

**PROCEEDINGS OF THE SPECIAL MEETING OF THE
VILLAGE BOARD OF TRUSTEES**
February 25, 2004 – 6:30 PM

BUDGET WORKSHOP

PRESENT:

Mayor	Robert C. Corby
Trustees	Steven Maddox
	Paula Sherwood
	Tom Farlow
Excused	Glenn Brown
Treasurer	Mary Marowski
Recording Secretary	Anne Z. Hartsig

Mayor Corby called the meeting to order at 7:00 PM.

Treasurer Mary Marowski presented an agenda including a list of items to be reviewed at this budget workshop meeting. The following issues were discussed.

OTHER BUSINESS

1. Bid Opening for Schoen Place Improvement Project

The opening of bids for this project took place on 2/19/04. Four bids were received. Mayor Corby said that considering the additional costs required because bollards must be included, the bid price from Crane-Hogan, the lowest bidder, was a good price. The price for three alternate components of the project were discussed. Regarding the savings of \$1000 for an aluminum roof on the pavilion rather than a copper roof, the Board concurred that copper is a superior material and it is worth the extra \$1000.00. New electrical service was the second alternate part of the bid. The Board determined that the correct time to install electrical service to the individual light poles and to the pavilion is during the construction of this project and not at a later date. The third alternate portion of the project was for plantings. The Board discussed the cost for the plantings and decided to base their decision on whether or not to include this alternate on the recommendations of Trowbridge & Wolf.

A **motion** was made by **Trustee Maddox, seconded by Mayor Corby** to accept the bid price submitted by Crane-Hogan including the installation of a copper roof on the pavilion, electric service for the light poles and pavilion (alternative 2) and including a conditional approval for the landscaping (alternative 3) based on a confirmation from Trowbridge & Wolf that the cost is reasonable.

Vote: Maddox – yes, Farlow – yes, Sherwood – yes, Corby – yes. **Motion carried.**

2. Events Committee Report – Trustee Farlow

The annual crew regatta has been scheduled for June 12th and 13th. The New York State Canal Corporation will be a sponsor. Mayor Corby spoke to Dr. Feins, who is the main contact for the regatta. He assured Dr. Feins that the Village would try to minimize the affect of the Schoen Place Improvement Project on the regatta and will notify the contractor of the regatta dates early in the process. Dr. Feins told the Mayor that the Pittsford Crew club would donate a canoe dock to the Village.

3. Vision Statement

Included in the meeting packet was a copy of the Village's Vision Statement. Prior to the meeting, Mayor Corby asked the Clerk to write her thoughts on the future of the Village. Those thoughts were also included in the packet. Mayor Corby suggested that Board members read the Vision statement and the Clerk's thoughts to help in the thought process, as the budget is prepared for the next year.

Mayor Corby thanked Treasurer Marowski for the excellent job she has done throughout this year's budget process. She has taken the initiative to create a meeting schedule, and agendas for each

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meeting. She has distributed informative materials prior to each meeting and piloted the actual budget meetings. In addition, she has met with the Mayor prior to each of the Board budget meetings to discuss the issues with him. Members agreed that the budget meetings have been very productive.

BUDGET ITEMS

1. Health Care Options

As requested by Trustee Maddox, a spreadsheet comparing health care options was presented to the Board. After review, the Board agreed that switching from Blue Choice Select to Blue Choice Preference would result in an annual projected savings of approximately \$12,721.28, would result in no change for our retirees and would offer the least amount of change or disruption for the employees. There will be no change regarding the dental plan that is currently offered. The Clerk will contact our Blue Choice representative to set up an informational meeting regarding Blue Choice Preference for the employees. A **motion** was made by **Trustee Sherwood, seconded by Trustee Farlow** to switch health care plans from Blue Choice Select to Blue Choice Preference.

Vote: Maddox – yes, Farlow – yes, Sherwood – yes, Corby – yes. Motion carried.

Board members discussed the possibility of allowing the Trustees to join the Village's health care plan at their own expense after they have retired from their positions here. The Clerk will discuss this issue with the Village representative from Blue Choice and report to the Trustees at the next Budget meeting.

2. Fee Schedule for FY 2004/05

The Treasurer presented the Board with a tentative fee schedule as updated by Trustee Brown and Trustee Farlow. The Board reviewed the schedule. A **motion** was made by **Trustee Maddox, seconded by Mayor Corby** to approve the fee schedule for fiscal year 2004/05 as presented effective on June 1, 2004.

Vote: Maddox – yes, Farlow – yes, Sherwood – yes, Corby – yes. Motion carried.

3. Positions

Board members discussed whether or not they should budget for the following positions in the FY 2004/05 budget:

School Crossing Guards: Sutherland & Jefferson Road – Board members have not received a request for a crossing guard at this location at all this school year. Therefore, they decided not to fill this position at this time. **South Main & Locust St.** – Per the school Principal at St. Louis, there are no students crossing at South Main and Locust on a regular basis. Therefore a crossing guard is not needed at this time.

Parking Monitor – Since Gary Herman resigned and Paul Atwell has been away this winter, the Village has not had a Parking Monitor on duty. The Board agreed that they would like a new monitor on duty by the beginning of the fiscal year. The new monitor should be willing to work flexible hours, including some weekends, should be willing to go to court to prosecute the tickets and should be willing to do the computer work necessary to track unpaid tickets. Board members agreed that the new monitor should be willing to work from 20 to 25 hours per week. The Clerk will contact Civil Service about this position.

Assistant to DPW Superintendent – Board members discussed whether there is a need for a 6th member of the DPW. They agreed that if a 6th person was hired, the person should be knowledgeable in the field of landscaping. No decision was made.

In-house Grant Writer- Board members agreed that Remegia Mitchell has done a tremendous job writing our archive grant and implementing the records management grant we received in June 2003. Members would like to continue to have Remegia on the payroll for future grants if she is willing.

4. Equipment Purchases

The Board of Trustees asked for a priority list of equipment needs for the DPW. Mr. Spencer provided a list in the following order: loader, 6-wheel dump, tractor, leaf machine. Trustee Maddox will talk to Mr. Spencer and the crewmembers regarding this list. A determination will be made at a future budget meeting.

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5. Review of Tentative Budget

The Board reviewed a tentative budget for the Sewer Fund and the General Fund that was prepared by Treasurer Marowski. She explained that budgeted amounts, not actual expenditures, were the figures listed as expenditures for fiscal years 2002-03 and 2003-04 on the spreadsheet she presented. The figures listed for 2004-05 are estimated figures based on information the Treasurer has obtained such as price quotes. Other figures that were used for 2004-05 are figures based on educated guesses obtained from various sources such as past budgets and estimated inflation increases. Ms. Marowski explained that it is impossible to know exact figures for some items such as the relining of the siphons until a video has been taken to see the extent of the needed repairs, if any. The same is true for items such as street and sidewalk repairs. Until the repairs are underway, the exact cost is not known. For those types of items, an estimated figure was used.

Adjournment

The Board thanked Ms. Marowski for her efforts in preparing for this meeting. There being no further business, Mayor Corby adjourned the meeting at 8:15 PM.

Anne Z. Hartsig, Recording Secretary