

Notes of the 2011 Budget Workshop held on August 26, 2010. PRESENT were: Supervisor Jones, Councilpersons Stewart, Parson, Folts, Simmons, Budget Officer Muscarella, Town Clerk McMichael.

Guests: Jennifer McKay, Carrier Wheeler, John Phillips, Matt Davison, Gary Dinehart, Paul Enos, Bob Evans, Bob Payne.

Supervisor Jones called the meeting to order at 5:00 P.M. The meeting was turned over to Budget Officer Muscarella.

2011 budget packets were developed from the department worksheets. Mr. Muscarella provided a summary sheet outlining the 2011 budget highlights and a listing of Board determinations, along with detailed sheets on the fund balance analysis, contingent accounts, post retirement reserve, the schedule of elected Town Officials and comparisons for the Town Council and Justice positions.

Discussion points included:

**General Fund Expenses:**

- 1010.1 & 1110.1: Consolidating salary and benefits costs for the Town Council and Justice and its ramifications were discussed. Mr. Muscarella reallocated these costs in response to questions posed by several concerned residents during last year's budget process. Comparative data for neighboring Towns was provided and discussed. Jerusalem caps medical coverage for Town Council to a two-person plan. Council currently pays 25% of the difference in cost between the single and the two-person medical plan. The Town Justice carries a single medical plan and dental benefits. The Town offers a medical insurance buy-out to eligible employees and elected officials in the amount of \$2,000.
- 8389.4 KWIC: Increased from \$9,000 to \$10,500. Budget line will remain the same as 2010. The computer cost reduction will not be realized in 2011 as anticipated.
- 1355.4 Assessor: Reduced because this was not a revaluation year.
- 7410.4 Library: Further data will be gathered on revenue from the School District and comparative data on the Penn Yan Library for review during the 2012 budget process. Mr. Evans stated he will also provide the Board with further facts and figures.
- 8020.4 Planning: \$16,670 matching funds for the Community Development Block Grant will go back to the fund balance if we are not awarded the grant. Councilperson Parson will confirm the \$16,670 match by the Town with Planning Board Member Gruschow as we originally budgeted \$10,000.
- The Planning Board will review their compensation and submit their request following the September Planning Board meeting.
- 7510.4 Historian: Increased to \$500 based on Mr. Evans' request.
- 8810.4 Cemetery: Increased from \$1,500 to \$2,450 (\$350 for 7 cemeteries).

- 9060.8 BC/BS: Town Board to determine medical plan to be offered. Proposal from Brown & Brown Insurance Consultants recommends Healthy Blue to reduce costs. The Town Board has the option to offer Healthy Blue 25/40 and employees can buy into the Healthy Blue 15/25, with the Town covering 75% and the employee covering the remaining 25% of the premium. Cost reductions are estimated at 17.3% with Healthy Blue 15/25 and 21% for Healthy Blue 25/40. Rates will not be released until November 2010. Mr. Muscarella stated the amount included in the budget will cover either Healthy Blue policy. Further presentations to be scheduled. (NOTE: KPSW Brown & Brown Insurance Consultant Brian Hart confirmed with Kevin McIntosh, Business Agent that this complies with the Teamster's Union contract.)

(All attendees except Highway Superintendent Payne left the meeting.)

- 9901.9 Building Reserve: Reserve capped at \$50,000. Consideration will be given to increase reserve given request for new roof at the Town Hall that that has been postponed for several years and the Highway Garage is in need of a new roof estimated to cost \$30,000.
- 9901.9 Post Employment Reserve: Reserve capped. Contribution from Highway DB only in 2011. Retirements anticipated in 2011, 2012 and 2015, but the fund will be reviewed annually.
- 1990.4 Contingent Accounts: Detailed summary distributed.

**General Fund Revenue:**

- A3005 Mortgage Tax: Councilperson Stewart to confirm amount with County Legislature.

**Highway:**

- DA5130.2 Machinery: Loader trade-in and truck purchase.
- DA9901.9 Machine Reserve: Truck purchase will deplete reserve.
- DB9901.9 Machinery Reserve: Fund \$77,000 to establish new reserve for equipment purchases per Long Range Equipment Plan.
- Syracuse property purchase to expand gravel pit to be included as appropriation in year of purchase.

(Highway Superintendent Payne left the meeting.)

**Keuka Park Sewer & Water:**

- 8110.1 & 8310.1: Town Board salaries and benefits will be allocated 12.5% to Sewer and 12.5% to Water.
- The Town Board needs to determine the use of fund balances.

- 9901.9 Sewer Main Reserve: Fund \$10,000.
- 9901.9 Sewer Routine Repair: Fund \$10,000.

**CONCLUSION:**

Following his presentation, Budget Officer Muscarella noted the following outstanding issues:

1. Allocation of Town Board salary and benefit
2. Compensation for the Planning Board. Councilperson Parson offered to provide this figure to Bookkeeper McKay following the September 2<sup>nd</sup> Planning Board meeting.
3. Select a health insurance plan.

**DELIBERATIONS:**

- Considerable discussion ensued regarding the salary and benefits allocation for the Town Board. Comparative data was provided on neighboring townships with the determination made that the demands and work load of the Jerusalem Town Board justify the position's salary and benefits.
- The benefits cost of the Town Board will not be added to the .1 salary budget line (1010.1). It is to remain allocated in the 9060.8 budget code as in previous years.
- Employee salary increases were introduced at 1.5%, but Budget Officer Muscarella was directed to incorporate a 3% salary increase for employees.
- Councilperson Parson noted job descriptions and job expectations need to be done.

RESOLUTION #148-10

INCREASE BUDGET OFFICER SALARY

On a motion of Councilperson Stewart, seconded by Councilperson Parson, the following was

ADOPTED   Ayes           5    Folts, Jones, Parson, Simmons, Stewart  
              Nays 0

Whereas the salary for the Budget Officer in previous years had been set at \$4,000; and

Whereas Resolution #94-10 reduced the salary for the Budget Officer to \$500; and

Whereas it is the consensus of the Town Board that Budget Officer Larry Muscarella has spent a considerable number of hours on the 2011 budget and provided an excellent presentation tonight; now, therefore, be it

Resolved that the 2010 salary for Budget Officer Muscarella be increased to \$2,000 in appreciation of a job well done.

2011 Budget Timetable:

The tentative 2011 budget will be presented at the September 15, 2010 Town Board meeting.

With there being no further business, on a motion of Councilperson Stewart, seconded by Supervisor Jones, the meeting was adjourned at 7:50 P.M.

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Sheila McMichael, Town Clerk