

**RESOLUTION MEMORIALIZING CHANGES TO REVISED TENTATIVE BUDGET  
AND AUTHORIZING PREPARATION AND FILING OF PRELIMINARY BUDGET**

**RESOLUTION 23**

**RESOLUTION MEMORIALIZING CHANGES TO REVISED TENTATIVE BUDGET  
AND AUTHORIZING PREPARATION AND FILING OF PRELIMINARY BUDGET**

The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, pursuant to Town Law Article 8, and §§ 106 and 107 therein, the Town and its various officers and employees coordinate fiscal reviews and activities to help and cause the Town's Budget Officer to prepare a Tentative Budget and Revised Tentative Budget, and such Tentative Budget is presented formally by the Town Clerk and the Town Board thereafter reviews, investigates, updates and amends the same, whereupon it becomes a Preliminary Budget; and

WHEREAS, a Preliminary Budget must exist by a specific date and public hearings are held thereupon before the formality of adoption by formal vote and resolution as a Final Budget; and

WHEREAS, upon deliberation hereupon, the Town Board of the Town of Lansing has hereby RESOLVED as follows:

1. To date, the **suggested/agreed-upon** changes and updates to the Revised Tentative Budget consist of the following:

- 1) A1110.120 - Court Clerk Salary
  - a. Increase to \$80,000 from \$75,605.92 to account for overtime hours worked
- 2) A1110.130 - Justice's Personal Services/Part-time Clerk
  - a. Increase to \$9,000 from \$5,000 to account for additional part-time clerk
- 3) A1610.200- Technology Equipment
  - a. Increase from \$7,200 to \$15,000
- 4) A1610.400 - Technology Contractual
  - a. Increase from \$70,000 to \$102,750
    - i. Reflective the \$42,750 quote from Edmunds for new Accounting/Payroll software, less moving funds from this contractual account to the equipment account
- 5) A7320.100 - Drop In, Personal Services
  - a. Decrease to \$0 from \$23,526 – program is being closed
  - b. Decrease to \$0 from \$1,200 – program is being closed
- 6) B8010.400 – Zoning Contractual

- a. Increase by \$100,000 from \$27,750 to \$127,750 for a zoning consultant
  - i. This would increase the use of available fund balance from \$277,739.84 to \$377,739.84 which is almost half of the current fund balance
  
- 7) SS1-8110.100- Sewer Administration Personal Services
  - a. This would be a new code for Deputy Town Clerk. She is not currently paid out of sewer but has a lot of duties in this area, and this fund should pay its share. There is no increase in salary, only a reallocation of amounts.
  - b. Create code, and put \$2,727.07 in
  
- 8) SS3-8110.100 - Sewer Administration Personal Services
  - a. This would be a new code for Deputy Town Clerk. She is not currently paid out of sewer but has a lot of duties in this area, and this fund should pay its share. There is no increase in salary, only a reallocation of amounts.
  - b. Create code, and put \$256.59 in
  
- 9) SW8310.100 - Water Administration Personal Services
  - a. Deputy Town Clerk's wages were reallocated. Deputy Town Clerk's portion of this fund was \$32,820 and should be decreased to \$29,836.56.
  - b. This decreases this budget line from \$56,272 to \$53,288.56
  
- 10) Deputy Town Clerk's rate of pay on the salary schedule is incorrect. It is listed as \$30.26 and should be \$31.44 as she is due to go up one step. (Already correct in budget, just incorrect on salary schedule.)
  
- 11) Information Aide – Clerk's Office is not listed on the salary schedule and should be. (Already in budget, just left off salary schedule.) The salary is \$22.89/hour.

2. These changes shall be made to the Revised Tentative Budget, which shall become a Preliminary Budget and subjected to public hearing as required by law.

The question of the adoption of such proposed Resolution was duly motioned by Councilperson \_\_\_\_\_, duly seconded by Supervisor \_\_\_\_\_, and put to a roll call vote with the following results:

Councilperson Andra Benson –	Councilperson Ruth Groff –
Councilperson Bronwyn Losey –	Councilperson Joseph Wetmore –
Supervisor Edward LaVigne –	

Accordingly, the foregoing Resolution was approved, carried, and duly adopted on October 18, 2023.