

AGENDA
TOWN OF NEW BALTIMORE, COUNTY OF GREENE
REGULAR TOWN BOARD MEETING

September 8, 2014

Please turn off all cell phones and electronic devices.

Pledge of Allegiance

Approval of Minutes

- August 11, 2014 Town Board Regular Meeting
- August 25, 2014 Town Board *Regular* Work Meeting

Public Comment Period

Correspondence

- Lifeline Discount Telephone Service Program
- Department of Agriculture and Markets Dog Control Officer Inspection Report

New Business

- Resolution to Authorize the Town of New Baltimore to Purchase Propane from Nolan Bottled Gas Company
- Update of Employee Handbook
- Audit of Claims

Upcoming Meetings

- September 10, 2014 Seniors Committee at 10 AM
- September 11, 2014 Planning Board Meeting at 7 PM
- September 22, 2014 Town Board Work Meeting at 7 PM
- September 24, 2014 Comprehensive Plan Committee at 7 PM
- October 1, 2014 Zoning Board of Appeals Meeting at 7:30 PM
- October 9, 2014 Planning Board Meeting at 7 PM
- October 13, 2014 Town Board Meeting at 7 PM

Public Comment Period/Community Events

Adjournment

****** Agenda Subject to Change******

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**Draft 9/15/14
Adopted 10/13 /14**

OPENING REGULAR TOWN BOARD MEETING

Supervisor Dellisanti called the meeting to order at 7:00 PM and the Pledge of Allegiance was said. Also attending: Deputy Supervisor Ruso, Councilwomen Benway and VanEtten, Councilman Norris, Town Clerk Barbara Finke, Deputy Town Clerk/Tax Collector Diane Jordan, and 9 members of the public who signed the attendance sheet.

Absent: Highway Superintendent Denis Jordan

Supervisor Dellisanti began by welcoming back Ralph Ambrosio, Esq., an Associate of Tal Rappleyea, and congratulating Chris and Mary Norris on their 30th Anniversary. He is spending it here tonight and we will have to see how that goes.

APPROVAL OF MINUTES

The August 11, 2014 Town Board Regular Meeting submitted by Town Clerk Barbara Finke, Moved by Supervisor Dellisanti and was seconded by Councilwoman Benway. The adoption of the foregoing Motion was duly put to a vote and the vote was as follows:

AYES: Dellisanti, Norris, Ruso, Benway, VanEtten

NAYS:

ABSTAINED:

ABSENT:

The August 25, 2014 Town Board Work Meeting submitted by the Town Clerk, Barbara Finke, Moved Supervisor Dellisanti and was seconded by Councilman Ruso. The adoption of the foregoing Motion was duly put to a vote and the vote was as follows:

AYES: Dellisanti, Norris, Ruso, VanEtten

NAYS:

ABSTAINED: Benway

ABSENT

Councilman Norris asked do we call them both Regular meetings?

Supervisor Dellisanti responded no it was supposed to be a Work Meeting, I knew somebody would catch that.

PUBLIC COMMENT PERIOD

None

CORRESPONDENCE

Letter from the State of New York Department of Public Service Regarding the Lifeline Discount Telephone Service Program, contact for more information (518)474-1788 or (518)408-1061

Supervisor Dellisanti asked Councilman Ruso to report on the New York State Department of Agriculture and Markets Dog Control Officer Inspection Report

Councilman Ruso explained we had an inspection by the Department of Agriculture and Markets of our Dog Control Officer which was completed on August 25, 2014. As the report indicates, the services were rated as "Satisfactory," which is pretty much the highest you can get. 1. Equipment is available for proper capture and holding Yes; 2. Dogs are held and transported safely Yes; 3. Equipment maintained in clean and sanitary condition Yes; 4. Veterinary care is provided when necessary Yes; 5. Dogs are euthanized humanely Yes; 6. Complete seizure and disposition records are maintained for all seized dogs Yes; 7. Dogs transferred for purposes of adoption in compliance with Article 7 Not Applicable; 8. Redemption period is observed before adoption, euthanasia, or transfer Yes; 9. Owners of identified dogs are properly notified Yes; 10 Redeemed dogs are licensed before release Not Applicable; and 11. Proper impoundment fees paid before dogs are released Fees are collected by the municipal clerks Not Applicable. I don't know why it says that, maybe we haven't had any.

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Supervisor Dellisanti responded that's very possible.

Councilman Ruso continued number of Dogs Seized since previous inspection 0. I don't know when the previous inspection was, is it annual?

Councilman Norris responded yes.

NEW BUSINESS

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

**RESOLUTION
SEPTEMBER 8, 2014**

**RESOLUTION TO AUTHORIZE THE TOWN OF NEW BALTIMORE TO
PURCHASE PROPANE FROM NOLAN BOTTLED GAS COMPANY**

WHEREAS, the Town Board hereby authorizes the purchase of Propane from Nolan Bottled Gas Company at the contract price offered by Greene County Resolution 245-14 at a fixed price of \$1.44 per gallon beginning September 1, 2014 through August 31, 2015.

Motion by Supervisor Dellisanti seconded by Councilwoman VanEtten

Supervisor Dellisanti explained I would like to make one comment, this is going to save us approximately 26 cents per gallon from the previous contract which is still a savings.

Councilman Norris asked is this a fixed price for one year?

Councilman Ruso added it's a good price

Supervisor Dellisanti advised yes, I would like to get that at my house. We piggybacked off the County contract so this is good.

AYES: Dellisanti, Ruso, Benway, Norris, VanEtten

NAYS:

ABSENT:

ABSTAIN:

Supervisor Dellisanti asked Councilman Ruso to give a quick update on the Employee Handbook.

Councilman Ruso began we had a meeting with the Town employees about the draft Handbook We got their input, they have some recommendations or suggestions or requests whichever way you want to put it. The Handbook is fairly close to being ready to be sent to the Attorney. The provisions that they ask for we have put in the body of the Handbook, the draft Handbook, and what we have done is we highlighted them so that it is noted that this requires a Town Board resolution and that the practices differ than what we have been doing. Now some of the places we did not highlight that are different than what we are doing were those that were required by federal or state law and we just put them in because regardless of what the employees want, or what we want, or the Town population wants, these are required by Town law, like description of COBRA benefits, FMLA and all those things. But the benefit levels are the ones of concern or conversation with the Town employees so they will be in there. Old resolutions are reflected in that, but where's its highlighted for action are where it is different. I sent actually a copy to all Town Board members this afternoon based upon the employees' input. When the Attorney gets done I can't say, a Town Board meeting sometime after the Attorney's review, it will come to us for our decision. I did promise the employees that when it comes to the Board, I will give them advance notice because they may want to be here and I recommend they come because their voices should be heard as well as anyone else's.

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Councilwoman Benway said I have one more question for you Jeff that I forgot to ask you. In the section with Conflict of Interest, why are we requiring employees to let us know if they have another job?

Councilman Ruso explained the conversation we had with the employees was if it impacts or interferes with the job that we ask them to do. If you take a person who in a snowstorm and has to plow, sorry I have to go to my part-time job. That would be, not that we want to restrict them from having these side jobs, but they need to understand that this is their primary job and they just can't go, that's the reason. It's not that they need our permission, but they need to tell us.

Councilwoman Benway questioned like if Marjorie decided suddenly she wanted to deliver flowers on the weekends, she doesn't work on the weekends, why would she have to tell us about that.

Councilman Ruso continued that wouldn't be of concern, only if it has the potential to interfere with the primary job.

Councilwoman Benway explained not that she's doing that, I don't want to get that rumor started. She's not doing that.

Councilman Ruso advised its only about interference with the job itself, like I said, 'I'm sorry I have to tend bar, I can't drive a plow tonight' and I know Denis would be very happy with that kind of notice, but on the other hand if he knew that somebody won't be available for a few hours because of their other job, he can make arrangements too. The most important one would be for the Highway Department, but he's the one who would need to make adjustments or changes and there has been a couple of cases where one person does some towing and communication is already there, 'I'll be there but I'll be a half-hour late' that kind of thing and everyone is good with that. It's just for information, communication is the main point.

Supervisor Dellisanti asked did you put the Ethics clause that Lisa was talking about in it?

Councilman Ruso replied yes and no. I decided to stick with the current typing of the Code of Ethics. We are going to attach it. I did put a.....

Supervisor Dellisanti added a sign-off.

Councilman Ruso continued a sign-off on the back, an acknowledgement form, that I have received it, but instead of putting it in the body of the Handbook itself, I am going to attach what currently exists to the back.

Councilwoman Benway stated like an appendix or addendum or whatever.

Supervisor Dellisanti pointed out they sign-off that they have it.

Councilman Ruso said yes, that's what that's for.

Councilwoman Benway added probably just as easy.

Councilman Norris said we had to change that because we had an audit by the Comptroller about six or seven years ago so we had to update that Ethics Policy to conform with the changes.

Councilman Ruso explained I don't feel like retyping what is already typed. It's all in a pdf and I'd have to type it all myself and I don't want to do that. It's like four pages.

Councilman Norris advised to copy and paste. I had questioned it before about the overtime and the Attorney is here so I would like him to interpret this also, This line here with the overtime, it says 'their workweek for full-time employees is set at 40 hours each week, they will receive one-half hour unpaid lunch each day. Starting with the 41st hour, overtime will be paid at a rate of 1.5 times the employee's hours.'

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Ralph Ambrosio, Esq. explained that's directly out of the Fair Labor Standards Act of 1938. Any amount of time that you work past 40 hours a week, you have to be paid time-and-a-half. The employer could do better than that and can grant a period of time off and pay for it, but typically you don't see that in the public sector. My understanding is that this has to do with a half-hour paid lunch.

Councilman Norris continued I'm talking about the interpretation, what I'm saying is to me it sounds, starting with the 41st hour. So if you work 40 hours and 59 minutes, that 59 minutes is not overtime because its starting with the 41st hour.

Ralph Ambrosio, Esq said I interpret that as anything over 40 hours, that's the language.

Councilman Norris said I like that terminology better, anything over 40 hours, to me that makes a lot of sense.

Councilman Ruso said we can change that.

Ralph Ambrosio, Esq added if you wish, sure. No, it doesn't mean you get a free hour.

Councilman Norris said I don't want it to be a free hour. Just the way I'm looking at it and I interpret it. That's the wrong interpretation that's what you are saying.

Ralph Ambrosio, Esq. advised yes, I sympathize with the person that wrote that because it does get complicated, so the overtime starts with the 41st hour that's true. But if you want it to say any amount of time, what are you paid in 15 minute increments?

Supervisor Dellisanti said no, we're not actually,

Diane Jordan said yes, it goes by minutes.

Ralph Ambrosio, Esq. advised typically 15 minutes, 40 hours and 15 minutes, that 15 minutes is paid, 1/4 hour, at time-and-a-half.

Councilman Ruso added we just have to make that absolutely clear.

Councilman Norris said that 1/4 hour would be the 41st hour, 1/4 of the 41st hour.

Ralph Ambrosio, Esq. said that language is okay, if you want to change it to..

Councilman Ruso pointed out I think its better to be clear and that way everybody knows so I think any time over 40 hours.

Councilman Norris said that's just the way I interpret it, but like I said if that boilerplate that's fine with me.

Supervisor Dellisanti explained that's what we used in all my contracts, that's why we used it.

Ralph Ambrosio, Esq. added I've seen it.

Councilman Ruso advised we don't by the way, just to throw in something, we do not go by the 15 minutes thing. I have timesheets that have right down to the minute, 26 hours and 18 minutes.

Ralph Ambrosio, Esq. said that's also ok, that's fine

Councilman Ruso continued it makes it complicated though it really does. My employer rounds it off to the nearest 15. You come in at 7:07 you are paid from 7; if you come in at 7:08 you are paid from 7:15.

Councilman Norris asked employee categories, where does the Town Board fit in these categories, or do we fit in?

Councilwoman VanEtten answered we don't

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Councilman Norris asked we aren't employees of the Town of New Baltimore because it says elected employees here.

Ralph Ambrozio, Esq. explained there are three exemptions to the Fair Labor Standards Act -- Administrative, Executive, and Professional. You would be considered Executive, legislators are Executive. You are getting inside baseball here.

Councilman Norris said I just wanted to get an interpretation.

Councilwoman Benway said I think there was one you sent out that said two full-time elected employees are Town Clerk and Highway

Councilman Ruso advised that is in there, Town elected officials, they don't get the time off benefits, but the health care benefits and of the like we've made that available to them, vacation time and accruals, they don't have that, but they do get health insurance or dental.

Councilman Norris said and the other question is the Email Policy and some of the other policies that you have in here, we worked on those in the last administration. Are these new, completely different or ones that we...

Councilman Ruso replied I have to tell you that I have not found anything that looks like an Email policy anywhere. I have looked, so it is new, if you have a copy of those, I'll compare it side by side, I'd be glad to. But I've looked for policies and that one was one that was I used some boilerplate policy from other places.

Councilman Norris asked I'm sorry, the Internet Policy?

Councilman Ruso explained the Internet Policy and Email Policy. I didn't find either of those anywhere.

Supervisor Dellisanti pointed out it wasn't in the Policy book.

Councilman Ruso continued it wasn't in any Policy book that I've come across and I have looked a bundle of times.

Councilman Norris asked did you look in the old Minutes?

Councilman Ruso answered yes I did, I looked in Minutes until midnight. Yes, I have looked. It doesn't mean it's not there, it's that I can't find it.

Councilwoman VanEtten added I couldn't find anything either.

Councilman Ruso clarified I mean you can email me with any of them because I did send you, well you got it, please email me because if there is something I forgot we can just add it.

Supervisor Dellisanti explained we didn't send it to Tal yet, we wanted everyone to take a look at it.

Councilman Ruso reported I did ask Tal for a rough idea of what his costs would be by the way.

Kevin Kemnah said Jeff, I just wondered, the other part about where you talked earlier last month or the month before about when they turn in vacation time, where the days are longer than eight hours and Friday its a shorter day, and they are turning in four and a half days versus five days, did that get straightened out? I was wondering.

Councilman Ruso answered what this Handbook provides is that one uses their benefit time in hourly increments so it's not, by the way one was using it before was by days so a 9 hour day is a day, well in this particular case, we are going to burn it up by hours which brings it down to your accumulation is in hours and your usage is in hours and its going to remain consistent. You are not going to use it by hours but accumulate in days. That way it all matches.

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Supervisor Dellisanti clarified you take off five days, you are being deducted 40 hours. That's how most units do it anyway.

Councilwoman Benway agreed it makes much more sense that way. Ellie looks confused.

Ellie Alfeld said Kevin reminded me there were some question, when we discussed this time off thing and everything, there was something said about taking time off for personal, doctors were different than medical. It was a different description of terminologies, would you clarify that please on how it is now determined to be time off.

Councilman Ruso answered in the Handbook, you accrue benefit time as you proceed through the year for vacation, sick time, and personal time; holidays happen as holidays happen. The Doctor Day provision is not in this Handbook. We can discuss whether we want to put it back in, but it's not in there, there was never a resolution in times gone by, again that can be found, that describes such an event. I'm not perfectly sure of how long that's been in existence, I don't think it's terribly long ago.

Ellie Alfeld commented I've never heard of anything like it before.

Councilman Ruso continued so most of the provisions are in keeping with the resolution done on July 10, 1990 and submitted by Bob Hallock in fact and I forget who the other Board members were. Most of what we have in there really springboards off of that with the exception of codes, but doctor days are not in this book, never was in the policies and I don't know how it happened.

Ann Marie Vadney asked do you want me to wait at the end to comment about this?

Supervisor Dellisanti asked are we on the Handbook or...

Ann Marie Vadney continued Handbook yes. I just have a bunch of questions, poor Jeff. I was wondering if the Handbook incorporated duties descriptions for each specific staff person and their titles.

Councilman Ruso responded no, those are job descriptions, this is not going to get into job descriptions.

Ann Marie Vadney replied I know there weren't any previously, are there and are we going to have those as well as performance evals because I'm assuming if there are not duties descriptions, there are not performance evaluations.

Supervisor Dellisanti explained that's all covered by Civil Service, the job descriptions, their titles, they all have that in Civil Service.

Ann Marie Vadney questioned so we have those because I remember I did a FOIL once and I got nothing back.

Supervisor Dellisanti pointed out Civil Service has all the job descriptions.

Ann Marie Vadney continued based on the finite resources we are having this year, the health insurance and the retirement, I've checked into the retirement, the local government may be a little bit different than state government retirement systems, do we have all that information because I've called OSC to get that if you don't have it to insure that its incorporated into whatever we are doing and how much, what percentage of...

Supervisor Dellisanti and Councilman Ruso asked what's your question, I'm not sure of your question?

Ann Marie Vadney answered the question is in our records in our Town, do we have in a file someplace, the information from OSC that accurately describes and defines the various tiers and the amount of the employee donation or contribution. If you do not, I have already requested from OSC that information because somewhere in this Handbook I would think that that might...

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Supervisor Dellisanti answered it depends on when you were hired, depends on what tier you are in.

Ann Marie Vadney said absolutely yes and it's also different, the local contribution is different than the state contributions so I don't know if we have that. If we don't, I've already requested it because I think that should be part, well I would recommend it be part, of our booklet.

Supervisor Dellisanti responded our bookkeepers have that information because I was talking to Bonnie and she has a formula they got from the New York State Retirement System for each one of our employees that are in the system. I don't know what the formula is, but our bookkeeper does have that.

Ann Marie Vadney added I think that is good, but I think employees should have the information available to them in this manual or have it someplace.

Councilman Ruso advised there is a little bit of a difference. The standards of the Town and the eligibility are separate and distinct than the eligibility standards for the state. Nevertheless we are required to follow a funding avenue that is set by the state. Plan 1 is eligible to take your retirement, how many years of service is determined by each individual municipality.

Ann Marie Vadney said as well as the Comptroller, who is determining the contribution, is it the state?

Councilman Ruso answered the state does that, the Comptroller.

Ann Marie Vadney and also when you were talking about people taking various days off etc., is there a section in the manual in regard to voluntary work reduction. Does the Town allow that because in many offices sometimes people request to work a 40 hour week in 4 days versus 5 days. I don't know if the Town Board or the Town even wants to have that, but sometimes that's a good option for people who have families or...

Councilman Ruso commented there was a bit of conversation that went along that line in our employee meeting. I think what we said at the time, and I'm not speaking of the entirety of the Board, if a group of employees want to make such a request it would have to come to the entirety of the Board for our concurrence. That's pretty much how we said it.

Councilwoman VanEtten advised I think it would be difficult for the Highway.

Councilman Ruso added certainly it has to be approved by the Department Head too in making sure that the details and needs of the job or that department are accomplished.

Ann Marie Vadney asked is that process identified in the Employee Handbook?

Councilman Ruso answered no it is not.

Ann Marie Vadney asked is it referenced?

Councilman Ruso said no.

Councilwoman VanEtten commented it would be difficult for the Highway crew because it depends on what project they are working on.

Ann Marie Vadney said I'm only bringing it up because it might just be advisable if the Town wants to promote that type of flexibility that it be referenced that it is available and maybe make a policy on it or something.

Councilman Ruso added let me come up with the language on that.

Councilwoman VanEtten advised we would only have one clerk who would be eligible for that, the rest of the clerks are all part-time and the Highway crew would be very difficult if they are in the middle of a project.

Supervisor Dellisanti clarified all of our clerks are part-time to begin with right now.

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Councilwoman Benway said Highway could really only do it during the summer.

Councilwoman VanEtten pointed out and if they are doing paving or something or are in the middle of a big project.

Ann Marie Vadney said I'm not here to say you should or you shouldn't, I'm just saying that if you are going to consider it, it should be referenced.

TOWN OF NEW BALTIMORE, COUNTY OF GREENE

RESOLUTION

RESOLUTION TO AUTHORIZE SUPERVISOR TO PAY AUDITED CLAIMS

WHEREAS the Town Clerk has presented claims to the Town Board for audit and review, and

WHEREAS the Town Board has audited claims 2014-09-01 to 2014-09-40, it is

REVOLVED that the Supervisor is hereby authorized to pay claims 2014-09-01 to 2014-09-40,

BE IT FURTHER RESOLVED that the Town Clerk will prepare an abstract and hold it for public review until September 30, 2014.

Motion by Supervisor Dellisanti seconded by Councilman Norris

Betty Kemnah asked can I ask a question now or...?

Supervisor Dellisanti asked are you asking a question on this Motion that we are making?

Betty Kemnah answered on your Audit of Claims yes. My question in regards to the Audit of Claims is there any way you can put a dollar amount and separate it between General and Highway? I means you say all these numbers all the time, but you never put a dollar amount to any of it. And I looked back at some other Town records all the way back to 1974 and they started doing it back then so I was just wondering if we could do it here in our Town.

Town Clerk Barbara Finke asked for the Abstract. They are all separated on the Abstract. If you come into the office....

Councilwoman VanEtten explained they are separated.

Betty Kemnah said you can't report it to the public?

Councilman Norris responded that is for the public, that's why it's held for 30 days.

Supervisor Dellisanti added that's what it's for.

Councilwoman VanEtten said for review in the Town Clerk's office.

Betty Kemnah said it can't be put right in the Minutes.

Councilwoman VanEtten pointed out you can come in anytime and look it over.

Ralph Ambrosio Esq. typically its left in an open position or place you can get to and its available for public inspection and maybe you just didn't know that, but...

Betty Kemnah answered I realize that, but I've seen other towns where they've actually categorized it by General and Highway budget and put a dollar amount right to it.

Councilwoman VanEtten commented they are all separated.

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Councilman Ruso explained but she's talking about on the actual Agenda or somewhere like that.

Betty Kemnah said Nick is saying that there's numbers from 2014-09-01 to 2014-09-40,

Town Clerk Barbara Finke explained right, each bill is assigned a number. Also on the Abstract, if you look at the Abstract, it states what fund it comes out of. This is the code, this is the amount.

Betty Kemnah said okay, down here there's a dollar amount

Town Clerk Barbara Finke said that's a bill.

Betty Kemnah continued well I'm just saying if you were to add this, that would all be General and there would be a dollar amount that would be attached.

Town Clerk Barbara Finke explained and that's when we send those to the bookkeeper with the bills, she sends this back with check numbers, how much it is, plus all totals at the bottom and that's what you can come back and look at until September 30th.

Betty Kemnah said but there's no way the Town can actually report it to the people and the public, a dollar amount.

Councilman Ruso commented there is a subtle problem and any one of us or a group of us can identify when we look at the bills, and we do it before the meeting, some of us get here later, some days I've been right here at the last minute, if we find a problem with one bill, and that's in the tally that we had, then we have to pull that aside and change the Abstract and the value at the bottom of the page may change one way or the other, so I think that is the only thing that happens sometimes on Monday afternoon or Monday evening, the tally is going to change. So if you put it right on the resolution, the problem with that being on the resolution, we have to cross it out or do something differently.

Councilwoman VanEtten added at the last minute.

Councilman Ruso explained I know Chris has spotted something, I have, different people have.

Councilwoman VanEtten said I've pulled a lot of vouchers.

Councilman Ruso continued so that's the problem, if we have a resolution to pay \$8,200 but we just kicked something back and its only \$7,900, then our resolution has got to be amended as well. That's the only complicating factor I can think of.

Betty Kemnah asked is it because we don't have our own bookkeeper here that we send it out, is that maybe what the difference is in some of the towns?

Councilman Ruso added that is a big difference, we aren't big enough to have a full time bookkeeper.

Betty Kemnah replied thank you.

Ralph Ambrosio, Esq. explained any amendment to a resolution would have to occur in an open meeting, that is a huge process you would have to go through.

Betty Kemnah said okay thank you very much.

AYES: Dellisanti, Ruso, Benway, Norris, VanEtten

NAYS:

ABSENT:

ABSTAIN:

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UPCOMING MEETINGS

- September 10, 2014 Seniors Committee at 10 AM
- September 11, 2014 Planning Board Meeting at 7 PM
- September 22, 2014 Town Board Work Meeting at 7 PM
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PUBLIC COMMENT

Ellie Alfeld reported we did have the Senior Expo at the Town Hall. The Alzheimer's Association was represented, Public Health was represented, Department for the Aged was represented, and the YMCA. We had a total of 19 people show up and I think things went nicely.

Councilman Ruso wanted to discuss something about upcoming dates. It's everyone's favorite time of the year, budget season, we have to put together a budget. I want to discuss briefly the timeframes. I know that Lisa and Chris have been through this before a bundle of times, so let me just speak of it. OSC recommends that budget estimate sheets are sent out to Department Heads by September 1st, which we have done. They recommend the estimates come back by September 20, however that is a Saturday. I've asked for them to get it by the 12th, but that isn't going to be that important if it comes a little bit later. I know we have met with Denis already, which is a substantial portion of our budget. The filing deadline for the Tentative Budget to the Town Clerk is September 30th and the Town Clerk then has to submit the Tentative Budget to the Town Board with a deadline of October 5th which is a Sunday, so I guess we will have to do that by the 3rd of October.

Supervisor Dellisanti asked and submit it to the Board?

Councilman Ruso advised that's what it says. The next regularly scheduled meeting that we have is October 13th. I guess that's when we are going to start discussing this in this forum and we have to come up with a Preliminary Budget and then we have to have a Public Hearing on the budget and they suggested the earliest date or the typical date is the Thursday following Election Day. In this case it is the 6th of November and the budget must be adopted by November 20. We do have a meeting on November 10th so I just want to make sure everybody, especially for us who are new on this Board, get in the swing of things.

Councilman Norris said those are the deadlines, but normally we do things a little earlier.

Councilman Ruso said try to get them earlier.

Supervisor Dellisanti advised we are trying to do November 10th instead of the November 20th Board Meeting.

Councilman Ruso added instead of calling a Special Board Meeting, unless you want to have another meeting.

Councilman Norris said that's what I was about to ask, does the Supervisor plan on having any budget workshops, we've had that in the past?

Supervisor Dellisanti commented I haven't discussed that, how many workshops did you have?

Councilman Norris answered at least one, sometimes two.

Town Clerk Finke said it was one.

Councilman Ruso added usually in the middle of the process, somewhere like in the end of September, it seems to me, I'm just going by recollection, or early October.

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COUNTY OF GREENE
REGULAR TOWN BOARD MEETING
September 8, 2014 – Page 11**

**Draft 9/15/14
Adopted 10/13/14**

Supervisor Dellisanti pointed out I'm not opposed to that.

Councilman Norris said no we had them earlier than that, we had them around this time of year or even summertime, maybe around this time.

Supervisor Dellisanti reported I'm not opposed to that at all.

Councilwoman VanEtten said sounds like a good idea.

Councilman Ruso suggested let's come up with dates that we can do such a thing.

Supervisor Dellisanti asked do you want to submit a couple of dates when you are available and we will see when we are available and try to get us all together at an open meeting and we will announce it?

Councilman Ruso commented I know what dates I won't be available.

On a motion by Councilwoman Benway seconded by Councilwoman VanEtten, the meeting adjourned at 7:34 PM.

AYES: Dellisanti, Ruso, Benway, Norris, VanEtten

NAYS:

ABSENT:

ABSTAIN:

Respectfully Submitted,

Barbara M. Finke
Town Clerk