



Town Board

2020 Tentative Budget Meeting

October 02, 2019

The Town Board of the Town of Chester convened at the Pottersville Fire House, 20 Valley Farm Road, Pottersville, New York, at 7:00 pm.

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

Tentative Budget Meeting:

Supervisor Leggett opened the 2020 Tentative Budget Meeting at 7:05 pm with the Pledge of Allegiance.

Town Clerk reported the following were enclosed in the Board packets:

- Letter from June Maxam received September 19, 2019
- Letter from June Maxam received October 1, 2019
- Letter of Intent for 10 Pine Street
- Letter from Al Muench requesting funds for additional hours for the Zoning Enforcement Officer
- Septic Variance Application for Rene Stehle #SV2019-04
- Septic Variance Application for Joan Donahue #SV2019-05

Supervisor Leggett as Budget Officer went over the Summary of the 2020 Tentative Budget as seen below.

The Supervisor reported that the proposed tax levy increase would be 1.62% from the Town Funds. The rest of the increase comes from Special Districts and Fire Districts (set by Commissioners).

Code	Tentative Town Budget 2020 Fund	30-Sep-19 Appropriations	Less Estimated Revenues	Less Unexpended Balance	Amount to be Raised by Taxes 2020	Assessed Value 2020	Estimated Tax Rate 2020	Tax Rate 2019	Difference 2020-2019
A	General	\$2,254,004	\$2,131,395	\$122,609	\$221,000	\$744,882,605	\$0.30	\$0.28	\$0.02
DA	Highway	\$2,032,800	\$2,032,800	\$0	\$950,000	\$744,882,605	\$1.28	\$1.27	\$0.01
CD	Cmnty Dev	\$0	\$0	\$0	\$0	\$744,882,605	\$0.00	\$0.00	\$0.00
L	Library	\$81,252	\$74,554	\$6,698	\$0	\$744,882,605	\$0.00	\$0.00	\$0.00
V	Debt Service	\$0	\$0	\$0	\$0	\$744,882,605	\$0.00	\$0.00	\$0.00
	Subtotal	\$4,368,056	\$4,238,749	\$129,307	\$1,171,000	\$744,882,605	\$1.57	\$1.55	\$0.03
									1.62%
CW	Chester Water	\$87,925	\$87,925	\$0	\$26,000	\$37,172,909	\$0.70	\$0.70	\$0.00
PW	Pottersville Water	\$95,972	\$62,015	\$33,957	\$30,000	\$11,571,727	\$2.59	\$2.00	\$0.60
SF	Riverside Fire	\$12,000		\$0	\$12,000	\$23,011,523	\$0.52	\$0.52	(\$0.00)
SF	North Creek Fire	\$30,000		\$0	\$30,000	\$45,473,285	\$0.66	\$0.66	(\$0.00)
SP	Loon Lake Park	\$136,260	\$112,700	\$23,560	\$71,000	\$241,001,138	\$0.30	\$0.29	\$0.01
SP	Schroon Lake	\$2,100		\$0	\$2,100	\$63,001,709	\$0.03	\$0.03	(\$0.00)
	Subtotal	\$364,257	\$262,640	\$57,517	\$171,100	\$421,232,300	\$4.80	\$4.20	\$0.61
	TOTALS	\$4,732,313	\$4,501,389	\$186,824	\$1,342,100		\$6.37	\$5.74	\$0.63
					\$1,311,298	Tax Cap 2019			

-	Chestertown Fire	\$430,455			\$430,455	\$532,914,669	\$0.81	\$0.81	(\$0.00)
-	Pottersville Fire	\$330,985			\$330,985	\$184,242,642	\$1.80	\$1.77	\$0.03
	Subtotal	\$761,440	\$0	\$0	\$761,440	\$717,157,311	\$3	\$3	\$0
	GRAND TOTALS	\$5,493,753	\$4,501,389	\$186,824	\$2,103,540		\$8.98	\$8.32	\$0.66
					\$30,802				Difference 2020-2019 of tax levy
				2.35%	\$30,853				Allowed increase of tax levy
					(\$51)				Net Difference over / under tax cap

Tentative Town Budget 2020		30-Sep-19					
GENERAL FUND: CLASS SUMMARY		Actual	Budget	Budget	Difference		
ITEM	CODE #	FY 2018	FY 2019	FY 2020	2020 - 2019	%	
TOTAL: GENERAL PERSONAL SERVICE EXP	0.1	\$766,847	\$777,705	\$804,690	\$26,985	3.50%	
TOTAL: GENERAL EQUIP/CAPITAL EXP	0.2	\$127,101	\$73,200	\$98,100	\$24,900	34.00%	
TOTAL: GENERAL CONTRACTUAL EXP.	0.4	\$792,915	\$844,570	\$827,660	(\$16,910)	-2.00%	
TOTAL: GENERAL BENEFITS EXP	0.8	\$356,601	\$432,550	\$408,734	(\$23,816)	-5.50%	
TOTAL: GENERAL DEBT SERVICE	A9700	\$18,575	\$18,360	\$18,360	\$0	0.00%	
TOTAL: GEN INTERFUND TRANSFERS	A9900	\$85,448	\$96,760	\$96,760	\$0	0.00%	
TOTAL: GENERAL FUND EXPENSES		\$2,147,487	\$2,243,145	\$2,254,304	\$11,159	0.50%	
TOTAL GENERAL REVENUE	A	\$2,335,836	\$2,108,100	\$2,131,395	\$23,295	1.10%	
BUDGETED w/o Prop Tax		\$2,144,163	\$1,899,100	\$1,910,395	\$11,295	0.60%	
TOTAL GENERAL EXPENDITURES		\$2,168,991	\$2,243,145	\$2,254,004	\$10,859	0.50%	
APPROPRIATED FUND BALANCE		\$18,800	\$135,045	\$122,609	(\$12,436)	-9.20%	

Tentative Town Budget 2020		30-Sept-19					
HIGHWAY FUND: CLASS SUMMARY		Actual	Budget	Budget	Difference		
ITEM	CODE #	FY 2018	FY 2019	FY 2020	2020 - 2019	%	
TOTAL: HIGHWAY PERSONAL SERVICE EXP	0.1	\$616,991	\$645,120	\$654,000	\$8,880	1.38%	
TOTAL: HIGHWAY EQUIP/CAPITAL EXP	0.2	\$420,377	\$412,000	\$362,000	(\$50,000)	-12.14%	
TOTAL: HIGHWAY CONTRACTUAL EXP.	0.4	\$499,539	\$451,550	\$507,850	\$56,300	12.47%	
TOTAL: HIGHWAY BENEFITS EXP	0.8	\$420,196	\$484,900	\$473,100	(\$11,800)	-2.43%	
TOTAL: HIGHWAY DEBT SERVICE	DA9700	\$35,848	\$35,850	\$35,850	\$ -	0.00%	
TOTAL: HIGHWAY FUND EXPENSES		\$1,992,951	\$2,029,420	\$2,032,800	\$3,380	0.17%	
GRAND TOTAL HWY REVENUE	DA	\$2,034,896	\$1,938,720	\$2,032,800	\$94,080	4.85%	
w/o Property Tax		\$1,108,896	\$998,720	\$1,082,800	\$84,080	8.42%	
TOTAL: ESTIMATED EXPENDITURES	DA	\$1,992,951	\$2,029,420	\$2,032,800	\$3,380	0.17%	
TOTAL: Appropriated Fund Balance		\$5,735	\$90,700	\$ -	(\$90,700)	-100.00%	

Linda Muench asked about the Fund Balance for the Library. Supervisor Leggett said that the Town collects monies for the Library and they have their own money.

Tentative Town Budget 2020		30-Sep-19				
CHESTER LIBRARY: CLASS SUMMARY		Actual	Budget	Budget	Difference	
ITEM	CODE #	FY 2018	FY 2019	2020	2020-2019	%
TOTAL: LIBRARY PERSONAL SERVICES	0.1	\$55,114	\$57,582	\$57,582	\$0	0.00%
TOTAL: LIBRARY EQUIP/CAP EXP.	0.2	\$1	\$1,000	\$1,002	\$2	0.20%
TOTAL: LIBRARY CONTRACTUAL EXP.	0.4	\$15,138	\$15,670	\$16,678	\$1,008	6.43%
TOTAL: LIBRARY EMPLOYEE BENEFITS	0.8	\$5,601	\$5,818	\$5,990	\$172	2.96%
GRAND TOTAL: LIBRARY EXPENSES		\$75,854	\$80,070	\$81,252	\$1,182	1.48%
GRAND TOTAL: LIBRARY REVENUES	L	\$78,113	\$74,532	\$74,554	\$22	0.03%
TOTAL: EXPENSE		\$75,854	\$80,070	\$81,252	\$1,182	1.48%
TOTAL: APPROPRIATED FUND BALANCE		\$4,379	\$5,538	\$6,698	\$1,160	20.95%

Supervisor Leggett reported that the Chestertown Water District tank painting cost was less than expected, so there is no need to appropriate money this year. Mrs. DuRose asked if the personal services was only the Superintendent pay. Supervisor Leggett replied that it includes other help. The "0.1" are a summary for all of them that start with "0.1".

Tentative Town Budget 2020		30-Sep-19				
CHESTERTOWN WATER: CLASS SUMMARY		Actual	Budget	Budget	Difference	
ITEM	CODE #	FY 2018	FY 2019	FY 2020	2020 - 2019	%
TOTAL: CW PERSONAL SERVICES	0.1	\$10,104	\$11,400	\$16,660	\$5,260	46.14%
TOTAL: CW EQUIP/CAP EXP.	0.2	\$0	\$47,000	\$40,540	(\$6,460)	-13.74%
TOTAL: CW CONTRACTUAL EXP.	0.4	\$16,093	\$204,700	\$21,700	(\$183,000)	-89.40%
TOTAL: CW EMPLOYEE BENEFITS	0.8	\$5,844	\$8,825	\$9,025	\$200	2.27%
GRAND TOTAL: EXPENSES		\$32,041	\$271,925	\$87,925	(\$184,000)	-67.67%
GRAND TOTAL REVENUES	CW	\$87,836	\$87,925	\$87,925	\$0	0.00%
w/o Property Tax		\$60,605	\$61,925	\$61,925	\$0	0.00%
TOTAL: EXPENSE		\$37,393	\$271,925	\$87,925	(\$184,000)	-67.67%
TOTAL: APPROPRIATED FUND BALANCE		\$184,000	\$184,000	\$0	(\$184,000)	-100.00%

Supervisor Leggett commented that \$33,957 would come from the Fund Balance for the Pottersville Water District.

Tentative Town Budget 2020		30-Sep-19				
POTTERSVILLE WATER: CLASS SUMMARY		Actual	Budget	Budget	Difference	

ITEM	CODE #	FY 2018	FY 2019	FY 2020	2020 - 2019	
TOTAL: PW PERSONAL SERVICES	0.1	\$10,433	\$10,400	\$16,632	\$6,232	0.59920673
TOTAL: PW EQUIP/CAP EXP.	0.2	\$0	\$20,200	\$35,200	\$15,000	74.26%
TOTAL: PW CONTRACTUAL EXP.	0.4	\$37,668	\$36,110	\$37,200	\$1,090	3.02%
TOTAL: PW EMPLOYEE BENEFITS	0.8	\$5,679	\$8,220	\$6,940	(\$1,280)	-15.57%
GRAND TOTAL: EXPENSES		\$53,780	\$74,930	\$95,972	\$21,042	28.08%
GRAND TOTAL: PW REVENUES	PW	\$52,796	\$54,930	\$62,015	\$7,085	12.90%
	w/o prop tax	\$29,795	\$31,930	\$32,015		
TOTAL: EXPENSE		\$53,780	\$74,930	\$95,972	\$21,042	28.08%
TOTAL: APPROPRIATED FUND BALANCE		\$21,775	\$20,000	\$33,957	\$13,957	69.78%

The Loon Lake Park District is holding fairly steady. The milfoil contract is reduced for this year but we will have more dam work and engineering to be done.

Tentative Town Budget 2020		30-Sep-19				
LOON LAKE PARK DISTRICT: CLASS SUMMARY		Actual	Budget	Budget	Difference	
ITEM	CODE #	FY 2018	FY 2019	FY 2020	2020 - 2019	%
TOTAL: LLPD PERSONAL SERVICES	0.1	\$55,115	\$58,582	\$58,584	\$2	0.00%
TOTAL: LLPD EQUIP/CAP EXP.	0.2	\$15,138	\$15,670	\$16,678	\$1,008	6.43%
TOTAL: LLPD CONTRACTUAL EXP.	0.4	\$81,455	\$85,888	\$87,242	\$1,354	1.58%
TOTAL: LLPD EMPLOYEE BENEFITS	0.8	\$4,379	\$5,538	\$6,698	\$1,160	20.95%
GRAND TOTAL: LLPD EXPENSES		\$156,087	\$165,678	\$169,202	\$3,524	2.13%
GRAND TOTAL: LOON LAKE PARK REV	SP-LL	\$109,977	\$110,700	\$112,700	\$2,000	1.81%
w/o Property Tax		41797	41700	41700	\$0	0.00%
TOTAL: EXPENSE		107635	143700	136260	(\$7,440)	-5.18%
TOTAL: APPROPRIATED FUND BALANCE		50000	\$33,000	\$23,560	(\$9,440)	-28.61%

Supervisor Leggett commented that 10% to 20% is healthy for a fund balance with a cash flow for 6 to 8 weeks.

Mr. Packer asked if North Creek paid for half the finance class that Craig and Maja went to. Craig replied that Johnsbury paid half of Maja's.

Supervisor Leggett said that Jason Monroe, Water Superintendent, has spoken to him about having help if Jason is not available. Craig said he added \$6,000 to Chestertown and Pottersville Water Districts to help. The question came up; at what point does salary end and an hourly rate begin. Mrs. DuRose thinks we are over using him. Mr. Packer commented that he should be able to go away on weekends if he wants. Supervisor Leggett asked the Board to think about what would be a fair compensation and they will discuss it at the next budget workshop.

Supervisor Leggett said he presented a balance budget tonight without breaking the tax cap and at the workshop he would like to discuss more about salaries and wages.

The Town Clerk asked if the proposed new software and new metering for the Chestertown Water District was included in the Budget. Supervisor Leggett replied that the estimate was included. The Chestertown Water District has a very healthy Fund Balance so we should be able to pay outright. The other thing from the Office of the State Comptroller training was that Town Clerk picks up the tab for the water billing and it should be changed to the water districts. Mrs. DuRose said that would hurt the Pottersville District.

Supervisor Leggett said that the Highway would like to replace a 2008 one ton and a pickup. Parks and Rec. would like to replace a 2008 one ton.

Supervisor Leggett commented that the retiree health care advantage if the Town switches to Humana vs Blue Shield it is a 45% reduction. The County has it for their retiree. This would significantly reduce our health care costs for the Highway by about \$50,000.

Mrs. DuRose asked if they were going to put more in the budget for road repair since they were not buying a tandem this year. Supervisor Leggett said there was \$43,000 more in CHIPS than last year and capital improvement are increased by \$30,000. Some of the philosophy this year is to see how the sales tax pans out.

New Business:

RESOLUTION NO. 162 OF 2019: AUTHORIZE THE TOWN JUSTICE TO APPLY FOR JCAP GRANT TO HELP THE COURT'S ABILITY TO PROVIDE SUITABLE AND SUFFICIENT SERVICES TO OUR COMMUNITY

WHEREAS, the Town Justice Court has the opportunity to apply for grant funding through the NYS Justice Court Assistance Program (JCAP),

BE IT RESOLVED, the Town Justice is authorized to apply for a JCAP grant to help enhance the Court's ability to provide suitable and sufficient services to our community.

On a motion by Mrs. DuRose, seconded by Mr. Packer, Resolution No. 162 of 2019 was **ADOPTED**.

AYE 3 NO 0

RESOLUTION NO. 163 OF 2019: AUTHORIZE THE NW CHAMBER OF COMMERCE TO USE FRONT LAWN OF TOWN MUNICIPAL CENTER FOR THEIR ANNUAL GARAGE SALE ON SATURDAY, OCTOBER 5, 2019 AND SUNDAY, OCTOBER 6, 2019

WHEREAS, the North Warren Chamber of Commerce desires to use the front lawn of the Town Hall for their annual Garage Sale,

BE IT RESOLVED, the Town Board authorizes the North Warren Chamber of Commerce to use the front lawn of the Town Hall for their annual Garage Sale on Saturday, October 5, 2019 to Sunday, October 6, 2019.

On a motion by Mr. Packer, seconded by Mrs. DuRose, Resolution No. 163 of 2019 was **ADOPTED**.

AYE 3 NO 0

Community Room:

Mrs. DuRose commented that there was a lot more people than she expected at the Senior Meeting on September 30th and was concerned about how far Room #205 was from the mealsite. Linda Muench thanked Mindy and Marion for working hard for the seniors. Linda said there was thirty-two people at Monday's meeting and with tons of ideas. Mindy asked Mrs. DuRose if there were other reasons why Room #205 should not be used. Mrs. DuRose asked why the youth center was not being used instead of

moving the records. Mindy commented there was no natural sunlight and there is a Counselor in one of the offices. Supervisor Leggett said Room #205 does not have a column right in the middle, it has good heat, good windows, you can have air conditioners in the windows, bathrooms are right across the hall, and we could get started there pretty easily. Youth Commission was built for a substation and was not designed to be comfortable space and the youth commission needs to work out of there because you have direct outdoor access through the garage door and man door. Supervisor Leggett commented how nice it was to see the youth soccer out on the field Saturday. In the future as things grow maybe there could be changes to the Youth Center, but not right now. Supervisor Leggett said that the room will not be limited to just seniors. Linda said that if it was going to be used by others they would need a cabinet and Linda would get help painting when the room was ready.

RESOLUTION NO. 164 OF 2019: AUTHORIZE MOVING THE TOWN RECORDS FROM ROOM 205 TO YOUTH COMMISSION OFFICES

WHEREAS, the Town Records Management Officer believes locating Town records in the Youth Commission Offices will be beneficial to have easier access to the records,

BE IT RESOLVED, the Town Board authorizes moving the Town records from Room 205 to the Youth Commission Offices.

On a motion by Mr. Packer, seconded by Mrs. DuRose, Resolution No. 164 of 2019 was **ADOPTED**.

AYE 3 NO 0

RESOLUTION NO. 165 OF 2019: AUTHORIZE ROOM 205 TO BE USED AS A MULTI-PURPOSE COMMUNITY ROOM

WHEREAS, it is in the best interest of the community to have a multi-purpose room to be used for gatherings, meetings, classes, etc.,

BE IT RESOLVED, the Town Board authorizes Room 205 to be used as a multi-purpose community room.

On a motion by Mrs. DuRose, seconded by Mr. Packer, Resolution No. 165 of 2019 was **ADOPTED**.

AYE 3 NO 0

RESOLUTION NO. 166 OF 2019: AUTHORIZE THE TOWN SUPERVISOR TO PROCEED WITH THE PURCHASE FROM WARREN COUNTY THE FORMER THERMO-HOME INC PROPERTY LOCATED AT 10 PINE STREET (TAX MAP #: 104.10-4-5) FOR AN AGREED PRICE OF \$7,500

WHEREAS, it is the desire of the Town Board to acquire the property located at 10 Pine Street,

BE IT RESOLVED, the Town Board authorizes the Town Supervisor to proceed with the purchase from Warren County the former Thermo-Home Inc property located at 10 Pine Street for an agreed price of \$7,500.

BE IT FURTHER RESOLVED, to add an amount to cover miscellaneous back taxes not to exceed \$500.00 from budget code A1940.2.

On a motion by Mr. Packer, seconded by Mrs. DuRose, Resolution No. 166 of 2019 was **ADOPTED**.

AYE 3 NO 0

RESOLUTION NO. 167 OF 2019: AMEND RESOLUTION NO. 128 OF 2019 REAPPOINTING GREG KLINGLER AS SOLE ASSESSOR FOR A 6 YEAR TERM STARTING OCTOBER 1, 2019

WHEREAS, Greg Klingler was appointed to the position of Sole Assessor with a term ending December 31, 2019, and

WHEREAS, the correct term ending date should have been September 30, 2019,

BE IT RESOLVED, the Town Board amends Resolution No. 128 of 2019 reappointing Greg Klingler as Sole Assessor for a 6 year term starting October 1, 2019.

On a motion by Mrs. DuRose, seconded by Mr. Packer, Resolution No. 167 of 2019 was **ADOPTED**.

AYE 3 NO 0

RESOLUTION NO. 168 OF 2019: AUTHORIZE THE TOWN CLERK TO ADVERTISE FOR A SECURITY GUARD FOR THE TOWN COURT

WHEREAS, the Town Justice has requested the hiring of a Security Guard for the Town Court,
BE IT RESOLVED, the Town Board authorizes the Town Clerk to advertise for a Security Guard for the Town Court.

On a motion by Mrs. DuRose, seconded by Mr. Packer, Resolution No. 168 of 2019 was **ADOPTED**.

AYE 3 NO 0

RESOLUTION NO. 169 OF 2019: SCHEDULE A BUDGET WORKSHOP FOR WEDNESDAY, OCTOBER 16, 2019 AT 7 PM AT THE TOWN HALL IN CHESTERTOWN TO DISCUSS THE 2020 BUDGET

RESOLVED, for the Town Board to schedule a Budget Workshop for Wednesday, October 16th at 7 pm at the Town Hall in Chestertown to discuss the 2020 Budget and anything else that may come before the Board.

On a motion by Mr. Packer, seconded by Mrs. DuRose, Resolution No. 169 of 2019 was **ADOPTED**.

AYE 3 NO 0

Supervisor Leggett thanked Linda for attending.

On a motion by Mr. Packer, seconded by Mrs. DuRose, meeting adjourned at 8:15 pm.

Respectfully submitted,

Town Clerk