



FINANCE COMMITTEE

- Meeting Minutes -

May 15, 2024 @ 6PM

Committee Chairman

Misty Fuller

Committee Members

Maria Mann

Jeffery Rhoades

Michael Hockenberry

Deputy City Clerk Treasurer

Bobbie Jo Muller

Call to Order: 6:00pm

Pledge of Allegiance

Members Present: Bobbie Jo Muller, Dominic Cicalese, Maria Mann, Jeff Rhoades, Mike Hockenberry, Gerry Oney, Colin O'Connell, Jason Vicchiariello, Misty Fuller, Keith Brown, Jeff Lewis, Tony Fuller

Public Comment: (5-minute limit per person).

Approval of the Minutes: 4/17/2024 - approved.

Clerk's Report:

- Bobbie Jo was able to move \$1.6 million dollars from General fund back to the water fund. It was not clear why the previous clerk had moved these funds initially. From there \$1.4 million of the funds were then moved to the sewer fund where they should have been all along.
- As of now the bank balances are as follows:
 - o Sewer \$1,594,000
 - o Water \$1,600,000
 - o General \$2,100,000
 - o Capital \$270,000
 - Last week \$3 million was transferred from general to the money market, which currently has \$4.7 million.
- We have not received a corrected Avenue invoice, Bobbie Jo believes the corrected amount should be \$18,164.76, the council previously approved this subscription, so long as the invoice remained below \$20,000. Avenue is our city payroll system.
- SLFRF – Bobbie Jo is researching the possibility that the city may qualify for these funds. It appears that the previous clerk received information and forms regarding these funds in May of 2022, but nothing was ever completed.
- Dial A Bus is up to date and has been sent to the county.

Old Business:

- IT Position – We are in possession of job descriptions from human resources. We need to evaluate our current expenditures and see if we can offset the cost of the salary. Further research will be done. An IT person on staff could maintain our systems (computer & phone), maintain social media and city websites. There is also a potential to share services with others in the area.

- PERMA – they reached back out to us reducing their previous quote by an additional \$29,871. It was voted on by the finance committee to make the switch from NYSIF to PERMA and will be presented at the common council meeting on May 28th. The coverage will take effect on July 1, 2024.
- Ambulance Fuel Billing – A partial payment (\$5759.23) was made toward the bill. The city will be requesting a tax-exempt form from PJVAC, this is needed to stay compliant with Global Montello. Dominic will send a formal email requesting the form.
- NYSIF Audit – Auditor was scheduled for first week of May but had to reschedule to July. In July we will be 2 years behind on these.
- RBT Update – Introduction meeting was held on May 10, 2024. Denise from RBT has been working with Bobbie Jo on what they need to complete the audit. They currently have all of our documentation in excel form from our system. We are working with the banks to get statements in excel form so they can begin the reconciliation process.
- Tyler Tech Invoice – Bobbie Jo was able to speak to the rep from Tyler regarding the \$94,000+ bill that was received. They discussed the different modules what is and is not being utilized at this time. The rep is going to research and update the bill. He will be back in contact with Bobbie Jo.
- Fire Surplus Vendor Selection – After review and advice from corporation council the finance committee approved the use of Brindlee Mountain Fire Apparatus, for the sale of surplus apparatus.
- Promenade Beautification - \$5,000 was previously allocated from the beautification line for the promenade.
 - o Remaining funds – the invoice for the mulch has not been booked yet and we are unsure of the remaining balance.
 - o Barrel Planters – They want to purchase 6 planters. The quote from Neversink Lumber is for \$570 Total. These planters will match existing planters throughout downtown area. DPW will order the planters and earmark the invoice Beautification/Promenade.

New Business:

- DPW Large Purchases / CHIPS – We were notified that we will be receiving \$3.2 million in CHIPS funds for this year. \$1.8 to \$2 million of these funds will go to scheduled paving. We are allowed to utilize remaining funds for equipment. We will be purchasing a Vac truck for \$780,000; these funds will initially come out of the Sewer fund and be replaced when the CHIPS funds are made available. The purchase of the VAC truck will allow us to move forward with the sewer realigning and ensure we are remaining compliant with DEC mandates. DPW will also be purchasing a mid-sized excavator for approx. \$120,000. These funds would also come from sewer fund and be replaced later by CHIPS. The city will also be rolling over approx. \$500,000 in CHIPS funds to 2025, these funds will be held for emergency road work that may arise. These purchases were approved by the finance committee and a resolution will be read at the council meeting on May 28th, 2024.
- Bond Funds for Salt Barn – Bobbie Jo did not have the opportunity to research this topic.
- Fireworks Funding (Rec) - Dominic has requested \$5,000 to supplement the rec firework budget. Going forward we will have a dedicated budget line for the fireworks display. We can utilize funds from surplus equipment sales to offset the \$5,000 for this year.
- Fire Apparatus Funding – The fire chief has supplied multiple avenues for financing of apparatus. We will discuss further after the reconciliation of accounts are complete.
- Tree Removal – A resident on West Main Street reached out a few trees from city property are leaning over onto his property and appear hazardous. 2 quotes were obtained by DPW (after they verified that the trees were

in fact city property). The first quote is \$6500 and the other is by the hour \$593per hour at an estimated 5 hours (\$2,965). Removing these is outside of the DPWs scope of work. The committee approved Tree Tech for the removal up to \$3,500 from the contingency budget.

- AED Purchase – The committee approved the purchase of (23) Zoll AED units for the sum of \$36,410 (pending budget verification). These AED units will replace the current units in the police vehicles, fire department apparatus, as well as provide units to DPW, Rec and in City Hall.

Executive Session: None

Public Comment: *(5-minute limit per person)*

Adjournment: 7:17pm

Next Finance Meeting June 19th, 2024, at 6:00pm, in the Council Chambers