

**MANCHESTER TOWN BOARD – Budget Workshop
September 20, 2021 – 4:30 P.M.**

A 2022 Budget Workshop Meeting and Public Hearing of the Manchester Town Board was held September 21st, 2020, at the Manchester Town Hall, beginning at 4:30 P.M. with the following members present:

David Phillips	Supervisor
Kevin Blazey	Councilman
Matthew Shannon	Councilman
Jaylene Folkins	Councilwoman

OTHERS PRESENT: Jill Havens, Town Clerk; Steve DeHond, Code Enforcement Officer; Jason Lannon, Highway Superintendent; Willie Murphy, Deputy Highway Superintendent; Kevin Lyke, Water Superintendent; Janis Catalano, Bookkeeper and Eric Schaertl, Town Justice.

ABSENT: Jennifer Fagner, Assessor

Note: The budget workshop meeting and public hearing was published in the Daily Messenger and was posted at the Town Hall.

CALL TO ORDER: Interim Supervisor Phillips called the September 20th, 2021 Budget Workshop meeting to order at this time, 4:37 p.m. and continued with conducting a page-by-page review of the proposed 2022 tentative budget.

*** Specific Health Insurance Policy information was not discussed at this time***

Increases in Fund Balances for 2022 Budget include:

- ❖ A1410.2 – Equipment (Town Clerk) from \$1,000.00 to \$5,000.00 for new office desks
- ❖ A3310.2 – Equipment (Highway) from \$30,000.00 to \$35,000.00 for road stripping
- ❖ A5132.4 – Contractual Expense (Highway) from \$50,000.00 to \$62,000.00 for overhead and man doors
- ❖ A9060.8 – Hospital & Medical Insurance from \$29,000.00 to \$41,400.00 for the addition of a new benefit eligible employee
- ❖ DB5130.2 – Equipment (Highway) from \$180,000.00 to \$235,000.00 for the purchase of a new 1-ton pick-up truck
- ❖ DB5140.4 – Contractual Expense (Highway) from \$9,500.00 to \$25,500.00 for the removal of dead ash trees along the town highways.
 - This money is being moved from DB5140.1 Personal Services (Highway) for the 2022 Fiscal Year. DB5140.1 has been changed to a \$0.00 balance for 2022.

The Schedule of Salaries of Elected and Appointed Officers & Employees was also reviewed at this time.

Proposed changes to Employee Salaries for 2022:

- ❖ **2% increases to the following:**
 - Supervisor –from \$21,000.00 to \$21,420.00
 - Council Members –\$3,691.00 to \$3,765.00
 - Budget Officer –\$3,500.00 to \$3,570.00
- ❖ **3% increases to the following:**
 - Bookkeeper – from \$22,000.00 to \$22,660.00
 - Highway/Water Clerk – from \$9,274.00 to \$9,555.00
 - Town Justices – from \$20,540.00 to \$21,156.00
 - Highway Superintendent – from \$37,131.00 to \$38,245.00
 - Code Enforcement Officer – from \$57,718.00 to \$59,450.00
 - Code Enforcement Officer – from \$40,000.00 to \$41,200.00
- ❖ **6.7% increase to the following:**
 - Town Historian – from \$1,500.00 to \$1,600.00
- ❖ **12% increase to the following:**
 - Assessor – from \$41,200.00 to \$46,200.00

Town Clerk/Tax Collector & Deputy Highway Superintendent are to receive no increase for 2022

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The following positions had a range of pay (\$15.00 - \$18.00) added to them:

- ❖ Deputy Town Clerk/Deputy Tax Collector
- ❖ Assessor's Aide
- ❖ Zoning Typist
- ❖ (2) Court Clerk
- ❖ Laborer F/T
- ❖ Highway Employee (MEO-Light)

Other Changes Made to Pay and Salaries:

- ❖ Highway Employee (MEO) from \$26.91 per hour to \$27.45 per hour
- ❖ Health Officer decrease from to \$1,500.00 to \$500.00
- ❖ Water Superintendent increase from \$2,500.00 to \$5,000.00 due to the elimination of the Assistant Water Superintendent position.

ADJOURNMENT: There was no other business regarding the Budget Workshop before the Board at this time, Supervisor Phillips moved to adjourn the meeting, 6:20 p.m., seconded by Councilman Blazey, unanimously APPROVED.

Respectfully Submitted,

Jill A. Havens, Town Clerk

****Next Meeting(s):**

- ***Regular Meeting: October 12, 2021 - 6:00 P.M.***
- ***Regular Meeting: November 9, 2021 - 6:00 P.M.***
- ***Regular Meeting: December 14, 2021 - 6:00 P.M.***