

Parma Town Board Workshop held on Tuesday, June 5, 2018 at the
Parma Town Hall, 1300 Hilton Parma Corners Road, Hilton, New York

ATTENDANCE

Supervisor	Jack Barton
Councilperson	Gary Comardo
Councilperson	James Roose
Councilperson	Blake Keller
Councilperson	Linda Judd
Town Clerk	Carrie Webster

OTHERS IN ATTENDANCE

Mary Gavigan, Finance Director

CALL TO ORDER

Supervisor Barton called the meeting to order at 6:30 p.m. and lead those present in the Pledge of Allegiance to the Flag, followed by a moment of silence. Emergency exit procedures were noted.

Supervisor Barton explained that he has wanted to do this in order to talk about the budget and future planning for the Town.

Mary Gavigan went over the different funds as follows:

General (Town and Village)	A Fund
Part Town	B Fund
Highway Townwide	DA Fund
Highway Part – Town	DB Fund
Library	L Fund
Townwide Drainage (not Village)	SD Fund
Special Districts- Sewer/Lighting	

Appropriations mean expenditures. Estimated Revenue is revenue from things like Recreation and revenue from mortgage tax.

She handed out a Fund Balance Sheet and went over it with the Board.

You can transfer only from: A Fund to DA Fund and
B Fund to DB Fund. This is because of the two different tax rates.

She gave an overview of a Balance Sheet that tracks what each Department has in each of their budget lines.

There was discussion about a having a 5 Year Capital Plan in place so that any money the Town has in a reserve account can be used to maintain the buildings and we can show why we have the money. The Capital Plan will be available to the public and there will be a public hearing about the Plan. The Board would be able to expend the money from that account as needed. We might want to have our

reserve accounts be more general that way if there is a possibility for grant money than that money could be used for something else instead of it being identified for a particular purchase.

There was discussion about the Budget Process. The process begins with each Department receiving a spreadsheet that gives the amounts budgeted in the past five years to review. Each Department Head meets with the Supervisor and Finance Director to review the numbers and discuss if there are any changes that need to be made. At this point any capital improvements or Department needs are discussed.

In the packet for the Board was a spreadsheet that Mary has in her office for insurance purposes detailing all of the Town Buildings, when they were built, square footage and the cost to build. From the Spreadsheet you can see that all of the Town Buildings are old.

There was discussion about how much Budgeting experience should a Department Head have when hiring. It was felt that it is not that hard of a process since the system is already set up and that it was not overly important to have a lot of experience with that.

Matters for the next Board Meeting.

Supervisor Barton relayed to the Board that Chatfield Engineers is merging with MRB Group and at the next meeting they will have to authorize him to sign the Agreement with them to transfer the Contracts.

The company that was awarded the Property Maintenance Contract is still working on things and has not been able to cut any properties yet.

The Court Attendants are looking to advertise to hire another Court Attendant to replace one that has left.

Supervisor Barton would like to schedule a tour for the Town Board at the Community Center.

Supervisor Barton gave an update on the possible purchase of land for a new library. He has spoken to the attorney about this and was advised that to get all of the steps done correctly they will not be able to move that quick to get it done by this election cycle.

The Board will have to hold a Special Meeting to review and vote on bids to put a top coat of soil on the football field.

There was no further business before the Town Board, Councilperson Judd made a motion to adjourn the meeting at 8:05 p.m., seconded by Councilperson Roose and all were in favor.

Respectfully submitted,



Carrie Webster
Parma Town Clerk