

WEST SENECA TOWN OFFICES
1300 Union Road
West Seneca, NY 14224

WORK SESSION
2021 Tentative Benefit Basis Budget
& 2021 Tentative Ad Valorem Budget
October 5, 2020

The meeting was held in the Community Room at the West Seneca Community Center, 1300 Union Road and called to order at 6:00 P.M. by Supervisor Dickson followed by the Pledge of Allegiance.

ROLL CALL:

Present	-	Gary Dickson	Supervisor
		William Bauer	Councilman
		Joseph Cantafio	Councilman
		William Hanley	Councilman
		Jeffrey Piekarec	Councilman
Absent	-	None	

Supervisor Dickson read the Fire Prevention Code instructing the public where to exit in case of a fire or an emergency.

Director of Finance Megan Wnek gave the attached power point presentation on the proposed 2021 tentative Benefit Basis Budget and 2021 tentative Ad Valorem Budget.

Supervisor Dickson stated he had three main priorities for this budget:

- Achieving a 0% increase due to the economic situation of the country, small businesses, and residents
- Taking proactive measures with aging equipment
- Setting realistic targets for the General Fund and Highway Fund balances

Town Board

No comments or questions were received.

Town Justice Department

- Councilman Hanley questioned why seven part-time and appointed employees will not receive raises out of three hundred town employees; two appointed employees are in the Justice Court Department – Supervisor Dickson stated he would rather freeze all employees not covered under union contracts as opposed to selecting some. Councilman Piekarec stated due to this, no job is being cut. Supervisor Dickson stated there was a salary increase for a part-time clerk due to maternity leave.
- Ms. Wnek stated there was a correction for two employees putting them into the correct categories of "Justice Clerk" and "Clerical"; the total amount is correct.

Supervisor Dickson stated changes can be made, if there are three people that want to make a change to a line it will be noted and at the end of the two days it can be voted into the Preliminary Budget. Supervisor Dickson drew attention to the salary and benefit lines that have been broken down in more detail to overtime, retirement costs, and other such as working crew chief, etc.

WEST SENECA TOWN OFFICES
1300 Union Road
West Seneca, NY 14224

WORK SESSION
2021 Tentative Benefit Basis Budget
& 2021 Tentative Ad Valorem Budget
October 5, 2020
Page two...

Supervisor's Office

No comments or questions were received.

Finance Department

- Supervisor Dickson stated an unfilled position of Account Clerk has been eliminated and is the reason the line has decreased

Independent Auditing

No comments or questions were received.

Budget Department

No comments or questions were received.

Assessor's Office

- Supervisor Dickson noted the Assessor will not receive a pay raise
- Councilman Cantafio questioned the decrease of \$42,000 from Contractual expenses – that related to the agreement with the Town of Elma for the shared assessor

Town Clerk's Office

- Supervisor Dickson stated this office is one of the most efficient Town Clerk's Offices in the area; this is also true of the Assessor's Office

Town Attorney's Office

- Supervisor Dickson noted this position is not receiving a raise, nor are the Town Prosecutors
- Proposing converting the part-time clerk position to a full-time position for continuity and professional skills
- Councilman Bauer referred to the increase of \$50,000 budgeted for Legal Services Litigation and questioned if there was an upcoming issue – Town Attorney Hawthorne stated she looked at the previous five years noting the line has come in at \$150,000 to \$300,000; asking for an increase of \$50,000 reflects a more realistic amount
- Town Attorney Hawthorne noted that the Town Prosecutor position is \$1,000 short: as the ADA Compliance Officer and Harassment Officer Jon Minear received an additional \$500 for each

Human Resources

- Councilman Piekarec questioned the \$14,000 increase – Ms. Wnek replied it is for the time keeping system: there is a \$3 per employee per month charge for Swipeclock that was never included in the budget
- Councilman Cantafio would like to explore a full-time Human Resources employee for the town

WEST SENECA TOWN OFFICES
1300 Union Road
West Seneca, NY 14224

WORK SESSION
2021 Tentative Benefit Basis Budget
& 2021 Tentative Ad Valorem Budget
October 5, 2020
Page three...

Engineering Department

This department will be discussed at the October 6, 2020 meeting.

Buildings

- Supervisor Dickson adjusted the electricity to bring it into line with the 2018 and 2019 actuals

Buildings – Community Center

No comments or questions were received.

Central Printing and Mailing

- Supervisor Dickson noted this is the principal line the IT comes out of and there is a decrease in the Computer Software and Maintenance

Special Items

- Supervisor Dickson explained the increase in General Liability reflects a more accurate amount – Ms. Wnek stated the amount budgeted is based on the current year amount and an estimated 8-9% increase provided by the insurance carrier and includes general liability insurance and worker's compensation insurance
- Referred to the Contingent Account of \$30,000 and a Contingent Highway Account of \$50,000

Police Department

- Ms. Wnek noted a correction to the number of "Salary of Other Clerical" should be four (4) not five (5)
- Supervisor Dickson noted the number of officers at the beginning of the year was sixty-five (65) and the year will end with fifty-seven (57) even with the hiring of five officers in August; the budget has the department at sixty-one (61) and he is asking for this amount through August of next year
- Overtime and retirement costs are broken out
- \$220,000 is budgeted for six police cars allowing for a replacement rotation every three years noting Chief Denz would prefer a two-year rotation
- Chief Denz noted he has held the line on the past seven budgets except for the salary line; he presented a breakout of the manpower
 - ✓ As of August 2021, they will be up to 61, but in the meantime, they are currently in the low 50's up until then; the maximum amount that can be trained at one time is four people
 - ✓ Well under 1975 staffing levels and experiencing a significant cut to the Detective Bureau; noting school closings have freed up five officers
 - ✓ The department is experiencing a significant increase in calls, workload, and stress; noting as a first ring suburb of the City of Buffalo the department faces many challenges

WEST SENECA TOWN OFFICES
1300 Union Road
West Seneca, NY 14224

WORK SESSION
2021 Tentative Benefit Basis Budget
& 2021 Tentative Ad Valorem Budget
October 5, 2020
Page four...

- ✓ The Community Policing Line has been cut which is contrary to the governor's direction which would like to see the Police provide more programs
- ✓ The overtime breakout is accurate as is the retirement line
- ✓ Would like to be funded for 68 officers to allow for additional hiring that become possible
- Councilman Hanley questioned the training period of new hires – Chief Denz stated Police Academy graduates are required to complete a twelve-week training period
- Councilman Hanley questioned if the school re-open and the resource officers are not available it will leave the department at 32 road patrol officers and how will it affect his overtime noting it is drastically cut – Chief Denz stated that would be correct about the officers and he is not able to address the effect on overtime being budgeted as it wasn't monitored in the past
- Councilman Hanley does not believe cutting public safety is a good idea, i.e., defunding the police department – Supervisor Dickson stated new hiring would be held off until January of 2022 but retirements would be replaced immediately when possible; no one is defunding the police; the budget allows for 61 police officers
- Chief Denz stated he understands Supervisor Dickson is requesting that he wait until January of 2022 to bring the number back up to 68 officers
- Councilman Cantafio restated the concern he is hearing is that if the budget does not allow for hiring in August of 2020 and the length of training may put the town in a bad position – Chief Denz stated the number in August will be 61, down by seven officers from 2016; noting 68 officers provided the best department efficiency by his standards. Chief Denz noted it takes six months from the date of hire to have an officer ready for duty.
- Supervisor Dickson questioned impending retirements in 2021 – Chief Denz stated he is not aware of anyone, but eleven officers are currently eligible. Supervisor Dickson reiterated retirements would be filled.
- Councilman Cantafio questioned the budget impact of planning for four additional officers in August of 2021 – Ms. Wnek stated the salary costs, excluding benefits, would be approximately \$108,000 and she can bring the amount of benefits to the next meeting.
- Chief Denz does appreciate the increase in the vehicle line as the fleet is in very bad shape and expenditures on repairs is very high
- Councilman Piekarec questioned projected savings on repairs – Chief Denz stated the police cars are used 24/7, are used much differently than personal vehicles, and are only covered for the standard three year or 30,000 miles which equates to seven or eight months of use, it is not possible to determine the savings
- Councilman Bauer questioned if the Police Academy limits the number of four officers in West Seneca – Chief Denz explained the limit is based on the department resources for training

WEST SENECA TOWN OFFICES
1300 Union Road
West Seneca, NY 14224

WORK SESSION
2021 Tentative Benefit Basis Budget
& 2021 Tentative Ad Valorem Budget
October 5, 2020
Page five...

- Councilman Bauer questioned if there was a reduction in patrols – Chief Denz stated it has been handled through scheduling and the five resource officers have helped as well as less vacations taken, and no community events being held

Traffic Control

No comments or questions were received.

Electrical Department

No comments or questions were received.

Dog Control

- Supervisor Dickson stated it is more appropriate to put it in the General Fund instead of the Highway line, it is a higher paying job and different hours, it adds a part-time line and overtime line
- Councilman Piekarec questioned if this was a net neutral change – Supervisor Dickson stated it was
- Councilman Hanley questioned if this changes the oversight of the position and per the agreement with the SPCA , requiring two employees to be trained – Supervisor Dickson stated the Highway Superintendent could still oversee the position and more than one employee is trained, it can be a part-time position
- Highway Superintendent Adams stated the Highway Department historically took over staffing this position as a cost saving measure, it is a good fit, and is in the highway numbers at this point – Supervisor Dickson stated the position should be funded by the General Fund even if the funds get transferred to the Highway Fund and he is going to discuss this with the Blue Collar Union President
- Councilman Hanley would like to see this position stay in the Highway Department
- Councilman Cantafio understands the money is in the budget it was just moved to a different fund – Ms. Wnek stated that is correct
- Supervisor Dickson stated it would require another decision to create a position, but the money is there for the Town Board to use

Animal Control

No comments or questions were received.

Board of Plumbing Examiners

No comments or questions were received.

Code Enforcement

- Supervisor Dickson stated upon discussions with other towns and learned that purchasing a new vehicle and reselling it two years later will pay for itself and can be replaced at no additional cost; it is the same plan for the vehicle in Engineering

WEST SENECA TOWN OFFICES
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West Seneca, NY 14224

WORK SESSION
2021 Tentative Benefit Basis Budget
& 2021 Tentative Ad Valorem Budget
October 5, 2020
Page six...

Vital Statistics

No comments or questions were received.

Superintendent of Highways

- Supervisor Dickson stated the two clerical positions in the Highway Department are moved to the General Fund

Highway Garage Department

No comments or questions were received.

Street Lighting

No comments or questions were received.

Veterans Services

- Increase of \$9,000 to pay for moving monuments to the Veterans Memorial Walkway

Community Development

- Councilman Piekarec questioned if this line is the contract with the Chamber of Commerce for community Development – Ms. Wnek stated it is

Buildings and Grounds Department

- Finance Director Megan Wnek stated there is a correction: Salary of laborers states sixteen (16) and is fourteen (14)
- There is a large equipment request for this budget
- Councilman Hanley questioned the \$40,000 reduction – Supervisor Dickson stated there are two fewer labors. Highway Superintendent Adams stated two full-time employees retired and the positions were not filled
- Highway Superintendent Adams referred to the reduction in the part-time line and feels that this year cannot be used as guide for next year noting the amount was over \$194,000 in 2018 and \$207,000 in 2019. Mr. Adams estimates \$200,00 for 2021 and requested \$180,000; the amount of \$140,000 is not realistic.
- Councilman Cantafio questioned what would happen if the budget were depleted – Mr. Adams stated it would probably result in an increase in overtime
- Councilman Hanley referred to the large athletic events the town has hosted and complimented the work of the employees that keep the parks in great shape
- Supervisor Dickson stated a \$5,000 reduction is not much
- Councilman Piekarec stated we need to find ways to make do with less due to the current financial circumstances

Recreation Department

- Supervisor Dickson referred to the part-time line and stated the actual figures from 2018 & 2019 were used

WEST SENECA TOWN OFFICES
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West Seneca, NY 14224

WORK SESSION
2021 Tentative Benefit Basis Budget
& 2021 Tentative Ad Valorem Budget
October 5, 2020
Page seven...

- Councilman Hanley, the liaison for the Recreation Department, questioned the cut of \$85,322 – Supervisor Dickson stated the budget is still more than 2018 & 2019
- Councilman Hanley expressed concern for programs that would be compromised and feels families move to West Seneca for recreation – Supervisor Dickson stated his budget is higher than 2019 and he is in favor of increasing recreation opportunities
- Councilman Piekarec stated the Splash Pad would not require lifeguards and the sports such as baseball, soccer, and hockey are not run by the town and are not affected by the budget

Buildings and Grounds – Ice Rink

No comments or questions were received.

Swimming Pool

- Supervisor Dickson stated the conversion of the wading pool to a splash pad will allow the big pool to have the lifeguards
- Councilman Cantafio questioned if the salary of laborers was averaged out from past years, also – Supervisor Dickson replied yes

Cultural Center – (Maintenance to the Burchfield Center and the Metz House)

- Includes \$10,000 to replace the Metz House roof

Town Historian and Historical Property

- The cost of the newsletter has increased

Celebration

No comments or questions were received.

Senior Center

- Supervisor Dickson stated he is anticipating the retirement of the Recreation Director
- Councilman Hanley questioned if the town is no longer funding the Meals on Wheels program – Supervisor Dickson stated it is a donation and given the current financial state the town cannot afford to donate in 2021

Zoning Board, Planning Board, Ethics Committee, Citizens Budget Committee, and Environmental Committee

No comments or questions were received.

Sanitation and Recycling Department

- Supervisor Dickson noted the part-time line is reduced; over-time is increased based on the contract
- Highway Superintendent Adams stated the town relies heavily on the part-time employees; part-time employees are in line for full time positions as they become

WEST SENECA TOWN OFFICES
1300 Union Road
West Seneca, NY 14224

WORK SESSION
2021 Tentative Benefit Basis Budget
& 2021 Tentative Ad Valorem Budget
October 5, 2020
Page eight...

available; this will be reflected in a reduction in services – Supervisor Dickson understands stated the budget will allow for eight people a day from April through October and four for the rest of the year

- Councilman Hanley is concerned about the reduction in services – Supervisor Dickson reminded him changes can be proposed and if three Councilmen are in favor it can be changed
- The increase in the tipping fees for both equate to \$1.7 million

Drainage Districts

No comments or questions were received.

Tree Maintenance

No comments or questions were received.

Disaster Preparedness

- Chief Denz cautioned the figures may not reflect the actual needs of a major disaster

Employee Benefits

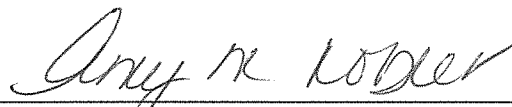
No comments or questions were received.

Debt Service

- Transfer for roof replacement

General Fund Revenue Line

- Supervisor Dickson and Ms. Wnek attempted to determine a realistic amount of sales tax; the latest figure from the county is currently 3.5% behind from last year, with a projection of around 8% below last year; noting internet sales tax is helping



AMY M. KOBLER, TOWN CLERK

October 5, 2020 - General Fund
Town of West Seneca Work
Session to Develop 2021
Preliminary Budget



Budget Calendar

TOWN OF WEST SENECA, NEW YORK	BUDGET CALENDAR – 2021 Budget
1. The Budget Officer furnishes Department Heads with 2021 budget forms	End of May
2. Department Heads submit estimated 2021 budget to the Budget Officer	Due by July 31, 2020
3. The Budget Officer files the tentative budget with the Town Clerk	Not later than September 15, 2020 Benefit Basis and September 30, 2020 Ad Valorem (Town Law Section 106)
4. The Town Clerk presents the tentative budget to the Town Board	On or before October 5, 2020 (Town Law Section 106)

Budget Calendar - Continued

TOWN OF WEST SENECA, NEW YORK	BUDGET CALENDAR – 2021 Budget
5. The Town Board makes revisions and prepares the preliminary budget; preliminary budget filed with Town Clerk	Prior to public hearing (Town Law Section 106)
6. Notice of public hearing	At least five (5) days shall elapse between the date of first publication and the date specified for public hearing (Town Law Section 108)
7. The public hearing is held	On or before the Thursday immediately following the general election. The hearing may be adjourned from day to day but not beyond November 15, 2020 (Town Law Section 109)
8. Final revisions to the preliminary budget are made	After public hearing but prior to adoption (Town Law Section 109)
9. The budget is adopted by the governing board	Not later than November 20, 2020 (Town Law Section 109)

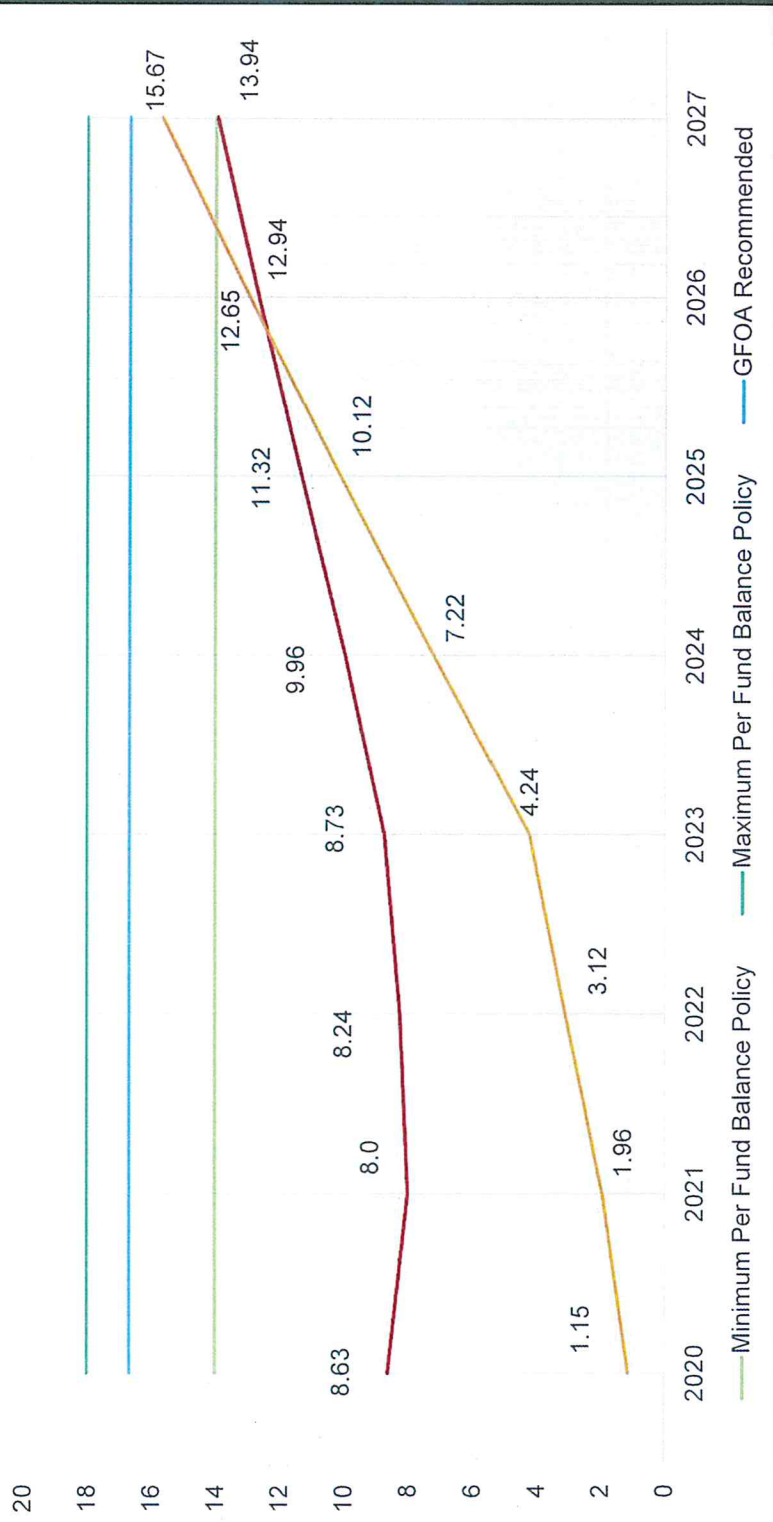
General Fund

- Town Board
- Town Justice
- Supervisor
- Finance
- Auditing
- Budget
- Assessor
- Town Clerk
- Town Attorney
- Personnel
- Town Engineer
- Central Printing and Mailing
- Special Items
- Police
- Traffic Control
- Electrical Department
- Dog and Animal Control
- Board of Plumbing Examiners
- Code Enforcement
- Vital Statistics
- Superintendent of Highways
- Highway Garage
- Street Lighting
- Veteran Services
- Buildings and Grounds
- Recreation
- Cultural Center
- Senior Citizens
- Sanitation and Recycling
- Boards and Committees
- Disaster Preparedness
- Employee Benefits
- Debt Service

Revenues

- In Lieu of Taxes -\$49,944
- Non Property Tax Distributions by County +\$50,000
- TV Cable Franchise Fees +\$50,000
- Building and Alteration Permits -\$65,000
- Recreation Charges -\$110,000
- Fines and Forfeited Bail -\$50,000
- State Aid – Per Capita -\$69,710

Unrestricted Fund Balance as a Percentage of Appropriations General Fund – Red Highway Fund - Yellow



Personal Services

\$12,184,423 – 43.2% of General Fund Appropriations

- White Collar Union – 2% increases per contract
- PBA & Blue Collar Union – contract unsettled
- Non-union Employees – no increases
- Reductions have also been made to department head requests for part-time employees

Equipment

Account Code	Description	Estimated Cost
1.1440.0200	Engineering Vehicle	\$45,000
1.1440.0200	Multi-Function Plotter (Lease & Supplies)	8,000
1.1621.0200	Video Surveillance Equipment	2,500
1.3120.0200	Patrol PC Mobile Data Terminals (5)	30,000
1.3120.0208	Police Interceptor Patrol SUVs (6)	220,000
1.3120.0209	AR-15 Rifles	10,000
1.3120.0211	Dispatch Equipment	5,000
1.3620.0200	Code Enforcement Vehicle	45,000
1.7110.0200	Buildings & Grounds Vehicles & Equipment	160,000
1.7140.0216	Annual Maintenance Recreation Software	6,000
1.7140.0216	ID Card Printer	3,000
1.8161.0200	Garbage & Recycling Totes (620)	31,000

Contractual Expenses

\$4,896,534 – 17.4% of total General Fund Appropriations

- Assessor's Department Professional Services -\$41,677
- Contracted Legal Services – Litigation +\$50,000
- Computer/Software Maintenance -\$43,000
- Erie County Chargebacks -\$70,746
- General Liability Insurance +\$94,550

Employee Benefits

\$8,436,984 – 29.9% of General Fund Appropriations

- New York State Retirement Systems
- Blue Collar and PBA Employee Benefits
- Workers' Compensation Insurance
- Hospital and Medical Insurance

Debt Service

\$2,112,172 – 7.5% of General Fund Appropriations

- Serial Bonds
- Bond Anticipation Note
- Energy Performance Contract I
- Energy Performance Contract II

Summary and Tax Rates 2021 Tentative Budget

	General Fund	Highway Fund	Combined
Total Appropriations	\$ 28,223,013	\$ 12,578,476	\$ 40,801,490
Total Estimated Revenues and Fund Balance	<u>12,184,832</u>	<u>1,678,336</u>	<u>13,863,168</u>
Amount to be Raised by Taxes	\$ <u>16,038,182</u>	\$ <u>10,900,140</u>	\$ <u>26,938,322</u>
Taxable Valuation	1,230,813,417	1,230,813,417	
Tax Rate for 2021	\$ <u>13.030555</u>	\$ <u>8.856046</u>	\$ <u>21.886601</u>
Tax Rate for 2020	\$ 12.842904	\$ 9.043699	\$ 21.886603
Dollar Increase/(Decrease)	0.18765	(0.18765)	(0.00000)
Percentage Increase/ (Decrease)	1.46%	-2.07%	0.00%