

2020 JAN 29 AM 9:26

Patrick B. O'Sullivan
TOWN CLERK



Board of Finance Regular Meeting

Town Hall Meeting Room
Monday, January 27, 2020 7:00 p.m.

(Unapproved)

Attendance

Board Members Present: Chairman Kevin Houlihan, Vice Chairman James Leahy, Kevin Moffett, Patricia Romano, P. J. Shanley, and Joseph Nuzzo

Staff: John Cifarelli, Finance Director; Deborah Satonick, Recording Secretary

Guests: Michele Loso Boisvert, Seward & Monde; Andrew Switaj, Seward & Monde

1. Call to Order

- Chairman Houlihan called the meeting to order at 7:05 p.m. and asked everyone to introduce themselves. There was a moment of silence in memory of Tim Smith, Orange Fire Marshall.

2. Public Participation

- There was no public participation at this time.

3. Audit Presentation for Fiscal Year End 6/30/2019 & Vote to Accept

- Ms. Boisvert advised that the audit went smoothly and she is appreciative for everyone's cooperation. Two Manager's letters were also included with the audit. Recommendations to the Town of Orange include a finalized Technology Policies and Procedure Manual, an updated Rules and Regulations for Town Employees not Covered by Collective Bargaining Agreements, and an expanded Investment Policy to include both short and long-term objectives.
- Mr. Switaj gave a thorough presentation of the audit, reviewing several government financial statements to provide a broad overview of the Town's finances. Overall, revenues have been good for the year and total expenditures were under budget due to cost savings and cost sharing. Ms. Romano commended the Town's Department Heads for staying within their

allocated budgets.

- Mr. Switaj discussed the long-term obligation transactions of the Town for the 2019-2020 fiscal year, which include the net Pension liability, the OPEB liability, which is going down, and general obligation bonds. He also spoke on the assumed rate of return for the Police and Employee Pension Plan. The rate of return for the Police Pension Plan was 4.34% and the Town Employee Pension Plan was 4.29%.
- Mr. Switaj reported that on October 15, 2019 the Town issued \$3,875,000 in general obligation refunding bonds to refund \$4,320,000 of 2011 general obligation refunding bonds. The bonds will be due through October 1, 2031 with a lower interest rate of 2% - 5%.

Mr. Leahy made a motion to approved the audit for fiscal year 2019-2020 as prepared by Seward & Monde and presented by Michele Loso Boisvert and Andrew Switaj. Ms. Romano seconded the motion and all were in favor. The motion PASSED.

4. Discussion & Approval of Transfer from Parks & Recreation Pool Budget to Cover Overtime Expenses

- Mr. Cifarelli noted that there were extra swim meets and outside teams used the Town pool. Mr. Leahy inquired if we charge these outside teams a sufficient amount to cover our added expenses. Mr. Cifarelli also suggested in light of the fact that the minimum wage has increased, the fees for Summer Camp should be increased.

Mr. Nuzzo made a motion to transfer \$5k into 1-010-130-04-262-00 Pool Overtime from Maintenance and Repair and Field Improvements in equal amounts of \$2,500 to cover the deficit. Mr. Moffett seconded the motion and all were in favor. The motion PASSED.

5. Amity Update

- Mr. Nuzzo reported that the Amity surplus as of December 2019 was \$443,269. They are requesting a 3.95% increase in their proposed 2020-2021 budget. Mr. Leahy stated that this is a sizable budget increase in light of continued surpluses each year. As the Orange student enrollment has decreased, Mr. Shanley suggested that each town should cover the police security at the schools proportionately.

6. Vice Chairman's Report

- Mr. Leahy had nothing additional to add at this time, noting that the proposed 2020-2021 Amity budget will be reviewed in more detail on February thirteenth, when Amity meets with the Orange Board of Finance.

7, Approval of the 2020-2021 Budget Workshop Schedule

- The Board members reviewed the proposed Budget Workshop Schedule, making adjustments where needed.

Mr. Shanley made a motion to approve the Board of Finance 2020-2021 Budget Workshop schedule for Friday, February 7, 2020, from 8:00 a.m. to 3:00 p.m. as presented. Mr. Moffett seconded the motion and all were in favor. The motion PASSED.

8. Discussion and Approval of Minutes – November 18, 2019

- The Board members reviewed the minutes and made corrections as needed.

Ms. Romano made a motion to approve the revised Board of Finance November 19, 2019 minutes, seconded by Mr. Moffett. All were in favor and the motion PASSED.

9. Request of Fund New Carpet in BOE Central Office for \$20k-Finance Director

- Mr. Cifarelli reported that the carpet in question is frayed and posing a possible safety hazard. As \$30k was approved for the replacement of the ceiling tiles, only \$9k was expended for this job. The request is to transfer the excess funds into their Capital Account to cover the new carpet.

Mr. Leahy made a motion to reallocate \$20k from the Town's Capital Fund to purchase new carpet for the Orange Board of Education Central Office. Ms. Romano seconded the motion and all were in favor. The motion PASSED.

10. Review Revenue & Expense Reports from 12/31/2019

Expenditure Report

- Mr. Cifarelli advised that agreements with the Clerical and Supervisors Union have been signed, and employees will be getting their retro pay. There was a brief discussion on the Expenditure Report.

Revenue Report

- Mr. Cifarelli noted that the tax collection on Motor Vehicle was down, as refund checks were distributed. A brief discussion ensued on the Revenue Report.

11. Adjournment

Mr. Leahy made a motion to adjourn the meeting at 8:58 p.m., seconded by Ms. Romano. All were in favor and the motion PASSED.

Respectfully Submitted,

Deborah Satonick, Recording Secretary