balance in addition to Projected Revenues to balance the budget

**Explanation of Appropriation Projection**

- 1) Because of the projected reduction in revenue, appropriations for contractual and equipment was reduced
- 2) The total proposed appropriations for 2021 (A fund) are \$140,000 less than 2020 (-6.6%)

**Explanation of Real Property Tax levy**

- 1) In spite of a 6.6% (-\$140,000) reduction in appropriations, Real Property tax levy will increase
- 2) The increase is due to the projected reduction of revenues and from not using fund balance to balance the budget
- 3) The total reduction of those two items is -\$247,000 from 2020
- 4) Therefore, the total proposed increase in Property Tax (A fund) is \$105,000 more than 2020
- 5) The proposed Property Tax rate (all town-wide funds) will increase by \$.16/thousand - or \$32 for a \$200,000 home

Chris Aiken entered the meeting via Zoom at 5:00 pm.

<b>Chestertown Fire</b>	\$430,455			<b>\$430,455</b>	<b>\$535,989,134</b>	\$0.803	\$0.809
<b>Pottersville Fire</b>	\$331,485			<b>\$317,429</b>	<b>\$184,485,495</b>	\$1.721	\$1.769
<b>Subtotal</b>	<b>\$761,940</b>	<b>\$0</b>	<b>\$0</b>	<b>\$747,884</b>	<b>\$720,474,629</b>	<b>\$3</b>	<b>\$3</b>
<b>GRAND TOTALS</b>	<b>\$5,295,436</b>	<b>\$4,358,528</b>	<b>\$8,900</b>	<b>\$2,205,084</b>		<b>\$5.30</b>	<b>\$5.37</b>
			5.86%	\$80,636	Difference 2021-2020 of tax levy		
	0.76%		2.50%	\$34,413	Allowed increase of tax levy		
				\$46,223	Net Difference over / (under) tax cap		

There was a lengthy discussion about the fund balance.

Mrs. DuRose asked if we could give all employees a 2.75% raise and not just the union members. Supervisor Leggett replied that we should be able to.

Mrs. DuRose asked about the increase for the bookkeeper. Supervisor Leggett responded that the increase was due to the increase from 20 hours to 30 hours per week.

Mrs. DuRose asked about the decrease in youth programs. Supervisor Leggett commented that a lot of the money comes in as revenue and then goes out in contractual, without knowing if we will have any programs we will adjust as we go through the year.

Mrs. DuRose asked about the personal services of \$950.00 and if we could have it per visit. Craig said he would reach out to Hudson Headwaters.

Mrs. DuRose questioned the \$45,000 for Parks and Rec. equipment. Supervisor Leggett said that it is for a one ton.

Supervisor Leggett said the big question now is, are we going to break the tax cap. Mr. Turcotte asked how much money we would have left in the Fund Balance if we do not break the tax cap.

Chris Aiken entered the meeting in person at 5:35 pm.

The Board agreed to break the tax cap and give employees a 2.75% raise.

Mrs. DuRose asked if the Town of Horicon was going to have a re-evaluation in 2020.

**RESOLUTION NO. 141 OF 2020: SET PUBLIC HEARING FOR THE PRELIMINARY BUDGET AT A SPECIAL TOWN BOARD MEETING ON TUESDAY, NOVEMBER 10, 2020 AT 7 PM AT THE TOWN HALL**

**WHEREAS**, a Public Hearing on the Preliminary Budget must be held no later than the Thursday following Election Day,

**BE IT RESOLVED**, the Town Board will hold a Public Hearing on the Preliminary Budget at a Special Town Board Meeting on Tuesday, November 10, 2020 at 7 pm at the Town Hall.

On a motion by Mrs. DuRose, seconded by Mr. Packer, Resolution No. 141 of 2020 was **ADOPTED**.

AYE 5 NO 0

Mrs. DuRose asked about the County Budget.

On a motion by Mrs. DuRose, seconded by Mr. Turcotte, meeting adjourned at 6:09 pm.

AYE 5 NO 0

Respectfully submitted,

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Town Clerk