

Budget Workshop Meeting – Catskill Town Hall
October 13, 2020 6:02 pm

PRESENT: Dale Finch, Supervisor
 Patrick McCulloch, Councilman
 Jared Giordiano, Councilman
 Dawn Scannapieco, Councilman
 Paul Vosburgh, Councilman

Supervisor Finch opened the meeting with the Pledge of Allegiance. He then asked Webjogger to present their quotes. Shawn Conklin proceed with Quote 2221 which is what they handle for the town in terms of IT, i.e. network, wireless infrastructure, desktops etc. He mentioned in no. 7 the managed windows server are two because TimeClock services is now cloud base. The number has changed but the cost remains the same as last year. The management is full and the only additional cost would be the cost of hardware if purchased. Joe Valentine stated if we are on site, there are no additional charges such as trip charges or overtime fees.

Quote 2216 is the renewal support for the firewalls at all Town locations. We do not consider these services optional as they are absolutely necessary for security. The hardware is starting to age out. We are not yet concerned about a failure but under the current budget consideration, we wish to let you know for consideration in 2022 for hardware replacement. Supervisor Finch asked if we upgrade all at once. Mr. Conklin stated it is unlikely to replace over years' time and they recommend every seven years hardware equipment replacement.

Quote 2220 is the direct costs of Microsoft including Office 365. *Councilman McCulloch entered meeting 6:11 pm.* It is noted on the quote at the end of 2019 the Town approved moving to Microsoft for office licensing on a recurring basis. The plan was to have 34 licenses. The delays in the purchase of the Code database upgrade, and he is unsure how the Town is progressing, as the existing database uses a very old version of Microsoft Access, delayed the move. Supervisor Finch stated Mr. Fishman is putting out a couple of more feelers and will go back and revisit. Mr. Conklin stated this should happen in the coming year. The majority of the Town's computers are using Office 2010 and Microsoft will not be supporting this any longer so this is something that needs to be done. Supervisor Finch asked if they see other municipalities code software. Mr. Conklin stated the towns they interact with use Muncicity software and they find the support from Muncicity to be great.

Quote 2219 – Mr. Conklin stated this is a carbon copy presented to the board last year. It was pushed off due to COVID. The Town is leveraging backup's offsite so we have offsite storage. It is important as it relies on cloud storage and physical piece of hardware. The Town is currently using as storage location so if there is a critical failure and new hardware will be required for the Town then to restore. It is their recommendation to use Replibit server backup storage. Mr. Valentine stated it allows the system accessibility to be rebuilt within a day. Mr. Conklin stated the Town renewed Acronis service and that is reaching its lifespan of the physical hardware. Councilwoman Scannapieco stated we discussed this last year to do this year. Supervisor Finch stated to move to Replibit and replace the hardware and the cost. Mr. Conklin reviewed the costs. The move can happen anytime next year so the Town can benefit from the Acronis expenditure of \$800. The Acronis cost next year would be \$1,000 to \$1,300. Supervisor Finch stated the cost will be a decision making process. Councilman McCulloch asked about backup of the Town Clerk, Supervisor and Finance offices. Mr. Conklin stated cloud finder operates independently

from the email system. People flagged have level 2 retention policies. The Cloudfinder is for human error and Microsoft recommends people have their own backups.

Quote 2223 – is the service renewal for the phone system. The warranty expires in 2021. The phone system is not old and is functional. The town will need to renew the services as the company that makes the system has stated it will stop manufacturing new hardware. Mr. Valentine stated any system under warranty for the next five years will be honored. He is recommending we renew for 36 months. Supervisor Finch stated the 3 year quote is \$1,396. Mr. Valentine confirmed. Supervisor Finch asked if they were not involved with dial tone services. Mr. Conklin stated yes. The town has a T1 so possible to change providers. Mr. Valentine stated if the board is considering moving away from copper lines to consider law which requires elevators to remain on copper lines. Mr. Conklin stated the town can change provides with T1. Supervisor Finch is interested to see if there is any competition out there.

Quote 2222 – As the Town progresses through the next few years, these are larger expenses to keep on the radar as they are coming to their lifespans. Mr. Conklin quickly reviewed the items. Supervisor Finch asked if the board had any questions. Supervisor Finch expressed his appreciation for everything. Mr. Conklin stated if there any questions to please reach out.

COMMUNITY CENTER - Ms. Spark gave an overview of year end. They started the year one way and kept costs as minimum as possible. They are ending the year in the black. The Summer Recreation program was highly successful. It was a seven week program and had 35 kids and they wish to continue to manage the Summer Rec program. The cost of the program is \$40-45,000 but this year there were no outings or swimming. She wishes to propose a placeholder in the budget for \$50,000 specifically for Summer Recreation. They are not looking to the Town for other funding as they are not in the position where they currently are.

Supervisor Finch asked if the CC is open now. The answer was no. They are barebones right now as the building is for sale. They are trying for short term rentals of the rooms. They cannot run programs while the building is for sale. *Councilman Giordiano entered the meeting 6:47 pm.* They will develop a transition plan once the building sells. Ms. Tomlinson stated they were able to donate their refrigeration equipment to St. Luke's Church for the food their food program. They are also looking at developing with the Community Life Church a basketball program. Supervisor Finch stated the Community Life Church would be a good partner. Ms. Sparks thanked the board for their support this year. They would be grateful if they were able to continue the Summer Rec program next year.

Mr. Vosburgh asked about the ski program. Ms. Sparks stated there has been no discussions with them. Supervisor Finch asked if there was any further comment. Councilwoman Scannapieco questioned if the board auctioned off the band equipment. Ms. Sparks stated there were no instruments except for one old trumpet but they used a service that took everything. Supervisor Finch thanked them for attending.

CENTRAL GARAGE - Personnel straightforward. Overtime estimate well. Service truck at \$30,000. Last year was \$15,000 and didn't spend. He asked how much money is needed for a truck. Councilman McCulloch stated he needs one. Supervisor Finch asked if they are looking at auction sites. Mr. Ormerod stated one can be found between \$15-25,000. Mr. Beers asked to reserve the \$15,000. Supervisor Finch stated that would hurt us financially this year. Leave the 15 alone and add 15. Councilwoman inquired about renting a vehicle. Supervisor Finch stated if we have 15, better to reserve and put 15 in. Councilman Giordiano mentioned leasing a vehicle. Discussion ensued. Councilman McCulloch stated to reserve the 15 and research leasing and get back to us. Supervisor Finch wants to

hold expenditures down which helps the fund balance. Fifteen kept in reserve, 15 in 2021. Everyone was good with that. The review continued. Electric shaved a couple thousand off. Mr. Beers was comfortable at 15. Building repair \$6,000 for windows and doors, kept.

HIGHWAY – Superintendent's salary. Ms. Bulich stated split between Cemeteries so looks like it went down. Supervisor Finch stated it is a 2.5% increase. Councilwoman Scannapieco stated the stipend is separated out. Ms. Bulich stated to look at the salary page for updated schedule. Mr. Beers stated he is staying the same. Councilman Vosburgh mentioned the landfill is included. Councilman Giordiano asked about education. Mr. Beers stated it is the same as last year. Supervisor Finch continued with the review. Mr. Beers mentioned road expenditures and equipment increases as everything goes up. Supervisor Finch asked if the MEO5 was filled. Mr. Beers stated there are 2 open positions; HEO and MEO positions with the retirement of Billy Hendricks. Seasonal was lowered to \$8,000. Supervisor Finch asked about motor fuel. Mr. Beers stated it can drop by 5 but he is not sure what oil prices will do. Supervisor Finch dropped motor fuel to \$25,000. Councilman Vosburgh stated to reduce to \$20,000. Mr. Beers is ok reducing to \$20,000. Reduced to 20.

Road materials. Supervisor Finch stated it is at 140. Ms. Bulich year to date is 102. Mr. Beers stated there will not be too much money left. Councilman Giordiano stated 140 makes sense. Professional services – Ms. Bulich was told not to lower. CHIPS. Mr. Beers sticking with 80%. Councilman McCulloch stated the State did not say reduce by 20%. Supervisor Finch stated to keep 340. Mr. Beers stated it should not change a whole lot. Machinery – Supervisor Finch stated there is 187 for a loader. Mr. Beers stated he has been saving for 5 years. Councilman Vosburgh asked if he can wait another year. Mr. Beers stated no. Councilman Vosburgh stated the town is in the hole this year. It would be less that we have to fund. Mr. Beers expressed not wanting to take money out to cover the budget. Supervisor Finch stated you did last year. Ideally we would set up an equipment account. Mr. Beers stated there is \$530,000 in the DB fund balance. Supervisor Finch stated to put a certain amount of money in reserve fund and offset the taxes. Mr. Beers asked to put the money in the reserve account. Supervisor Finch stated more money was put in fund balance last year, \$100,000. Mr. Beers believes there was \$60,000 out of the DA Fund. Supervisor Finch stated the DA Fund \$20,000. Councilman Giordiano stated \$20,000 was left and the rest was to reduce taxes. Ms. Bulich stated Highway DB used \$100,000 for 2020 budget. Supervisor Finch stated to reserve \$50,000 for loader. Councilman McCulloch stated we need a new loader. The money is there. Councilman Vosburgh expressed his understanding for a new loader but at the end of the day taxes will increase. Supervisor Finch does not want to see a 25-30% tax increase. He suggested moving \$50,000 in reserve account and taking \$100,000 to keep taxes down. Councilman Giordiano asked about a possible deficit next year. Supervisor Finch stated bringing the ambulance revenue to \$1.1 million, as this year's budget was off \$300,000, and \$250,000 was used in fund balance. We have no fund balance to use in A. Councilman Giordiano stated the board reduced the taxes using fund balance. Supervisor Finch stated you took a million dollars from the landfill account. Councilman McCulloch asked Mr. Beers if any of the money was used in CHIPS. Mr. Beers stated not yet. Supervisor Finch mentioned the loader and the cost to repair. Mr. Beers stated the cost was for tires and wheels. It costs 3 to 400 hundred dollars every time it needs wheels. Supervisor Finch stated he isn't saying we shouldn't get something but being in the middle of a pandemic and having two brand new snowplows, if this is not an emergency, it should be looked at next year. He suggested reserving the money, putting in \$50,000. Mr. Beers stated he can buy one next year.

Conversation ensued about where to reserve the money, what line to take out money, bonding the money, sale of truck funds. Supervisor Finch stated to take \$50,000 out of line equipment reserve, take another 45 out of fund balance and then put 95 in equipment fund towards paying for loader cash

following year. Use balance of 187 towards the fund balance to keep taxes in check. Understands this is tough but now 95 is earmarked for the purchase. Supervisor Finch does not want to take on additional debt so half reserved this year and rest next year. Machinery equipment 5130.2 reduced to \$45,000. Councilman McCulloch stated we are using \$142,000 fund balance. Supervisor Finch stated \$100,000 allocated to fund balance.

CEMETERY – Supervisor Finch reviewed the Cemetery budget but first stated the Cemetery grounds this year were awful and it looked like no one cared. Everyone should be embarrassed. People getting paid should do their job. We recently transitioned a new person and there is a big difference. There is a lack of direction. No charts to say what section should be done. Having the highway guys there is not the answer. Mr. Beers stated you can take away the cemetery responsibility but not the pay. Stanley has too many bosses. Supervisor Finch stated the Babe Ruth field needs to be involved with this. Councilman Giordiano stated if you take Shawn out of the equation, who takes over operation? Supervisor Finch stated to look at the resolutions. Councilman Giordiano stated the next person should have a mix of buildings and grounds. Councilwoman Scannapieco stated you need a person with motivation. Supervisor Finch stated that is hard to find. Councilman Vosburgh stated Stanley is making \$20 an hour and he is not performing. Councilman Giordiano stated to contract out. Supervisor Finch said if numbers were in for laborers, have a person put in 25 hours a week. We will need to bring a guy on in spring. Supervisor Finch asked if we can raise the labor pay. Councilman McCulloch stated we can do it at any time. Supervisor Finch confirmed with Shawn if this was ok. Mr. Beers stated if he still makes his salary, cemetery is back to you.

Councilwoman Scannapieco stated to hire someone with experience in management and 30 years old who needs to support a family. Jobs need to stop going to people retired from other jobs. Supervisor Finch agreed.

Ms. Bulich confirmed Mr. Beers' salary and zeroing out the grounds/building maintenance Supervisor line in Cemetery. Supervisor Finch confirmed. He next mentioned the gator. Mr. Ormerod stated there are 3 but one is in bad condition. Supervisor Finch reduced the line to \$5,000 as there is \$1,000 in repairs for one gator. Mr. Beers stated the \$5,000 was not used this year and when purchasing, it should have a roof and windshield. Mr. Beers stated a weed whacker will be needed next year too. Ms. Bulich asked about seasonal records management. Supervisor Finch polled the board. Seasonal kept in. Councilman Giordiano stated to take \$4,000 from equipment for software. Supervisor Finch stated one seasonal will be left at zero. Rest of page looks good.

CLERK – Deputy Town Clerk reduced to \$4,000. All else reviewed and everything ok. Cemetery records stays same.

ATTORNEY – Supervisor Finch stated Ted will be at \$30,000 contracted amount. The extra \$10,000 is if he goes to court with Elliot. Councilman McCulloch disagreed with that as litigation should be part of the contract. Supervisor Finch stated to leave at \$40,000. Councilman Vosburgh stated he represents the Town and it is part of his duty. Supervisor Finch will follow-up with Ted. Will change to \$35,000 as he believes it is a different environment.

CENTRAL OPERATIONS – Councilman McCulloch stated the computers are ok. Reduce office supplies to \$10,000. The software is for Civic Plus, General Code and Time Clock. We need \$10,000. Supervisor Finch stated to increase it to \$12,000. He will look at changing the phone service. All other lines reviewed. Internet was increased to \$2,600. Building maintenance, Dr. Kleen is \$1,150 a month.

Postage was lowered. Human Resource will get back to us with a figure. There are no union negotiations next year.

ASSESSOR- Removed \$900 for monitors. Left legal as is. Supervisor Finch stated Audre keeps it together.

With no further discussion a motion to end the meeting was made by Councilman Vosburgh second by Councilman Giordano. Meeting ended 9:01 pm.

Respectfully submitted,

Elizabeth Izzo
Town Clerk