

BOARD OF TRUSTEES MEETING MINUTES – March 21, 2016

The mid-month meeting of the Board of Trustees of the Inc. Village of Brightwaters was held on Monday, March 21, 2016 at 7:30 p.m. at Village Hall, 40 Seneca Dr., Brightwaters, NY, with the following officers present:

Joseph McDermott	Mayor
Diane Urso	Trustee
Christian Sullivan	Trustee
Bernadette Whitwell	Trustee
Laurie Elliott	Trustee
Charles Casolaro	Village Attorney

At 7:30 pm, Mayor McDermott called the meeting to order followed by a salute to the flag.

The Mayor stated that the first part of the meeting would be devoted to presentation on the state of the infrastructure of the Village and a presentation from David Tanner, Liberty Capital Services, on the options the Village has for financing infrastructure repairs.

In the November newsletter, it was noted that the Board met with bond counsel to educate ourselves with the bonding process. The Board then passed three bond resolutions: \$1.5 Million for roads, \$1.6 Million for canal, and \$250,000 for highway equipment. Just because the resolutions were in place does not mean the Board was going out for that amount of financing. The Village attorney clearly stated that residents had 30 days to submit a petition with 20% of the registered voters of the Village in order to bring the resolutions to a referendum. That did not happen so the resolutions became effective. A resident did call the office after the meeting to ask about the procedure to file a petition and he was emailed the statute of law indicating the process.

Presentation by Trustee Sullivan on the State of Infrastructure in the Village:

Village of Brightwaters

Infrastructure & Equipment
Assessment Summary
March 2016

August 2014: Rain Event

- Village experienced extreme weather event with 13 inches of rainfall
- Massive flooding in low lying areas
- Storm washed out 114 feet of bulkhead
 - Cost approximately \$80,000.00 to replace
- Destroyed 100+ year old barn used for storage and employee locker and break room

Assessment

- Mayor and Trustees requested an assessment of our Village's infrastructure and equipment from:
 - Daniel Falasco, P.E., Village Engineer, Savik & Murray, LLP
 - Robert O'Shea, P.C., Building Inspector
 - John Catania, Highway Foreman

Roads

- Numerous roads are in major disrepair and in need of repaving
- Seventeen roads rated "severe"
 - Wohseepee Drive paved 2015 (update: also paved Richland Blvd, Orinoco Ct. West, section of Seneca)
- If roads are not repaved soon, they will need to be re-built for significantly greater expense
- Initial estimate for repaving 16 roads or 31% of roadway: \$1.4 million

Canal

- Compromised and damaged lengths need immediate attention
- Initial estimate of at least 1200 linear feet (West Concourse) and 382 linear feet (East Concourse) need reconstruction



Canal



- If these sections are not replaced soon, the canal is susceptible to having sections potentially collapse (i.e., August 2014, Rain storm)

Canal



An example of what not to do: previously ordered work used stop sign to secure bulk head

Highway Department Facilities

- Employee break and locker rooms, bathroom, and storage shed were destroyed (August, 2014)



Highway Department Facilities

- Building was in such disrepair that it was condemned and had to be demolished



Highway Department Facilities

- Employees reorganized an existing trailer for office, break room, and bathroom



Highway Department Facilities

- Estimate for replacement of the building was excessive, so Trustees approved leasing larger trailer for next fiscal year



Heavy Duty Equipment

- Heavy-duty trucks purchased in 1988
- Excess of 200,000 miles
- Significant rust and body damage



Heavy Duty Equipment



Heavy Duty Equipment

- Repair Costs
 - Fiscal year 2014-2015 = \$15,250.00
 - Fiscal year 2015-2016 = \$22,000.00
- Two trucks need replacement
- Village needs wood chipper

Village Hall & Wohseepee Cabin

- Village Hall & Wohseepee Cabin are structurally secure
 - Village Hall
 - Needs painting, carpeting, air conditioner
 - Emergency lighting
 - Handicap accessible ramp being added to front of the building (Funding by Town of Islip)
 - Wohseepee Cabin
 - Possible chimney repair and ceiling replacement
 - Emergency lighting

Bridges

- Bridges and lake crossings are stable
 - Only one lake crossing is technically considered an official “bridge”
 - Our bridge is inspected by NY State, Department of Transportation every two years

The main suggestion from the Village engineer is that there needs to be a consistent process of repaving roads otherwise the Village will end up with several areas that need attention. The same is true of the canal.

The Mayor described the need to sign an agreement with a financial advisor to assist the Board in the bonding process. The Village needs this assistance in order to make informed decisions.

Presentation by David Tanner, Liberty Capital Services:

We are registered financial advisors and work with about 20 municipalities on Long Island. Capital planning is one of the biggest challenges facing a Village especially with the tax cap. It is harder and harder to find the dollars to make the repairs. There are several concepts: Pay as You Go, Financing or grants. The NYS Comptroller's website explains this in detail and recommends Pay as You Go for smaller projects and financing for larger projects. Even if you tax your residents an extra \$1,000 a year, it won't cover the costs. It is also unfair to a resident selling their home who has paid the extra cost and then leaves. The new homeowner benefits. The financing option shares the cost for the life of the improvements.

The Village did a bond in 1991 that retired in 2007 for the purpose of repaving roads and canal repairs in the amount of \$1.26 Million. When this debt service expired another bond should have been issued to continue the program. Borrow what you need and what you can afford. The Board is elected and legally required to maintain the infrastructure of the Village in order to avoid potential litigation for poor maintenance.

The Village would put together a disclosure document with statistics relating to the Village including the debt service schedule. The structure of the bond is dictated by NYS Local Finance Law and has many strict guidelines. Interest rates are very low, which is not just the reason to borrow. It has to be a thought out decision.

Questions/Comments:

- Financial advisor cannot be underwriters. The bond goes out to competitive bid.
- There are two methods of structuring a bond: level debt service and the 50% rule.
- The debt is fixed rate and very highly regulated.
- Rule of thumb currently: for level debt, for every \$500,000 borrowed the interest and principle would be approximately \$45,000 a year.
- There is the option of phasing in the debt over time using Bond Anticipation Notes.
- The Board will establish an Enterprise Fund for the canal to cover the debt service.
- The Village has established a fund balance policy and has a balance of \$190,000 and a reserve fund for Capital Projects with a balance of \$170,000.
- It is important to have the resolution in place before any work is done or you cannot use the borrowed funds to pay for the work completed.

- The Official Statement is a public document with all of the financial statistics of the Village and is regulated by Finance Law.
- Canal repairs will be determined after a bidding process has been undertaken within the next two months.
- Residents will be notified in advance of paving so they may do any work necessary prior to the paving.

Permission to enter into an agreement with Long Island Geese Control for services at Walker Beach for 14 weeks at a rate of \$147.50 per week to start Memorial Day.

Motion: Trustee Urso

Second: Trustee Whitwell

Vote: 5 ayes

0 nays

Permission to reject all bids for the DPW building bid. The Village will explore other options.

Motion: Trustee Urso

Second: Trustee Elliott

Vote: 5 ayes

0 nays

Permission to enter into an agreement with Long Island Beach Cleaning to sift the sand at Walker Beach at a cost of \$2,800.

Motion: Trustee Sullivan

Second: Trustee Urso

Vote: 5 ayes

0 nays

Call for **Public Hearing** on April 4th, 2016 for Local Law 3-2016 to override the NYS Tax Levy Limit for budget year 2016-17.

Motion: Trustee Urso

Second: Trustee Whitwell

Vote: 5 ayes

0 nays

Approve Treasurer's Budget Modification:

Motion: Trustee Elliott

Second: Trustee Urso

Vote: 5 ayes

0 nays

03/21/2016 - Board of Trustees Meeting

Village of Brightwaters			
Budget Modification for March 21, 2016			
		Debit	Credit
Increase Revenue			
A3089.4	JCAP Grant		1,200.00
	Funding for furniture and flag		
A4960	Federal Aid - Disasters		18,436.00
	additional payment on Sandy claims		
A2610	Justice Court Fines & Fees		6,000.00
	Fines more than expected		
Increase Expenditures:			
A1410.419	Clerk Public Notices	700.00	
	Additional notices		
A1420.417	Vill Attny Prof Fees	3,000.00	
	Addt'l ZBA hearings		
A1420.420	Vill Attny Publications	2,300.00	
	More Local Law updates		
A1620.202	Buildings Furniture & Fixtures	2,500.00	
	Tables, chairs \$1200 from grant		
A1620.431	Building Repairs & Maintenance	5,000.00	
	Repair to court steps/paint VH		
A1640.421	Central Garage Structure Repair	500.00	
	Clean up costs for DPW yard		
A1640.431	Central garage Vehicle Repair	9,000.00	
	More repairs than anticipated		
A1680.425	Central Tech Services - Supplies	100.00	
	Ordered more checks		
A3620.414	CEO Uniforms	500.00	
	Uniforms for new hires		
A5110.431	Street Signs	200.00	
	More signs than expected		
A5110.431	Street Repairs & Maintenance	1,000.00	
	Sealant/Striping		
A6410.414	Celebration Misc Exp	1,000.00	
	Actuals higher than budget		
A6410.415	Publicity - Postage	900.00	
	More flyers expected		
A7110.414	Parks - Misc	400.00	
	Garbage cans		
A7280.431	Who. Park Repairs	500.00	
	Actuals more than budget		
A8160.432	Tipping Fees	500.00	
	Spring cleanup		
A8560.429	Tree Trimming & Removal	3,500.00	
	Southern Pine Beetle		
A8560.470	Tree Planting	450.00	
	Arbor Day tree - no grant		
A7180.400	Walker Beach Contractual	3,000.00	
	Sand Cleaning		
Decrease Expenditures			
A1990.900	Contingency Expense		8,414.00
A7180.431	Beach Repairs & Maint		1,000.00
	Reclass to A7180.400		
		35,050.00	35,050.00

03/21/2016 - Board of Trustees Meeting

Motion to Adjourn: Trustee Elliott

Second: Trustee Urso

Vote: 5 ayes

0 nays

Meeting adjourned at 10:00 PM approximately 100 people in attendance