

MINUTES
East Greenbush Citizens Fiscal Advisory Committee (CFAC) Meeting
November 19, 2012
East Greenbush Town Hall

Present: Pete Stenson, Rich Hendrick, Jim Devine, Maura Ryan, Jim Breig (Town Comptroller)

Absent: None

Guests: Board Member Sue Mangold (Town Board Committee Liaison)

Members of Public: Two

Meeting called to order: 7:10 pm

Approval of Minutes:

None available.

Financial Reports:

2012 Year to Date (October) Financials: Comptroller Breig reported the following highlights:

- Sales Tax Revenue is \$162,000 over the YTD budget figure.
- Mortgage Recording Tax Revenue is \$51,000 under the YTD budget figure. Refinancings have diminished and there are no new home sales.
- The Town received big payments for new commercial building from various sources (Regeneron, Federal Express, others).
- The \$52,000 salary variance is from dispatchers training (approx. half of the variance) and earlier overtime in the police department. The Police overtime has remained flat recently; the total amount is less than \$10,000. The highway department salary is on budget.
- Meter sales are up in the combined Water Funds.
- Overtime in the combined Water Funds is not reflective of an overtime issue. The budget figure was not well forecasted.
- The Town has not experienced any unanticipated expenses so far in November.

2011 Annual Update Document (AUD): No discussion.

2013 Budget:

Comptroller Breig reported that the 2013 budget does not include any big operational changes and highlighted the following:

- The Town did less paving in 2012 due to other increases in expenses.
- The Town will be paying off a bond in 2013 which is projected to free up revenue for paving costs in 2014.
- There is very little external debt in the General Fund.
- In response to a question regarding special districts, The Town previously covered part of the Town of Schodack but does not cover any others areas outside of the Town.

Pete Stenson informed the Committee that it missed the public hearing deadline date (required by law) and therefore it was too late to submit the Committee's recommendations for the 2013 budget to the Board. The Committee discussed the need to improve planning, review and response time to meet future deadlines.

Status Reports / Updates:

Asset Inventory Format: Comptroller Breig is distributing a request for updated mileage on vehicles which is needed for insurance.

Multi-Year Financial Plan: No discussion.

Audit of 2010 and 2011 Financials: The Town is still waiting for the independent auditors (Toski & Co.) to complete their work.

2011 Annual Update Document (AUD): The 2011 AUD was submitted approximately four weeks ago.

OSC Multi-Year Audit: Comptroller Breig reported that the OSC audit report was released. OSC made two major recommendations: 1) To pay down the negative fund balance, and 2) To develop and online banking policy. Comptroller Breig has a draft of an online banking policy and will distribute to the Committee for review.

Comptroller Breig reported that the OSC auditors were in-house for a very long time reviewing everything, and for the Town to receive only two recommendations is a positive result.

The Committee commended Comptroller Breig on his efforts and accomplishments to improve the management of the Town's finances and introduce procedures and policies that aid in improved accountability and transparency.

Department Head Report submissions: The Town Board established a liaison (Linda Kennedy) to work with the department heads to ensure the reports are completed and filed according to the procedure. There was additional discussion that the Reports may be added to the Town's website after the site has been redesigned. The redesign is currently in progress.

Maura Ryan asked if the Comptroller and Board Member Sue Mangold feel that the Department Head Reports have become part of the Town's operating practices. Both agreed and therefore Maura Ryan suggested that this topic be retired from the Committee's agenda.

Looking Forward / Parking Lot Items / Future Discussions:

Town/Town Comparisons: Pete Stenson explained this project to the guests in attendance and that it had been tabled due to budget preparation and other necessary projects requiring the time and attention of the Comptroller and CFAC members. The Committee will move the project back onto the agenda in 2013.

EMS Services: Rich Hendrick recommended that the Committee discuss contractual services vs privatization of ambulance/emergency services for the Town. He suggested this discussion be taken up in spring 2013. (Added October 2012).

Police Coverage during Dismissal at the Schools: Rich Hendrick asked if there is a need still to provide public safety coverage at the schools during dismissal to the buses. (Added October 2012).

Vehicle Usage Policy: Rich Hendrick asked if there is a Vehicle Usage Policy, specifically in the Building Department. (Added October 2012).

Purchasing Policy: Maura Ryan asked if the Purchasing Policy should be reviewed in light of the new purchasing legislation. (Added October 2012).

2014 Budget Prep / Bargaining Unit Contract Negotiations: Maura Ryan reminded the Committee that it will need to focus on contract negotiations and the impact on the Town's short and long term budgets/finances early in 2013. Jim Breig reminded the Committee that the 2013 approved budget included money for an attorney to assist the Town with the negotiations. (Added November 2012).

Adjournment: Maura Ryan made a motion to adjourn the meeting. Rich Hendrick seconded the motion. The motion was unanimously approved. Meeting adjourned at 8:25 p.m.