

**TOWN OF NORTH HARMONY  
PUBLIC HEARING 2012 BUDGET  
WEDNESDAY, 11/9/2011, 7:00 PM**

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<b>SALLY P. CARLSON, SUPERVISOR</b>	<b>PRESENT</b>
<b>RALPH WHITNEY, COUNCILMAN</b>	<b>PRESENT</b>
<b>FRANK STOW, COUNCILMAN</b>	<b>PRESENT</b>
<b>DICK SENA, COUNCILMAN</b>	<b>PRESENT</b>
<b>DUNCAN MCNEILL, COUNCILMAN</b>	<b>PRESENT</b>

**OTHERS PRESENT: Dave Stapleton, Attorney; Robin Miller, Bookkeeper; Dan Thomas, Nancy Thomas, Town Clerk**

**Mrs. Carlson opened the hearing with the pledge of allegiance.**

**Mrs. Carlson** said she had asked Mrs. Thomas to give her a copy of the legal notice for the budget hearing and said rather than going through the budget as it is she would like to address the clerks issue first.

**Mrs. Carlson** said that everyone on the board has a copy of the letter Mrs. Thomas sent them and it was acknowledged as a part of the record and will be included with the minutes. She asked Mrs. Thomas if she was finding that it takes a lot more time to do the dog licensing.

**Mrs. Thomas** said yes it does take more time and she is averaging 35 hours per week on town related business as evidenced in the NYS ERS sample reporting required of all elected officials. She said the office has spent a great deal of time issuing dog license renewals, second notices, and making personal phone calls to dog owners, prior to the final step of issuing a summons for those refusing to respond.

**Mrs. Carlson** asked if Mrs. Best has issued any licenses in the field.

**Mrs. Thomas** said she had issued some but most of the time owners needed to get rabies shots in order to comply with licensing requirements.

**Mrs. Carlson** asked if she had ever issued a summons before.

**Mr. Whitney** asked if that was a job of the clerk. **Mrs. Carlson** said yes.

**Mrs. Thomas** said she had not because she had been unaware of that function and did not have any forms for guidance. She said she understood that the Animal Control Officer issued the summons.

**Mrs. Carlson** said the Animal Control Officer usually delivered the summons.

**Mr. Whitney** asked about providing service to the Zoning Board of Appeals and if the Town Clerk had to do that in the past or is it another role.

**Mrs. Thomas** said that is another role and it is not a duty of the clerk to serve as clerk to the Zoning Board of Appeals.

**Mrs. Carlson** said it always had been the clerk's job in the past.

**Mrs. Thomas** said she has no problem filling that function but most town clerks who take on those duties are compensated for the extra work.

**Mr. Whitney** asked about the website and said having them is a sign of the times. He asked how long the town has had one.

**Mrs. Carlson** said for about 10 years.

**Mrs. Thomas** said the website had been totally restructured several years ago and is now maintained and updated constantly. She said the State is now requiring that many documents,

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etc., be provided by law on the websites and that aspect continues to expand. Mrs. Thomas said there is no position in the town offices that is not more time consuming than it was 6 years ago. She said the hours it takes for the Supervisor, Court Clerk and Bookkeeper to do their jobs in the manner that state law requires have expanded exponentially.

**Mrs. Carlson** agreed.

**Mr. Stow** asked several questions about the number of weeks and hours the clerk works as well as vacation and sick time taken by the clerk. He also asked about retirement reporting.

*There was general discussion about retirement reporting and how days and hours of overtime are reported.*

**Mr. Sena** asked what the percentage of increase the clerk was asking for.

**Mrs. Thomas** said she had given a dollar amount figure in her letter.

**Mrs. Carlson** said the contractual and equipment lines in the clerks budget had been decreased by \$500 each.

**Mr. Whitney** said he felt the office deserved consideration for an increase.

**Mr. Sena** said he felt that the clerk was doing a good job and a compromise could be reached. He indicated that when insurance or retirement increases employees get a raise.

**Mrs. Carlson** said she would rather have had this information during the budget request process, not after the fact. She said she understood that the clerk did not know what had been done to the budget line and that was her fault for not making sure Mrs. Miller got the budget to the clerk in a timely fashion. She said in future if there are extenuating circumstances for a request in an excessive amount it would be good to know in advance. She said for everyone else who works here there was an across the board \$.20 per hour raise and she felt that all the girls work very hard.

**Mrs. Thomas** agreed that everyone at the town works very hard.

**Mr. Whitney** said it has to be considered that the clerk's position has changed because of state mandates and there are additional responsibilities associated with that.

**Mrs. Thomas** said there are revenues to the town with the additional responsibilities that will more than cover the cost of the request.

**Mr. Thomas** said he wanted to confirm what Mrs. Thomas has said about the additional time involved with her position. He said he personally feels he has been to every board meeting because he has listened to her transcribing all the minutes at home. He said the time commitment involved has risen substantially over the years. He said the Supervisor, Board Members and Highway Superintendent are all elected officials who receive salaries and that is different than the hourly employees who come in and if they work more than their 20 hours per week get paid for those hours.

*There was further discussion and Mr. Sena suggested a 3% increase or a salary of \$30,100.00 for the Clerk's position.*

- MOTION #149 OF 2011  
MR. SENA MOTIONED TO CHANGE THE 2012 PRELIMINARY BUDGET TO ALLOW FOR A SALARY AMOUNT OF \$30,100.00/YEAR FOR THE TOWN CLERKS POSITION. MR. WHITNEY SECONDED. MR. WHITNEY, MR. SENA, MR. STOW; YES; MR. MCNEILL, YES. MRS. CARLSON ABSTAINED. THE MOTION WAS CARRIED.

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**BUDGET 2012 REVIEW:**

• **GENERAL FUND APPROPRIATIONS:**

**Mrs. Carlson and Mr. Whitney reviewed each line item of the budget. The following line items were noted:**

- **Town Board A1010.1** was advertised at \$8,000 but would be increased to \$8,400 or a \$100 increase for each member because of additional meeting responsibilities. There is also a \$20 increase to the Contractual line.
- **Supervisor A1220.1** increased by \$400 for additional duties.
- **Town Clerk A1410.1** increased by \$575 from the Preliminary Budget amount for additional duties. Decrease in 1410.2 and 1410.4 by \$500 each.
- **Building A1620.4.1** – new account \$10,000 for asbestos abatement.
- **Municipal Dues A1920.2** – increased by \$100
- **Highway Superintendent A5010.1** – decreased to \$48,000
  
- **TOTAL APPROPRIATIONS GENERAL FUND** **\$1,199,313.00**

• **HIGHWAY FUND APPROPRIATIONS:**

- **DA5112.4 – CHIPS** – **Mrs. Carlson** said the \$180,867 is the amount the town usually gets. **Mrs. Miller** said she had not received any figures or documents from Mr. Ryan yet. She said that is based on what NYS says we will get and if it is not all used you can roll it over. She said the rollover amount this year was \$41,513. **Mrs. Miller** said she is a little anxious that Mr. Ryan has submitted his request for those funds in a timely manner so that is received as revenue before year end. She said she has not seen the documents yet. *It was discussed that these monies must be spent before refunds can be received and that is done quarterly.*
  
- **DM 5130.4 – Highway Machinery** - \$143,000 (includes \$56,000 proceeds of sale of equipment revenue)
  
- **TOTAL APPROPRIATIONS TRANSPORTATION (HIGHWAY FUND)** **\$1,165,257.00**

• **GENERAL FUND REVENUES:** **\$1,199,313.00 (to be adjusted)**

**Mrs. Carlson** said the revenues may have to be adjusted for the changes that have been approved so additional unexpended balance will have to be used. She said the tax warrant will be down by about \$5,000.00 and the amount to be raised by taxes is \$150,086.00. She reviewed each Revenue line item and total revenues are expected at \$514,186.00 and Unexpended Balance to be

used is \$685,627.00 (to be adjusted for changes made). Mrs. Carlson said the town is trying to establish a \$25,000.00 Capital Reserve account and that needs to be squared away.

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- **HIGHWAY FUND REVENUES:                      \$1,165,257.00**

**Mrs. Carlson** said the amount to be raised by taxes is \$460,176.00 and reviewed each revenue line item. Total revenues are expected at \$1,063,405.00 and Unexpended Balance to be used is \$101,852.00. She said the town is also trying to establish a Capital Reserve account for equipment of \$25,000.00.

**Mrs. Carlson** asked if there were any questions.

- MOTION # 150 OF 2011  
ON A MOTION MADE BY MR. MCNEILL AND SECONDED BY MR. SENA, THE  
2012 BUDGET HEARING WAS ADJOURNED AT 8:25. **THE MOTION WAS**  
**CARRIED UNANIMOUSLY.**

*Nancy Thomas*  
*Town Clerk*

October 27, 2011

Town of North Harmony  
P.O. Box 167  
Stow, NY 14785

**RE: TOWN CLERK BUDGET REQUEST 2012**

Dear Supervisor and Councilmen:

This letter is in regard to the recent budgetary request I made prior to the budget work session held on 10/5/11. As the Clerk's office was not supplied with a copy of the Tentative or Preliminary Budget until 10/21/11, I was not aware of the response to that request or to the fact that the Clerks total budget was to be cut by \$700.00.

As discussed verbally with several Councilmen, I am providing more specific information for the salary increase request for the Clerk position. This year in an unfunded mandate N.Y.S has required that Towns/Villages accept all the duties inherent in the licensing of dogs. The Clerk's office has undertaken this additional duty by undertaking a door to door Dog Census of every home in North Harmony in order to enumerate and license according to law, all dogs residing in the town. The Clerk's office is also responsible for issuing renewal license applications and all follow up services to ensure the law is complied with (i.e. phone calls to owners, mailing second notices). This has resulted in revenues to the town from January to October, 2011 of \$2,193.00.

There are also duties that are not inherent to the Clerk's Office that are provided with no remunerations. These include the update and constant management of the Town Website which has been expanded to provide public access to vital town information including all Town Board, Zoning Board and Planning Board meeting dates and the posting of their respective agendas; a comprehensive archive of all Town Board, ZBA and PB minutes. Other information provided on the website includes the current town budget; final assessment roll; Town Comprehensive Plan and local events of importance and interest to the public (i.e. AFD Referendum Vote, Halloween Hours, etc.). I also provide service as clerk to the Zoning Board of Appeals which entails providing legal notice of cases to be heard; compiling extensive packets of information for the 9 board members and the attorney; notifying by mail all neighbors within 500' of an appeals case to be heard and answering neighbors questions regarding those cases; attending the meetings; taking minutes and transcribing those minutes.

The Clerk's office is the first place most people come to when they wish to know information, have a problem or need assistance. We try very hard to educate ourselves about and support all the offices in the town in order to do the very best job possible for the residents and taxpayers of North Harmony.

As you will note in my original 2012 Budget request, I worked very hard to find ways within my budget to allow for a fair salary increase that did not affect or increase the total Town Clerk Budget bottom line. I have been employed by the Town as Bookkeeper to the Supervisor,

Personnel Officer (7 years) with the addition of Deputy Town Clerk (1 year) prior to my election as Town Clerk in 2005 for a total of over 13 years experience in local government. When I was elected as Town Clerk the salary was cut from \$28,950.00 to \$26,055 or 11.11%. I do not feel that after 13 years of service and 6 years as Town Clerk that the salary request of \$30,225.00 or \$1,275.00 more than the 2005 salary of the Town Clerk is an excessive request. I respectfully request that you reconsider my request for a \$1,000 salary increase.

Thank you for your consideration.

Sincerely,

Nancy Thomas  
Town Clerk