

**MEETING HELD APRIL 26, 2012**

A meeting of the Board of Trustees of the Village of Port Chester, New York, was held on Thursday, April 26, 2012 at 6:00 P.M., in the Village Hall Conference Room, 222 Grace Church Street, 222 Grace Church Street, Port Chester, New York, with Mayor Dennis Pilla presiding.

Present in addition to Mayor Pilla, were Trustees Saverio Terenzi, Luis Marino and Joseph Kenner.

It should be noted that Trustees Bart Didden and John Branca were absent and Trustee Daniel Brakewood arrived at 6:15 p.m.

Also present were Village Manager, Christopher Russo; Village Treasurer, Leonie Douglas; Village Clerk, Joan Mancuso; 1<sup>st</sup> Assistant Fire Chief Kevin McMinn; 2<sup>nd</sup> Assistant Fire Chief Edward Quinn and Police Chief Joseph Krzeminski. Fire Chief Kevin McFadden arrived at 6:34 p.m.

\* \* \* \* \*

At 6:04 p.m., on motion of Trustee Marino, seconded by Trustee Kenner the meeting was declared opened.

**ROLL CALL**

AYES: Trustees Terenzi, Marino, Kenner and Mayor Pilla  
NOES: None  
ABSENT: Trustees Brakewood, Didden and Branca

***Review of Tentative Budget for Fiscal Year 2012-2013***

Mayor Pilla started the discussion on the review of the Tentative Budget on the subject of the Bond Anticipation Note (BAN) which was borrowed with a five year payment plan. He said that the initial payment schedule is to pay \$400,000 in Fiscal Year 2012-2103 and it has been recommended that we cut this payment in half and Ms. Douglas has consulted with our bonding representatives and has been told if we pay less than \$384,000 would have to convert to a long term borrowing. The Mayor said that Ms. Douglas has provided a schedule regarding long term borrowing over a 17 year or 21 year period. There was a brief discussion about the BAN, Debt Services and long term borrowing.

Then the Board discussed the budget for the 2013 Election. The Clerk provided the Board with the costs of the 2010 Election under the Consent Decree which was over \$300,000. The Village Manager told the Board that the consultant on the 2010 election provided him with a high – low estimate of costs for 2013 that could be between \$158,000 and over \$250,000. Board members at a previous session had recommended decreasing the election budget by \$34,750 for a balance of \$200,000. Mayor Pilla spoke about the discussion that he and staff had with the Department of Justice regarding certain aspects of the Consent Decree and that he with staff will be speaking to the County Board of Elections on running the election so recommends cutting this budget further. There was more discussion regarding the election budget and agreement amongst the Board members present to reduce the budget to \$100,000 for the election and if more funding is required to take the additional money from the Fund Balance.

The discussion then moved on to the Central Garage budget and the reduction of the gasoline line by \$30,000 and reduction to the diesel fuel line by \$35,000. Mr. Russo expressed concern of these reductions with the information that was provided by the General Foreman, that it was a mild winter with no snow and that the cost of both of these fuels have increased. He recommended decreasing the gasoline line by \$10,000 and the diesel by \$15,000 which was agreeable with the Board.

Trustee Terenzi spoke about the tax increase and further discussion ensued regarding the BAN and Debt Service. Trustee Terenzi noted that he would not be supportive of converting the BAN to long term borrowing and reminded the Board members that it would take a super majority of the Board, five affirmative votes to pass it. Mr. Russo spoke about unused capital project funds and more discussion followed on this subject and whether the \$400,000 BAN payment could not be paid fully in 2012-2013 but spread out amongst the remaining year. Ms. Douglas said that was not the understanding from the bond representative but would clarify that information. There was more discussion about the debt service fund and covering the cost of the \$200,000 that was initially reduced for the payment and covering that amount from a transfer from debt services.

The Board then discussed the reduction of the amount regarding taxes for Village owned property. Mr. Russo said that this has been reviewed and was initially decreased by \$50,000 but would recommend increasing that reduction by \$20,000 for a total decrease of \$70,000. The Board was agreeable with this additional reduction.

A discussion was held with Fire Chief McFadden regarding the career firefighters. He said that he anticipates two retirements during the 2012-2013 fiscal year and that one will be by the end of 2012 which needs replacement. He said that the Fire Academy should be starting in September and the Board further discussed the situation of retirements, the time to fill those positions and costs. No changes were made to the Fire Department personnel line from this discussion.

Trustee Terenzi asked about the personnel for the Refuse /Garbage and noted that there is a vacant position under the Sanitation personnel with salary of \$47,398. Mr. Russo said that there is one vacant starting position but noted that there needs to be someone that will be handling supervision of the sanitation which he will be assigning. The Board directed the elimination of the vacant position to remove this salary plus the benefits.

The Board then moved on to the Village Manager's budget and questioned the vacant position of the Assistant to the Village Manager in the amount of \$65,000. Mr. Russo said that position has been opened since his last Assistant Ms. Sciarabba left last fall. He said that he could reduce the amount with an Administrative Intern position. There was discussion between the Board and Mr. Russo and the Board directed the removal of the vacant Assistant to the Village Manager position.

A discussion was held regarding the new Director of Planning and Development and the Planning Consultant, Patrick Cleary and the transiting of the Planning Consultant since the new Planner has been on board for several months. Mr. Russo spoke to the Board on this subject and that Mr. Cleary is still required and is being paid through the

escrow accounts. Trustee Brakewood said that it was his impression that once the full time planner came on board escrow funds would be used toward his salary. The conversation continued on this matter and it was directed that \$25,000 be added to the revenue regarding planning costs.

The Board inquired as to the two budget lines both entitled New Youth Programs with one under the Youth Program budget in the amount of \$13,000 and one for the Recreation Summer budget in the amount of \$10,000. Mr. Russo contacted the Recreation Leader regarding these budget lines and was informed that the revenue generated for these programs covers the cost and these programs and that the programs include mini-camp, tennis, arts and crafts and other programs. No changes were made to these budget lines.

The Library budget increase was discussed by the Board and it was indicated that there would not be enough favorable votes on this matter. The proposed budget amendment increase of \$22,943 for the Library was removed.

Trustee Terenzi questioned under the Parks budget the five part-time park attendants in the amount of \$80,000 and the five part-time seasonal employees for the parks. There was discussion on these lines, the number of months that these positions are filled and their duties. Trustee Terenzi recommended outsourcing the services performed by the park attendants. The Board discussed Trustee Terenzi's recommendation and the small window to complete a request for proposals since the park season is upon us. The park attendant budget line was reduced by \$30,000 from \$80,000 to \$50,000 and the part-time seasonal help was reduced by \$20,000 from \$80,000 to \$60,000.

The amendments were calculated and an additional \$40,000 reduction was required to meet the goals of the Board. The Board directed the Treasurer to take an additional \$40,000 from Fund Balance but at the April 30<sup>th</sup> Board meeting to finalize the budget the use of \$40,000 from Fund Balance may not be required because of other budget changes and will be addressed at that time.

There being no further business, on motion of Trustee Marino, seconded by Trustee Kenner the meeting was closed at 7:20 p.m.

**ROLL CALL**

AYES: Trustees Brakewood, Terenzi, Marino, Kenner and Mayor Pilla  
NOES: None  
ABSENT: Trustee Didden and Branca

Respectfully submitted,

Joan Mancuso  
Village Clerk