

2026 Budget Workshop Meeting Minutes

6:00 PM

1360 Helderberg Trail

Call to Order:

Supervisor Palow called the meeting to order at 6:15 PM. Everyone stood for the Pledge of Allegiance. Present were Supervisor Palow, Councilmembers Doolin, laCour, and Giebelhaus, along with Town Clerk De Oliveira and Senior Account Clerk Andrea Borst.

Budget Discussion:

Senior Account Clerk Andrea Borst addressed the Town Board regarding the preparation of the 2026 budget. She explained that the budget would be set up with a "roll-down" structure, consolidating the total departmental budgets into four main lines to eliminate the need for frequent budget transfers.

Justice Court Clerk Budget:

Honorable Justices Raymond & Harvey discussed the budget line for the Justice Court Clerk. They emphasized the need to increase the Clerk's hours from 10 to 17 hours per week due to a growing volume of work, including records management and additional training. They spoke highly of Court Clerk Rosita Herrera's abilities.

The Town Board agreed to increase the Clerk's weekly hours from 10 to 17, at a rate of \$21.50 per hour. The Board also approved an increase to the Social Security line within the Justice Department budget to reflect these additional hours.

Town Supervisor Position:

The Town Supervisor position was discussed, with the Town Board noting that there had been no raises in this line item over the past four years. The Board agreed to increase the budget allocation for the Town Supervisor position from \$23,000 to \$25,000.

Stipend Discussion:

Supervisor Palow discussed the stipends in the budget, noting that they were first established in 2012 and raised in 2018 to \$4,800. The Registrar position, which is currently assigned to the Town Clerk, is a revenue-generating position, involving the collection of fees for certified copies and genealogy requests. Revenue from these sources must be reported to the NYS Comptroller's Office.

Contingency Accounts:

The Board discussed contingency accounts. Senior Account Clerk Borst clarified that the Highway Fund cannot have a contingency fund.

Health Reserve Account (Helderberg Ambulance):

Karen Hamilton and Beth Jones, representing the Helderberg Ambulance, addressed the Health Reserve Account, which currently has a balance of \$1,726.11. They referenced prior meetings where it was agreed that Helderberg Ambulance would contribute \$25,000 toward the Albany County ALS/BLS payment. Hamilton asked whether the Town would be invoicing Helderberg Ambulance for this amount.

Human Resources Discussion:

In the past, the Town had two HR coordinators, each receiving a stipend of \$2,500. Town Clerk De Oliveira discussed the scope of the HR role, emphasizing the importance of staying current with constantly changing labor laws, employee training, and maintaining the employee handbook. She also discussed the possibility of outsourcing HR services.

A quote was received from Mineral and HR Platform, supported by Marshall & Sterling, to provide comprehensive HR services, including an employee handbook, automatic notifications of legislative and policy changes, a dedicated HR representative, and various HR resources. The proposed cost was \$9,600 annually.

The Town Board discussed exploring other options for HR support and agreed to include this cost in the 2026 budget while continuing to evaluate alternatives.

Motion to Adjourn:

Supervisor Palow made a motion to adjourn, seconded by Councilmember Doolin. The motion carried with the following roll call vote:

- Supervisor Palow: Aye
- Councilmember Doolin: Aye
- Councilmember laCour: Aye
- Councilmember Giebelhaus: Aye

The meeting adjourned at 8:31 PM.

Respectfully submitted,

Kristin De Oliveira, Town Clerk