

SPECIAL MEETING  
OF THE BOARD OF TRUSTEES  
OF THE VILLAGE OF HIGHLAND FALLS  
February 24, 2018

A special meeting of the Board of Trustees of the Village of Highland Falls was held in Village Hall, 303 Main Street, Highland Falls, New York on February 24, 2018.

The purpose of the meeting was to hold the first budget workshop for FY 2018-2019.

The meeting was called to order by Mayor D'Onofrio at 9:30A.M.

Members present were:

Mayor Joseph E. D'Onofrio  
Trustee Brian Aylward  
Trustee Barbara Murphy

Members absent were:

Trustee Mervin R. Livsey, Jr  
Trustee James Ramus

Also present were:

Village Clerk, Regina M. Taylor  
Village Treasurer, Ralph J. Walters  
Police Chief Kenneth Scott

Treasurer Walters opened with remarks to the Village Board that the requested document they have before them was put together before he had a chance to calculate the Village's allowable amount to be raised under the tax cap and used basically the same amount as the current budget. The Treasurer commented that he has since had the opportunity to calculate how much the Village will be able to raise under the tax cap and it is approximately \$70,000.00 more than shows in the requested budget.

Treasurer Walters commented that the Police Chief prepared the salary schedule for his departments based on contractual obligations and commented that he saw his budget to be reasonable at this time. Treasurer Walters had Chief Scott present his budgets.

Police Chief Kenneth Scott presented the requested budget for all Police Operations, to include Police, Communications, On Street Parking and Traffic Control. Chief Scott commented that the Communications budget and Police budget are increased \$14,100.00 each due to the loss of the Entergy Grant and that the County may have a solution for us, however, it is not known when. Chief Scott pointed out that the Communication budget includes the salary cost for three full time dispatchers and one traffic control officer. Chief Scott pointed out that the On Street Parking budget includes the salary for one Traffic Enforcement Officer.

Treasurer Walters reported that the Chief prepares the salary schedule but he, the Treasurer, prepares the benefits to include health insurance, retirement, social security and medicare to include all employees. Treasurer Walters reported he was keeping the revenue lines associated with Police, i.e, meter collection & fines and forfeited bail the same as the current budget.

Mayor D'Onofrio asked for the Board and Treasurer to consider putting a percentage of the meter collection aside for beautification. The Treasurer responded that this would be discussed further into the workshop schedule when revenues are discussed.

Treasurer Walters reported that he was not putting anything into the Police Vehicle Reserve as two vehicles were leased in this current year and instead he is putting \$25,000.00 into Police Equipment for the payment due on the leased vehicles in the new budget year.

The Treasurer commented that the Police budget is in a comfortable area while coming back to full time dispatching and Police staffing.

Treasurer Walters gave the Board a rundown on the General Fund lines. The Treasurer reported that he has included 2% increase for the Mayor and Trustees and non-union employees. The Treasurer reported that he used 2% in his calculations for benefits as he understands negotiations for the DPW and Police are continuing. The Treasurer commented that social security and medicare are based on the salary lines and reimbursement of retirees medicare costs.

Treasurer Walters explained that the reserve funds are now at the end of the General Fund budget. The Treasurer reported that the Fire Chief recommended no reserve for equipment this budget year as they used the reserve funds in the current year for the SCBA project. The Treasurer reported that the Fire Chief did request \$20,000 additional for the Truck Reserve for a total of \$50,000.

Treasurer Walters reported that the big item of change in the General Fund requested budget is new computer software requested by the Village Clerk at the cost of \$60,000. The Village Clerk explained that our current software vendor is not providing the level of service that they had in the past because they have merged with another company. The Village Clerk explained that the company we are interested in will be coming next month for a demo and they have all the software applications we currently use.

Trustee Murphy motioned to enter executive session to discuss personnel and contract negotiations. The motion was seconded by Trustee Aylward and unanimously carried.

The Board entered executive session at 11:00A.M.

Trustee Murphy motioned out of executive session. The motion was seconded by Trustee Aylward and unanimously carried. No action was taken.

The Special meeting reconvened at 11:30A.M.

Trustee Aylward made a motion to adjourn. The motion was seconded by Trustee Murphy and unanimously carried.

The meeting closed at 11:30A.M.

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Regina M. Taylor, Village Clerk