**BUDGET WORKSHOP**

**BAINBRIDGE TOWN BOARD**

**SEPTEMBER 3Oth, 2019**

Present: Deborah Hromada Councilwoman

 Bob Evans Councilman

 Jennifer Sienko Councilwoman

 Kelly Hromada-Johnson Councilwoman

 Gary Richman Highway Superintendent

Recording Secretary: Aric McKown Town Clerk

Absent: Dolores Nabinger Supervisor

Councilwoman Sienko called the Budget Meeting to order at 5:05PM.

The town board reviewed the proposed 2020 budget to prepare questions for Bookkeeper Sherman.

Councilwoman Hromada brought up the difference between the balance sheet and the budget comparison, and the funds that are available. The town board held conversation about having a start income for all funds and transfers that took place.

Councilman Evans presented questions regarding the NYS grant money and whether or not the expenses for which the grant money is being used for is reflected in the balance sheets. The town board talked about monies that would be received from the NYS grant, and if those monies could be used towards the start incomes in the proposed budget.

Evans also asked questions about the Diversion Program, when those monies would be received and how they get reflected in the budget. He inquired on the additional monies from State Aid and the Youth Program and when they'd be received.

Town Clerk McKown mentioned that Bookkeeper Sherman had issued a payroll check for Faline Ward, but not for Richard Koppenaal, and both Ward and Koppenaal have been working the same times and hours since the end of August.

Councilwoman Hromada stated that they both should have received a paycheck for their time.

McKown brought up the Tax Reconciliation line that still had not been added to the budget, and claimed Bookkeeper Sherman did not understand how this line could just be added.

Councilwoman Hromada offered an explanation how this would be done.

Councilman Evans suggested adding a separate lines for computer and website maintenance.

**Guest:** Bookkeeper Theresa Sherman

Bookkeeper Theresa Sherman and the town board, fielded questions from each other pertaining to the proposed 2020 budget and financial reports.

Sherman brought up the issue of paying both Mr. Koppenaal and Mrs. Ward out of the Assessor's contractual, because doing that would cause that contractual to go over what was budgeted.

Councilwoman Hromada stated we should pay both Mr. Koppenaal and Mrs. Ward.

Bookkeeper Sherman informed the board that she relies on her copy of the town board meeting minutes to know what's going on with the town and financial transactions. She commented on the problem with the credit card machine and the difficulties with tracking those financial transactions, based on when credit card monies are put in the town's accounts.

Sherman expressed her gratitude for coordinating this time to meet with her, to get things worked out. She explained to the board her role in the handling of the town's accounting.

Councilwoman Johnson asked questions regarding the Diversion Program, and where it gets reflected in the budget. Sherman stated she wasn't sure what that was, and Councilwoman Hromada offered an explanation.

Councilwoman Hromada inquired on where the monies would be taken from, to cover the costs of town hall renovations. Sherman stated those monies would be taken from the Buildings Capital & Equipment line out of the A Fund.

The town board and Sherman held conversation about finding the town's inventory report before doing the annual report.

Councilman Evans wondered how the town could use the expected monies coming in from the NYS grant, to put towards the start incomes for the 2020 budget.

The town board held conversation about moving forward in the budget process, without accounting for the expected monies from the NYS grant. They concluded to put $100,000.00 in the Capital Projects line under State Aid, and the $35,392.00 into the Buildings Capital & Equipment line.

The town board discussed with Bookkeeper Sherman how they would rectify the tax discrepancy from this year. Sherman advised the board that she would need a statement from Town Clerk McKown showing the break down of the monies that 'should have' been paid towards interest and penalties, and what was 'actually' paid towards interest and penalties, with exact amounts. McKown confirmed he would get this taken care of.

The town board brought up certain monetary transfers from our Reserves, and how they're not seeing this as being done. Sherman asked the board on how they would like to see this reflected, and then reaffirmed with the board that these transfers have been done, but that it needs to be shown on the budget sheet.

Bookkeeper Sherman offered an explanation to the town board on the process she goes through when she prepares these financial reports.

Both the town board and Bookkeeper Sherman talked about the issues with the start up balances, creating a budget line item for website maintenance, reducing the amount and the modification of line items in the DB fund. The town board brought up the importance of having Highway Superintendent Richman get his CHIPS paperwork filed.

Bookkeeper Sherman talked about the town's claims for unemployment and disability. She had a discussion with the town board on the complexities with these claims, and noted that the town should not hire back Melissa Bockhorn to clean the bathrooms at Clinton Park during the regatta weekend, because Ms. Bockhorn is collecting unemployment after that weekend. The town board shared stories of the unemployment claims they've had in the past.

Sherman reminded Town Clerk McKown to get the 2020 NYS Retirement Estimates to her so that they could be paid early.

The town board continued reviewing the proposed budget with Bookkeeper Sherman, the budget summaries page of the budget, and keeping the lines of communication open with Sherman to make sure everyone stays informed.

Sherman and the town board talked about the Diversion Program money and when that money comes in. They discussed the expenses for Clinton Park and the Pool, and the increasing wages for lifeguards for next year.

The town board suggested increasing the contractual amounts for the Clinton Park and the Pool, and asked Bookkeeper Sherman for a spreadsheet showing the breakdown for the expenses and wages for the Pool and Clinton Park.

The town board continued going over the proposed 2020 budget with Bookkeeper Sherman, discussing start income balances, payments to the NYS Retirement, and a lack of funds, due to the NYS grant that has not been received.

The town board agreed to a start income in the DA Fund of $20,000.00 and $100,000.00 in the DB Fund.

Motion to Adjourn @ 7:40PM.

Respectively Submitted,

Aric McKown

Town Clerk