

MEETING HELD OCTOBER 10, 2013

A Special meeting of the Board of Trustees of the Village of Port Chester, New York, was held on Thursday, October 10, 2013, in the Village Hall Conference Room, 222 Grace Church Street, Port Chester, New York, with Mayor Neil Pagano presiding.

Present in addition to Mayor Pagano, were Trustees Gregory Adams, Daniel Brakewood, Saverio Terenzi, Luis Marino, and Gene Ceccarelli.

It should be noted that Trustee Kenner was absent.

It should be noted that Trustee Brakewood arrived at 5:12 p.m.

It should be noted that Acting Police Chief John Telesca left at 5:37 p.m.

Also present were Village Manager, Christopher Steers via telephone; Village Clerk, Janusz R. Richards; Village Attorney, Anthony Cerreto; Village Treasurer, Leonie Douglas; Acting Police Chief, John Telesca and Administrative Aide to the Village Manager, Christopher Ameigh.

On motion of Trustee Ceccarelli, seconded by Trustee Adams the meeting was declared opened at 5:08 p.m.

ROLL CALL

AYES: Trustees Adams, Terenzi, Marino, Ceccarelli and Mayor Pagano

NOES: None.

ABSENT: Trustee Brakewood, Kenner.

DATE: October 10, 2013

PROPOSED MOTION FOR EXECUTIVE SESSION

MOTION FOR EXECUTIVE SESSION # 1

At 5:09 p.m., on motion of Trustee Marino, seconded by Trustee Adams the Board adjourned into an executive session regarding promotions of particular persons in the Port Chester Police Department.

Roll Call

AYES: Trustees Adams, Brakewood, Terenzi, Marino, Ceccarelli and Mayor Pagano

NOES: None.

ABSENT: Trustee Brakewood and Trustee Kenner.

DATE: October 10, 2013

Present in addition to the Board of Trustees, were Village Manager, Christopher Steers via telephone; Village Clerk, Janusz R. Richards; Village Attorney, Anthony Cerreto;

Village Treasurer, Leonie Douglas; Acting Police Chief, John R. Telesca and Christopher Ameigh Administrative Aide to the Village Manager.

No action was taken in executive session.

At 5:34 p.m., a motion to come out of executive session was made by Trustee Adams, seconded by Trustee Marino, the Board of Trustees closed the executive session.

ROLL CALL

AYES: Trustees Adams, Brakewood, Terenzi, Marino, Ceccarelli and Mayor Pagano

NOES: None.

ABSENT: Trustee Kenner.

DATE: October 10, 2013

MOTION FOR EXECUTIVE SESSION # 2

At 5:35 p.m., on motion of Trustee Marino, seconded by Trustee Terenzi the Board adjourned into an executive session regarding appointment of a particular person in the Village Clerk's Office.

Roll Call

AYES: Trustees Adams, Brakewood, Terenzi, Marino, Ceccarelli and Mayor Pagano

NOES: None.

ABSENT: Trustee Kenner.

DATE: October 10, 2013

Present in addition to the Board of Trustees, were Village Manager, Christopher Steers via telephone; Village Clerk, Janusz R. Richards; Village Attorney, Anthony Cerreto; Village Treasurer, Leonie Douglas and Christopher Ameigh Administrative Aide to the Village Manager.

No action was taken in executive session.

At 5:40 p.m., a motion to come out of executive session was made by Trustee Ceccarelli, seconded by Trustee Marino, the Board of Trustees closed the executive session.

ROLL CALL

AYES: Trustees Adams, Brakewood, Terenzi, Marino, Ceccarelli and Mayor Pagano

NOES: None.

ABSENT: Trustee Kenner.

DATE: October 10, 2013

MOTION FOR EXECUTIVE SESSION # 3

At 5:41 p.m., on motion of Trustee Marino, seconded by Trustee Brakewood the Board adjourned into an executive session regarding the Village Manager's Annual evaluation.

Roll Call

AYES: Trustees Adams, Brakewood, Terenzi, Marino, Ceccarelli and Mayor Pagano

NOES: None.

ABSENT: Trustee Kenner.

DATE: October 10, 2013

Present in addition to the Board of Trustees, were Village Manager, Christopher Steers via telephone; Village Clerk, Janusz R. Richards; Village Attorney, Anthony Cerreto; Village Treasurer, Leonie Douglas and Christopher Ameigh Administrative Aide to the Village Manager.

No action was taken in executive session.

At 5:54 p.m., a motion to come out of executive session was made by Trustee Ceccarelli, seconded by Trustee Adams, the Board of Trustees closed the executive session.

ROLL CALL

AYES: Trustees Adams, Brakewood, Terenzi, Ceccarelli and Mayor Pagano

NOES: None.

ABSENT: Trustees Marino and Kenner.

DATE: October 10, 2013

WORKSHOP

Year End Budget Modifications & Adjustments FY 2012-2013

Village Treasurer, Leonie Douglas updated the Board of Trustees on budget adjustments & modifications for fiscal year June 1, 2012 to May 31, 2013.



VILLAGE OF PORT CHESTER GENERAL FUND BUDGET ADJUSTMENTS & MODIFICATIONS FISCAL YEAR JUNE 1, 2012 TO MAY 31, 2013

October 10, 2013



Authorized Budget Modifications at a Glance

Adopted Budget		\$35,679,672
Prior Year Encumbrances B/F @ 6/1/2012		\$84,940
Budget Amendments:		
✓ Use of DEA Funds 7/16/12	\$ 9,096	
✓ Use of DEA Funds 7/16/12	\$ 2,421	
✓ Use of DEA Funds 7/16/12	\$ 3,458	
✓ Use of DEA Funds 11/5/12	\$ 6,554	
✓ Use of DEA Funds 3/18/13	\$ 3,843	
✓ Use of DEA Funds 4/15/13	\$29,741	
✓ Use of DEA Funds 4/15/13	\$11,414	
✓ Detmer Donation 4/15/13	<u>\$25,000</u>	<u>\$91,527</u>
Adjusted Budget		\$35,856,139



Use of Contingency FY 2012-13

Adopted Contingency Budget		\$235,000
Use of Contingency:		
➤ Increased Library Contributions 6/18/12	\$23,000	
➤ 5 Year Operating Budget Plan 8/6/12	\$ 5,000	
➤ Parking Garage/Police/Justice Court Facility 8/6/12	\$22,500	
➤ CSEA Contract Ratification 12/17/12	<u>\$82,487</u>	
Total Use of Contingency		<u>\$132,987</u>
Modified Contingency Budget		\$102,013



Revenues & Appropriated Fund Balance Summary – FY 2012-13

Revenues		\$33,656,200
Appropriated Fund Balance	\$865,000	
Prior Years Encumbrances	\$84,940	
Appropriated W. C. Reserves	\$150,000	
Appropriated Debt Reserves	<u>\$200,000</u>	
Total Appropriated FB & Reserves		\$1,299,940
Transfers In:		
Sewer Fund	\$700,000	
Debt Service Fund	<u>\$200,000</u>	
Total Transfers In		<u>\$900,000</u>
Adjusted Budget		\$35,856,140



Adjusted Budget vs. Actual Expenditures

Adjusted Budget	\$35,856,140
Actual Expense	\$36,890,634
Actual Expenditures Over Adjusted Budget	\$(1,034,494)



Adjusted Budget vs. Actual Revenues

Adjusted Budget	\$35,856,140
Actual Expenditures	\$35,763,259
Revenues Under Collected	\$(92,881)



Actual Revenues vs. Actual Expenditures FY 2012-13

Actual Revenues	\$35,763,259
Actual Expenditures	<u>\$36,890,633</u>
Fund Deficit	\$(1,127,374)



Statement of Revenues, Expenditures & Changes in Fund Balance

REVENUES	Original Budget	Adjusted Budget	Actual 5/31/2013	Available Balance	Percent Balance
Property Tax	21,896,467	21,896,467	21,814,719	-81,748	100%
Other Tax Items	738,000	738,000	947,152	209,152	128%
Non-Property Tax Items	4,379,000	4,379,000	4,796,189	417,189	110%
Departmental Income	3,028,692	3,028,692	3,638,548	609,856	120%
Use of Money & Property	322,866	322,866	348,600	25,734	108%
License & Permits	185,430	185,430	277,634	92,204	150%
Fines & Forfeitures	2,204,000	2,270,528	2,018,586	-251,941	89%
Miscellaneous	81,000	106,000	357,243	251,243	337%
State Aid	604,935	604,935	686,534	81,599	113%
Federal Aid	124,282	124,282	672,049	547,767	541%
Total Revenues	\$33,564,672	\$33,656,200	\$35,557,254	\$1,901,055	106%



Statement of Revenues, Expenditures & Change in Fund Balance

EXPENDITURES	Original Budget	Adjusted Budget	Actual 5/31/2013	Encumbered	Available Balance	Percent Balance
Gen Government Support	5,223,830	5,208,864	5,429,149	27,936	-248,221	104%
Public Safety	11,151,690	11,160,992	11,056,156	127,002	-22,166	99%
Health	275,834	275,834	\$261,723	-	14,111	95%
Transportation	1,598,035	1,615,335	1,553,720	1,289	60,326	96%
Economic Opp. & Development	380,659	383,312	376,739	-	6,469	98%
Culture & Recreation	1,919,093	1,946,801	1,954,341	-	-7,540	100%
Home & Community Services	2,184,370	2,205,540	2,220,077	8,935	-23,472	101%
Employee Benefits	9,100,191	9,106,052	10,090,459	-	-984,407	111%
Debt Service-Principal	2,740,000	2,340,000	2,340,000	-	-	100%
Debt Service-Interest	1,140,909	1,140,909	1,140,907	-	2	100%
Total Expenditures	\$35,714,612	\$35,383,639	\$36,423,272	\$165,162	\$-1,204,898	103%
Excess (deficiency) of Revenue Over (Under) Expenditures	\$-1,665,000	\$-1,727,440	\$-866,018	\$-165,162	\$-696,260.35	50%



Statement of Revenues, Expenditures & Changes in Fund Balance

OTHER FINANCING SOURCES (USES)	Original Budget	Adjusted Budget	Actual 5/31/2013	Available Balance	Percent Balance
Transfers In	1,250,000	1,250,000	206,005	1,043,995	16%
Transfer Out	-50,000	-472,500	-467,360	-5,140	99%
Total Other Financing Sources (Uses)	\$1,200,000	\$777,500	\$-261,355	\$1,038,855	-34%
Net Change In Fund Balances	-949,940	-949,940	-1,127,373	177,433	119%
Fund Balances-Beginning	8,977,360	8,977,360	8,977,360	-	\$100%
Fund Balances-Ending	\$8,027,420	\$8,027,420	\$7,849,987	\$177,433	\$98%



FY 2012-13 Major Revenue Increases

REVENUES	Original Budget	Adjusted Budget	Actual 5/31/2013	Available Balance	Percent Balance
PILOT	684,000	684,000	730,064	46,064	106.75%
Sdwlk Betterment Ph 2	30,000	30,000	142,114	112,114	473.71%
Int. & Pen.-Real Prop Tax	14,000	14,000	65,148	51,148	465.34%
Sales Tax Revenue	3,650,000	\$3,650,000	\$3,943,685	293,685	108.05%
Safety Inspect/Bldg Permits	150,000	150,000	414,294	264,294	276.20%
Safety Inspection/Occupancy	10,000	10,000	55,089	45,089	550.89%
Green Waste Tip Fees	420,000	420,000	555,222	135,222	132.20%
Permits/Sidewalk Obstruction	10,000	10,000	69,425	59,425	694.25%
Insurance Recoveries	16,000	16,000	108,808	92,808	680.05%
Workers Comp Recoveries	50,000	50,000	105,794	55,794	211.59%
Medicare Part D Reimbursement	-	-	97,303	97,303	0%
FEMA-Federal Portion	-	-	548,442	548,442	0%
Total Major Revenue Increases	\$5,034,000	\$5,034,000	\$6,835,388	1,801,388	135.78%



FY 2012-13 Major Expenditures Over-expended

EXPENDITURES	Original Budget	Adjusted Budget	Actual 5/31/2013	Encumbered	Available Balance	Percent Balance
GENERAL GOVERNMENT:						
Elections	100,000	100,000	146,883	17,294	-64,177	146.88%
Insurance	500,000	500,000	584,272	-	-84,272	116.85%
Refunds on Real Prop Tax	55,000	55,000	201,276	-	-146,276	365.96%
Total General Government:	655,000	655,000	932,431	17,294	-294,725	142.36%
EMPLOYEE BENEFITS:						
NYS Employees Retirement	829,519	\$829,519	\$947,949		-118,430	114.28%
NYS PD & Fire Retirement	1,944,016	1,944,016	2,224,525		-280,509	114.28%
Workers Compensation	1,500,000	1,500,000	1,946,636		446,636	129.78%
Hospital & Medical Ins.	3,471,100	3,471,100	3,610,012		-138,912	104%
Total Employee Benefits:	7,744,635	7,744,635	8,729,122		-984,487	112.71%
TOTAL	\$8,399,635	\$8,399,635	\$9,661,553	17,294	-1,279,212	115.02%



Budget Adjustments & Modifications

Increase Estimated Revenues:

1.1.1120	Sales Tax Revenue	\$293,685
1.1.1560	Building Permits	\$192,368
1.1.4989	FEMA Federal Portion	<u>\$548,441</u>
Total Estimated Revenues		\$1,034,494

Increase Appropriations:

1.1960.480	Refunds on Real Prop Tax	\$146,276.06
1.9000.801	State Retirement-ERS	\$118,430.00
1.9010.801	State Retirement-PFRS	\$280,509.00
1.9040.803	Workers Compensation	\$446,635.71
1.1450.100	Personnel Services	\$29,134.66
1.1450.423	Election Insp/Techs	<u>\$13,508.57</u>
Total Appropriations		\$1,034,494



Budget Adjustments & Modifications

BUDGET TRANSFERS:

From:

Contingency

1.1990.400	Contingent A/c	\$102,013.00
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To:

Elections

1.1450.423	Election Insp/Techs	\$8,021.43
1.1450.424	Election Rentals	\$6,341.88
1.1450.425	Election Moving	\$1,395.00
1.1450.476	Election Publications of Notices	\$5,782.42

Hospital & Medical Insurance

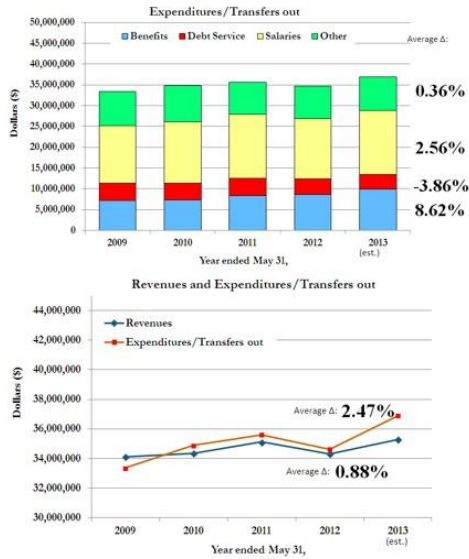
1.9060.807	Hospital & Medical Insurance	<u>\$80,472.27</u>
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Total		\$102,013.00
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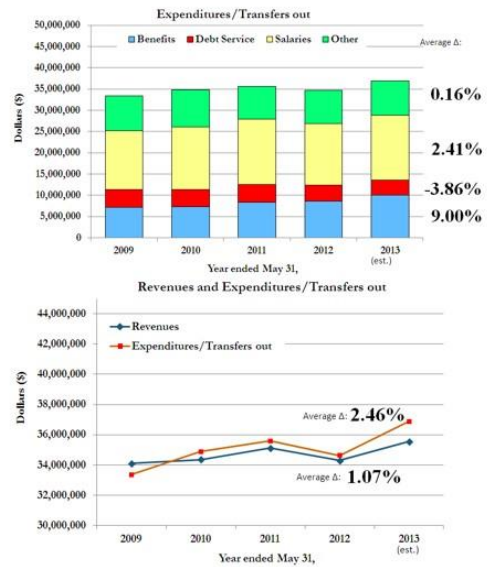


Affects on Projections.

Projections as of May 20th, 2013



Projections as of October 10th, 2013



RESOLUTIONS

RESOLUTION

On motion of TRUSTEE TERENZI, seconded by TRUSTEE MARINO, the following resolution was adopted by the Board of Trustees of the Village of Port Chester, New York:

WHEREAS, New York State Law requires that all Budget be balance at the end of the fiscal year; and

WHEREAS, certain appropriation line items in the 2012-2013 Fiscal Year General Fund Budget have been over expended and others under expended; and

WHEREAS, the Village of Port Chester is required to make all necessary adjustments to the Budget. The actual expenditures exceeded budget by \$1,034,494 of which \$124,800 was for Workers Compensation Section 32 Settlements. Now therefore be it

RESOLVED, that the Board of Trustees of the Village of Port Chester hereby authorizes the Village Treasurer to reduce the Workers Comp Reserves by the \$124,800 expended for workers comp section 32 settlement in the General Fund, and be it further

RESOLVED, that the Board of Trustees of the Village of Port Chester does also hereby authorize the Treasurer to make all necessary modifications, adjustments and amendments of the FY 2012-13 General Fund Budget. The amendments are as follows:

INCREASE ESTIMATED REVENUES:

1.1.1120	Sales Tax Revenue	\$293,685
1.1.1560	Building Permits	\$192,368
1.1.4989	FEMA Federal Portion	\$548,441
	Total Estimated Revenues	\$1,034,494

INCREASE APPROPRIATIONS:

Refunds on Real Property Tax

1.1960.480	Refunds on Real Prop Tax	\$146,276.06
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NYS Employee Benefits-ERS

1.9000.801	State Retirement-ERS	\$118,430.00
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NYS Employee Benefits-PFRS

1.9010.801	State Retirement-PFRS	\$280,509.00
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Workers Compensation

1.9040.803	Workers Compensation	\$446,635.71
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Elections

1.1450.100	Personnel Services	\$29,134.66
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1.1450.423	Election Insp/Techs	\$13,508.57
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Total Appropriations **\$1,034,494**

BUDGET TRANSFERS:

From:

Contingency		
1.1990.400	Contingent A/c	\$102,013.00

To:

Elections

1.1450.423	Election Insp/Techs	\$8,021.43
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1.1450.424	Election Rentals	\$6,341.88
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1.1450.425	Election Moving	\$1,395.00
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1.1450.476	Election Publications of Notices	\$5,782.42
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Hospital & Medical Insurance

1.9060.807	Hospital & Medical Ins.	\$80,472.27
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ROLL CALL

AYES: Trustees Brakewood, Terenzi, Marino, Ceccarelli and Mayor Pagano

NOES: None.

ABSENT: Trustee Adams and Kenner.

DATE: October 10, 2013

At 6:43 p.m., on motion of Trustee Ceccarelli, seconded by Trustee Terenzi, the meeting was closed.

Roll Call

AYES: Trustees Brakewood, Terenzi, Marino, Ceccarelli and Mayor Pagano

NOES: None.

ABSENT: Trustees Adams and Kenner.

DATE: October 10, 2013

Respectfully submitted,

Janusz R. Richards
Village Clerk