

DRAFT

Village of South Glens Falls
46 Saratoga Avenue, South Glens Falls, NY12803

March 27th, 2024

7:00 PM

Budget Workshop

MAYOR NICHOLAS BODKIN PRESIDING

Minutes

Attendance:

Mayor Bodkin
Trustee Gutheil
Trustee Orlow
Trustee Girard

Samantha Berg
Molly DeVaux
TJ Chagnon
Chief David Gifford
Kevin Ostrander
Alan Dubois
Glen
Jim
John
Nick
Bruce Lant
Tim Pease
Dennis Davall

Absent: Trustee Carota

The Mayor calls the meeting to order at 7:00PM and leads with the Pledge of Allegiance.

General Fund Expenditures:

1. **Motion #032724-1** to increase A.1010.100, Trustee Personal Services, and A.1210.100, Mayor Personal Services, by 2% from last year. Trustee Gutheil motioned, Trustee Gutheil seconded. Trustee Gutheil and Girard vote yes, Trustee Orlow abstained, and the Mayor voted no. Motion failed.

Discussion: Trustee Girard believes the Trustee's and Mayor's payroll should be increased by 2% from last year. He believes people should not take these positions for the money. There is discussion of when the Village will have a public hearing and Trustee Gutheil agrees with Trustee Girard's suggestion of only a 2% increase. Trustee Gutheil said with the tax rate, we will have increase taxes due to the assessment increasing, he is wondering if the assessors office plans to do this every year. The Mayor said every other department head had a \$2,000

increase so this is fair and equitable across the Board. Trustee Girard believes the Board and Mayor should not be grouped in with employees, they have a different job and he respects their work very much. Trustee Gutheil has been researching salaries at other municipalities such as Corinth and their Trustees receive less than \$15,000 annually. The Mayor said the Village anticipates hours worked a week is 31.5 hours and this is near a full time position. Trustee Gutheil & Girard requested we do not take action on any other items until a full Board is present. Trustee Orlow prefers we focus on the department heads needs and operations of the Village instead of further debating this.

2. **A.1325.202, C/T Computer Software:** **Motion #032724-2** to decrease A1325.202 from \$4,000 to \$2,000 due to certain software not being anticipated anymore for this account. Trustee Girard motioned, Trustee Orlow seconded. All in favor, motion passed.

Discussion: Trustee Girard would like to reduce this from \$4,000 to \$2,000. Samantha Berg provided the \$4,000 was budgeted with anticipation to purchase the new meter reading software. She received clarification the meter software will not come from this account and is comfortable with the account being lowered. Trustee Orlow supports \$2,000.

Motion #032724-3 to decrease A1325.202 from \$4,000 to \$1,000 due to only currently knowing of a \$200 expenditure, \$1,800 is too much extra. Trustee Gutheil motioned. There is no second, motion failed.

Discussion: Trustee Orlow wants the department heads to have comfortable amounts to operate their departments and we are not short changing them. Trustee Gutheil said we asked for \$4,000 and their is support for \$2,000, the known request is \$200. What if this happened with every line item? Kevin Ostrander provided if the Village does purchase a large format scanner, the software could cost up to \$3,000 a year.

3. **A.1325.409, C/T Computer Support:** **Motion #032724-4** to decrease from \$25,000 to \$24,000. Trustee Girard motioned, Trustee Orlow seconded. All in favor, except for Trustee Gutheil who abstained. Motion passed.

Discussion: Trustee Girard would like to decrease C/T Computer Support by a \$1,000, Samantha Berg said there is a chance Storedtech could have a large increase in cost this year. Trustee Gutheil would like to go to bid for computer support due to the costs continually increasing. Kevin Ostrander suggested a computer support provider who is utilized by other municipalities.

4. **A.1325.403, C/T Postage:** Trustee Gutheil looked at last year which was \$1,100, Samantha Berg said postage has gone up 20 cents since last budget year. Trustee Gutheil is okay with the budgeted amount.

5. **A.1325.410, C/T Outside Services:** **Motion #032724-5** to decrease A.1325.410, C/T Outside Services from \$5,100 to \$4,500. Trustee Girard motioned, Trustee Orlow seconded. All in favor, motion passed.

Discussion: Trustee Girard would like to decrease this to \$4,500. Samantha Berg provided this is for the mailing of property tax bills, purchasing business cards, and other alike services.

- 6. A.1325.416, C/T Electric and Natural Gas:** [Motion #032724-6](#) to reduce the budgeted amount for A.1325.416, C/T Electric and Natural Gas, to \$12,000. Trustee Girard motioned, Trustee Orlow seconded. All in favor, motion passed.
Discussion: Trustee Girard said YTD we are not close to the budgeted amount. Samantha Berg provided we were told to anticipate a 30% increase. Trustee Girard believes the budgeted amount is still too high.
- 7. A.1325.419, C/T Payroll Processing:** Trustee Gutheil asked how this expense is broken up between funds. Samantha Berg provided it is split by 88% to General, 8% to Water, and 4% to Sewer. She also provided an explanation to the calculation.
- 8. A.1430.404, PBA Attorney:**
Discussion: Trustee Girard asked if A.1430.404, PBA Attorney, could be lowered since their contract was just settled. The Mayor provided the 2023-2024 contract was finished but now the 2024-2025 contract is on the table and the fee was increased from \$200 to \$250 an hour. Trustee Gutheil would like to ask if they would consider gradually increasing the rate, Samantha Berg provided the law office partners directed this price increase for our counsel. The Mayor said he was told the Village should have had this rate for awhile and counsel regretted having to do it, this is still lower than normal rates. Trustee Gutheil said he does not agree because Municipalities always get a Municipal rate.
- 9. A.1430.405, Labor Attorney Non-Union:** [Motion #032724-7](#) to reduce A.1430.405, Labor Attorney Non-Union, to \$6,000. Trustee Girard motioned, Trustee Orlow seconded. All in favor, except for Trustee Gutheil who abstained and the Mayor who voted no. Motion failed.
Discussion: Trustee Girard would like A.1430.405, Labor Attorney Non-Union, reduced to \$6,000. Trustee Girard believes this expense can be managed better than we are currently using it. Trustee Gutheil would like to discuss this in Executive Session and will abstain if it goes to a vote.
- 10. A.1440.403, Building Inspector Mileage:** [Motion #032724-8](#) to decrease A.1440.403, Building Inspector Mileage, from \$3,000 to \$2,200. Trustee Girard motioned. Trustee Orlow seconded. All in favor, motion passed.
Discussion: Trustee Girard provided that with the information given by the Building Inspector, we should be able to decrease this by \$1,000. Samantha Berg provided that using an average of four months, the anticipated annual cost is around \$2,200. The building Inspector has higher mileage in the Summer than in the Winter. Trustee Gutheil said we are putting a lot of miles into the Village and is all for it, but we already have the PD out everyday and should be conservative. Samantha Berg provided there are a lot of code issues and Kevin Ostrander is trying to be more on top of them, other employees try to bring these issues to light when they are in the Village after hours as well. Kevin Ostrander provided he was not fully tracking his mileage originally, his goal has always been to hit each street once a day. Trustee Gutheil does not believe this is necessary and that it is excessive. Kevin Ostrander disagrees but knowing this,

he took it into consideration and has only addressed 10 streets a day. Doing this he noticed the streets he does not monitor will have code issues arise within days. He has also been able to meet a lot of residents while monitoring the streets daily, this has made his position more known to the public. Trustee Gutheil asked about the MS4 inspections and believed TJ Chagnon was the coordinator. Kevin Ostrander provided TJ and himself have been working in conjunction, there is a site plan MS4 and a Stormwater MS4. TJ Chagnon said there are self inspections twice a day, we will be checking the SWIPP box once a week and one inspection after rain falls. Trustee Gutheil said for the record he believes we do not need this much mileage for the Building Inspector/Code Enforcer. Trustee Gutheil asked to require all mileage voucher and expenses be submitted monthly be on the agenda for the next meeting. Samantha Berg provided a formal policy needs to be made for this. She asked if this is a policy the clerk's office would set because it is part of standard operating procedures and the Board would not have to set a policy. The Mayor said it could be. Kevin Ostrander provided he was unaware of mileage when he first started and had to go back through his records to record his mileage. This budget he was able to get his voucher submitted monthly because he was using an average and taking less than he actually drove.

11. A.1640.419, DPW CE Computer Support: Trustee Girard asked about DPW CE Computer Support. Samantha Berg provided there were expenses that were going to generic accounts and this account consists of Storedtech and Orbital Fire, and GSuite. TJ Chagnon is not sure why his cost is so high with only one computer. Samantha Berg provided they still provide security patches and other services, she also provided a breakdown of the expenses. Trustee Gutheil asked about A.1440.406, Building Inspector Computer Support. Samantha Berg provided it is the same reasoning as DPW Computer Support and computer support costs are increasing.

12. A.1640.402, DPW CE Heat/Lights: Trustee Gutheil said we have been all over the board with National Grid, where are we year to date? TJ Chagnon provided he took the average monthly use and multiplied it by 12. TJ Chagnon provided there was an issue with gas and they were not billing us so a bill should be coming soon.

13. A.1910.400, Unallocated Insurance Contractual: Trustee Gutheil provided last years expense included an extra half year of payments due to the company not billing us on time. The Clerk's Office will review this account.

14. A.3120.215, PD EQ Computer Hardware: Samantha Berg provided the increase from last year is to account for the new server equipment. Chief Gifford provided there is a need for server racks but believes it could be done for less than the quote received. Kevin Ostrander provided another route the Village could go for getting server racks. Samantha Berg provided she budgeted for this due to it needing to be done to protect the servers, regardless of using

Storedtech or another supplier. The Mayor said Kevin Ostrander will look for comparable equipment and the Board will revisit this.

- 15. A.3120.408, PD Office Supplies:** Trustee Girard believes \$2,300 is too much for this account after reviewing the current year to date. Chief Gifford provided the increase from last year was to account for new office chairs.
- 16. A.3120.402 and 3120.403, PD Training and Misc Training:** The Chief provided A.3120.402 is for the normal training for officers and A.3120.403 is for training and sending the new hires to the academy.
- 17. A.3120.416, PD Electric/Heat:** Motion #032724-9 to decrease A.3120.416, PD Electric/Heat, to \$8,100 based on review of the current financials. Trustee Girard motioned, Trustee Orlow seconded. All in favor, motion passed.
- 18. A.3120.420, PD Computer Support:** Samantha Berg provided after an equipment audit, it was found that the Police Department wasn't paying a fair share for their computer support. This is why the account is budgeted higher.
- 19. A.3120.412, PD Building Repairs:** Trustee Gutheil asked if there were any reserves for the building, Samantha Berg provided no. Trustee Gutheil said we need to be aware of the roof possibly needing repair. Trustee Gutheil also asked if the Chief plans on getting an additional police car. The Chief said he is trying to purchase an additional car now and hopefully use reserves in this years budget.
- 20. A.3120.426, PD Safety Equipment:** Motion #032724-10 to decrease A.3120.426, PD Safety Equipment, from \$9,240 to \$7,000. Trustee Girard motioned, Trustee Gutheil seconded. All in favor except for the Mayor who wants to make sure we have enough funds for safety equipment. Motion passed.
Discussion: Trustee Gutheil asked what the increase is for this account. The Chief provided with the positive feedback we received on the radar signs, we are looking to get additional ones. Trustee Gutheil said he will not support this, he believes we did our part with the current ones and moving them to different locations. The Mayor said our intent was to see how effective the current ones were and potentially purchase additional ones. The Chief said the new ones would be permanent near the school. Trustee Gutheil said this should be a grant item. The Mayor said we applied and did not receive a grant for this. Trustee Gutheil proposes a line item for a grant writer. Trustee Girard suggested decreasing the amount to \$7,000 and wait and see what the price is. Trustee Gutheil said if we have an officer on the street without a vest currently, we should buy it now. The Chief will bring vest quotes to the Board.
- 21. Motion #032724-11** To add 80 percent of Fire Department Cancer Insurance Reimbursement as an anticipated revenue from the revenue side of the budget.

Trustee Gutheil motioned, Trustee Girard seconded. All in favor, motion passed. Reasoning is anticipating standard contributions towards cancer coverage.

Discussion: Tim Pease addressed the Board on behalf of the Fire Company. He notices the Fire Company contract line item is \$84,000. He submitted an expense report that shows the Fire Company projects \$128,000 in expenses. Tim Pease provided they are also trying to save for a ladder truck that could cost around 2 million dollars. He said the Fire Company documented needing at least \$128,000, so receiving \$84,000, he asked the Board what part of their service they provide does the Board want them to not provide. The Mayor provided the contract negotiations with the Fire Company will bear a large impact on the budget and the Board anticipates having to make an adjustment to the budget. Trustee Gutheil said the Town and Village should be looking for grant money to help with the Fire Company funds. Trustee Gutheil said there should be a revenue line for cancer insurance reimbursement, the Mayor said we are unsure of what would be received due to the contract still being negotiated.

22. A.1990.400, Contingency Contractual: Motion #032724-12 to hire an additional part time summer help DPW worker and not a full time laborer at this time. Trustee Girard motioned, Trustee Gutheil seconded. All in favor except for the Mayor who voted no. Motion passed and the budget will reflect an additional summer help laborer and not full time.

Discussion: Trustee Gutheil asked for the reasoning of budgeting last year \$90,000 and now there is \$30,000. Samantha Berg provided there were transfers that decreased this account. The Board discusses potentially increasing the budgeted amount. Trustee Girard recommends hiring an additional DPW worker. The Mayor provided there is infrastructure that needs to be repaired and we need to make sure there is enough personnel to have proper safety protocols in place. TJ Chagnon provided he requested for one additional summer time worker due to the potential loss in water and tax revenue from the Mill closing. Many people in the community have lost their livelihoods and he did not find it prudent to hire an additional full time employee. TJ Chagnon provided when his employees are in the streets working, he is there too making sure they are being as safe as possible. Trustee Girard recommends hiring part time help.

23. A.9060.811, HRA Employees: Motion #032724-13 to increase A.9060.811, HRA Employees, from \$59,840 to \$60,000. Trustee Girard motioned, Trustee Orlow seconded. All in favor, motion passed. Reasoning is to have a round number and keep it consistent with years past.

General Fund Revenues:

24. A.1120, Saratoga County Sales Tax: Motion #032724-14 to increase 1120, Saratoga County Sales Tax, to \$950,000 and increase contingency by \$20,000. Trustee Girard motioned, Trustee Orlow seconded. All in favor, except for the Mayor who voted no and believes the amount received will not be that high. Motion passed.

- 25.** Property Cleanup was added as an account with an anticipated revenue of \$1,000. This is if the court issues a judgment on any properties. Kevin Ostrander provided Public Safety Permits consists of Certificates of Occupancies and Fire Inspections. Kevin Ostrander further provided his plan on having certificates and fire inspections for all businesses in the Village and reasoning why.
- 26. A.2665, Sales of Equipment: Motion #032724-15** to budget \$2,500 for A.2665, Sales of Equipment. This is due to possibly selling the DPW Bobcat and the Police Department SUV patrol car. Trustee Orlow motioned, Trustee Girard seconded. All in favor, motion passed.
- 27. Motion #032724-16** to decrease A.2770 Misc Revenues to \$11,000. Trustee Gutheil motioned, there was no second. Motion failed.
- 28. Motion #032724-17** to have a budget workshop at 6:00PM on April 3rd. The Mayor motioned, Trustee Orlow seconded. All in favor, motion passed.
- 29. Motion #032724-18** to adjourn tonight's meeting at 9:50PM. Trustee Orlow motioned, Trustee Girard seconded. All in favor, motion passed.