

**Village of Rhinebeck Board of Trustees**

**Special Meeting - Budget**

**Tuesday, January 30, 2018**

**7:00 PM**

Mayor Bassett opened the meeting at 7:10 pm with the Pledge of Allegiance.

Mayor Gary Bassett:	Present
Deputy Mayor Richard Lewit:	Present
Trustee Howard Traudt:	Present
Trustee Brant Neuneker:	Present
Trustee John Rossi	Present

Also present was Treasurer Karen McLaughlin.

**Line item consolidation-**

Treasurer McLaughlin explained the benefits of consolidating department line items into a General category. Many of the lines for postage, printing, phone copier lease are divided into many line items and we do not keep track of them separately. The board agreed. An account will be established for Central Communication, which will consolidate email, telephone, website, Time Warner-Spectrum Frontier, Superior and Verizon wireless. An account will be established for Central Print & Mail, which will consolidate misc. postage, printing, copier lease and stamps. An account will be established for Central Data Processing which will consolidate all the line items splitting the charges for IT to PCA. This includes all the General Fund applicable accounts except for Police, Fire, Water and Sewer, which need to be accounted for separately.

**General Fund line item review-** Trustee Rossi discussed the \$11,000 charge for codification to get us caught up on local laws passed since 2012. He will check with General Code to see if this quote will include the addition of the local law addressing Short-Term Vacation Rentals. He will also check to see how many physical books are included with this update.

The mayor discussed adding a line item for an independent audit, stating that currently it is the Treasurer and Accountant and that an Independent Audit has not been done and it is good fiscal responsibility to have one done. The board agreed but wants to come back to it after the review of the entire budget.

The board went through the General Fund line items for village trustees, mayor, clerk-deputy clerk-treasurer, attorney, engineer, elections and records management.

The board discussed how hard it is to predict the cost of attorney services and the mayor reminded the board to use NYCOM as a resource first before reaching out to the attorney as they have a very good legal advisory department and are familiar with many village issues.

The board discussed the engineering line item and using an engineer to prepare grants. They discussed the ADA crosswalk grant work that was charged to this 1440.01 account and that prior to being awarded a grant the cost for research and application prep is on the Village.

The mayor discussed the needed work on the Village Hall and the oil tank removal that needs to be considered in this year's budget. He also discussed the generator and the need for the Police to have a dedicated service for them.

The mayor elaborated on the central communication line and discusses a redesigned website and using Dick Wambach, who currently does the website maintenance to redesign the website. Trustee Rossi would like to explore and get other quotes and Trustee Neuneker agreed to get a few more prices.

The Budget Department Head review meeting is set for February 6<sup>th</sup> with Police, Water and Streets on the agenda. Waste Water is scheduled for the February 20<sup>th</sup> meeting.

**Emergency Response Coordinator Position-** One response was received for this position. Mayor Bassett and Supervisor Spinzia interviewed him. Gary discussed the applicant's experience with FEMA and emergency coordination. Gary said he was hoping someone local would come forward with some experience with local events and people. The job is to put a book together so that when a weather event or disaster occurs, he would be coordinating people and supplies.

The mayor talked about possible candidates. He also reported that they got everything off of the late Henry Campbell's computer with regards to emergency response. The board said they trust the mayor and supervisor have put a lot of time and effort into this position. The mayor said he can get Bill and Woody to be on the committee with the Emergency Response Coordinator and that would bring the local experience to the table.

Motion to appoint Frank Intervall to the volunteer position of Emergency Response Coordinator seconded by Trustee Neuneker and all were in favor. Motion passed.

**Sealed Bids were opened and publicly read for:**

2002 Ford Ranger - John Fenton \$225.00

Motion made by Trustee Lewit to accept the only bidder, seconded by Trustee Rossi and all were in favor.

2007 Dodge Charger - Scott Minn \$528.00

Motion made by Mayor to accept the only bidder, seconded by Trustee Traudt and all were in favor.

**Water-** Trustee Neuneker discussed buying a freeze machine for the Water Department. He explained how it would work to freeze the pipe, allowing you do the work on it and not have to dig things up. The board was in agreement and it is under the \$500 as per the procurement policy for purchase. Trustee Neuneker made a motion that when the village provides that service, a fee of \$100 is charged, seconded by Trustee Rossi and all in favor. Motion passed.

**EXECUTIVE SESSION-** Motion made by Mayor Bassett, seconded by Trustee Traudt and all were in favor to enter Executive Session at 8:38 pm to discuss a personnel issue and the Planning, Building & Zoning Clerk position. Motion passed.

Motion made by Mayor Bassett, seconded by Trustee Traudt and all were in favor to come out of Executive Session at 9:45 pm and re-enter the regular meeting. Motion passed.

Motion made by Mayor Bassett seconded by Trustee Traudt and all were in favor to offer Ryan Dowden the Planning, Building & Zoning Clerk position at \$15.00/hr. for 20 hours a week with a 90 day probation period. All in favor and motion passed.

Motion made by Mayor Bassett, seconded by Trustee Traudt and all were favor to make the wastewater weekend schedule 4 hours on Saturday and 4 hours on Sunday, taking the preceding Friday off. This schedule will be rotated every 3 weeks by the waste water employees. Alterations to this schedule must be authorized by the DPW Superintendent prior to scheduling.

**ADJOURN-** With no further business to discuss, Mayor Bassett made a motion to adjourn. This was seconded by Trustee Neuneker and all were in favor. Meeting adjourned at 9:48 pm.

Respectfully submitted,

Karen P. McLaughlin, Treasurer