

**VILLAGE BOARD OPERATIONS MEETING MINUTES**  
**MARCH 6, 2021**  
**9:00 A.M.**

**PRESENT:** Pursuant to Executive Order 202.1 issued by Governor Cuomo, this meeting was conducted via Microsoft Teams conference call with Mayor Hubbard, Trustees Eriksen, Sennett, Stokes-Cawley, and Zapata, and Trustee candidate Evans indicating they were present at roll call.

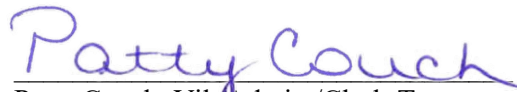
**General Fund Fiscal Year Ending 5/31/2022 Budget** – The Board reviewed General Fund Detail of Revenues and Detail of Expenditures through February 28, 2021 noting that the key number is the percentage remaining which should be around 25%. It was noted that insurances have not yet been billed and therefore show a zero expense. On the other hand, Workers' Compensation has been paid and money remains in those budget lines. Mayor Hubbard and Trustee Sennett recognized that if the numbers are left as is, that's how we end up with a cushion. Trustee Stokes-Cawley asked where that money goes when expenditures are less than budgeted. Mayor Hubbard said it accumulates in our bank account. The Trustees could allocate funds from the bank to the restrooms, for example, like we did with the Village Annex building. A deliberate move of fund balance by the Trustees. Trustee Zapata said she looked at the fee structure with Key Bank to reduce the fees and will continue to work on that. Trustee Sennett said that is a good idea and can be done anytime. Relative to the status of the Masonic Temple restrooms, Mayor Hubbard reminded the Board that we bid the work, but all the bids were too high so we stopped. How we go forward remains to be seen. Trustee Eriksen concluded that we can still act if we want to. In addition to the Masonic Temple restrooms, other projects discussed were the Village Annex building, Burrows Chapel, and the Kelley Street bridge. Mayor Hubbard said that's a good reminder and he will write another letter to Senator Mannion about the Chapel grant. There is still an outside possibility for the grant or the Board could decide to have Vue Construction do the work and they'd bill the Village. Trustee Zapata said we can't hope for the DASNY money forever. We have to be conscious about work that needs to be done. Mayor Hubbard said we have to be careful about doing work ahead of the grant. Relative to the Kelley Street bridge work, Trustee Sennett said she has a meeting set in June for submission in October. Mayor Hubbard noted that the Kelley Street bridge funds are on the Federal timeframe of October 1, 2021 to September 30, 2022. Trustee Sennett asked if SHIPO was contacted at all for a source of funds for the historic Burrows Chapel. Trustee Zapata said she doesn't know, but will explore that. Trustee Sennett said it may be a perfect grant situation. Trustee Zapata said people have asked to use the chapel. It is a very pretty building that we could put to good use. Trustee Eriksen said we could ask Senator Mannion if there are any other grants. Clerk/Treasurer Couch will send Trustee Eriksen a copy of the letter Mayor Hubbard wrote to Senator Mannion. Trustee Zapata recalled talk about the handicapped accessibility of the gazebo bathrooms. Trustee Sennett said someone did look at that and it didn't seem realistic, but does show the importance of doing the Masonic Temple restrooms. Trustee Sennett said a memo was sent to the Department Heads at the beginning of February, but so far we've only received budget numbers from a few. Trustee Zapata said she and Town Councilor Alexander are meeting with SVFD Chief Buehler on Wednesday to work on their budget. Trustee Sennett said she met with Police Chief Heggelke and can go through what he is proposing for FYE 2022. She advised that Chief Heggelke included a \$50,000 bump in salaries as he would like to give each part-time officer a one dollar an hour increase. Our comparison of rates to other municipalities showed us in the middle of the pack, but Chief Heggelke is concerned about the change in climate. Police can now be individually sued. Trustee Sennett said Chief Heggelke shared results of the Police survey that have been received so far. Respondents are concerned about traffic, so Chief Heggelke is thinking about having an officer in a new position that would be in charge of traffic enforcement and oversight. That officer's hours will need to be filled by someone else. Trustee Zapata said she likes the idea – a fresh set of eyes. We don't want to micro-manage the Police. Trustee Sennett said Chief Heggelke embraces being a part of the community and is in tune with what's going on. She advised that Chief Heggelke is also budgeting \$35,000 for a new police car to purchase off State contract.

Chief Heggelke talked to Chief Buehler about the Fire Department's 7-year vehicle replacement cycle. Trustee Zapata said the Fire Department does an excellent job of keeping to their schedule. Trustee Eriksen said it's good to have a replacement schedule. Trustee Stokes-Cawley said she'd encourage Chief Heggelke to look at electric vehicles. We have a charging station and it would be a perfect use. Trustee Sennett advised that Chief Heggelke budgeted more in Travel & Training as there may be more training required. Trustee Eriksen agreed that more directives will be coming. Trustee Sennett said an extra \$1,000 was budgeted for computer supplies. Clerk/Treasurer Couch said that ICS put together a five-year plan that she will share with Chief Heggelke. Trustee Sennett said A3320.2 Clean, Repair, Replace meters can probably be reduced to \$15,000 from \$28,000. Trustee Zapata discussed the Cemetery portion of the budget, noting that the Cemetery Board is going to raise burial fees that haven't been done in a long time. The Board noted that of the \$30,000 budgeted in A8810.11 Two Seasonal Employees, only \$14,819.50 has been used to date. The Board discussed the possible addition of another Administrative Services position with a suggestion to increase that line, A8810.12, from \$4,800 to \$10,000 – \$12,000. Cemetery budget line A8810.42 Tree Maintenance should be increased to \$5,000 from \$3,800. Recognizing that very little has been spent from A8810.414 Site Improvements & Repairs, Trustee Zapata said she will talk to Cemetery Board President Gray about the budget. She added that they do have a good equipment replacement schedule. Relative to A1380.4 Auditor, in response to Trustee Stokes-Cawley, Trustee Sennett said our outside auditor will be part of our world for the foreseeable future. Trustee Stokes-Cawley pointed out that A1741 Parking Meter Fees Non-Taxable and A1750 Municipal Lot Pay Stations/Pkg Passes brought in a lot less revenue because of COVID-19. Mayor Hubbard said Trustee Stokes-Cawley brings up a good point about the revenue for the parking lot. He directed the Trustees to A2701 Refund of Prior Year's Expense on page 2. Zero was budgeted because we don't budget grants, but \$60,000 came into the Village. Budgeting is not an exact science – you can get lost in the weeds or stick with the big picture. At the end of the day, the Trustees are responsible to determine the tax rate and need to be concerned with long-term costs. Back to A8810.12 Cemeteries – Administrative Services, Trustee Zapata recalled that we may determine another employee is needed, so suggested budgeting another \$25,000. Trustee Sennett said we need the assessed value and tax cap. The Board scheduled another Operations Meeting for Saturday, March 20, 2021 at 9:00 a.m.

**Vacation Buy-back- Resolution #2021-43:** On the motion of Trustee Sennett, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to allow Deputy Clerk/Treasurer Dufford to buy back four days unused vacation due to the unforeseen circumstances of COVID-19.

**Electric Charging Stations** – Mayor Hubbard asked if everyone thinks that the charging stations are running for free. The Trustees confirmed that belief. Mayor Hubbard said he asked because he heard from a resident who reported that he was charged \$13 or so. The Board concurred that we need to get to the bottom of this as the Village isn't receiving any money from the electric charging stations.

**Adjournment** - The Operations Meeting at 10:10 AM.

  
Patty Couch, Vil. Admin./Clerk-Treasurer