

October 2, 2024
Town of Lyme
Budget Work Session

A budget work session of the Town Board of the Lyme, County of Jefferson and the State of New York was held at 12175 NYS Route 12 E at 3:00 P.M., on the 2nd day of October 2024.

Supervisor Millington called the Budget Work Session to order at 3:02 P.M.

Those present included Supervisor Millington, Deputy Supervisor Donovan, Councilmember Farrell, Councilmember Bourquin, Councilmember Gosier, Town Clerk Ariana Henderson and Jennifer Kingsley.

Budget Requests of Funded Organizations: Representatives of community organizations attended this meeting to present documentation in support of their individual funding requests. Financial and other records were provided as requested and questions posed by board members were answered satisfactorily.

3:00: Charlie Mount Three Mile Bay Fire Department

There was a discussion on increasing the fire departments. Each Department (Chaumont and Three Mile Bay) should be raised to \$100,000.00. The First responders will be raised to \$12,000.00.

3:15: Heather Lipczynski/Ariana Henderson Chamber of Commerce

The Board agreed to increase Chamber to \$6,000.00.

3:30: Jeff Call Cape Vincent Ambulance

The Cape Vincent Ambulance will continue to receive \$250,000.00. Councilmember Bourquin North Star Health Alliance, which includes Claxton-Hepburn Medical Center and Carthage Area Hospital, says it's looking to bring on its own ambulance service. He asked that if the Town receives a request asking for a letter of support for the Ambulance he asked if we would do a letter of opposition. Jeff explained why the ambulance service would have a negative impact on other departments.

3:45: William Lipczynski Chaumont Fire Department

See above.

LPAC will receive \$3,000.00 a \$500.00 increase.

The Town Board and Supervisor won't receive a increase in pay.

The following organizations will receive the same funds as 2024: Lyme Free Library, Caring for Cats, Volunteer Transportation, Lyme Garden Club, Lyme Community Foundation and Lyme Heritage Center.

Larid Petrie was present to discuss changes to the budget that are necessary.

He analyzed the Towns AFR report. The total fund balance increases or decreases based on the budget each year. His first observation was that we have a large unrestricted fund balance. He knows the Town has a plan for the balance, but it is not in a clear plan. Restricted funds are designated reserve funds. The Capital Building Reserve in the Highway DA budget should be in the General A budget. He recommends keeping more money in the Highway unrestricted fund balance. Especially where the expenses are being taken from the Snow Removal accounts. Fund balance management is one of the most important jobs of the Board.

We don't need to budget the Highway Garage building this year (2025). If we follow through with the project, it should be planned into the 2026 budget.

If we have a "type" reserve account, and want to expend from it, a resolution is passed by the board, and it must go into the paper (including the maximum expenditure) which is subject to permissive referendum.

We also need to reclassify the Town Development Fund to a Building Capital Reserve Fund through a resolution.

Councilmember Bourquin asked what the process is to make the Ambulance a district. Larid suggested looking up the information from the Tug Hill Commission.

Larid stated that we should budget appropriate revenues and expenditures. We have underestimated Sales Tax for several years. We should estimate it more realistically. The Town should be getting a Sales Tax estimate from Jefferson County. Larid said that it is unacceptable for them to not provide estimates. The Town Supervisor should pressure the County Legislator for estimates.

It is required to have a separate bank account when money is borrowed. Example: We will need a specific account for the Capital Building Project.

Account code DA963 to A962 for Capital Building Reserve.

Account code DA964 should be DA962 Machinery Equipment Reserve.

TOWN OF LYME RESERVE FUNDS

WHEREAS, The Town Board of the Town of Lyme has been made aware that a reserve fund established by previous Town Boards has been improperly reported in the Town's General Townwide Fund (previously known as the "Town Development Water Reserve Fund") and improperly reported as a General Reserve (A870), it is now the intention of the Town Board to

move the current balance of this reserve fund to a newly created Building Capital Reserve Fund pursuant to General Municipal Law §6-c.

AND

WHEREAS, The Town Board has also been aware that a reserve fund previously reported as a "Capital Reserve" in the Town's Highway Townwide Fund (DA878) which was intended to be used for the construction of a town highway barn should have been reported in the Town's General Townwide Fund, it is now the intention of the Town Board to reestablish this reserve fund in the Town's General Townwide Fund and move the current balance of this fund to a newly created Building Capital Reserve Fund pursuant to General Municipal Law §6-c.

THEREFORE, the Town Board desires to create a Building Capital Reserve in the General Townwide Fund for the purpose of assisting with the cost of constructing and/or making capital improvements to town buildings and move the existing balances formerly reported in the two aforementioned reserve funds to the Building Capital Reserve Fund by making the following resolution:

To Establish a Capital Reserve Fund to be Known as the
"Town of Lyme Building Capital Reserve Fund"

RESOLVED, that pursuant to Section 6-c of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the "Building Reserve Fund" (hereinafter referred to as the "Reserve Fund"). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of constructing and/or making capital improvements to town buildings.

The Town Supervisor is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The Town Supervisor may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Town of Richland. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The Town Supervisor shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.

Expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established and are to be made with approval of the Town Board and may require additional actions or proceedings as may be required by Section 6-c of the General Municipal

Law or any other law including a permissive referendum if required by subdivision 4 of Section 6-c.

Resolution 2024-181: Councilmember Gosier made the motion to Establish a Capital Reserve Fund to be Known as the "Town of Lyme Building Capital Reserve Fund"; Councilmember Bourquin seconded the motion; all were in favor; motion carried.

Resolution 2024-182: Councilmember Gosier made the motion to adjourn at 6:05 p.m.; Councilmember Donovan seconded the motion; all were in favor; motion carried.

Respectfully Submitted,

Ariana Henderson

Ariana Henderson

Town Clerk