

*MINUTES*

**VILLAGE OF LUDLOW  
BOARD OF TRUSTEES**

**REGULAR MEETING**

**6:00 PM**

Tuesday January 8, 2013

**BOARD MEMBERS PRESENT:**

Bob Gilmore, Chairman

David Rose

Richard Harrison

**STAFF:**

Frank Heald

**OTHERS PRESENT:**

KP Whaley – LPCTV

1. **Call to Order**

- A. Chairman, Bob Gilmore, called the meeting to order at 6:01 p.m.

2. **Approve Minutes from Previous Meetings**

- A. Bob Gilmore advised the minutes to be approved are from the regular meeting of December 4, 2012.
- B. **MOTION by David Rose and seconded by Richard Harrison to approve minutes indicated above as submitted. Motion passed unanimously.**

3. **Comments From Citizens**

- A. There were none

4. **Sewer Reduction Request**

- A. Bob Gilmore advised that a letter had been received from Robert and Susan Mitola for a reduction in sewer allocation from a 5-family building to a 4-family building. Building is located at 6 Smith Street. This request has been verified by the Zoning Administrator, Rose Goings.
- B. Richard Harrison was concerned that other people may want to do this. He noted that he also has fewer units than his allocation.
- C. David Rose said that they have done the board has seen this in the past and that if the applicant ever wants to go back to 5 units, they will have to reapply.
- D. Richard Harrison said he is concerned about developers with allocations who can't sell the properties.
- E. Bob Gilmore said that the two situations are not connected.
- F. **MOTION by David Rose and seconded by Bob Gilmore to approve the request from Robert and Susan Mitola for sewer allocation reduction from 5-family units to 4-family units. Motion passed, 2-1. Richard Harrison against.**

5. **Consider and Approve Ludlow Enterprise Fund Recommendation**

- A. Bob Gilmore advised that the Enterprise Committee met on December 20<sup>th</sup>. After the annual funding for the Public Safety Building, there is an available balance of \$9,880 and there were 3 requests. The committee unanimously voted to recommend that LES, BRAM and Ludlow Teen Center each receive \$3,296.33.

- B. **MOTION by David Rose and seconded by Richard Harrison to approve the recommendation of the Ludlow Enterprise Committee for the disposition of funds as presented. Motion passed unanimously.**

6. **Execute DWSRF Water Loan Planning Document**

- A. Frank Heald advised that this is a loan for the Water Department to do a hydraulic study after the construction done last year. This will apply to the Capital Plan for later in the year. This is a 5-year note in the amount of \$26,800 with 0% interest for 5 years. We can either pay it off at the end of the 5 years or amortize it. Frank Heald recommends pay off at the end of 5 years. This is state money.
- B. **MOTION by David Rose and seconded by Richard Harrison to approve this Water Planning loan and sign the necessary documents. Motion passed unanimously.**

7. **FY2014 Budget Workshops**

- A. **Village Budget**
- i. Frank Heald presented the draft for the FY2014 Village budget. An increase of 1.58%, just under \$5,000 is projected. He advised that there is only one small item on the Capital end. They will need to replace the V-plow for the trackless in the next FY. It will run about \$6,000 to \$7,000. He suggests, since they do not have a line for Capital, that they take the funds from the Surplus account at the end of this year. Normally, they use that money for sidewalks and street construction.
  - ii. Bob Gilmore asked if there would be anything left in the Surplus account if they use some of it for the V-plow.
  - iii. Frank Heald said yes. They were very aggressive with the sidewalk work and street retreatment this past year. He suggests the board approve this budget of \$3,000,409.09.
  - iv. Richard Harrison asked about the sweeper.
  - v. Frank Heald said it is being carefully treated at the plant.
  - vi. Bob Gilmore asked if there was anything else on the budget that jumps out.
  - vii. Frank Heald said diesel fuel. He said that at the town level, he fixed pricing on fuel oil and they are paying less than current market price. They were buying diesel at the Albany rack price and are now buying at NY Harbor Rack prices. It may be less than in previous years. He said that the Insurance is awash with the Electric Department.
  - viii. Bob Gilmore noted the drop in salaries.
  - ix. Frank Heald said that they may have over budgeted last year.
  - x. Bob Gilmore asked if the parking lot is a yearly lease. He noted that people are parking there.
  - xi. Frank Heald said it is a yearly lease.
  - xii. **MOTION by Richard Harrison and seconded by David Rose to approve the Village budget as presented for FY2014. Motion passed unanimously.**
  - xiii. Bob Gilmore said that Frank Heald has done an expert job with the budgets.
  - xiv. Frank Heald said that he has an excellent staff.
- B. **Wastewater Budget**
- i. Frank Heald said that the increase had been calculated properly and they are right on the money. Wages are at contract rates and Insurance is at Blue Cross rates. The only area that dropped is Disposal because they are now going to Glens Falls and it is a closer trip by truck. The budget also includes \$50,000 in Depreciation Expense. This will hit the Capital Account to replace motors in the ditches in 4 years at \$9,000 per year.
  - ii. **MOTION by David Rose and seconded by Richard Harrison to approve the Wastewater Budget as presented. Motion passed unanimously.**

8. **Other Business**

- A. Johnny Butler -Frank Heald advised that Mr. Butler will be retiring in the spring and they will be advertising for a qualified replacement. He added that he is having Ron Tarbell shadow at the Wastewater plant one day per week to learn the processes.
- B. Richard Harrison asked about Loran Greenslet
- C. Frank Heald said there is nothing definitive at this point.
- D. Bob Gilmore said that it is a good idea to have Ron Tarbell shadow.
- E. Frank Heald said that given his age and Loran Greenslet's age, they need to start having back-ups. He said that, on the town side, the current staff could fly for 6 months in his absence.

9. **Set Date for Next Meeting**

- A. Meeting set for Tuesday, February 5, 2013 at 6:00 p.m.

10. **Possible Executive Session/Personnel/Contracts**

- A. Frank Heald advised that one was not needed.

11. **Adjourn**

- A. **MOTION to adjourn by David Rose and seconded by Richard Harrison. Motion passed unanimously.**
- B. Meeting adjourned at 6:32 p.m.

Respectfully submitted,

Lisha Klaiber

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Robert Gilmore, Chairman

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David Rose

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Richard Harrison