

Town of St. Armand  
Budget Work Session  
Wednesday, October 9, 2019  
6:30 PM

*These Meeting Minutes were approved by the Town Board on December 10, 2019.*

A Budget Work Session of the Town of St. Armand was held on the above date and time at the Town Hall, Bloomingdale, NY.

**BOARD MEMBERS PRESENT:**

Town Supervisor Davina Winemiller, Deputy Supervisor D. Joseph Bates, Councilperson Donald Amell, Councilperson Jennifer Fuller and Councilperson Karl Law

*A quorum of the Board was in attendance.*

**TOWN EMPLOYEES PRESENT:**

Highway Superintendent Douglas Snickles, Wastewater Superintendent Stanley Ingison, Town Accountant Donna Bramer, and Town Clerk Barbara Darrah.

**GUESTS:** Sheridan Swinyer.

Notice was posted regarding the date of this meeting.

Supervisor Winemiller called the Budget Session to order at 6:34 p.m. and asked all to stand for the Pledge of Allegiance.

Supervisor Winemiller thanked those present for attending the Work Session. She stated Donna and she have been working diligently to get the drafted budget completed. She stated she would like to start at the end of the General Fund because there were some things she needed to show the Board.

Winemiller: If you look on page 9 where the actual year to date 2019 Real Property taxes, the very first line 1001, \$224,508; if we take a look at that and then we look at the Tax Rate Schedule, this year's, the Tax Rate Schedule summary is the very last page of the new packet. Last year's actual General Townwide says \$422,122. If you look at the budget tax rate schedule, start at the General on the far left, the appropriation says \$594,154. That is the amount you all agreed to spend. Less the estimated revenues of \$122,146 and those are just general income things. And, then we go to the next number which is less fund balance and appropriated reserves. That number is \$247,500. That is a substantial number. We have never rolled over that much fund balance. The year before it was \$122,000. This number should have been more around \$125,000. Because of that, that is our fund balance money that we had left over, and every town does. Go back to this year's tax rate schedule that I gave you. Donna and I spent over an hour today back and forth to find these two numbers. That \$65,000 is all we have. That represents one half of our total fund balance right now, because so much was rolled over last year, doubled what it should have been, actually dropped our tax rate and now we only have \$65,000 that we can roll over. Period.

Donna Bramer: I attended all of the Budget Work Sessions last year and I don't remember anybody ever discussing the \$245,000

Winemiller: And, Barb and I went through all of the Budget Work Session minutes. It's not in the minutes.

Barb Darrah: It doesn't come up until the very end. If you all recall how we didn't pass the budget that night last year and we waited for another week or so, and Sandy (Hayes) had asked some questions and Tina couldn't be here that night, and it was agreed that Tina would meet with Sandy another day in the office to answer the questions. We had a list of Sandy's questions from the night Sandy was here; we don't have the exact answers; just that everybody was satisfied with the answers.

D. Joseph Bates: Everybody being Sandy, Tina and Dean.

Darrah: Yes.

Bramer: I think whenever you are going to pay down like that, that should be open discussion here, and you understand the implications of what that means and what we are doing.

The Board agreed.

Winemiller: Donna and I spoke with Mike on speakerphone for a substantial amount of time today to make sure we were coming up with the right figure. The bottom line is this represents approximately 50% of what we anticipate our fund balance to be on December 31, 2019.

Bramer: Because we still have three months of bills to pay.

Winemiller: Right. We came up with this number of \$65,000. Now it is substantially less than \$247,500 and even substantially less than the \$122,000 the year before. I just wanted you to understand that. The good news about this is that next year, it should start to equal back out again, because once you put that \$247,000 into the coffers for the budget, it doesn't mean we spent all of it. So, after this year, we may have more than that left, but we cannot account for it here because we already accounted for it there. So, even though it might exist, we just can't put it in this budget. We do have money in the budget. We can adjust the budget. We are not done yet. Before we go any further, I just want everybody to be aware, we can carry over \$65,000 this year. Not to say, we don't have it just in case, but we really shouldn't carry over more than that amount.

Barmer: It is supposed to be three months worth of.....

Bates: We have gone back and forth about what it is supposed to be, and that is a suggestion.

Winemiller: The actual Town and County General Fund, that 1.49 is actually 1.3. Because the macros were wrong, this was 1.3 in reality. And if you look at the current tax rate per \$1,000 at 2.016, that is what the tax rate was in 2018. You know how you try to stay within 2% of your tax? It's not happening because last year the tax rate went down from 2.01 to 1.3. Even if the fund balance reserve of \$247,500 had been brought down to \$175,000 it would have even stayed the same as the year before.

Bramer: If you go down to the North Elba Fire. \$1,000 in reserves was transferred to Fund Balance, there was only \$500 in the account. That has a negative reserve balance right now. This is one of the reasons why we gutted this budget and started over. We wanted to show every single item and what is happening here. That is why Davina built this and we have worked to get these numbers together so it is very obvious where all this is going.

Winemiller: One thing I want you to continue to look at the current tax rate schedule and based on our preliminary budget that we have already worked on; the tax rate is 2.57 and this year, for 2019, it is 1.3. We need to make some substantial changes to our General Fund in order to bring that back down, I would hope somewhere around and 2.3%.

Don Amell: Before we leave last year's, with these errors in last year's, what does that imply what people paid for their taxes. If that rate was incorrect, from what I am understanding.....

Winemiller: Excellent question. Thank God, the actual appropriations number was correct. So, when the budget was submitted to Essex County, they actually took the appropriation number which was correct, and applied their own formula to it so the warrant was actually correct. The amount here is incorrect, but the amount that we actually collected on the appropriations was correct, so we didn't have to send money back to people.

Amell: So, they didn't use this calculation. What did they get that they did use that made it correct?

Winemiller: The County went into last year's budget and looked at the General Fund and went all the way down to the total Appropriation on page 5 of last year's budget, the \$594,154. The County plugged in that number, multiplied it by the taxable assessed value, and that is where that calculation of 1.3 came about.

Amell: So, the County took the adopted budget amount from the detail, not the summary, they took the taxable assessed value and multiplied that out..... okay.

Winemiller: I just wanted you to understand. Do you understand?

Amell: I see the math. Thank you.

Winemiller: So, the good news is the Warrant was right. The bad news is we have to work to put our budget in order, so hopefully next year, everything will start to level back off. So, just so you know, we will be going over the 2% tax cap. We must. I'm sorry. Does anyone have any questions before we begin? Don, are you okay or no?

Amell: I'm going to be looking for where that \$182,500 is, the difference between the fund balance that we reported and the \$65,000 that we are reporting now.

Winemiller: Go ahead (to Donna) and show him that form with the formula.

Bramer: Line # 909 is our fund balance \$269,959. It won't match because we gave that to that. Take your fund balance and add in \$980,000 revenues (322) as of September and then subtract \$522,000 which is your expenses. Take \$269,000, add 322, subtract 422, and come up with \$170,000.

Winemiller: Then you deduct three months of expenses, which is \$141,000 and I came up with \$128,959 as the balance. So that's how it came to \$65,000. That is where the numbers came from.

I do have two good pieces of news. Today, Judge Niederbuhl and I completed the Justice Court Fund grant, submitted the application and the photos. And, Ed Gibson, the exterminator met me at the pumphouse today. He dusted and sprayed so the bee problem has been taken care of.

Winemiller: I would like to start at the very beginning on the General Fund. We did the tentative budget last time and brought those numbers over to the preliminary budget. On the Town Accountant's salary, Donna and I sat down and we brought the General Fund to 17 hours per week at \$21.00 per hour which is a 3% raise for the General Fund. Is everyone okay with that?

Amell: As far as raises, speaking for myself, I think once we get the big picture, we will decide what we can do.

Winemiller: Basically, what I want to touch on today in the General Fund are things we can change. There are certain items we just can't. If that's okay with everyone.

The Board agreed.

Winemiller: So moving onto page 2, the General Fund. The budget officer AUD, that was a change, we can hold for now. The Records Management, the A1460.4; the \$32,453 is the grant. And we have to put in \$5,000 towards that grant. So, that is our match.

Darrah: Correct. Or, whatever the room comes to. If building the room is less.....

Bates: And if the room is more, than we're paying more. It is what it is. We're just using that as an estimate.

Darrah: Yes.

Bramer: I have a sticky note? It says 32,000 - \$5,000 is \$28,000. So, is \$5,000 the building and \$28,000 the .....

Darrah: Last week we were talking about taking the \$5,000 out and making that account zero. But, that is our share in building the room. We need to keep that.

Winemiller: Barb, normally we put aside \$3,000 for Kofile. Could we skip a year, maybe, and save \$3,000 or would that be offensive to you?

Darrah: No, that's okay. What is happening in June or May is way more important than preparing those books this year.

Bramer: So, A1460.4 will be \$37,453 and taking \$3,000 out of Kofile.

Winemiller: The \$1,000 that we have in the grounds for the Town Hall. We haven't been spending out of that. The summer crew (mowers) has been paid out of Dougie's budget. I think we're safe taking that \$1,000 out of there. Making that zero.

Amell: Should it come out of the Highway budget?

Winemiller: That is how we had them budgeted this year.

Bramer: We are breaking down the .4, so we know exactly what we are spending.

Winemiller: The only thing I was thinking that we could maybe take out is the Town Hall maintenance and repairs. We spent quite a little bit this year so perhaps we won't need as much next year. I would be okay dropping that to \$500. What do you think Barb?

Darra: That's Scooters isn't it?

Winemiller: No, we moved Scooter to .407. We have contingency money if something breaks.

Darra: So that is water, toilet paper.....

Winemiller: Under General supplies.

Darra: And, the water?

Winemiller: The water and sewer is under .409.

Darra: I meant the drinking water.

Winemiller: That is under General supplies.

Darra: I am just trying to think of all the things that go into supplies. Paper towels. That hand soap and that cleaner is not cheap.

Winemiller: So drop the .403, to \$500 because we have done so much of that this year. And Barb, do you think we need \$800 in general supplies?

Darra: And, copy paper is coming out of there? We purchase three toners so far this year. Town Letterhead.

Winemiller: Oh, yes. So, we better change 1620.411 is going to be \$800. On A1990.4 we have \$10,000 for emergency repairs. How much money do we have in the NBT savings account for Town Hall? Ok, in the

General NBT Building we actually have \$60,921 in a savings account and that is set aside for emergencies. I think that is plenty. I think we should eliminate that \$10,000 from A1990.4. How do you all feel about that?

Last year it was coded wrong and \$40,000 was put into this and that's where the expenses of \$26,000 was taken out. The two codes were flipped.

The Board agreed to remove the \$10,000.

Winemiller: Let's go to the next page. I put \$40,000 in there this year and that is for the back stairwell. I did hear back on the stairs and I think it is going to be closer to \$30,000. I am confident we are going to be okay dropping that \$40,000 down to \$30,000. And, we still have \$60,000 in our savings account if we had to pull another \$5,000 if it came to more than that.

The Board stated they would rather see that dropped to \$35,000, rather than \$30,000.

Winemiller: Moving down to the Town Garage, A1997.202. I put \$30,000 because of the issues we are having there, and we don't know if we might have to shell it out and sue to get it back. We're in it already for \$2700.

The Board agreed to that amount.

I put \$5,000 in the Youth Building, but in 2019, we had \$10,250 left of the donation and we are figuring out that it is going to be \$5200 by the time Jeff puts in that water line. So that zeros out between the revenue and the account. Moving down, that's a 3% raise for Doug. I don't think that you want to pull off our \$500 donations. If need be, we can.

Amell: What item are we talking about?

Winemiller: Item 4189 for \$500. High Peaks Hospice. So, there are three donations that we give in the Public Health area. There is \$500 to Hospice, \$500 to United Way and \$500 to North Country Life Flight. I don't know that we need to talk about reducing our donations this second; if everybody is okay with it we will leave them right now and come back if need be.

Moving down to page 5, item A5132, we have actually broken that down so that after next year we will be able to see exactly how much we are spending in each one of those areas. But, basically, I do not believe anything here can be changed.

Let's go to page 6, Donations and not much else there can be changed. Actually, we could eliminate A7310.410, the \$5,000 because we have it back up in the youth program gift. We are going to be doing the work ourselves.

How do you all feel about that? The Board agreed to remove the 2,100.

I also wanted to point out the A7310.401, that \$5,000 for Harrietstown. It zeros out because we get \$5,000 from the County. And, A7312.1, the \$2700, that is to hire one St. Armand teenager to work at the Harrietstown Summer Program, and that actually zeros out, also.

Bates: What about 7310.406? Year to date is almost \$4,000 and we are dropping it down to \$600 for the heat?

Winemiller: How did that happen?

Bramer: That is all of the things that are lumped into the .4 and we have broken.

Winemiller: So, the \$600, should be actually about \$4500, is that what we are thinking?

Karl Law: And, A7310.407 year to date is \$725, but we are estimating \$ 1900 in that.

Winemiller: Yes, we can bring that down some. So, why don't we drop that one down to \$1,000. So, the Youth Building heat, we will bring up to \$4500, and the Youth Building electricity will drop down to \$1,000.

We will go back to donations later if we need to.

Winemiller: Next page. There is really not anything we can change on page 7.

Bates: What's the 8810.4? Went from \$2500 to .....

Winemiller: That's the cemetery. I believe it was \$8,000 for the extension. That's actually probably high because I was thinking about the attorney. The survey is \$1800 and we actually paid that out of this year, Bramer: He asked for \$2350 for the walls, new footers, and labor.

Winemiller: So, the \$8,000 was including the abstract and the attorney fees. But, I could ask Daniel Tedford at the County to do that for us for free, so we wouldn't have to pay Matt Norfolk for that. I think we will need a little extra money for the filing fees, etc. Do you want to drop it down to \$4,000? With the \$2350 that Cy is asking for, plus \$4,000 for the extension, so let's make that one \$6350. The Board agreed to \$6350.

Winemiller: There is absolutely nothing we can change on page 8. Page 9, is what it is. These are our revenues.

Bates: Right, but does that pilot carry over? AMA?

Bramer: That is what the County quoted for 2020.

Bates: Right. But, it's not AMA anymore.

Winemiller: If we don't get the pilot, we will get the taxes.

Bramer: That's based on the July 1 final role.

Amell: Any changes on the assessment don't come into effect until next year's budget?

Bramer: Correct.

Winemiller: So basically, that is all we can do in the General Fund for right now. Once we take a good hard look at that for the next round and see where we are at. Moving on to the General B Fund. Everything in here is now reported 100% correctly. This has a zero tax rate.

Darrah: I believe the Health Officer got a raise last year. It is \$721, rather than \$700.

Winemiller: So, that will bring the appropriation to \$14,107. And then I am going to raise the sales tax by \$21. That brings the sales tax revenue to \$10,257 and brings the revenue total to \$14,107.

## HGIHWAY TOWNWIDE

Winemiller: Moving on to Highway Townwide Fund. This is another one of those things where I spent some time on the phone with Kevin from the State Comptroller's Office in Glens Falls. Everything use to get dumped into DA 5130.400. Those funds are all classified by the Comptroller's. I broke it down more by season.

Maintenance of streets is May 1<sup>st</sup> to November 1<sup>st</sup>. The amounts there that you see represented are real numbers based on salaries that we currently have. It does include Robert Stevenson as a full-time laborer if we decide to hire him as a full time position. I wasn't sure what we were doing there. We did include his salary in this budget. The MEO payroll is based on the Union contract for 2020. The laborer pay is based on 20 hours a week for Phil and 40 hours a week for Robert. And even though we are not sure how much longer Phil is going to be with us, we still calculated his hours in there just in case.

Bramer: We figured that 40 hours a week is 240 hours a year. 1200 hours for summer and 880 hours for winter.

Winemiller: We also calculated the last three years of overtime and on the next page where snow removal is listed, we broke it down by town roads and county roads. For the snow removal we did meet with Doug and the crew and we talked about creating a spreadsheet for them to report on each day. Dougie is going to take some maps and create a loop of who is going to do what, and we are going to name the loops and then we will know how many miles of town roads they are doing and how many county roads they are doing, so it will be much more Accounted for. We changed the percentages for town roads to county roads. We did change that.

There is \$100,000 allocated for the equipment. That did not change. \$50,000 for the one ton and \$50,000 for the loader. Basically for the highway fund, if you go all the way to page 3 at the end, this tentative budget has appropriations of \$519,053 and if you look at last year's Highway Townwide, the appropriations were \$682,224, so we are actually looking in pretty good shape on the Highway Budget. We might have to do a little bit of tweaking on it, but where we are sitting, we are looking good. If you look at last year's tax rate schedule, the amount to be raised by tax is \$409,224 and if you look at this year's tax rate schedule we are at \$414,491, so that is up about 1½ %. That is looking pretty darn good, even with the lower \$41,000. I feel pretty comfortable with that one, how about you all?

Karl Law: We went down a pretty significant amount from 2018 to 2019. And then we went down an additional amount with 2020. A significant amount.

Winemiller: We are not spending and wasting \$40,000 a year on the DOT contract.

Law: That makes up some of it but there is still \$100,000 +.....

Winemiller: The DOT contract was \$185,000. We had to appropriate \$185,000 of work towards that DOT contract. We don't have it anymore. We only have the County Route for \$63,000. So, you are right that went down. You are 100% right. And, we corrected the B fund.

Darrah: So, when you say B fund, you mean Highway DB, not just B.

Winemiller: Yes, Highway DB. It is substantially less than last year. Doug, are you happy the way it is shaped?

Doug Snickles: Just on the one-ton, the loader, \$50,000. I think you could lower the \$50,000 on the one-ton.

Winemiller: How much are those vehicles Doug? The one we just got was \$69,000, sander and plow.

Bramer: So last year, they put aside \$121,000 for the truck and \$50,000 for the tractor.

Winemiller: We just went out to bid on that new truck. So that is \$121,096 that we already have set aside for the new truck.

Snickles: That's not counting the total of the truck and when we add in the trade, too. Again, on the one-ton, you put away \$50,000, and a new one is \$70,000.

Winemiller: So next year we could just buy it.

Snickles: Well, I don't know as we need to buy one next year. I wouldn't go ten years.

Bramer: So, we don't need to put aside the \$50,000?

Winemiller: No, No, he doesn't want to lower it. I guess what I am trying to say is our Highway Townwide, compared to last year, if we keep these figures exactly as they are, our appropriations in the 2020 budget is \$519,513 and last year our appropriations were \$682,224. Last year the amount to be raised by tax is \$409,224 and this year the amount to be raised by taxes is \$ 414,491 and that raises our tax rate 1.5%. So, we are still under 2% for that and our fund balance is good.

Winemiller: Does anyone have any changes they would like to see in Townwide? We still have another session next week, so we have time to think about it.

## HIGHWAY DB

Winemiller: Let's move on to Highway Outside. We are going to look at page 1. On line DB5112.2, that amount changed to \$73,501, the total appropriations changed to \$73,501. This was the change in Ray Scollings salary. Then, the \$48,522 becomes \$48,501 and the total revenues total is \$48,501.

The Highway Outside Fund is now only showing appropriations in permanent improvements DB5112.2 and it is blacktopping and that is all, per quote from the Comptroller. Last year you can see we had services from other governments and salt and that is not appropriate. So no longer, will we be reporting anything from this date forward in **DB 5110.4, DB 5142.416 or DB 5148.415**. Everything for the Highway Outside fund will only be **DB 5112.2**. So we have \$25,000 in chips fund in revenue and then the sales tax of \$48,501.

Highway Outside balances with zero tax rate.

## FIRE PROTECTION

Winemiller: Bloomingdale and Saranac Lake. The only thing we could change is fire hydrant repairs and I don't think we should. The increase is .04% from last year to this year. The next page is North Elba.

Darrah: Bloomingdale Fire Department; I believe we send a check to the Town of Franklin for the Workers Compensation. I just want to understand what that FF insurance is. I just want to make sure it is budgeted.

I am just going to look at the abstracts to make sure we don't miss it.

Winemiller: I did not put down the Fire Protection revenues yet until we finalize the figures.

Darrah: There is \$685 for the cancer insurance and then perhaps \$5,327 for 2019 workers' comp.

Winemiller: It wasn't in the budget last year, because the Resolution wasn't passed until April 10<sup>th</sup>. The Resolution states the workers compensation will be carried by the Town of Franklin.

Darrah: That was it. The original contract for 2018 and 2019, we paid for the Workers' Compensation, but then the contract was amended that there would be no payment because the Town of Franklin had enough employees that there was no charge for the basic.

Winemiller: Town of North Elba. This fund is in the negative by \$1,000. I think we should bring our adopted budget to \$7500 and then increase the real property taxes to make up for that. We need to make it whole.

If everyone is okay with that we will make that \$7500.

## SEWER

Winemiller: Everything is broken down much better in the new budget format. Because we are doing this a little more differently, it is more difficult to see where things are going up and where things are going down. If you look at the budget as modified for this year, the total is 257,573 and if we don't change anything the budget is \$257,109. It actually went down just a bit.

Karl Law: Our tentative budget is \$257,109. Last year's budget was \$257,573. But our actual is \$161,317. Why are we budgeting so much?

Winemiller: Where are you looking?

Law: Page 3.

Winemiller: The \$161,317 represents a six-month period. We still have six months to go with Water and Sewer. The Capital Reserve Funds is not right because I know we collected the 1<sup>st</sup> and 2<sup>nd</sup> quarters.

Darrah: Each billing is approximately \$70,000 per billing, and that is \$280,000 for a year. That will never change, so I think we are safe in.

Winemiller: I think in my mind I know what is happening, but it is not showing on paper, so if you can give me a day to look at that and figure that out. Donna, can you give me the fund balance?

Bramer: The fund balance in sewer is \$127,975.

Winemiller: But, because there is no tax base for water and sewer, you don't see the fund balance, but it does exist. Something is not being accounted for in the loop, but the money is there.

If everyone is okay with the Sewer District Fund Budget, we will leave it until next time and move on to water.

## WATER

Winemiller: In the water there is not much to change. The tentative budget is \$81,540, and last year the budget

was \$81,758, so we actually dropped down \$218. On the revenue side everything is the same.

Amell: Where is Jeff's salary?

Winemiller: Jeff's is under Transmission and Distribution SW8340.101 and last year he was under just .1. That represents a 3% and I did give a little back up hours just in case.

Are there any changes anyone wants to make.

Bates: Can we go back to sewer? Where is Stan?

Winemiller: What does the amount reflect, 3%. He is asking for \$48,000 and he was at \$43,697, so he is asking for \$4,300 more and that represents \$23 per hour.

Bates: It's not an hourly job.

Winemiller: It looks like it's 9.7% increase. Stan, tell them why you deserve a 9.7% raise.

Stan Ingison: When I am looking at all the local people doing Wastewater work, I'm paid lower than even the unlicensed trainee in Saranac Lake and the Paul Smith's operators are paid and I'm a higher grade than two of them in Saranac Lake and I am working way more overtime hours than what the description says. My abilities as a chief operator are paid much higher than here. Originally, we talked three years ago about that this was the price, but we were going to pay me less, but giving me more time to work elsewhere. But that has not happened. I am still working closer to 50-60 hours per week instead of 37 hours a week. And, now that job has also picked up a lot of additional tasks that weren't required when I first started. The amount of work is increasing.

Bates: So, the job has changed?

Ingison: Yes, it's changed a lot.

Bates: Well, I can only speak for myself, but based on everything that we are trying to do for the sewer department and the taxpayers, I am having a hard time chewing on 9%. I'm not saying the job is not good and I'm not saying you are not doing your job. But, how are we going to explain that to the taxpayers that are already getting slammed with the mandates.

Ingison: That's the thing, the mandates are increasing and adding to the job. Even the highway crew is making about as much as I am.

Bates: I don't mean to put you on the spot, Stan.

Ingison: I fully understand that. I don't want people to pay more either. You still have to have someone competent to run the operation. When I came back in after Bart, I ended up saving the Town \$65,000 in possible fines that would have been levied if it had not been for the changes I made.

Bates: So, going forward to the following year, what's it going to be? Last year it was 9%.

Law: It was a very similar conversation last year.

Bates: And this year it's 9%.

Ingison: And I'm not even remembering it was 9% last year.

Bates: It was 9% last year.

Ingison: I thought it was to show what my capabilities were; I am just trying to bring it up closer to what it should be.

Law: You didn't get the 9% last year. It was 5% or 6%. And I remember you saying that would be a more reasonable number. You would be happy at that. And this year, you are asking for 9%.

Ingison: I don't remember saying that.

Law: I guess I'm on the same page as Joe. Moving forward where we'll be.

Bates: We discussed it a little bit last night and I think going forward, we have to have this stuff before this part of the budget. We need to discuss this beforehand.

Law: I reached out to other towns and they go into Executive Session.

Winemiller: According to Town Law, salaries are considered "public monies" and cannot be discussed in Executive Session.

Bates: You (Ingison) are comparing salaries of other towns with a much higher tax base than we have. I understand that's not your fault.

Ingison: Even though they have a higher tax base, they have 8 – 10 employees and Paul Smith's gets paid for working overtime hours where I am working all hours and getting nothing for all that. All I'm trying to do is match it to what the general amount is that someone is making.

Amell: Is this the last of the salaries is Stan's? Are there any others? Do we want to decide tonight and be done with it? My stand on it is 3% cap across the board seems more than reasonable. I know that the cost of living allowance is going to be less than 2. That's what I can support, is a 3% increase.

Winemiller: I believe Stan is the only one asking for more than a three percent increase. As far as I know.

Ingison: And it is just because we started out with me thinking it was going to come up within a year or so. I thought we were going to redo the salary, after the first year.

Winemiller: So, Donnie, you are saying you are firm at 3%.

Amell: Yes.

Winemiller: Can I just take a moment to see what that would be? So, that would put him at \$45,008 – 3% raise.

Bramer: Is that 3% also for the other workers?

Winemiller: So, what did you ask for them? So, that is no raise for the backup workers. If everyone were to agree, Stan's salary SS8130.001 would go to \$45,008 which brings it up from last year's \$43,697.

Bates: That 3% is still over \$21 per hour based on 40 hours a week year.

Ingison: Sadly, the job can't be done right in that amount of hours.

Bates: I'm going to suggest like Don, that we come up with something on these jobs, job description and what is expected.

Winemiller: We have a job description. We have job descriptions on all of the positions. But there is definitely more we can discuss about it. Not right now, though.

Darrah: I did get a sheet from the County starting in January of last year. It's a personal sheet where you can list from 9:00–11:00 am, I did this and 11:00–1:00, I did that, because as you know we were trying to differentiate between the Town Clerk position and the W & S Clerk. I could ask Louis to create something like that for him, as well, if it would help. But I do think even though we might have positions descriptions, there is definitely a lack of how much time is spent on the duties. That is not in there. All I have is a list of duties that you created. There are no time frames in it.

Bates: I'm sorry Barb, I didn't hear what you were saying.

Darrah: All my position description is, is a list of duties. A position description that I am used to breaks duties down by time frames and none of these positions here have time frames. That is why I think this sheet that Louisa (the woman that created our Water and Sewer billing program) created would be helpful. They had to do it in Elizabethtown. In the IT Department, they had to account for their time. If someone called their department, they had to log in and say they spent 15 minutes with someone on the phone, etc. It helped their IT department see where their time was spent and prepare a better job description. I think she would prepare one for Stan.

Winemiller: I think that might be a good first step, Stan. To give everybody a better idea as where your time is spent.

Bramer: I kept track of my hours since the beginning of time. Every day I work, I put down my hours. Do you (Stan) log your time anywhere?

Ingison: The job is constantly changing. And when we were trying to delve into the whole plant and then trying to correct the construction problems, I spent a lot of time on things that didn't have anything to do with operating the Treatment Plant.

Winemiller: Can we talk about it tomorrow Stan?

Bates: Have you noticed in the four or five years that you have been there, have you noticed that your time has lessened at all?

Ingison: That's the thing. Yes, my time has lessened in areas, like I'm not doing one particular thing as much in certain areas, but obviously, everybody has a different idea of how something might be changed, and the state pours things on you like the seven day coverage, rather than the five day. They try to have other people make sure things are done properly and fully, but it puts more on me. There is really different specifications for each plant, but they don't want to take the time to do specifications for each plant.

Winemiller: Come in or call me tomorrow and we can set up a time to talk about this.

Winemiller: Okay. Back to Water. We all agreed that water was okay, but then we went back to sewer. I just want to make sure everyone was okay with water.

The Board agreed they were okay with water.

Winemiller: In Sewer, the revenue, SS2122.1, we are missing something. Something is missing. I believe it is \$20,500 but I will find it tomorrow.

Bramer: The SI and the SR that we created.

Winemiller: That is the matching grant funds. What I am saying to you, right now the only thing we are collecting is the \$11.12. But it is still a revenue in Wastewater and we are collecting it. Can we fix it tomorrow?

Bramer: Yes.

## ROCKLEDGE

Darrah: Rockledge is on the back of the Tax Rate Schedule.

Winemiller: One thing that you will all notice, the actual year to date is the expense, \$23,222, and that in a nutshell is MJ Engineering. There was over \$50,000 in that account and that fund balance came for the mapping of Rockledge. This year we always want to try and keep it equal. Last year we budgeted \$7,500 and spent \$2,300. We usually only collect \$4,500. I would like to put the tentative budget for Rockledge at \$7,500 and collect the \$4,550.

The Board approved to budget \$7,500 for Rockledge.

## MOTION TO ADJOURN:

Deputy Supervisor D. Joseph Bates made a Motion to Adjourn the Budget Work Session. The Motion was seconded by Councilperson Karl Law and the Budget Work Session adjourned at 9:18 pm.

I, Barbara J. Darrah, Town Clerk for the Town of St. Armand, do hereby certify that the above is a true and correct transcript of the Budget Work Session minutes held on the above-referenced date.

Dated: October 9, 2019

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Barbara J. Darrah  
St. Armand Town Clerk