

Board of Estimate and Apportionment Meeting

Agenda

Date: April 1, 2021

Time: 4:30 PM

Common Council Chambers

Virtual Attendance

1. Chief Ewanciw is requesting authorization to renew an Inter-Municipal Agreement between the City of Middletown and the City of Port Jervis to set forth the terms between the two parties for a shared use of the City of Port Jervis Rane Training Facility.

Please be kind enough to prepare a resolution authorizing the Mayor to sign the agreement. The agreement is dated March 16, 2021 and will expire on March 16, 2023.

2. Janet Gallo is requesting authorization to record the following budget transfers within the 2020 budget to clear up overages payroll related expenses that must be paid with or without budget balances.

<u>GENERAL FUND</u>				
FROM:		TO:		
<u>ACCOUNT NO.</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ACCOUNT NO</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
A.1010.480	Common Council-Office Expense	A.1010.100	Common Council-Personal Services	2,640.92
A.1325.103	Finance-Overtime	A.1325.100	Finance Personal Services	1,500.00
A.1325.460	Finance-Collection Agreement	A.1325.100	Finance Personal Services	11,485.29
A.1420.480	Corp Counsel-Office Expense	A.1420.479	Corp Counsel - Equipment Rental	32.50
A.1440.400	Engineer Contractual Expense	A.1430.100	Civil Service Personal Services	6,450.31
A.1440.400	Engineer Contractual Expense	A.1430.480	Civil Service-Office Expense	38.56
A.1620.103	Maintenance-Overtime	A.1620.100	Maintenance-Personal Services	494.32
A.1900.991	Special Items-Appraisal of Property	A.1900.481	Special Item-Telephone Expense	3,000.00
A.1900.910	Special Items-Liability Ins. Premium	A.1900.481	Special Item-Telephone Expense	913.56
A.1900.910	Special Items-Liability Ins. Premium	A.1900.915	Special Item-Liability Ins. Claims	3,644.95
A.3010.463	Public Safety-Safety & Health	A.3010.462	Public Safety-Footwear Allowance	216.75

A.3120.103	Police-Overtime	A.3140.103	Fed Reimb-Overtime	4,689.40
A.3120.103	Police-Overtime	A.3410.103	Stop DWI-Overtime	4,989.58
A.3410.493	Fire-Training Field Improve	A.3420.415	Fire Stations-Light & Heat	5,216.36
A.8160.100	Sanitation-Personal Services	A.8160.103	Sanitation-Overtime	836.51
A.9000.810	Employee Benefit-Employee Retire	A.9000.815	Employee Benefit-P&F Retire	14,359.50
A.9000.861	Employee Benefit-Health Insurance-Retirees	A.9000.860	Employee Benefit - Health Insurance	23,329.13
<u>Community Development</u>			TOTAL	83,837.64
CD.8686.400	Contractual Services	CD.8686.200	Other Equipment	96.41
CD.8686.400	Contractual Services	CD.8686.835	MTA Mobility Tax	15.73
			TOTAL	112.14
<u>WATER FUND</u>				
F.1900.910	Special Items-Liability Ins. Premium	F.1900.481	Telephone Expense	1,512.85
F.8310.100	Water Admin-Personal Services	F.8330.100	Purification Personal Services	15,244.78
F.8320.100	Pumping Station/Supply-Personal Services	F.8330.100	Purification Personal Services	23,597.16
F.8320.103	Pumping Station/Supply-Overtime	F.8330.100	Purification Personal Services	6,811.56
F.8320.103	Pumping Station/Supply-Overtime	F.8330.103	Purification Overtime	5,388.91
F.8340.103	Distribution System-Overtime	F.8340.100	Distribution System-Personal Services	379.62
F.9000.840	Employee Benefit-Worker's Comp	F.9000.810	State Retirement System	6,649.89
F.9000.840	Employee Benefit-Worker's Comp	F.9000.835	Employee Benefits-Mobility Tax	103.23
F.9000.840	Employee Benefit-Worker's Comp	F.9730.900	Bond Antic Notes-General Expense	5,775.00
			TOTAL	65,463.00
<u>SEWER FUND</u>				

G.1900.910	Special Items-Liability Ins. Premium	G.1900.481	Special Items-Telephone Expense	1,512.86
G.8130.415	Sewage T&D-Light & Heat	G.8130.100	Sewer Admin-Personal Services	57,160.73
G.8130.415	Sewage T&D-Light & Heat	G.8130.458	Sewer Admin-Telephone Expense	2,425.92
			TOTAL	61,099.51
GOLDENAREA				
GA.5680.100	Personal Services	GA.9000.810	Retirement	8,841.09
GA.5680.100	Personal Services	GA.9000.860	Health Insurance	5,767.42
GA.5680.103	Overtime	GA.9000.860	Health Insurance	2,298.04
GA.5680.415	Light & Heat	GA.9000.860	Health Insurance	2,606.73
GA.9000.830	Social Security	GA.9000.860	Health Insurance	471.49
			TOTAL	19,984.77
			Grand Total	230,497.06

3. Jacob Tawil is requesting authorization to replace the City's Municipality Code Enforcement software with Edmunds Govtech-BAS.

- General Code is going to stop supporting the Municipality software in 2022
- Less Expensive, Govtech first year \$38,202 with annual maintenance of \$5,122 Municipality quoted \$57,485 with an annual fee of \$37,900
- Research with other users of Govtech was very favorable.

This will require a budget transfer as follows:

From	Amount	To
Gen. Fund Bal.	\$38,302.00	A.1400.400
		Contractual Services

4. John Naumchik is requesting authorization for the Mayor to sign a contract with Edmunds (BAS) for FOIL processing software.

One time charge	\$3,400
Annual support	\$ 900

This is a properly budgeted item

5. At a Feb 25, 2021 BOE Estimate meeting a \$240,000 Water Fund balance transfer was made to account F.1940.900 (Purchase of Land) to support a purchase of a \$500,000 piece of land in Guymard adding to the City's water protection projects.

The City also has two capital projects open and funded in support of the water protection project, see below:

Summary of Water Protection Projects as of 3/25/21								
H.0967.966 Land acquisition water protection					H.957.966 Watershed Expansion Purchase of Property			
Set up in 2019 Borrowed			1,500,000.00		Set up in 2018 Borrowed			1,250,000.00
Down Payment on \$500,000 Piece 2019			(37,500.00)		Down Pay Property Rt. 78			(60,000.00)
RJ Smith Appraisal			(4,800.00)		Balance purchase price			(1,155,107.20)
		Bal 2019	1,457,700.00				Bal 2018	34,892.80
RJ Smith Appraisal			(2,200.00)		Added 2020 Borrowed			3,050,000.00
Down Payment on \$50,000 piece			(5,000.00)		McGrath appraisal			(7,500.00)
Eldred Carhart Appraisal			(2,500.00)				Bal 2020	3,077,392.80
Eldred Carhart Appraisal			(2,500.00)		Omega Title Search			(10,000.00)
Down Payment 2% on \$2.5 mil			(50,000.00)		Purchase Guymard			(2,453,127.80)
Eldred Carhart Appraisal			(5,000.00)		Title Insurance			(10,155.63)
McGrath and Co. Appraisal			(1,500.00)		Title Search			(2,572.22)
McGrath and Co. Appraisal			(7,500.00)				Bal 3/25/21	601,537.15
Survey			(11,250.00)					
Survey			(10,625.00)					
Commission 3% on \$2,500,000			(75,000.00)					
		Bal 2020	1,284,625.00					
Engineering			(1,844.90)					
Commission 3% on \$500,000			(15,000.00)					
		Bal 3/25/21	1,267,780.10					
Record recent Guymard Purchase			(464,558.08)		Per this resolution			
		Revised Balance	803,222.02					

I am requesting the recent Guymard purchase be charged to H.0967.966 and reverse the \$240,000 transfer to replenish the Sewer Fund Balance because the money is available in the capital accounts. After the charge there will still be a combined balance of \$1,404,759 in the capital accounts.

From	Amount	To
F.1940.900	\$240,000	Sewer Fund Balance
Purchase of Land (Sewer Fund)		