

Village of Northport  
Finance Committee Minutes  
January 12, 2023

Members present: Laura Cavendish, Jane Gale, Chris McCann

Staff present: Cindy Edmondson, Joni Scott

Public present: one via Zoom

The meeting was called to order at 10:01 AM.

Public comment: none.

Clerk Scott distributed a budget worksheet. The Committee reviewed the General Fund budget at the December meeting, but followed up on a few line items with an eye to reduce expenses as much as possible. Recommend reducing budget for 801.000 Attorney Fees from \$30,000 to \$25,000 based on prior experience and current year expense to date. Transfer expense budget from 956.000 Misc to 880.000 Community Promotion. Most of these expenses related to the holiday tree decorating. To finalize 702.000 Salaries and Wages, we need to have a decision from DPW on whether to fund a full-time or part-time position (4.0 or 3.5 FTE). Based on current estimates, we believe we can maintain an 8% contingency fund and contribute \$2,800 to the Capital Improvement Fund. We recommend increases in several areas of the Major and Local Street Funds to provide for necessary repairs/repaving projects.

Clerk Scott shared a sewer debt retirement report created by the auditor (for both Village and Township) at the request of the Township Supervisor. The report was based on incomplete information which resulted in inaccurate projections. The Clerk pointed out the discrepancies and asked to have the report corrected. She also asked the auditor to allow review of any such reports in the future to ensure the basic assumptions are correct before the report is shared.

Minor adjustments were made to the Water Department Fund, but we will need to increase Salaries and Wages significantly based on year-to-date expenditures. Increased labor costs are associated with unplanned repairs to aging infrastructure. The Committee is looking for some additional information to complete the Marina Fund Budget. We are assuming some reduction in gasoline costs, but expect diesel fuel to remain flat. The Marina parking lot project will need to be paid for up front with reimbursement from the grant. Cash flow management will be extremely tight.

Five remaining questions will be covered at a special meeting of the Finance Committee. During the budget review process, the committee members identified several budget amendments that will be considered during the special meeting as well.

The Committee proposes several changes to the Fee Schedule:

- Create a demolition permit with a fee of \$50
- Failure to obtain a permit prior to beginning work will result in a fee 2X the published fee
- Retain a \$1,000 fee for an initial marijuana license, but reduce the annual renewal fee to \$5,000
- Increase the Special Use Permit fee from \$200 to \$300, plus \$60 for each additional public meeting
- Establish two categories of ZBA fees
  - Interpretation request \$300

- Appeal of zoning decision \$500, plus \$60 for each additional public meeting
- Consider change to fee for DPW after-hours call out for non-emergency
- Add a fee of \$50 if a Mobile Vendor fails to obtain a permit
- Add Mileage Reimbursement at the current IRS rate for use a personal vehicle for authorized village business

The Investment Policy and Depositor Designation Resolution will be completed when the budget has been approved.

Trustee Cavendish requested review and revisions to the Purchasing and Sales Policy. Discussion will be added to the February agenda.

Public comment: none.

Meeting adjourned at 1: 28 PM.

Submitted by,  
Jane Gale, Chair