

Supervisor's Report  
Town Board Meeting  
3/19/20

1. Correspondence- Complement from Old Camby Road resident regarding Highway Crew repairs of winter damage done to a front yard.
2. Tax Collection - The bulk of the tax revenue has been collected for 2020. \$833,119.35 is still uncollected but we do not turn over the outstanding collections to the County until June 1<sup>st</sup>, so there is still time. After June 1<sup>st</sup>, the penalties go up to 5% so we hope most people pay before then. The Tax Collector is in 3 days a week plus Saturday mornings from 9 to noon.
  - a. As the town's General Fund received money from collections, the Finance Office/Supervisor wrote a check for the Union Vale Fire Department in February (\$874,441) and afterwards, we paid the Highway Fund in the amount of \$814,591. The General Fund, which the rest of the town operates from, was funded last in the amount of \$1,072,966, as budgeted.
3. Cash Flow Statement for February - we reached 102% of our revenue target for the month; only spent 86% of budgeted expenditures for the month. Recreation & Recycling Center were the standouts for revenue. Excellent start for the year.
4. Consistent with our monthly process, Town Board members have received all these reports: the Warrants (or list of bills paid), Cash Receipts, Escrow Report, Building Dept. report and list of all deposits to the General & Highway Funds for the month of February.
5. Given that the Highway Department did not spend all the revenues allocated in 2019, we have a Highway Fund Balance of \$400,422. \$50,000 will be transferred to a Highway Capital Reserve Account (to save for future capital purchases in Highway). The rest will be utilized in 2020 to cover the very expensive cost of paving roads.
6. The General Fund has an ending Fund Balance of \$2,5M. We have been trying to save money and the staff is doing a great job of not being wasteful. We have some major capital expenditures on deck, not the least of which is our future Dam construction project which could cost as much as \$800k-\$1M. Other capital projects on our "to-do" list add up to \$1M. So we are saving and being cautious while we work through the issues and now, watch the economic ramifications of the Coronavirus.
7. In light of the pandemic, we have transitioned to a "work from home environment" by giving employees remote access and keeping the building clear and free from people. The only expenditure is a web conferencing tool (\$600) that will allow staff meetings to go on as usual.
8. We have more than met the Governor & County Executives' mandated 50% drop in work force by keeping essential personnel and permitting remote access for 100% of our employees.
9. We have taken a look at the potential for lost revenues we could possibly lose over a 4- month period and it could be as much as \$186,000 depending on how long this catastrophe lasts. We will continue to be cautious with taxpayers' money.
10. Highway Superintendent Ed Kading reports that, after working with our town engineer and walking various town roads with our vendors (approved after the bids were submitted) that a mile of road costs \$252,000 to pave. His numbers with an updated Five Year Highway Maintenance Plan and the proposed plan for 2020 are attached below. His proposed expenditures were approved by the Town Board so both Bloomer Road and Jordan Court will be done in 2020. Superintendent Kading is weighing both the condition of the roads and the volume of traffic on them in determining which roads get done. His paving approach is geared

toward getting a longer life from the paving jobs given the huge expense each road is for the town.

11. The Town Board recently reviewed and approved the following policies for 2020 with no changes:
  - a. The Financial Control Policy
  - b. The Credit Card Policy
  - c. The Procurement Policy
  
12. The Town Board approved the Master Fee Schedule for 2020 which included some changes to Recycling Center fees (we lowered the price for Seniors after raising the fee last year; and pool prices for non-residents were also lowered). Both the Master Fee Schedule and the three newly reviewed Policies will be put on the web for general review.
  
13. The Town Board also approved the transfer of Escrow Account monies to reimburse the General Fund for Consultant Fees spent on behalf of applicants to our Land Use Boards. Finally, the Board also approved paying all the bills for the month of March after which, the meeting was adjourned.

Betsy Maas

Please note: The Town Clerk's official Meeting Minutes will be posted when completed and approved by the Town Board.