

Prospect Town Council
Budget Workshop
Approved Minutes
April 23, 2020

Chairman Slapikas called to order the Virtual Budget Workshop of the Prospect Town Council @ 5:00 p.m. The meeting began with the Pledge of Allegiance.

Attending:

A roll call for attendance was taken by Chairman Slapikas.

Via Online: J. Slapikas, P. Murray, T. Graveline, S. Pilat, R. Blanc, P. Geary, L. Fitzgerald, M. Patchkofsky & S. Lusas Kolodziej

Also, in Attendance via Phone: Mayor Robert J. Chatfield

There were additional callers online that could view and listen.

Auditor RFP: A copy of the revised Auditor RFP was sent to the Council for a review. P. Murry commented that there should be a change to the amount of the Medical insurance from \$100,000 to \$1,000. Chairman Slapikas asked for further comments. T. Graveline asked for a change on page 8 from Section VI B to II B. Chairman Slapikas asked for further comments. No other comments were made. **Motion** made by R. Blanc, seconded by S. Lusas Kolodziej to approve the Auditor RFP with amendments to be sent out for bids. A roll call vote was taken. **9 Approved/** J. Slapikas, M. Patchkofsky, S. Lusas Kolodziej, R. Blanc, S. Pilat, P. Geary, L. Fitzgerald, P. Murray and T. Graveline. **Opposed/None. Motion passes.**

Transfers:

4-21-2020-1: Transfer from Public Works Overtime Account:

From:	To:	
#7200-01 Public Works OT \$12,800.00	#6750-00 Liability Insurance	\$ 6,000.00
	#5850-02 Building Supplies	\$ 800.00
	#9100-01 Community Center	
	Salaries	<u>\$ 6,000.00</u>
Total:	Total:	\$12,800.00

Disc. **Motion** made by P. Geary, seconded by S. Lusas Kolodziej for the transfer from the Public Works Overtime Account to various accounts in the amount of \$12,800.00. A roll call vote was taken. **9 Approved/** J. Slapikas, M. Patchkofsky, S. Lusas Kolodziej, R. Blanc, S. Pilat, P. Geary, L. Fitzgerald, P. Murray and T. Graveline. **Opposed/None. Motion passes.**

3-17-2029-2: Transfer from Ice & Snow Salt #7050-1 \$11,000:

From:	To:	
Ice & Snow Salt #7050-1 \$11,000	Community Ctr #9100-07 Tech Updates	\$ 4,000.00
	Community Ctr #9100-06 Repairs	\$ 5,000.00
	Town Trucks #7150-01 Tires	\$ 500.00
	Community Ctr #9100-03 Telephone	<u>\$ 1,500.00</u>
Total:		\$11,000.00

This transfer was previously approved. Disc. A second motion was made to approve this transfer.

Motion made by R. Blanc, seconded by S. Pilat to approve the transfer from Ice & Snow Salt #7050 in the amount of \$11,000.00 to various line items. A roll call vote was taken. **9 Approved/** J. Slapikas, M. Patchkofsky, S. Lusas Kolodziej, R. Blanc, S. Pilat, P. Geary, L. Fitzgerald, P. Murray and T. Graveline. **Opposed/None. Motion passes.**

3-17-2020-4: Transfer from Public Works Overtime Account:

From:	To:	
#7200-01 Public Works OT \$8,000.00	#6200-06 Dental	\$8,000.00
Total		\$8,000.00

Motion made by P. Geary, seconded by \$8,000 to approve the transfer from Public Works OT #7200-01 in the amount of \$8,000 to #6200-06 Dental \$8,000. The Mayor commented that a Town Employee changed from receiving Dental insurance from her husband's dental insurance to the Town. Disc. A roll call vote was taken.

9 Approved/ J. Slapikas, M. Patchkofsky, S. Lusas Kolodziej, R. Blanc, S. Pilat, P. Geary, L. Fitzgerald, P. Murray and T. Graveline. **Opposed/None. Motion passes.**

Prospect Animal Control #7700: \$18,223

Motion made by R. Blanc, seconded by S. Pilat to approve the Budget of Prospect Animal Control #7700 in the amount of \$18,223. Disc. Changes were made to (2) line items: #7700-01 Call Outs from \$750 - \$500 + \$250 and to #7700-02 Equipment from \$500 - \$300 = \$200; the total reduction was \$800 for a bottom-line total of \$17,423.

A roll call vote was taken. **9 Approved/** J. Slapikas, M. Patchkofsky, S. Lusas Kolodziej, R. Blanc, S. Pilat, P. Geary, L. Fitzgerald, P. Murray and T. Graveline. **Opposed/None. Motion passes.**

Commission on Aging #7650: \$307,472

Motion made by S. Lusas Kolodziej, seconded by M. Patchkofsky to approve the Budget for Commission on Aging #7650 in the amount \$307,472. Disc. Council members changed the increase to wages from 2.5% to 2.25%. A change was made to line item: #7650-03 Senior Director FT from \$62,372 to \$62,219 (-\$153.00); and a change of line item #7650-05 Center Staff (5) PT from \$121,941 to \$121,043 (-\$898.00). Also, a change was made to line item #7650-09 Mini Bus Driver FT from \$34,827 to \$34,741 (-\$86.00) for a new bottom line total of \$306,335 (\$307,472 - \$1,137 = \$306,335). Disc. T. Graveline commented on line item #7650-12 Maintenance Salaries \$16,000 and requested a quote for contracted maintenance for the Senior Center and other Town Hall buildings as well to get a better price. Council members questioned the addition for the kitchen. The Mayor advised that because the STEAP grants were not passed, this item would need to be re-bid. After discussion, a roll call vote was taken. **9 Approved/** J. Slapikas, M. Patchkofsky, S. Lusas Kolodziej, R. Blanc, S. Pilat, P. Geary, L. Fitzgerald, P. Murray and T. Graveline. **Opposed/None. Motion passes.**

Public Works Labor #7200: \$651,562

Motion made by R. Blanc, seconded by S. Pilat to approve the Budget of Public Works Labor #7200 in the amount of \$651,562. Disc. The Mayor advised that he had made an error in line item #7200-00 Regular Salary as to an increase of pay; a corrected amount brought the new total from \$534,535 to \$561,562. The Mayor continued for line item #7200-01 Overtime, to change the total to \$100,000 from \$122,000 (-\$22,000). After discussion, an additional \$10,000 was taken from line item #7200-01 Overtime for a remaining total of \$90,000 for a new bottom line total of \$651,562 from \$656,535 (-\$4,973). Disc. A roll call vote was taken. **9 Approved/** J. Slapikas, M. Patchkofsky, S. Lusas Kolodziej, R. Blanc, S. Pilat, P. Geary, L. Fitzgerald, P. Murray and T. Graveline. **Opposed/None. Motion passes.**

Insurance #6750: \$345,682 - This Budget category was tabled.

Tax Collector: C.C.M.C. #5350: \$114,278

Motion made by S. Lusas Kolodziej, seconded by T. Graveline to approve the Budget of Tax Collector: C.C.M.C. #5350 in the amount of \$114,278. Council members were given a handout to explain the departments increases, decreases, conferences and dues. Council members suggested changing line item #5350-01 Asst. Tax Collector FT from \$30,233 to \$30,311 (+\$78.00); to also change Line item #5350-02 Tax Clerk PT1 from \$22,025 to \$16,050 (-\$5,975); and to change line item #5350-04 Conf. & Dues from \$3,133 to \$1,500 (-\$1,633) for a new bottom in total of \$106,998 from \$114,278 (-\$7,280). Disc. A roll call vote was taken. **9 Approved/** J. Slapikas, M. Patchkofsky, S. Lusas Kolodziej, R. Blanc, S. Pilat, P. Geary, L. Fitzgerald, P. Murray and T. Graveline. **Opposed/None. Motion passes.** The Council thanked Tax Collector A. Burr for timeline.

Town Clerk #5500: \$116,358

Motion made by S. Lusas Kolodziej, seconded by R. Blanc to approve the Budget of Town Clerk in the amount of \$116,358. Disc. The Council commented on the hours of operation during the COVID-19 crisis, accommodating the public and appointments for searchers. Town Clerk M. Carrie Anderson, commented that information is going out to the searchers and Attorneys as requested. The vendor has been contacted to put the land records online and this should be up and running by the middle of next week. M. Anderson commented that she had received a \$5,500 grant amount to have more images scanned. M. Anderson commented that Burial Permits and Birth Certificates are online, while a new version of Burial Permits will be updated. T. Graveline commented on keeping a high skill level and encouraged training. M. Anderson requested a new scanner. Chairman Slapikas asked M. Anderson to review the cost and get back to the Council by the May 5th Town Council meeting with any other information. Disc. The Council recommended for #5500-02 Clerical Asst. PT from \$16,328 to \$15,044 (-\$1,284). A roll call vote was taken for the

bottom-line total of \$115,074 from \$116,358 (-\$1,284). **9 Approved/** J. Slapikas, M. Patchkofsky, S. Lusas Kolodziej, R. Blanc, S. Pilat, P. Geary, L. Fitzgerald, P. Murray and T. Graveline. **Opposed/None. Motion passes.**

Fire Marshal #6650: \$59,502

Motion made by M. Patchkofsky, seconded by S. Lusas Kolodziej to approve the Budget of Fire Marshal in the amount of \$59,502. Disc. The following adjustments were made:

	From:	To:
#6650-00 Salary	\$36,529	\$36,559
#6650-01 Car Repairs/Mileage	\$ 1,000	\$ 1,000
#6650-02 Supplies	\$ 600	\$ 600
#6650-03 Seminars	\$ 1,000	\$ 700
#6650-04 Equipment	\$ 250	\$ 0
#6650-05 Uniforms	\$ 500	\$ 400
#6650-06 NFC Sub Service	\$ 2,000	\$ 3,000
#6650-07 Deputy Salary	\$ 4,223	\$ 4,000
#6650-08 Mileage	\$ 200	\$ 200
#6650-09 Clerical Asst. PT 1	<u>\$13,000</u>	<u>\$ 12,959</u>
Total	\$59,502	\$ 59,418

Disc. A request was made by the Fire Marshal for an additional \$50,000 for a new vehicle. The Chairman and the Council agreed to obtain or designate a vehicle for the Fire Marshal by 7/1/2020.

The new bottom line total is \$59,418 from \$59,502 (-\$84). A roll call vote was taken.

9 Approved/ J. Slapikas, M. Patchkofsky, S. Lusas Kolodziej, R. Blanc, S. Pilat, P. Geary, L. Fitzgerald, P. Murray and T. Graveline. **Opposed/None. Motion passes.**

Grants (Shared) #5650: \$23,000

Motion made by R. Blanc, seconded by M. Patchkofsky to approve the Budget of Grants Shared in the amount of \$23,000. **Disc.** After discussion, the Council commented that they would like for the Mayor to ‘share’ a grant writer with other towns. The Mayor advised that he had given this information to the C.O.G. for a Grant writer to be shared with the Town. The Council also advised that they would like to eliminate (Shared) and change the line item of #5650-00 Grant Writer to \$1,000 from \$23,000, until someone is hired. Disc. The new bottom line total is \$1,000 (-\$23,000). A roll call vote was taken. **9 Approved/** J. Slapikas, M. Patchkofsky, S. Lusas Kolodziej, R. Blanc, S. Pilat, P. Geary, L. Fitzgerald, P. Murray and T. Graveline. **Opposed/None. Motion passes.**

Water Pollution Authority (WPCA) #5900: \$171,833

Motion made by M. Patchkofsky, seconded by T. Graveline to approve the Budget of Water Pollution Authority #5900 (WPCA) in the amount of \$171,833. Disc. The Mayor stated that after consideration and a recommendation by G. Ted Ellis of Toll Bros. there will be a change to this line item, from WPCA #5900-01 HYD Rental 115 (Hydrants) in the amount of \$163,593 to a new category. The Mayor requested a new category of #6655 Hydrants on page 10 under Fire Marshal, for a bottom-line total of \$163,593. The category of WPCA will have a new bottom line total of \$7,490. The Council made changes to the following line items:

	From:	To:
#5900-00 Meeting Clerk	\$ 990	\$ 900
#5900-03 Administrator	\$6,000	\$6,000
#5900-04 Conferences	\$ 250	\$ 0
#5900-05 Engineering Services	<u>\$1,000</u>	<u>\$ 500</u>
Total	\$8,240	\$7,400

The new bottom line total for Water Pollution Authority (WPCA) #5900 is \$7,400. A roll call vote was taken. **9 Approved/** J. Slapikas, M. Patchkofsky, S. Lusas Kolodziej, R. Blanc, S. Pilat, P. Geary, L. Fitzgerald, P. Murray and T. Graveline. **Opposed/None. Motion passes.** The Council continued and questioned line item #5900-00 Meeting Clerk as to salary. There was a recommended sub-committee meeting on Board Clerks to be held by the Salary Sub-Committee and to invite Mayor Chatfield.

Hydrants #6655

Motion made by T. Graveline, seconded by L. Fitzgerald to approve the new category of Hydrants #6655 to be added to the Budget for Fiscal Year 2020-2021. A roll call vote was taken. **9 Approved/** J. Slapikas, M. Patchkofsky, S. Lusas Kolodziej, R. Blanc, S. Pilat, P. Geary, L. Fitzgerald, P. Murray and T. Graveline. **Opposed/None. Motion passes.**

Hydrants #6655: \$163,593

Motion made by T. Graveline, seconded by M. Patchkofsky to approve the Budget of Hydrants #6655 in the amount of \$163,593. A roll call vote was taken. **9 Approved/** J. Slapikas, M. Patchkofsky, S. Lusas Kolodziej, R. Blanc, S. Pilat, P. Geary, L. Fitzgerald, P. Murray and T. Graveline. **Opposed/None. Motion passes.** Chairman Slapikas asked P. Murray to send an email to Ted Ellis, acknowledging the change that was recommended by him to this category.

Revisted - Elections & Registrars #5150: \$76,986

Motion made by S. Lusas Kolodziej, seconded by L. Fitzgerald to approve the Budget of Elections & Registrars #5150 in the amount of \$76,986. Disc. Council members asked K. Blinstrubas, attending via phone, questioned if there are any purchases that could be made this year for next. K. Blinstrubas commented on computers, face guard masks and also advised that their conferences would be ongoing. Disc. A request for mor information was made. A roll call vote was taken. **6 Approved/** J. Slapikas, S. Lusas Kolodziej, S. Pilat, P. Geary, L. Fitzgerald and T. Graveline. **3 Opposed/** M. Patchkofsky, P. Murray, R. Blanc. **Motion passes.** Chairman Slapikas asked K. Blinstrubas to email to him a list of what purchases she would like to make this year and the Council will revisit.

Advertising & Printing #5700: \$26,600

Motion made by S. Lusas Kolodziej, seconded by L. Fitzgerald to add to the Agenda Advertising & Printing #5700. Council members discussed increasing line item #5700-01 Election Material from \$6,600 to \$9,600 (+\$3,000) as per the Registrar request, for a bottom-line total of \$29,600; #5700-00 Legal Notices SM \$20,000 + #5700-01 Election Material \$9,600 = \$29,600. M. Patchkofsky requested to change line item #5700-00 Legal Notices SM from \$20,000 to \$17,000 (-\$3,000) as Legal Notices are now posted on the website and not the newspaper. **Motion** made by S. Lusas Kolodziej, seconded by L. Fitzgerald to change line item #5700-00 Legal Notices SM from \$20,000 to \$17,000 (-\$3,000) and to change line item #5700-01 Election Material from \$6,600 to \$9,600 (+\$3,000) for a bottom line total \$26,600 for Advertising and Printing. A roll call vote was taken. **6 Approved/** J. Slapikas, S. Lusas Kolodziej, S. Pilat, P. Geary, L. Fitzgerald and T. Graveline. **3 Opposed/** M. Patchkofsky, P. Murray, R. Blanc. **Motion passes.**

Chairman Slapikas thanked everyone for their work on the Budget.

Adjournment:

Motion made by S. Lusas Kolodziej, seconded by L. Fitzgerald to adjourn the meeting. **Unanimous.** The meeting adjourned @ 7:54 p.m.

Jeff Slapikas
Chairman