

BUDGET WORKSHOP MEETING HELD APRIL 11, 2016

A special meeting of the Board of Trustees of the Village of Port Chester, New York, was held on Monday, April 11, 2016 at 6:06 p.m. in the Senior Community Center at 222 Grace Church Street, Port Chester, New York, with Mayor Dennis Pilla presiding.

Present in addition to Mayor Pilla were Trustees Bart Didden, Gene Ceccarelli, Gregory Adams and Luis Marino

Also present were: Village Clerk, David Thomas and Director of Planning, Eric Zamft. Village Attorney Anthony Cerreto, Assistant to the Village Attorney David Kenny and Assistant Fire Chief Mike DiVittorio..

On motion by TRUSTEE DIDDEN, seconded by TRUSTEE MARINO, the special meeting was declared opened at 6:10 p.m.

ROLL CALL

AYES: Trustees Didden, Ceccarelli, Adams, Marino and Mayor Pilla

NOES: None

ABSENT: Trustees Ferrara and Brakewood

It should be noted that Trustee Brakewood arrived at 6:13 p.m.

BUDGET WORKSHOP

Village Manager Steers presented the proposed budgets for the Senior Center, Recreation Department and the Village President's Office. We have total appropriations of \$38MM with minor changes here and there.

The Proposed Budget has come under the tax cap. The \$291M fund balance is non-recurring revenue. The \$50M non-recurring is actually from the sidewalk betterment to pay off that debt. The worker's comp is in line. There is \$1.8MM in unspoken requests.

On the tax levy, when appreciations go up, tax rates go down. The levy is what we are taking out of people's pockets. The increase in the levy is what is driving seniors out of their houses. The tax cap has to be decided, post a hearing and pass a resolution made before we adopt the Budget.

At the Senior Center, over half of the supplied money comes from grants from the State and the Federal Government. The budget this year is \$401,916 and you are asking for \$417, 979. The food budget is by contract; there are three separate budgets, home delivery, home delivery with funding and the congregate program (at the Senior Center). Overtime expenses are not used that much but would include opening during inclement weather. The Part Time workers should be budgeted for an increase. It would be good to have a bi-lingual worker on staff.

The Recreation Department consists of the Director, a Spanish speaking assistant and a large part-time staff. The park attendants get \$10.00 an hour. The basketball for adults is no longer available because we used Don Bosco; and with the merger of the churches it is no longer available. This program had 35-40 adults. We are working on getting another location. The teen program at Kennedy School consists of about 65 teens. The Carver Center is anxious to talk to the Village about a combined camp program. Heather commented their regulations are not the same as the Village summer program. The Carver Center has grant writers. Our Summer Camp has 200 campers and we have a waiting list. The cost per child is \$100 per week and the Village Contribution for the season is \$50,000 or roughly \$250 per camper. The expenses were camp counselors at \$85,000 and an additional \$66,000.

The Rec Department does Halloween, Christmas, Easter and Port Chester Day. On Special Events there were a number of toys that were donated. Now that Recreation has to purchase them the amount we have to spend between \$3,000 to \$4,000. We have fireworks on Port Chester Day. Port Chester Day is \$6,000 to \$7,000. With fireworks it is budgeted \$12,000. The revenue from vendors is minimal. The vendors are selling all day and we should charge them more money. We should get an intern to help figure programmatically what our costs really are. We should work on more sponsorship for Port Chester Day.

In the Treasurer's office there are issues that come up such as payroll, insurance issues, discipline, sewer rent. We have a replacement senior account person. Mayor Pilla commented we don't buy enough that we could use a procurement analyst full time. A Procurement Analyst would be \$50,000 plus benefits, or \$80,000. Village Treasurer commented we have taken on Sewer Rent with no additional help. We sent out the 1095 to approximately 200 employees and retirees. The next step is to file with the government. We have overtime services to cover that work and also because we lost the payroll person and one person was out with injury.

Because of not having enough employees we have had some delays in setting up the time clock. We have to program the time clock according to the needs of each department. With the new payroll system we will be able to track overtime of every employee. Employees will be trained on how to properly use the time clock. We will start with the Justice Court. The system will be self-serving that the employee can check his own information. The software budget for this is \$462,400.

The parking meter revenue is counted by the Treasurer's office. Two men from DPW bring the money every day and it is supervised by the Treasurer's office. The count sometimes is a little off from what the machine tells us. We have a coin counter. The time on the machine is reconciled. You do not get change from the machines.

The tax collection fee is what we pay the Town -- .5% for the tax levy. They also charge us for sidewalk betterment and an hourly fee for the employee who does the work. They also charge for the sewer lien. They charge us about \$5,000 total for the year for the sidewalk betterment.

Trustee Ceccarelli commented on Ed Brancati. There is a component that HR is part of the Treasurer's Department. If we bring him in full time it will be over \$100,000. He works independently. We would like to have Ed full time.

The Intern Program we have in the budget is partnered with the Town. We have \$10,000 in our internship program.

Village Manager Steers would like to get someone who is interested in working at a municipality. Ed would be doing what he is doing now but make it full time. The intermediate clerk should be taken out and add another administrative assistant to the Village Manager.

We need someone to look at our parking plan and our ordinances. We will eliminate the 1 a.m. to 6 a.m. parking restrictions in selected lots. You are paying until 9:00 p.m.. If you make it until 12 midnight or 24 hours it will mean an additional \$300,000. It would be in the Village's interest to figure out the parking situation so that we do not have to avoid the need to appropriate \$291MM of fund balance. It is important we stay under the tax cap and the \$300,000 would do it.

On motion of TRUSTEE DIDDEN, seconded by TRUSTEE CECCARELLI, the Budget Workshop meeting was declared closed at 8:35 p.m.

ROLL CALL

AYES: Trustees Didden, Brakewood, Ceccarelli, Adams and Mayor Pilla

NOES:

ABSENT: Trustees Ferrara and Adams

Respectfully submitted,

David Thomas
Village Clerk