

**Minutes for a Ticonderoga 2025 Budget Workshop with any Other Lawful Business
commencing at 8:00 a.m. on August 14, 2024**

Present: Mark A. Wright, Supervisor
Dave Woods, Councilman
Joyce Cooper, Councilwoman
Tom Thatcher, Councilman
Heath Towne, Councilman
Tonya M. Thompson, Town Clerk

Others: Rebecca Norton and Amy Beeman from the Finance Department

Supervisor Wright opened the meeting and the board worked through the agenda with resolutions of other business at the end.

**AGENDA
2025 Budget Working Group
And Other Lawful Business**

Workshop #1: 08/14/2024 0800-1100
Workshop #2: 08/28/2024 0800-1100
Workshop #3: 09/05/2024 1300-1500
Workshop #4: 09/10/2024 0800-1100
Workshop #5: 09/13/2024 0800-1100
Workshop #6: 09/19/2024 1300-1500
Workshop #7: 10/17/2024 1300-1500
Workshop #8: 10/25/2024 0800-1000

Budget Workshop #1 (08/14/2024)

- **General Comments**
 - Board did a great job in 2024 cutting over \$600K from budget and using carryover.
 - No carryover recommended for 2025. Must build fund balance after using some to reduce taxes.
 - Healthy fund balance critical to funding capital projects & unplanned, emergency situations.
 - No wage freezes recommended. Did this for 2 straight years.
 - Town Board has acted as good stewards of taxpayer monies in attempting to reduce and control costs within its control.
- **Challenges with 2025 budget.**
 - Consolidated Water District & Related Changes – impacted many budget sheets.
 - Zeroed out old water district expenses/revenues. Combined in consolidated district.
 - Only SW09 debt is carried separately.
 - Created new budget sheets to accommodate the consolidation going forward.
 - Insurance increases – actual numbers unknown. Will require consultant aid in cost sheets.
 - Addition of an Ambulance District.
 - Cost is part of town’s tax levy limit.
 - CGR estimates: \$817,640 expenses and \$470,500 revenue.
 - Includes a capital reserve for the Ambulance District (\$50,000 each year).
 - This will immediately put us over the tax cap for 2025.
 - We will need accounting codes/name for district & revenue sheets.
 - DISCUSSION: Permissive Referendum vs. Board submit to a vote.
 - Timelines are short as shown by CGR.
 - Ti EMS petition process resulted in no positive results and loss of 8 months in 2023.
 - Town Board began ambulance district process in Sept 2023.
 - 2024 reval to 100% changed property values for MPR.
 - Getting more information from town attorney.

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- Adopt resolution submitting matter to a vote without a petition for permissive referendum being filed.
- Resolution for form a district subject to 30-day waiting period whereby notice of adoption of resolution must be published in newspaper, posted, etc.
- Upon 30 days if no petition is filed, no permissive referendum occurs.
- Danger: Budget could include district but not knowing if district is approved.
- **Budget Requests**
 - Requests sent to Departments 8/12. Due 8/19.
 - Partner organizations have been requested to provide budget requests - also due 8/19.
 - Heath: I would like budget from Ti Seniors by 8/19/24.
- **Wages/Stipends/etc.**
 - No freezes for 2025.
 - Elected and non-union staff: +3%.
 - Average cost of living increase: 3%-5%.
 - Last year: 4% to make up for 2% in 2023.
 - Min. wage increases from \$15.00 to NYS mandated 2025 level of \$15.50.
 - CSEA wage increases approved through contract: +3% Hwy & Water/WW & PD.
 - Hwy clothing allowance per contract in 2025 moves from \$800 to \$1000.
 - Stipends: maintain at current values. Raised in 2023/24. Should be good for a few years.
 - Health Officer Stipend - \$1352.
 - Deputy Highway stipend - \$5304.
 - Mechanic stipend - \$3183.
 - Planning & Zoning Clerk stipend - \$5720.
 - Town Historian salary - \$1820.
 - Cemetery Sexton salary - \$7772.
 - Lifeguard salary. Do we want to make more competitive? What are other town rates?
 - Verify Youth Program hours (Town EE Benefits).
- **Code Enforcement Budget A3620.** [Will invite Codes in at a later date]
 - Salary discussion given recent position updates.
 - Staff passed exam for Building Inspector III.
 - Move from Building Inspector I to Building Inspector III Trainee in salary.
 - Building Inspector I never existed in the County.
 - Discussion: Clothing allowance? Credentials and vehicle marking more important.
- **Town Board Budget A1010.**
- **Supervisor Budget A1220.**
- **Municipal Court Budget A1100 - 1st Look.** [Will invite Court in at a later date]
 - Desk audit conducted by County. This does not drive the salary, only job title.
 - Overtime is becoming a concern. Total hours for 2024 to date vs. budgeted?
- **Finance Budget A1310/A1370.**
- **Dog Control Budget A3510.**
 - Keep 2024 salary range w/out increase given new staff and \$2K raise in 2024 by eliminating ACO.
- **Community Beautification A8510.**
 - Parks/Recs department– Moved to Highway in 2024.
 - Better reporting chain & eliminating duplication of equipment purchases.
 - What are the remaining actions if any?

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- Staff remained in General Fund.
- What about equipment?
- **A Capital Reserves.**
- **Miscellaneous**
 - Do we create a PT ice rink position?
 - Other?

RESOLUTION to accept and execute FAA Grant Agreement 4B6-EAG-3-36-0196-033-2024 for airport apron expansion.

RESOLUTION authorizing the execution of a Consultant Agreement (lump sum fee) for Airport Engineering Design for Ticonderoga Municipal Airport (4B6) Apron Expansion (Phase 1) Project – Design in the amount of \$147,727.00.

DISCUSSION: Current hangar lease has expired. New rate?

Resolutions for Consideration

Resolution #382-2024 brought by Tom Thatcher, seconded by Heath Towne to accept and execute FAA Grant Agreement 4B6-EAG-3-36-0196-033-2024. **All in Favor** Mark Wright – Aye, Dave Woods – Aye, Joyce Cooper – Aye, Tom Thatcher – Aye, Heath Towne – Aye. **Opposed** – none. **Carried.**

Resolution #383-2024 brought by Tom Thatcher, seconded by Heath Towne authorizing the execution of a Consultant Agreement (lump sum fee) for Airport Engineering Design for Ticonderoga Municipal Airport (4B6) Apron Expansion (Phase 1) Project – Design in the amount of \$147,727.00. **All in Favor** Mark Wright – Aye, Dave Woods – Aye, Joyce Cooper – Aye, Tom Thatcher – Aye, Heath Towne – Aye. **Opposed** – none. **Carried.**

Resolution #384-2024 brought by Tom Thatcher, seconded by Heath Towne to Amend Resolution #32-2024 a Public Interest Order in the Matter of the Proposed Joint Increase and Improvement of the Facilities of Sewer Districts Nos. 2-9, 11 and 12 in the Town of Ticonderoga. **All in Favor** Mark Wright – Aye, Dave Woods – Aye, Joyce Cooper – Aye, Tom Thatcher – Aye, Heath Towne – Aye. **Opposed** – none. **Carried.**

In the Matter of the Proposed Joint Increase and Improvement of the Facilities of Sewer Districts Nos. 2 through 9, 11 and 12 in the Town of Ticonderoga, Essex County, New York	Resolution # 384-2024 PUBLIC INTEREST ORDER
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WHEREAS, the Town Board of the Town of Ticonderoga, Essex County, New York, has duly caused to be prepared a map, plan and report including an estimate of cost, pursuant to Section 202-b of the

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Town Law, relating to the proposed joint increase and improvement of the facilities of Sewer Districts Nos. 2 through 9, 11 and 12 (together, the "Districts; each a "Sewer District" or "District"), in the Town of Ticonderoga, Essex County, New York, consisting of the installation of water meters, including original furnishings, equipment, machinery, apparatus, appurtenances and incidental improvements and expenses in connection therewith, and

WHEREAS, at a meeting of said Town Board duly called and held on June 27, 2024, an Order was duly adopted by it and entered in the minutes specifying said Town Board would hold a public hearing on July 25, 2024, which public hearing was opened, tabled and reopened on August 8, 2024 at 6:00 P.M. to consider the proposed joint improvement of the facilities of Sewer District Nos. 2-9, 11 and 12 in said Town, with the cost allocable to each District based upon an equation as hereinafter described, and to hear all persons interested in the subject thereof concerning the same at the Town Hall, in Ticonderoga, New York, in said Town; and

WHEREAS, it is anticipated at this time that the apportionment of such cost between the following Districts shall be based on an equation, the numerator of which shall be the equivalent dwelling units ("EDUs") for the particular district and the denominator of which shall be the total EDUs for all of the following Districts with the current EDUs, subject to change in the future, as follows: Sewer District No. 2 (Park Avenue) (79.50 EDUs), Sewer District No. 3 (Alexandria Avenue) (54.00 EDUs), Sewer District No. 4 (Homelands) (28.20 EDUs), Sewer District No. 5 (Village) (1464.01 EDUs), Sewer District No. 6 (Commerce Park) (110.20 EDUs), Sewer District No. 7 (Delano Point) (27.10 EDUs), Sewer District No. 8 (Baldwin Road) (41.50 EDUs), Sewer District No. 9 (Black Point Road/Outside) (245.45 EDUs), Sewer District No. 11 (Routes 9N and 74) (36.25 EDUs), and Sewer District No. 12 (Hague Road) (14.40 EDUs) and

WHEREAS, notice of said public hearing was duly published and posted as required by law; and

WHEREAS, a public hearing was duly held at the time and place set forth in said notice, at which all persons desiring to be heard will be duly heard; and

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WHEREAS, said capital project has been determined to be a Type I Action pursuant to the regulations of the New York State Department of Environmental Conservation promulgated pursuant to the State Environmental Quality Review Act, which, it has been determined, the implementation of such capital project, as proposed, will not result in any significant environmental impacts; NOW, THEREFORE, BE IT

ORDERED, by the Town Board of the Town of Ticonderoga, Essex County, New York, as follows:

Section 1. It is hereby found and determined that it is in the public interest to make the joint increase and improvement of the facilities of Sewer Districts Nos. 2 through 9, 11 and 12, in the Town of Ticonderoga, Essex County, New York, consisting of the installation of water meters, including original furnishings, equipment, machinery, apparatus, appurtenances and incidental improvements and expenses in connection therewith, at a maximum estimated cost of \$3,200,000, allocated amongst said Sewer Districts as described at said public hearing and as hereinabove provided.

Section 2. This Order shall take effect immediately.

Resolution #385-2024 brought by Mark Wright, seconded by Dave Woods to set the employees Standard Work Day, for elected official James O'Bryan, per NYS Retirement. **All in Favor** Mark Wright – Aye, Dave Woods – Aye, Joyce Cooper – Aye, Tom Thatcher – Aye, Heath Towne – Aye. **Opposed** – none. **Carried.**

Discussion was held on the airport hanger lease agreement that has run out this year. More discussion will be held.

Meeting adjourned at 10:40 a.m.

Respectfully submitted, Tonya M. Thompson, Town Clerk