

Village of Mamaroneck Budget Advisory Committee
Meeting Agenda for Tuesday, March 5, 2024

1. Approve the February 2024 meeting minutes.
2. Review Budget Work Session schedule and plan for Budget Committee's engagement.
3. LOSAP (Length of Service Awards Program) for the Village Fire Department: Overview of next steps.
4. Capital Budget feedback to Board:
 - a. Structure/Prioritization Framework.
 - b. Draft list of projects ("committed" and for consideration) with associated costs and source of funding.
 - c. Debt service status and associated projections.

**Village of Mamaroneck Budget Advisory Committee
Meeting Minutes for Tuesday, February 6, 2024**

Members present: Charles Guadagnolo, Chair, Ellen Hauptman, Vice Chair, Len Aubrey, Glenn Tippet, Catherine Chaput, Frances Lively, and Nora Lucas, Board Liaison

Members absent: Ed Zagajeski

The meeting was called to order at 7:08pm.

Minutes from the January 2nd meeting were approved.

Nora informed the Committee that Jerry Barberio is on administrative leave until mid-March and Dan Sarnoff is the acting Village Manager. Augie Fusco, Laura Vasami and Dan Sarnoff, along with support from department heads, are working on the budget. At the February 12th BOT meeting, the BOT will adopt work session meetings for budget review.

The Committee then discussed the LOSAP proposal. A referendum is required and if the BOT decides to move forward with this, the referendum will most likely be in the November election. If passed, LOSAP will begin January 1, 2025. A “plug” for initial payment might be required in the 2024/25 budget.

Len Aubrey did some initial research and informed the Committee that there were multiple LOSAP programs/structures and the VFD presented the most expensive one.

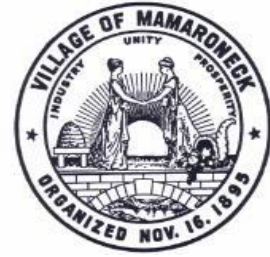
The Committee agreed that the scope of work can range from minimal (budget impact purely based on VFD request) to major based on looking at other fire departments and various LOSAP structures. It was agreed that Len Aubrey, Ed Zagajeski and Ellen Hauptman would prepare an outline for the BOT presenting the potential areas of analysis for the BOT to approve. This will be done prior to the next Budget Advisory Committee meeting.

The Committee moved on to the Capital Budget. Charles Guadagnolo will take a look at the capital project list and will have a discussion with Augie Fusco, Laura Vasami and Dan Sarnoff. The Committee also needs to look at all “carryover” projects and identify the cost impact for the 2024/25 fiscal year.

The meeting was adjourned at 8:30pm.

Memorandum

Village of Mamaroneck



Date: February 26, 2024
To: Mayor Torres and Board of Trustees
Re: Budget Hearing and Workshops – Setting Dates;
Departments may swap if necessary

ITEM 5A – AGENDA REGULAR MEETING

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To plan for the Fiscal Year 2024/2025 Budget Season, we are looking at the calendar to schedule the Budget Public Hearings and Department Head Budget Workshops.

Wednesday, March 20, 2024, Tentative Budget Official Introduction and release

Monday March 25, 2024, Budget Hearing – scheduled as part of the Board Meeting

Therefore, we recommend the following Budget Workshop schedule, also to be televised as above:

THEREFORE BE IT RESOLVED, that the Board of Trustees hereby adopts the following schedule of meeting dates for meetings with Departments in relation to the discussions for the review of the 2024/25 Tentative Village Budget, which are as follows:

Tentative Department Budget Work Sessions, all to start at 5:30 p.m. and finish by 7:30 p.m. held in the Courtroom @ 169 Mt. Pleasant and televised on LMC-Media:

March 21, 2024, Thursday, Budget Work Session – Revenue, Expenses and Court

March 27, 2024, Wednesday, Budget Work Session – Building Dept., Planning, Engineer

Note: Annual Fire Chief's Installation Ceremony and Dinner is Thursday, April 4, 2024

April 01, 2024, Monday, Budget Work Session, Public Works and Fire Department

April 03, 2024, Wednesday, Budget Work Session – Police, Village Mgr./HR and Clerk/Treas.

April 09, 2024, Tuesday, Harbor Master, Parks, and Recreation/Marine Education Center

April 15, 2024, Monday, if necessary

April 24, 2024, Budget Adoption at Board meeting to comply with NY State deadline by May 1st

**Village of Mamaroneck
Budget Advisory Committee**

**Outline for Committee's Review of the Length of Service Award Program (LOSAP)
Proposed by the Fire Department
February 21, 2024**

1. Objective of Budget Committee Review: Prepare report by that analyzes the VMFD LOSAP proposal, compares this proposal with LOSAPs of other local volunteer fire departments, identifies potential risks, and presents several LOSAP options for consideration.
2. Fiscal Year 2024-25 Budget Outlook: To remain under the tax cap, substantial increases in mandated expenses may require reducing existing expenses and careful consideration of new programs.
3. Analyze VMFD proposed LOSAP: The VMFD January 2024 presentation to the Board of Trustees shows an annual cost for the LOSAP of \$1.5 million for the first five years and nearly \$260,000 each year thereafter. Work with VMFD on questions from the Committee. Present proposed Program analysis in easy-to-understand format.
4. Other local LOSAP programs: Compare VMFD proposal with the structure of other volunteer departments with LOSAPs in Westchester.
5. Identify potential risks: Based on conversation with VMFD, Village management, and other local officials identify potential risks to the estimated costs of the Program and suggest ways to offset these risks and Program costs.
6. Present several LOSAP options: The VMFD proposal includes several different structures for a LOSAP and there may be others based on conversations with other volunteer departments. The Committee will identify several options for consideration by the Board of Trustees in the context of Village's 2024-25 budget.
7. Legal and compliance issues: We understand BOT approval plus a referendum are necessary. The relevant statute has other legal and compliance requirements. The Village Attorney should review the statute, and prepare a report for the BOT and Village management.