

Finance & General Government Committee Meeting

June 14, 2022

Members: Jaime Puccioni (Chair), Jessica Brennan, John Della Ratta, William McPartlon, Jason Moskowitz, Beth Greenwood, Alaina Finan, Michele Martinelli, Seth Goldstein, Diane Percy, Eric Amberger

Also in attendance: Janet Wynne, Jordan Kochan, Ray Smith, Laura Robertson

Councilmember McPartlon made a motion to approve the minutes of the May 10th, 2022 meeting. Seconded by Councilmember Brennan. The motion passed.

1) Items for Action

- a) **A discussion regarding certain budgetary modifications** - Comptroller Greenwood indicated that there was likely to be a few more budget modifications by the end of the month.
- b) **A resolution to amend Resolution 2022-11 authorizing the Supervisor to enter into a utility credit purchase renewal agreement** - The Comptroller explained that right after the Supervisor signed the agreement, the distributor had been changed and this is being reflected in the new contract.
- c) **A resolution for the Supervisor to sign the Pollution Insurance renewal proposal** – Comptroller Greenwood explained this was an annual renewal and what the policy covered.
- d) **A resolution authorizing an adjustment to expenditures (increase of \$26,371.99) from highway fund balance** - Beth explained that this is to reflect the increase in cost as discussed in the Highway Committee.
- e) **A resolution appropriating residual funds from completed capital projects for use toward like purchases** - The Comptroller said that the General and Highway Funds were done and that Water & Sewer Districts were in process. She explained that this had been discussed during the Bonding process and that these were funds left over from previous bonds and could be used for like projects, reducing current borrowing.
- f) **A resolution authorizing a SNAP Policy in support of the Niskayuna Farmer's Market** – Beth explained that this would allow the Town to server as Administrator for the Farmer's Market to be able to accept SNAP. She elaborated on the policy, how it would work and how the Town would administer the program. She confirmed that she would be the Town representative and that she was volunteering her time and there would be no cost to the Town.
- g) **A resolution adding the position of Paralegal to the Town** – The Comptroller said this conversation had been started with the Supervisor and Town Attorney as we start to approach the 2023 budget process. She felt it would be beneficial to add the position so it can be discussed during the budget process. It is the hope that this position would save hiring expensive outside counsel. Attorney Finan supports the position, stating it would be beneficial to her currently understaffed department. There was a brief discussion as to whether a Legal Secretary would meet the requirements. Alaina stated that what she is most in need of would be a Paralegal. The Comptroller verified that this was not for this year, but rather to allow for funding discussions for the 2023 budget.
- h) **A resolution to extend the grant writer's contract through 01JUL22** - Comptroller Greenwood indicated that the current contract had expired and that the grant writer was still working on the COPS grant. This would allow for the grant to be finished and for the Town to pay for her time.
- i) **A discussion regarding establishing Reserves for General and Highway funds** - Beth said that the Town has a policy that establishes when excess fund balance should be moved to Reserves. She noted that the General Fund did not have the excess yet, but the Highway Fund does and the Reserve Funds have not yet been established. She recommends that it be established as a Capital Reserve. Doing so would allow for large purchases down the road, such as for equipment, reducing the need for bonding.

- j) **A discussion regarding cloud hosted e-mail services** – Systems Administrator Seth Goldstein explained that the Town hosts its own email and that it is advisable to move to a cloud based service. He stated that our current email was reaching end of life and that were fees and costs associated with upgrading it. We also host our own FOIL program and SPAM blocker. He discussed current and future costs of the existing services as well as the quotes he has received for Microsoft Office 365 and Google. He agreed to get more figures and information together for the Board and indicated that this should be addressed before the end of the year.

2) Referred from Public Safety

3) Referred from Public Works

4) Referred from Transportation

- a) **Finance approval for cost of tree removal (total of \$4320)** - Comptroller Greenwood indicated this was previously discussed at the Highway Committee meeting.
- b) **A resolution authorizing expenditures for repairs to basketball courts (total of \$35,050)** - The Comptroller stated this was being paid for by a Grant that was received.
- c) **A resolution to amend Resolution 2022-148 regarding the purchase of lawn mowing equipment** - (2 mowers, total of \$85,640.93) – Comptroller Greenwood explained that the one mower that was going to be purchased is no longer available, so now the Highway Superintendent wishes to purchase 2 smaller mowers.
- d) **A resolution to amend Resolution 2022-136 regarding the purchase of equipment (dump truck, total of \$206,921.00)** – The Comptroller explained that there was an administrative mistake in the initial Resolution in that the 2 amounts should have been summed.
- e) **A resolution to amend Resolution 2022-138 regarding the purchase of equipment (UTV, total of \$28,872.70)** – This will reflect the adjusted price and vendor.
- f) **A resolution regarding the purchase of equipment (trucks, total of \$XXX) MINIBID** – Beth said this is for 1 truck, singular and that we are awaiting the mini-bid results. They should be received before the scheduled Board meeting.
- g) **A resolution to allow an extension of time to use accruals** – This was very specific, and not a blanket extension.

5) Referred from Community Programs

6) Referred from Economic Development

Added from the floor: Matt Yetto is waiting on quotes to fix a pump and it looks like it will require Board approval as it is expected to be over \$5,500.00.

Supervisor Puccioni made a motion to adjourn, seconded by Councilmember McPartlon. The motion passed.

Respectfully submitted:

Janet Wynne

Confidential Assistant to the Comptroller