

A Special Town Board Budget Meeting of the Town of Hamburg, County of Erie and State of New York was held at the Town Hall, 6100 South Park Avenue, Hamburg, New York on the 27th day of October 2018.

TOWN BOARD MEMBERS PRESENT:

James M. Shaw	Supervisor
Thomas Best, Jr.	Councilman
Elizabeth Farrell	Councilman
Michael Mosey	Councilman
Michael Petrie	Councilman

Supervisor Shaw opens the Special Town Board Budget Meeting at 10:00 A.M.

Department: Town Board (A1010) - No substantial changes.

The following spoke concerning this budget item:

Supervisor Shaw

Department: Town Justice (A1110) – The department’s .100 amount includes the vacant position of Senior Account Clerk. An increase of \$1,000 in the .492 seminars account was approved to allow both judges to attend the Associations of Town’s New York City training as well as necessary Court Clerk training for other department staff.

The following spoke concerning this budget item:

Councilman Mosey, Supervisor Shaw, Councilman Best, Councilman Petrie

Department: Town Supervisor (A1220) – No substantial changes.

The following spoke concerning this budget item:

Supervisor Shaw

Department: Finance and Administration (A1310) – The .100 line has been increased from the prior year due to the addition of the Assistant Account position, which also decreased the .456 Consultant Fees budget by \$45,000. In order to receive this full savings, it is contingent upon the hiring of Drescher & Malecki to handle the 2019 financial statement audit which they are willing to do at the same cost as the current firm, Amato Fox & Company, \$29,000 budgeted for in account A.1320.454. The Department’s request to transfer funds for overtime of \$2,000 from A1680.101 to A1310.101 for the Assistant Account was also approved.

The following spoke concerning this budget item:

Supervisor Shaw, Councilman Best, Samantha Tarczynski, Director of Administration and Finance, Councilman Mosey

Department: Auditor (A1320) - No substantial changes.

The following spoke concerning this budget item:

Supervisor Shaw, Samantha Tarczynski, Director of Administration and Finance, Councilman Mosey, Christopher Hull, Director of Community Development,

Department: Budget (A1340) - No substantial changes.

Department: Central Purchasing (A1345) - No substantial changes.

The following spoke concerning this budget item:

Supervisor Shaw, Samantha Tarczynski, Director of Administration and Finance, Town Resident, Councilman Mosey

Department: Assessing (A1355) – The Contracted Personal Services .440.7 account was increased by \$5,000 due to contractual obligations to GAR not budgeted for in the past.

The following spoke concerning this budget item:

Supervisor Shaw, Samantha Tarczynski, Director of Administration and Finance, Councilman Best

Department: Town Clerk (A1410) – The department requested Granicus software which will allow for easier preparation and access to Board minutes and agendas. The time necessary for the preparation of these items will decrease from approximately 25 hours per Board meeting to 8 hours per Board meeting. Raises for the Town Clerk and two Deputy Town Clerks were approved. Due to the anticipated time savings with the Granicus software, the Department’s request for a part time records clerk was denied.

The following spoke concerning this budget item:

Supervisor Shaw, Samantha Tarczynski, Director of Administration and Finance, Don Wiess, Councilman Best

Department: Law (A1420) – The department requested additional significant raises for the Town Attorney, Deputy Town Attorney, and Senior Paralegal. These were denied as the .103 account includes the annual stipends of \$7,000, \$8,000, and \$3,000 respectively. These stipends are offset by reductions in litigation expense A.1420.457 and CS.9040 which total \$90,000.

The following spoke concerning this budget item:

Supervisor Shaw, Samantha Tarczynski, Director of Administration and Finance, Councilman Best, Councilman Farrell, Councilman Petrie, Steve Walters, Town Attorney, Councilman Mosey, Town Resident, Don Wiess

Department: Personnel (A1430) – The Personal services – regular salaries .100 line shows an increase of \$15,045 due to the impending retirement of Paula Bucci in April. This increase allows for her replacement to begin training on January 2. The Personal services – other .103 line includes Paula’s estimate retirement payout. A vacant part time Clerk Typist position was eliminated.

The following spoke concerning this budget item:

Supervisor Shaw, Councilman Best, Samantha Tarczynski, Director of Administration and Finance, Councilman Petrie, Councilman Mosey

Department: Engineering (A1440) – The department requested promoting the current Senior Engineer Assistant to Principal Engineering Assistant, hiring another Principal Engineer Assistant, promoting the current Clerk Typist to Senior Clerk Typist, and funding the current part time position for an additional six months in order to train the new position while GHD maintains the same level of service as it has provided during 2018. The Supervisor’s budget instead includes hiring a full time Town Engineer for approximately \$90,000, keeping the Senior Engineer Assistant in the current position, promoting the Clerk Typist to Senior Clerk Typist, and eliminating the temporary part time position. Due to having a Town Engineer position filled, a reduction in the need for GHD is expected, which caused line A.1440.423 to be decreased from \$122,900 to \$33,000. The Personal services – other budget significantly decreased from the prior year due to a retirement payout being included here during 2018 which is not necessary in 2019.

The following spoke concerning this budget item:

Supervisor Shaw, Councilman Best, Councilman Mosey, Samantha Tarczynski, Director of Administration and Finance, Sarah desJardins, Planning Department, Councilman Petrie, Councilman Best, Councilman Mosey, Don Wiess

Department: Town Hall Operations & Maintenance (A1620) – Repair & maintenance supplies has been increased by \$9,000 to have the account equal the amount budgeted in 2017 and prior. The account was erroneously decreased for the 2018 budget. This was due to the listing of vehicles being included here instead on A.1640.412.

The following spoke concerning this budget item:

Supervisor Shaw, Samantha Tarczynski, Director of Administration and Finance, Councilman Best

Department: Central Garage (A1640) – The department requested various increases related to maintain the vehicle fleet of which modest increases were approved.

The following spoke concerning this budget item:

Supervisor Shaw, Councilman Best, Samantha Tarczynski, Director of Administration and Finance, Councilman Mosey

Department: Central Communication Systems (A1650) – Service contracts (radio and generators) A.1650.423 was increased by \$9,708 to account for annual maintenance fees with FM Communications for devices installed during 2017.

The following spoke concerning this budget item:

Supervisor Shaw, Sean Crotty, Sr. Public Safety Dispatcher and Emergency Management Coordinator

Department: Central Printing & Mailing (A1670) – No substantial changes.

The following spoke concerning this budget item:

Supervisor Shaw, Councilman Best, Councilman Mosey

Department: Central Data Processing (A1680) – As noted within the description at A1310, the Personal Services – overtime expense was transferred out of here.

The following spoke concerning this budget item:

Supervisor Shaw, Samantha Tarczynski, Director of Administration and Finance, Councilman Best

Department: Information Technology (A1690) – The Department requested to hire a full time employee due to the needs of the Police Department, the potential for providing intermunicipal services, and to allow for GIS related work to be done. The Police Department has expressed willingness to pay for half of this new position, which is currently shown as a portion of the transfer out in account B.9910.915 and a transfer in in account A.5031.2. A raise has been included in this budget for the Director of IT, which in conjunction with a Board resolution designating her as a department head, would eliminate overtime pay. Due to this, the overtime budget was cut in half, and would only be used if the new employee had to work overtime. The part time seasonal position within the department will be eliminated. Due to the budgeting for a retirement during 2017, the overall effect of these changes is still \$38,000 less than the prior year budget. No funding was added for a new Town-wide timekeeping system, as this item should be discussed by the Board.

The following spoke concerning this budget item:

Supervisor Shaw, Councilman Best, Samantha Tarczynski, Director of Administration and Finance, Councilman Mosey, Councilman Petrie, Jennifer Roberston, Information Technology Department

Department: Special Items (A1900) – Erroneous taxes A.1950.418 increased by \$20,739. This item is not controlled by the Town but rather determined by the County across numerous funds. Central training and seminars A.1970.492 was decreased by \$4,000 to return it to a budget level consistent to years before 2018. During 2018 the budget was increased due to the possibility of new Board members requiring additional training. Contingency A.1990.419 was decreased by \$20,000 due to expected need. These funds are typically used for unexpected items such as retirements, and since some expected retirements were included within other expense lines, this item was decreased.

Department: Public Safety Communication (A3020) – The entire increase noted in Personal Services regular .100 is simply due to contractual raises. No increases in staffing occurred within this line. The Personal Services – other line was reduced by \$26,351 due to 2018 retirement sellbacks not applicable for 2019. Seminars/training A.3020.492 was increased to \$3,755 to reflect mandatory training which prior to 2018 was budgeted for here. Since the training is mandatory for this department, budgeting for it here instead of in the general seminars account seemed to be the most prudent. It does not represent an actual increase in cost, but simply where it is accounted for.

The following spoke concerning this budget item:

Supervisor Shaw, Sean Crotty, Sr. Public Safety Dispatcher and Emergency Management Coordinator, Councilman Best

Department: Youth Bureau (A3121) – No substantial changes.

The following spoke concerning this budget item:

Supervisor Shaw, Councilman Best, Samantha Tarczynski, Director of Administration and Finance

Department: Youthful Offender Program (A3125) – No substantial changes.

The following spoke concerning this budget item:

Supervisor Shaw, Samantha Tarczynski, Director of Administration and Finance

Department: Jail (A3150) – No substantial changes.

Department: Domestic Violence Advocate (A3225) – The vacant part time Clerk Typist position within the department was eliminated. This position had not been filled in several years.

The following spoke concerning this budget item:

Supervisor Shaw, Samantha Tarczynski, Director of Administration and Finance, Councilman Best

Department: Traffic Control (A3310) – No substantial changes.

The following spoke concerning this budget item:

Supervisor Shaw, Ron Klimowicz, Hamburg Water Rescue Chief of Operations

Department: Control of Animals (A3510) – The 2018 budget for Personal Services Regular .100 did not include the employee's eighteen month step increase, or negotiated rate increases. The entire increase noted in this account is simply due to contractual raises.

The following spoke concerning this budget item:

Supervisor Shaw, Councilman Best, Catherine A. Rybczynski, Town Clerk

Department: Safety Inspection (A3620) – The Personal services – overtime A.3620.101 budget was reduced based on a review of the actual need within the department.

The following spoke concerning this budget item:

Supervisor Shaw, Town Resident, Councilman Mosey, Councilman Best, Gregory Wickett, Chief of Police, Town Resident, Councilman Petrie

Department: Traffic Safety Inspection (A3630) – The department request for Personal services – part-time A.3630.102 was adjusted because the stipend for both the Health & Safety Coordinator, and Traffic Safety Coordinator were erroneously thought to be paid from here on the department’s request. In actuality, \$9,500 is paid from here and \$9,500 is paid from A.7140.102. The department’s request for increases to the contracted personal services and defensive driving accounts were denied due to this program being self-sustaining.

The following spoke concerning this budget item:

Supervisor Shaw, Councilman Best, Samantha Tarczynski, Director of Administration and Finance, Councilman Farrell, Jerry Giglio, Traffic Safety Coordinator and Health and Safety Coordinator

Department: Registrar of Vital Statistics (A4020) – No substantial changes.

Superintendent of Highways (A5010) – The department’s request for a Secretary to the Superintendent was denied as the current level of staffing was deemed sufficient. This staffing request was not added by the department to the mathematical calculations on their submission.

The following spoke concerning this budget item:

Supervisor Shaw, Town Resident

Department: Highway Garage (A5132) – No substantial changes.

The following spoke concerning this budget item:

Supervisor Shaw, Jason Collard, Deputy Highway Superintendent

Department: Publicity (A6410) – Due to minimal usage in past years, the budget for this expense account was reduced.

The following spoke concerning this budget item:

Supervisor Shaw, Councilman Mosey, Councilman Best, Samantha Tarczynski, Director of Administration and Finance, Councilman Petrie

Department: Veterans Service (A6510) – No substantial changes.

Department: Programs for Aging (A6772) – No substantial changes. The Personal services – other A.6772.103 code includes funds to be used within the Personal services – part-time A.6772.102 code for the increase in minimum wage from \$10.40 to \$11.10. Meals on Wheels requested an increase from \$30,000 to \$35,000 within account A.6772.440.1 which was not found to be prudent.

The following spoke concerning this budget item:

Supervisor Shaw, Councilman Best, Samantha Tarczynski, Director of Administration and Finance, Town Resident, Councilman Mosey, Joe Pietras, Youth, Recreation and Senior Services Department

Department: Adult Day Center (A6780) – Three percent raises in addition to the standard two percent raise for this year were approved for two integral staff members.

The following spoke concerning this budget item:

Supervisor Shaw, Samantha Tarczynski, Director of Administration and Finance, Councilman Mosey

Department: Adult Day Center – Buildings & Grounds (A6781) – No substantial changes.

Department: Economic Opportunity & Development (A6989) – The department was eliminated from the Town’s budget during 2018 due to the strong financial position of the Industrial Development Agency and their private cash balances. For these same reasons, the 2019 request for funding was denied.

The following spoke concerning this budget item:

Supervisor Shaw, Councilman Best, Councilman Mosey, Samantha Tarczynski, Director of Administration and Finance, Jennifer Roberston, Information Technology Department

Department: Recreation Administration (A7020) – Three percent raises in addition to the standard two percent raise for this year were approved for four integral staff members.

The following spoke concerning this budget item:

Supervisor Shaw, Samantha Tarczynski, Director of Administration and Finance, Councilman Best, Joe Pietras, Youth, Recreation and Senior Services Department, Councilman Mosey, Tracy Haffner, Steve Walters, Town Attorney

Department: Playgrounds & Rec. Centers (A7140) – Changes within the personal services subaccounts simply relate to the correct allocation of costs based on an analysis of 2017 and by the department directly, relating to services performed within the enterprise funds. No positions were added within the department. The department requested \$70,000 to be budgeted for retirements, which was approved but accounted for within the Retirement Costing account A.9060.895. The increase in minimum wage was factored into the part-time calculation.

The following spoke concerning this budget item:

Supervisor Shaw, Councilman Best, Councilman Mosey, Samantha Tarczynski, Director of Administration and Finance, Councilman Petrie

Department: Lakeview Road Recreation Center (A7141) – No substantial changes.

Department: Small Boat Launch (A7230) – The Hamburg Fire Chiefs Association requested ninety-two percent increase in funding due to items of capital concern within the Fire chiefs rescue boat A.7230.440. Their budget was increased by \$2,000 in the hopes that the capital items can be handled individually in each of the coming years instead of during 2019 alone. The Highway Superintendent requested a substantial increase in the account OSEA 7230.456 for which an explanation to substantiate the request was not provided.

The following spoke concerning this budget item:

Supervisor Shaw, Councilman Best, Councilman Petrie, Ron Klimowicz, Hamburg Water Rescue Chief of Operations, Councilman Mosey

Department: Youth Programs (A7310) –The increase in minimum wage was factored into the part-time calculation within this department. No change in staffing compared to the prior year was requested or approved. The account Celebrations A.7310.440.27 was eliminated due to this being onetime funding during 2018 for the Lake View Sesquicentennial event. Mileage A.7310.452 was reduced based on need.

The following spoke concerning this budget item:

Supervisor Shaw, Councilman Mosey, Joe Pietras, Youth, Recreation and Senior Services Department, Samantha Tarczynski, Director of Administration and Finance, Councilman Best

Department: Library Maintenance (A7410) – The Service Contracts account A.741.423.2 relating to the Hamburg branch H.V.A.C was increased by \$4,450 due to their specific system needs.

The following spoke concerning this budget item:

Councilman Petrie, Supervisor Shaw, Councilman Farrell

Department: Historian (A7510) – No substantial changes.

Department: Community Beautification (A8510) – No substantial changes.

The following spoke concerning this budget item:

Councilman Best, Samantha Tarczynski, Director of Administration and Finance, Supervisor Best

Department: Drainage (A8540) – No substantial changes.

Department: Community Development (A8686) – The filled position of Senior Clerk was budgeted for in comparison to prior years’ in which the title was Community Development Aide, within account A.8686.100 Personal services - regular. The primary factor relating to the increase within account A.8686.103 Personal services – other is a stipend of \$6,600 for the Community Development Assistant position relating to annual training the position has provided to the Community Development Aide position. This stipend was granted instead of the title promotion requested by the department. Other reductions to expense accounts within this department were based on the department’s request.

The following spoke concerning this budget item:

Supervisor Shaw, Christopher Hull, Director of Community Development, Councilman Best, Tracy Haffner, Samantha Tarczynski, Director of Administration and Finance, Councilman Mosey

Department: ADA Compliance (A6867) – As this department was created during 2018, requests for additional funding for 2019 were denied in hopes that these projects can be handled over the long term rather than within the next calendar year.

The following spoke concerning this budget item:

Christopher Hull, Director of Community Development, Councilman Mosey, Councilman Best, Samantha Tarczynski, Director of Administration and Finance, Supervisor Shaw, Councilman Petrie

Department: Shoreline Revitalization (A8710) – No substantial changes.

Department: Conservation Board (A8730) – No substantial changes.

Department: Emergency Management Team (A8760) – The increase in account Machinery & equipment A.8760.201 is to facilitate necessary emergency generators for traffic signals, dual band radios, and replacing computers on an appropriate rotation schedule.

Department: Police (B3120) – The department’s request to double the size of the office staff with an additional two Police Clerks and an additional Senior Clerk Typist were denied. During the years in which the current staff anticipates retiring, an approximate training period of three months was deemed sufficient. The request for an additional Lieutenant and two new Officers was denied based on the department currently being at full staff and two officers already being hired during the summer of 2018. Increases within the Personal services – regular B.3120.100 account are only related to contractual raise obligations. The Motor Vehicles account B.3120.202 was reduced by \$53,500 due to the availability of Federal and State Drug Seizure funds for which the department has approximately \$270,000 to be spent. Using twenty percent of these funds during a one year span was deemed reasonable.

The following spoke concerning this budget item:

Supervisor Shaw, Councilman Best, Don Wiess, Gregory Wickett, Chief of Police, Samantha Tarczynski, Director of Administration and Finance

Department: Southtowns Hazmat (B3989) – No substantial changes.

Department: Zoning Board & Planning Board (B8010 & B8020) – The net reduction of \$18,075 between these two departments is through the elimination of the current outside consulting firm for planning, zoning, and support services. Service will be increased while still having a decrease in overall expense by hiring two independent contractors to perform these duties.

The following spoke concerning this budget item:

Supervisor Shaw, Samantha Tarczynski, Director of Administration and Finance, Councilman Best, Sarah deJardins, Planning Consultant, Councilman Mosey, Dennis Chapman, Member of Planning Board, Jennifer Roberston, Information Technology Department, Don Wiess

Department: Refuse Collection (B8160) – No substantial changes.

The Town Board takes a recess.

Department: Maintenance of Bridges (DA5120) – No substantial changes.

Department: Highway (DB5110) – Within the personal services accounts funds were redistributed based on an analysis of where 2017 costs truly occurred. The Highway Superintendent requested a forty-seven percent increase in the Highway Fund budget. Due to time constraints, numerous versions of the request being submitted with incomplete information, and few explanations for line item increases, minimal changes were made to the prior year adopted budget. It is my hope that more detailed explanations and more reasonable requests will be discussed with the full Town Board before the final budget is adopted.

The following spoke concerning this budget item:

Supervisor Shaw, Jason Collard, Deputy Highway Superintendent, Councilman Best, Samantha Tarczynski, Director of Administration and Finance, Councilman Farrell, Town Resident, Councilman Mosey, Councilman Petrie, Jerry Giglio, Traffic Safety Coordinator and Health and Safety Coordinator, Don Wiess

Department: Golf Course Maintenance (ER7250) – No substantial changes.

Department: Golf Operations (ER7251) – Increases are attributable to the increase in minimum wage.

Department: Ice Arena Maintenance (EI7266) – No additional staffing was requested or budgeted. The increase within the Personal Services – regular pay account EI.7266.100 is simply a reallocation of salaries that were previously charged to the General Fund. Recording these salaries within the Ice Arena Fund is a more accurate representation of the costs associated with the facility.

The following spoke concerning this budget item:

Supervisor Shaw, Councilman Best, Samantha Tarczynski, Director of Administration and Finance, Councilman Mosey

Department: Ice Arena Operations (EI7265) - All increases are attributable to the increase in minimum wage.

Department: Town Park – Boat Launch (ET7230) – No substantial changes.

The following spoke concerning this budget item:

Supervisor Shaw, Councilman Best, Councilman Mosey, Ron Klimowicz, Hamburg Water Rescue Chief of Operations

Department: Town Park – Maintenance (ET7250) – No substantial changes.

Department: Town Park – Operations (EW7180) - Increases are attributable to the increase in minimum wage.

Department: Woodlawn Beach - Maintenance (EW7250) - No additional staffing was requested or budgeted. The increase within the Personal Services – regular pay account EW.7250.100 is simply a reallocation of salaries that were previously charged to the General Fund. Recording these salaries within the Woodlawn Beach Fund is a more accurate representation of the costs associated with the facility.

The following spoke concerning this budget item:

Supervisor Shaw, Councilman Best, Ron Klimowicz, Hamburg Water Rescue Chief of Operations, Town Resident, Don Wiess

Department: Woodlawn Beach – Operations (EW7251) - Increases are attributable to the increase in minimum wage.

Minimal changes occurred within the Special District Funds. As such, only substantial changes are listed below.

Department: Self Insurance Fund – Insurance Judgments & Claims (CS1930) – Per recommendation of the Department Head, the .413 through .470 accounts were merged as the differentiation is minimal. Due to the Legal Department taking on substantial work, the total budget of these accounts was reduced by \$40,000.

Building and Grounds/Highway Merger

The following spoke concerning this item:

Supervisor Shaw, Councilman Best, Samantha Tarczynski, Director of Administration and Finance, Councilman Mosey, Councilman Petrie, Councilman Farrell, Samantha Tarczynski, Director of Administration and Finance

Department: Fire Districts – Based on the increase in Town taxes over the past decade being less than the increase in Fire District taxes over that same period of time, zero increase in the .0439 Payment on Fire Contracts was decided. The 9025.820 Service Award Program accounts relate to the Length of Service Award Program (LOSAP) and the annual contribution is determined by an actuarial firm. It should be noted that a transposition of numbers occurred within the Scranton Fire Protection District's account SF2.3410.0439 and I request that the Town Board amend this to \$483,844.

The following spoke concerning this budget item:

Supervisor Shaw, Councilman Best, Samantha Tarczynski, Director of Administration and Finance, Daniel Bozek, President of Big Tree Volunteer Fire Company, Inc, Councilman Mosey, Ron Klimowicz, Hamburg Water Rescue Chief of Operations, Town Resident

The Town Board sets a Special Town Board Budget Meeting for November 3, 2018 @ 10 A.M.

The Town Board closes the Special Town Board Budget Meeting.

Open Meetings Law, Public Officers Law, Article 7, §106. Minutes.

Minutes shall be taken at all open meetings of a public body which shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon.

These minutes are an unofficial copy unless the original signature of the Town Clerk is affixed below. The original official paper minutes are stored in the Town's vault.

Catherine A. Rybczynski, R.M.C.
Town Clerk