

Special Village Board Meeting and Budget Workshop
March 25, 2024

MINUTES of a Special Meeting and Budget Workshop of the Village Board of Trustees held Monday, March 25, 2024, at 9 a.m., Village Hall, 111 Elm Street, Room 202, Penn Yan, NY 14527

PRESENT: Mayor **Dan Condella**; Trustees **Kevin McLoud**, **Dan Henries**, **Teresa Hoban**, **Dan Irwin**, **Rich Stewart**; Clerk/Treasurer **Holly Easling**; Deputy Clerk/Treasurer **Sonja Fredenburg**; Police Chief **Tom Dunham**; Director of Public Works **Melissa Gerhardt**; Deputy Director of Public Works **Brett McMichael**; Fire Chief **Derek Christensen**; Village Attorney **Ed Brockman**

Trustee **Rich Stewart** arrived at 9:02 a.m.
Fire Chief **Derek Christensen** departed at 10:19 a.m.
Village Attorney **Ed Brockman** arrived at 11:14 a.m. and departed at 12:23am
Trustee **Kevin McLoud** departed at 10:26 a.m.

ABSENT: Trustee **Norm Koek**; Code Enforcement Officer **James Marshall**; Deputy Clerk **Deb Withrow**

News Media Present: None

PUBLIC: Steven Calson Arrived at 9:05 a.m. departed at 10:26 a.m.

At 9:00 a.m., the Special Village Board Meeting and Budget Workshop was called to order followed by the Pledge of Allegiance.

The Clerk/Treasurer, Department Directors and Chiefs reviewed each of the General Fund Budgets by department along with alternatives in an effort to evaluate, prioritize and reduce the 2024-2025 Tentative Budget increase.

Through these discussions it was determined to make the following changes: paint Police Department inhouse, remove window cleaning at Village Hall and Fire Department, remove Village Hall landscaping, reduce threshold repair at Fire Department, utilization of reserves for upgrading the electric service at the Oliver House, remove planting trees for Lake Street Park, remove Gator for Cemetery, remove chemicals and cabinet for vegetation control for Cemetery, utilize budgeted money to outsource vegetation control for supplies and material to complete inhouse, reduce Street stone and gravel, reduce Street striping, reduce Street tree removal/landscaping.

Alternates that were talked through and added to the budget were: concrete pad for elephant statue, Streets tree inventory, Parking Enforcement Officer position.

Other alternates that were discussed and not moved forward with or were held for later discussions were: additional panic buttons, part-time cleaning position, Fire Chief's vehicle replacement, additional Fire apparatus reserves, Street Backhoe thumb attachment

Motion by T. Hoban, seconded by D. Henries to create (1) Part-Time Parking Enforcement Officer position and begin recruitment.

ADOPTED Ayes 6 Condella, Henries, Hoban, Irwin, McLoud, Stewart
Nays 0 Abstain 0 Absent 1 Koek

Mayor granted a brief recess at 10:26 a.m. Meeting Continued at 10:42 p.m.

Conversations continued regarding the Street equipment, evaluating all options presented along with leaf pick up operations. The Clerk/Treasurer noted her recommendation would be to put the amount, if the Board chooses to bond, of the first-year payment into a reserve as a down payment to incorporate in the 2024-2025 fiscal year.

The Trustees discussed and determined that a recess was needed and agreed to reconvene tomorrow, Tuesday, March 26th at 8 a.m. to continue to discuss Streets equipment, personnel and final adjustments to the 2024-2025 Tentative Budget.

A brief discussion regarding Justice Christensen's request for an additional part-time Clerk to Village Justice position for relief for the other part-time positions resulted in no action.

At 1:51 P.M., **Motion** by D. Henries, seconded by T. Hoban to recess until Tuesday, March 26th at 8 a.m.

ADOPTED Ayes 6 Condella, Henries, Hoban, Irwin, McLoud, Stewart
Nays 0 Abstain 0 Absent 1 Koek

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At 8:04 a.m. on Tuesday, March 26th the Special Village Board Meeting and Budget Workshop was called to order.

PRESENT: Mayor **Dan Condella**; Trustees **Kevin McCloud**, **Dan Henries**, **Teresa Hoban**, **Dan Irwin**, **Rich Stewart**; Clerk/Treasurer **Holly Easling**; Deputy Clerk/Treasurer **Sonja Fredenburg**; Police Chief **Tom Dunham**; Director of Public Works **Melissa Gerhardt**; Deputy Director of Public Works **Brett McMichael**;

Deputy Clerk-Treasurer reviewed a summary of all the changes that were made to the 2024-2025 Tentative Budget in yesterday's session.

Discussion regarding Street equipment and operations continued. This resulted in the consensus that current leaf operations need to change, but the Village is not in a position to purchase or even finance the leaf equipment being presented and this is a service that is important to taxpayers. Director of Public Works noted that if the leaf equipment is not budgeted for, it would be her recommendation that the Public Works Committee evaluate leaf operations with the Streets department input. Ultimately it was decided to remove the leaf machine from financing and move forward with financing the Backhoe, Sweeper and Stake body over a 15-year period with the intent of pursuing a grant for the sweeper along with utilizing reserves to replace the tilt trailer, salter and loader.

Conversations regarding the number of employees in different departments within the Village ensued along with overtime hours and costs. The board agreed to reduce the levy to 3.79% they would not backfill the vacant Building Maintenance Mechanic position. The Board expressed the need for more communication throughout the year and requested that any significant financial impact matters go through the Administration committee. Clerk/Treasurer noted this would also be a good place to evaluate cost saving mechanisms.

Director of Public Works highlighted that last year we utilized fund balance which makes this budget year that much harder, also we don't receive guaranteed sales tax revenue from the County. Clerk/Treasurer agreed noting this is the same position we were in last year, that inflationary and cost of living increases in expenditures alone put us at, if not above the tax cap. Priority amongst all Village Officials and staff needs to be given to alternative revenue options and cost-savings no matter how insignificant, need to be evaluated on each decision throughout the year. Conversations continued regarding cost saving concepts, additional revenue sources, alternative operations and expectations, reserve balances, staffing levels, and strategies how to further reduce the 2024-2025 Tentative Budget.

Mayor granted a brief recess at 10:24 a.m. Meeting Continued at 10:43 a.m.

At 10:43 a.m., **MOTION** by Trustee Hoban, seconded by Trustee McCloud, to enter into Executive Session for the purpose of discussing the work history of an employee.

ADOPTED Ayes 6 Condella, Henries, Hoban, Irwin, McCloud, Stewart
Nays 0 Abstain 0 Absent 1 Koek

PRESENT: Mayor **Dan Condella**; Trustees **Kevin McCloud**, **Dan Henries**, **Teresa Hoban**, **Dan Irwin**, **Rich Stewart**;

At 11:07 a.m., **MOTION** by Trustee McCloud, seconded by Trustee Hoban, to adjourn Executive Session and return to the Special Meeting and Budget Workshop.

ADOPTED Ayes 6 Condella, Henries, Hoban, Irwin, McCloud, Stewart
Nays 0 Abstain 0 Absent 1 Koek

No action was taken in Executive Session.

An in-depth analysis of the Fire Department Chief's vehicle was discussed, ultimately determining that if moving forward with purchasing, the cost would come from reserves but further discussions at Public Safety were needed with additional information on cost of repair for the current vehicle, updated outfit costing and opportunity of getting a 2023.

Clerk/Treasurer advised the Board that they have the option to utilize 2024 sales revenues received from the County as a one-time reduction to the tax levy this year. 2024 sales tax revenue received totaled \$174,321.16. Clerk/Treasurer recommended utilizing half to subsidize the budget this year and keep the other half to utilize next year if needed. After a discussion regarding the percent increase in comparison to how much sales tax revenues to use, it was determined to use \$135,000 to keep the tax levy flat, or a 0% increase. It was noted by the Clerk/Treasurer that this is a one-time occurrence as sales tax revenue from the County being utilized is not guaranteed going forward. Trustee Hoban noted that getting the tax levy flat was also possible due to the hard work put in and many cuts that were made.

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MOTION by Trustee Stewart seconded, by Trustee Henries to utilize sales tax revenues received from the County to make the 2024-2025 Budget tax levy flat with last year.

ADOPTED Ayes 6 Condella, Henries, Hoban, Irwin, McLoud, Stewart
Nays 0 Abstain 0 Absent 1 Koek

A brief discussion regarding Justice Christensen’s request for an additional part-time Clerk to Village Justice position with no update from yesterday, no action was taken.

At 11:53 a.m., **MOTION** by Trustee McLoud, seconded by Trustee Henries, to enter into Executive Session for the purpose of discussing the work history of an employee.

ADOPTED Ayes 6 Condella, Henries, Hoban, Irwin, McLoud, Stewart
Nays 0 Abstain 0 Absent 1 Koek

PRESENT: Mayor **Dan Condella**; Trustees **Kevin McLoud, Dan Henries, Teresa Hoban, Dan Irwin, Rich Stewart**; Director of Public Works, **Melissa Gerhardt**

At 12:17 p.m., **MOTION** by Trustee Henries, seconded by Trustee Hoban, to adjourn Executive Session and return to the Special Village Board meeting and Budget Workshop.

ADOPTED Ayes 6 Condella, Henries, Hoban, Irwin, McLoud, Stewart
Nays 0 Abstain 0 Absent 1 Koek

No action was taken in Executive Session.

At 12:17 p.m., **MOTION** by Trustee Henries, seconded by Trustee Hoban, to adjourn the Special Village Board meeting and Budget Workshop.

ADOPTED Ayes 6 Condella, Henries, Hoban, Irwin, McLoud, Stewart
Nays 0 Abstain 0 Absent 1 Koek

Respectfully submitted,

Sonja Fredenburg, Deputy Clerk/Treasurer