



Village of Suffern, New York

Adopted Budgets Fiscal Year Ending May 31, 2021

**As Adopted to the Village Board of Trustees
April 30, 2020**

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Village of Suffern, New York

2020-2021 Budget Message

April 30, 2020

To the Mayor, the Board of Trustees and the residents of the Village of Suffern, New York:

Introduction

In accordance with Section 5-508 of Village Law and as adopted by the Village Board on April 30, 2020, submitted herewith are the budgets for the General Fund (including the Curbside Solid Waste District and the Container Solid Waste District), the Water Fund, the Sewer Fund, and the Debt Service Fund for the fiscal year ending May 31, 2021 (the 2020-2021 fiscal year).

Also included in this document are various supporting schedules and a list of capital projects recommended to be undertaken in the 2020-2021 fiscal year. No spending or encumbrance against any of the capital projects listed is authorized until and unless the Village Board adopts one or more resolutions to undertake the project(s), identifies and secures the source(s) of financing for said project(s), and establishes the necessary project budget(s) (estimated revenues and appropriations).

Budget preparation worksheets and instructions were distributed to department heads in January 2020 and returned to the Treasurer's Office during the month of February 2020. A tentative budget was presented by the Mayor to the Village Clerk, distributed to the Board of Trustees and made available on the Village website on March 18, 2020.

Due to the COVID-19 emergency, the Village Board held several budget meetings via video and telephone conference pursuant to and in accordance with Governor Andrew Cuomo's Executive orders 202, 202.1 and 202.15. The Village Clerk presented the tentative budget to the Village Board at the Village Board teleconference meeting of March 19, 2020. Public hearings on the tentative budget, a proposed local law to override the 2020-2021 real property tax levy limit ("tax cap"), the proposed 2020-2021 water rates and the proposed 2020-2021 sewer rents were held via teleconference on April 14 and video conference on April 23, 2020, after which the public hearings were closed. At the April 23, 2020 meeting, the Village Board adopted Local Law No. 5 of 2020 to override the 2020-2021 tax cap. The Village Board also held video conferences on April 28 and April 29, 2020 to consider public comments and final changes to the 2020-2021 Tentative Budget.

Due to the inability for the public to appear in-person at any of these meetings, the Village Board received and accepted as part of the record any emails received from the public and related to the 2020-2021 Tentative Budget and 2020-2021 water and sewer rates. On April 30, 2020, the Village Board held a video conference wherein they adopted the 2020-2021 water rates, the 2020-2021 sewer rents, the 2020-2021 budgets for the General Fund, the Water Fund, the Sewer Fund and the Debt Service Fund, and the Village's Comprehensive Financial Policies. Recordings of all of the teleconference and video conference

meetings were published on the Village website, and a transcript of the audio portion of these meetings will be generated and published at a later date.

The Village began on a path to return the Village to fiscal stability in April 2015 with the adoption of the 2015-2016 fiscal year budget. Continuous monitoring of expenditures and revenues is an extension of that process that allows us to adjust to significant variances from the spending plans we adopted. Unless otherwise noted, all comparisons presented in this document are to the budgets as adopted for the 2019-2020 fiscal year.

Contingency

The General Fund, Water Fund, and Sewer Fund budgets include amounts for contingency. Because budgeting is not an exact science, the Village is authorized to include an amount in its budget for unforeseen circumstances. This amount is referred to as the contingency, or contingent account. Should the amount in the contingent account not be needed, the unused amount would simply add to fund balance at the close of the fiscal year. It is the position of the Village Board and Village Treasurer that these contingencies are appropriate and necessary to provide for both the unanticipated and as a means of rebuilding the fund balances to reasonable levels.

General Fund

The General Fund is the major operating fund of the Village and includes all accounts that would not otherwise be required to be kept in another fund. General Fund appropriations will increase \$392,834 (2.5%) from \$15.5 million to \$15.9 million and revenues other than property taxes will increase \$63,187 (1.6%). As a result, the real property tax levy will increase \$329,647 (2.9%) from \$11.6 million to \$11.9 million.

As Village Treasurer, I have serious concerns that have been expressed to the Village Board concerning the levels of certain key revenues (sales tax, mortgage tax, parking revenues, fines and forfeitures, State aid) and how those levels may be impacted by the COVID-19 emergency. The estimated revenues included in the 2020-2021 Tentative Budget were developed in January and February 2020, prior to a better understanding and appreciation of the impact that COVID-19 has had and will continue to have on our local, state and national economies. I expressed my opinion to the Village Board that the estimated revenues included in this adopted budget, together with the decrease in the contingent account of \$100,000 will leave us little room to adjust to a financial shock of significantly reduced revenue. However, the responsibility and decision to adopt this budget is that of the Village Board, and we will simply have to monitor our budget very closely throughout the fiscal year and take action quickly and decisively to address any major shortcomings in revenues and/or major increases in expenditures.

Together with a \$873,612 (0.7%) reduction in taxable assessed valuation of real property (from \$132.8 million to \$132 million), the 2020-2021 real property tax rate will increase from \$86.98 to \$90.06 (3.5%) per \$1,000 taxable assessed valuation. The real property tax rate changes approximately one percent (1%) for every \$119,000 change in estimated revenue or appropriation and for every \$1.32 million change in taxable assessed valuation.

The increase in Village taxes for the year on a single-family home with the median taxable assessed value of \$41,100 is estimated to be \$126.

Solid Waste Districts

The Curbside Solid Waste District provides residential refuse and recycling services to residents of the Village, other than those living in condominiums and cooperative apartments (“co-ops”). Costs of operating the Curbside Solid Waste District increase \$15,697. Together with a reduction in the number of units serviced from 1,878 to 1,870, the annual service charge per unit will increase \$11 from \$540 to \$551.

The Container Solid Waste district provides residential refuse and recycling services to residents living in condominiums and co-ops. The 2020-2021 Adopted Budget of \$356,661 for services to 1,723 units results in an increase in the annual rate of \$25 per unit, from \$182 to \$207. This increase is the result of a rate per unit change in accordance with a new two-year refuse and recycling contract with an independent contractor.

Water Fund

The Water Fund accounts for the activities of the Village’s drinking water treatment and distribution system. Total costs, revenues and rates of the Water Fund will remain essentially the same when compared to the 2019-2020 adopted budget. It is estimated that the water bill for the average single-family home will remain the same as well.

Sewer Fund

The Sewer Fund accounts for the activities of the Village’s sanitary sewer treatment plant and collection system. Total costs of operating the Sewer Fund will increase \$165,935 (6.6%) and total estimated revenues other than sewer rents will decrease \$3,450. It is estimated that the sewer bill for the average single-family home will increase \$24 per year.

Debt Service Fund

The Debt Service Fund is used to accumulate the resources (money) necessary to meet the required payments of principal and interest (debt service) on outstanding serial bonds. Debt service requirements for 2020-2021 will decrease \$37,485 (3.1%) from \$1,193,466 to \$1,155,981. This reduction is primarily due to the savings achieved with the 2019-2020 refunding (similar to a “refinancing”) of the 2007 and 2012 serial bonds. Debt service payments are funded by transfers in from the General, Water and Sewer funds.

Capital Projects

The \$3.6 million of capital projects listed in this document represent assets that are expected to last at least three years and that New York State Local Finance Law allows the issuance of debt to finance the cost of those assets. Debt is the proposed source of funding for all of the capital projects listed, but the source of funding is subject to change based on the availability of grants and aid or other revenues. It is important to note that no person representing the Village is legally authorized to expend, or commit the Village to expend, money on any project until the necessary resolutions to establish project budgets and financing, including but not limited to bond resolutions, are adopted by the Village Board.

Short- and Long-Term Debt

Included as separate schedules is information on the Village's short- and long-term debt. Short-term debt outstanding at the date of this publication includes bond anticipation notes (BANs) and installment purchase contracts. The only long-term debt issued by the Village are general obligation ("GO") serial bonds backed by the full faith and credit of the Village.

Real Property Tax Levy Limit

On June 24, 2011 the real property tax levy limit ("tax cap") was signed into law as Chapter 97 of the New York State Laws of 2011 and became permanent as part of the 2019-2020 New York State budget, which was adopted on March 31, 2019. The tax cap law establishes a limit on the annual growth of real property taxes levied by the Village to two percent or the rate of inflation, whichever is less. There are limited, narrow exclusions to the tax cap, including certain costs of significant judgments arising out of tort actions and unusually large year-to-year increases in pension contribution rates. The tax levy cannot exceed the cap unless 60% of the total voting power of the Village Board (at least three affirmative votes) adopt a local law to override the tax cap. It is important to note that the tax cap is on the tax *levy* (the amount to be raised in real property taxes), and not the tax *rate* (the amount to be raised in real property taxes divided by the total taxable assessed value of the Village).

On April 23, 2020, the Village Board adopted Resolution 82 of 2020 establishing Local Law No. 5 of 2020 to override the 2020-2021 tax cap. As it turns out, the tax levy in this adopted budget is below the tax cap. As such, the Village Board will adopt another local law to repeal Local Law No. 5 of 2020.

Acknowledgements

We thank the department heads and employees of the Village who helped prepare the tentative budget, the Office of State Comptroller for their review and consideration of the tentative budget, and the Mayor and Board of Trustees for their ardent work in transforming the tentative budget into this adopted budget. Most of all, we thank the residents and businesses of the Village of Suffern for their contributions to making our community the wonderful place it is to live, work and enjoy.

Respectfully submitted,

/s/ Michael A. Genito

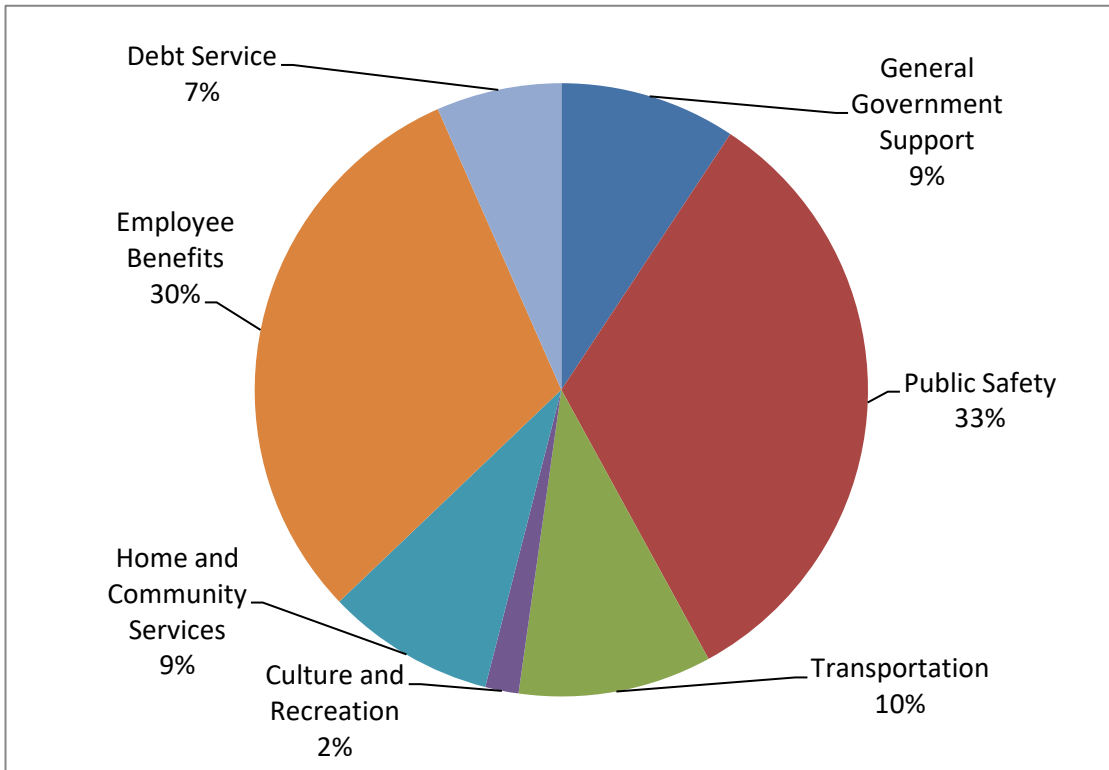
Michael A. Genito
Village Treasurer

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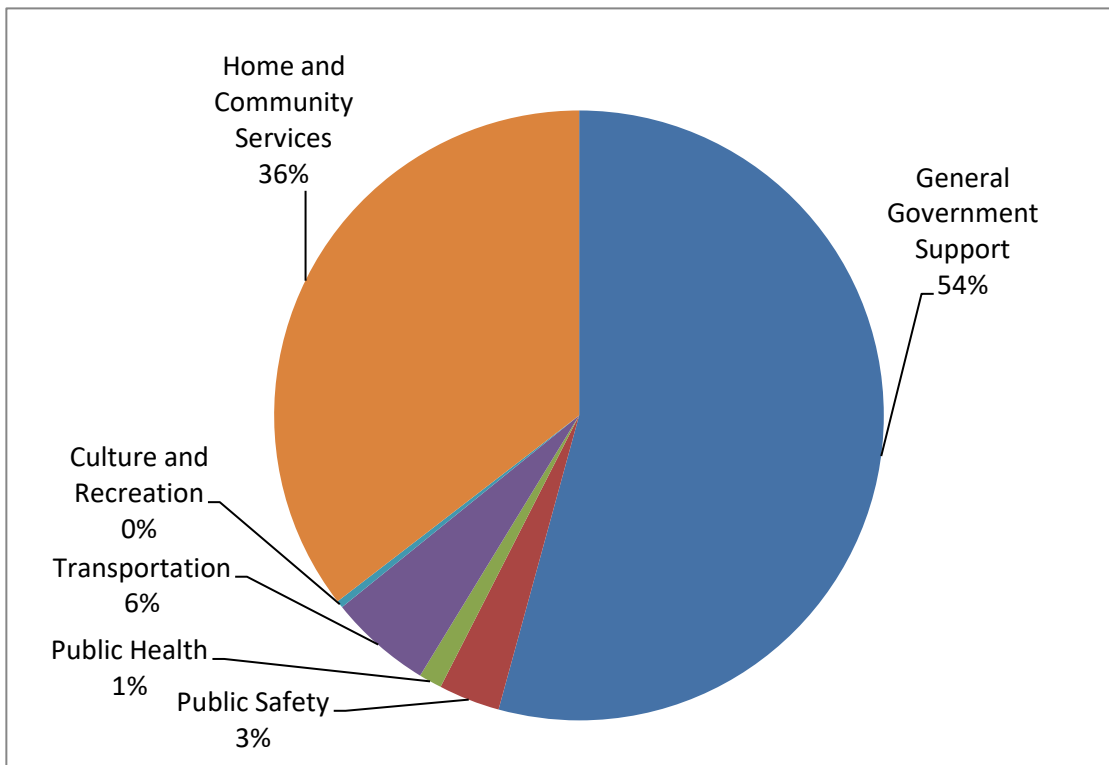
**Village of Suffern, New York General Fund
Summary of Changes by Program
Fiscal Year Ending May 31, 2021**

	Adopted 2020	Tentative 2021	Adopted 2021	Change 2020 to 2021	
Appropriations:					
General Government Support	\$ 1,604,373	\$ 1,578,593	\$ 1,477,593	\$ (126,780)	-7.9%
Public Safety	4,919,752	5,408,455	5,203,250	283,498	5.8%
Public Health	9,600	9,600	9,600	-	0.0%
Transportation	1,654,373	1,730,190	1,620,340	(34,033)	-2.1%
Culture and Recreation	366,175	378,987	280,162	(86,013)	-23.5%
Home and Community Services	1,363,938	1,398,535	1,413,610	49,672	3.6%
Employee Benefits	4,673,761	4,877,354	4,850,554	176,793	3.8%
Debt Service	919,968	1,049,665	1,049,665	129,697	14.1%
Total Appropriations	\$ 15,511,940	\$ 16,431,379	\$ 15,904,774	\$ 392,834	2.5%
Estimated Revenues:					
General Government Support	\$ 2,107,431	\$ 2,136,362	\$ 2,181,362	\$ 73,931	3.5%
Public Safety	160,000	131,000	131,000	(29,000)	-18.1%
Public Health	49,000	49,000	49,000	-	0.0%
Transportation	210,164	219,148	219,148	8,984	4.3%
Culture and Recreation	57,000	69,000	15,000	(42,000)	-73.7%
Home and Community Services	1,374,059	1,400,256	1,425,331	51,272	3.7%
Total Estimated Revenues	\$ 3,957,654	\$ 4,004,766	\$ 4,020,841	\$ 63,187	1.6%
Total Appropriations	\$ 15,511,940	\$ 16,431,379	\$ 15,904,774	\$ 392,834	2.5%
Less: Estimated Revenues	3,957,654	4,004,766	4,020,841	63,187	1.6%
	11,554,286	12,426,613	11,883,933	329,647	2.9%
Less: Appropriated Fund Balance	-	-	-	-	0.0%
Real Property Tax Levy	11,554,286	12,426,613	11,883,933	329,647	2.9%
Village Taxable Assessed Valuation	132,840,366	131,978,854	131,966,754	(873,612)	-0.7%
Tax Rate per \$1,000 Assessed Valuation	\$86.98	\$94.16	\$90.06	\$3.08	3.5%
Median taxable assessed value,					
single family home	\$41,100	\$41,100	\$41,100	\$0	0
Property taxes on median single family home	\$3,575	\$3,870	\$3,701	\$126	3.5%
The following changes would change the tax rate by one (1%) percent:					
A change in revenues and/or expenditures of:		\$124,000	\$119,000		
A change in taxable assessed valuation of:		\$1,320,000	\$1,320,000		

2019-2020 General Fund Appropriations by Program



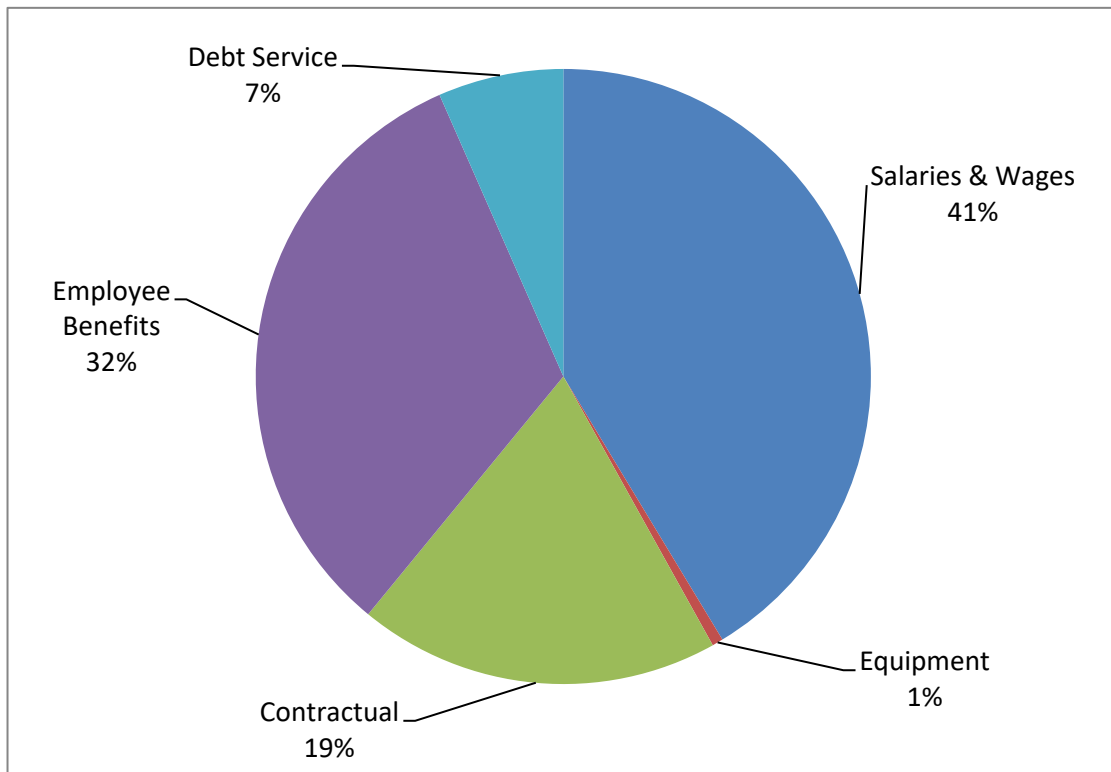
2019-2020 General Fund Estimated Revenues by Program



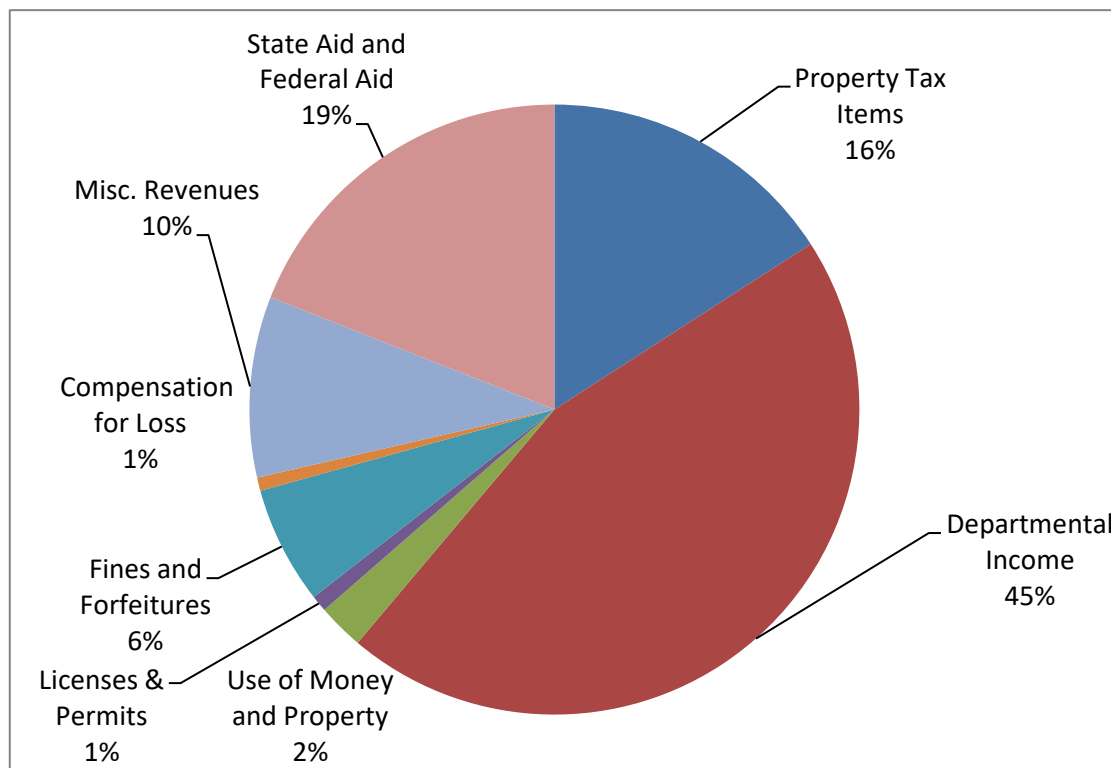
**Village of Suffern, New York General Fund
Summary of Changes by Object and Source
Fiscal Year Ending May 31, 2021**

	Adopted 2020	Tentative 2021	Adopted 2021	Change 2020 to 2021	
Appropriations:					
Salaries & Wages	\$ 6,414,519	\$ 6,820,342	\$ 6,575,942	\$ 161,423	2.5%
Equipment	71,601	142,052	91,052	19,451	27.2%
Contractual	3,128,424	3,232,466	3,026,061	(102,363)	-3.3%
Employee Benefits	4,977,428	5,186,854	5,162,054	184,626	3.7%
Debt Service	919,968	1,049,665	1,049,665	129,697	14.1%
Total Appropriations	<u>\$ 15,511,940</u>	<u>\$ 16,431,379</u>	<u>\$ 15,904,774</u>	<u>\$ 392,834</u>	<u>2.5%</u>
Estimated Revenues Other Than Real Property Taxes:					
Property Tax Items	\$ 633,578	\$ 638,387	\$ 638,387	\$ 4,809	0.8%
Departmental Income	1,831,075	1,849,256	1,820,331	(10,744)	-0.6%
Use of Money and Property	56,117	58,559	98,559	42,442	75.6%
Licenses and Permits	34,000	35,000	35,000	1,000	2.9%
Fines and Forfeitures	247,000	251,000	251,000	4,000	1.6%
Sale of Property and Compensation for Loss	28,000	28,000	28,000	-	0.0%
Misc. Revenues	290,000	380,416	385,416	95,416	32.9%
State Aid and Federal Aid	837,884	764,148	764,148	(73,736)	-8.8%
Total Estimated Revenues	<u>\$ 3,957,654</u>	<u>\$ 4,004,766</u>	<u>\$ 4,020,841</u>	<u>\$ 63,187</u>	<u>1.6%</u>
Total Appropriations	\$ 15,511,940	\$ 16,431,379	\$ 15,904,774	\$ 392,834	2.5%
Less: Estimated Revenues	<u>3,957,654</u>	<u>4,004,766</u>	<u>4,020,841</u>	<u>63,187</u>	<u>1.6%</u>
	11,554,286	12,426,613	11,883,933	329,647	2.9%
Less: Appropriated Fund Balance	-	-	-	-	0.0%
Real Property Tax Levy	11,554,286	12,426,613	11,883,933	329,647	2.9%
Village Taxable Assessed Valuation	<u>132,840,366</u>	<u>131,978,854</u>	<u>131,966,754</u>	<u>(873,612)</u>	<u>-0.7%</u>
Tax Rate per \$1,000 Assessed Valuation	<u>\$86.98</u>	<u>\$94.16</u>	<u>\$90.06</u>	<u>\$3.08</u>	<u>3.5%</u>
Median taxable assessed value,					
single family home	\$41,100	\$41,100	\$41,100	\$0	0
Property taxes on median single family home	\$3,575	\$3,870	\$3,701	\$126	3.5%
The following changes would change the tax rate by one (1%) percent:					
A change in revenues and/or expenditures of:		\$124,000	\$119,000		
A change in taxable assessed valuation of:		\$1,320,000	\$1,320,000		

2019-2020 General Fund Appropriations by Object



2019-2020 General Fund Estimated Revenues by Source



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**Village of Suffern, New York General Fund
Fiscal Year Ending May 31, 2021
Appropriations**

Actual 2019	Adopted 2020	Tentative 2021	Adopted 2021
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GENERAL GOVERNMENT SUPPORT

BOARD OF TRUSTEES

A1010.1 Personal Services	\$ 38,368	\$ 38,250	\$ 38,250	\$ 38,250
A1010.4 Contractual Expenses	6,789	15,832	15,832	15,832
TOTAL	45,157	54,082	54,082	54,082

JUDICIAL

VILLAGE JUSTICE

A1110.1 Personal Services	207,823	218,992	227,437	227,437
A1110.4 Contractual Expenses	51,483	62,226	38,634	37,634
TOTAL	259,306	281,218	266,071	265,071

EXECUTIVE

MAYOR

A1210.1 Personal Services	27,103	27,000	27,000	27,000
A1210.4 Contractual Expenses	1,318	3,258	3,458	3,458
TOTAL	28,421	30,258	30,458	30,458

FINANCE

AUDITOR

A1320.4 Contractual Expenses	21,768	38,000	38,000	38,000
TOTAL	21,768	38,000	38,000	38,000

TREASURER

A1325.1 Personal Services	79,011	80,763	83,976	83,976
A1325.4 Contractual Expenses	28,958	59,224	64,924	64,924
TOTAL	107,969	139,987	148,900	148,900

ASSESSOR

A1355.1 Personal Services	13,153	13,103	13,103	13,103
TOTAL	13,153	13,103	13,103	13,103

MUNICIPAL FINANCIAL ADVISOR

A1380.4 Contractual Expenses	2,500	4,000	4,000	4,000
TOTAL	2,500	4,000	4,000	4,000

TOTAL FINANCE	145,390	195,090	204,003	204,003
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STAFF

VILLAGE CLERK

A1410.1 Personal Services	140,113	152,595	159,531	159,531
A1410.2 Equipment	-	-	1,000	1,000
A1410.4 Contractual Expenses	82,421	55,587	56,440	56,440
TOTAL	222,534	208,182	216,971	216,971

**Village of Suffern, New York General Fund
Fiscal Year Ending May 31, 2021
Appropriations**

	Actual 2019	Adopted 2020	Tentative 2021	Adopted 2021
VILLAGE ATTORNEY				
A1420.1 Personal Services	49,454	17,000	17,000	17,000
A1420.4 Contractual Expenses	183,803	171,508	172,008	172,008
TOTAL	233,257	188,508	189,008	189,008

TOTAL STAFF	455,791	396,690	405,979	405,979
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SHARED SERVICES

BUILDINGS

A1620.1 Personal Services	44,423	49,235	-	-
A1620.4 Contractual Expenses	97,696	154,200	160,000	160,000
TOTAL SHARED SERVICES	142,119	203,435	160,000	160,000

SPECIAL ITEMS

A1910.4 Unallocated Insurance	142,535	168,600	168,000	168,000
A1920.4 Municipal Association Dues	-	5,000	5,000	5,000
A1930.4 Judgement and Claims	-	70,000	85,000	85,000
A1990.4 Contingent Account	-	200,000	200,000	100,000
TOTAL SPECIAL ITEMS	142,535	443,600	458,000	358,000

TOTAL GENERAL GOVERNMENT SUPPORT	1,218,719	1,604,373	1,578,593	1,477,593
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PUBLIC SAFETY & EDUCATION

DARE

A2989.1 DARE	50,714	40,000	50,000	50,000
TOTAL	50,714	40,000	50,000	50,000

POLICE

A3120.1 Personal Services	4,168,689	4,114,102	4,459,430	4,310,705
A3120.2 Equipment	21,718	20,000	84,200	35,200
A3120.4 Contractual Expenses	215,130	217,413	229,547	229,547
TOTAL	4,405,537	4,351,515	4,773,177	4,575,452

FIRE DEPARTMENT

A3410.2 Equipment	70,228	51,101	56,852	54,852
A3410.4 Contractual Expenses	247,086	267,783	279,373	273,893
TOTAL	317,314	318,884	336,225	328,745

SAFETY INSPECTION

A3620.1 Personal Services	209,756	193,905	207,053	207,053
A3620.4 Contractual Expenses	14,035	15,448	42,000	42,000
TOTAL	223,791	209,353	249,053	249,053

TOTAL PUBLIC SAFETY AND EDUCATION	4,997,356	4,919,752	5,408,455	5,203,250
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Village of Suffern, New York General Fund
Fiscal Year Ending May 31, 2021
Appropriations

	Actual 2019	Adopted 2020	Tentative 2021	Adopted 2021
HEALTH				
REGISTRAR OF VITAL STATISTICS				
A4020.1 Personal Services	9,680	9,600	9,600	9,600
TOTAL HEALTH	9,680	9,600	9,600	9,600

TRANSPORTATION				
STREET ADMINISTRATION				
A5010.1 Personal Services	6,381	-	-	-
A5010.4 Contractual Expenses	9,260	15,116	16,616	16,616
TOTAL	15,641	15,116	16,616	16,616
STREET MAINTENANCE				
A5110.1 Personal Services	777,891	782,434	829,793	829,793
A5110.2 Equipment	-	-	-	-
A5110.4 Contractual Expenses	281,528	391,416	413,466	349,466
TOTAL	1,059,419	1,173,850	1,243,259	1,179,259
SNOW REMOVAL				
A5142.4 Contractual Expenses	107,034	132,500	162,500	145,000
TOTAL	107,034	132,500	162,500	145,000
STREET LIGHTING				
A5182.4 Contractual Expenses	173,353	245,000	236,000	220,000
TOTAL	173,353	245,000	236,000	220,000
PARKING DEPARTMENT				
A5650.1 Personal Services	72,507	38,321	41,357	29,007
A5650.4 Contractual Expenses	48,428	49,586	30,458	30,458
TOTAL	120,935	87,907	71,815	59,465
TOTAL TRANSPORTATION	1,476,382	1,654,373	1,730,190	1,620,340

CULTURE AND RECREATION				
PLAYGROUND AND RECREATION CENTERS				
A7140.1 Personal Services	150,541	172,711	184,601	108,813
A7140.2 Equipment	-	500	-	-
A7140.4 Contractual Expenses	124,070	114,782	110,174	99,674
TOTAL	274,611	287,993	294,775	208,487
SUFFERN COMMUNITY CENTER				
A7141.1 Personal Services	61,403	48,451	51,981	44,444
A7141.4 Contractual Expenses	21,228	27,750	27,750	22,750
TOTAL	82,631	76,201	79,731	67,194

Village of Suffern, New York General Fund
Fiscal Year Ending May 31, 2021
Appropriations

	Actual 2019	Adopted 2020	Tentative 2021	Adopted 2021
HISTORIAN				
A7510.1 Personal Services	1,911	1,981	1,981	1,981
A7510.4 Contractual Expenses	2,201	-	2,500	2,500
TOTAL	4,112	1,981	4,481	4,481

TOTAL CULTURE AND RECREATION	361,354	366,175	378,987	280,162
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HOME AND COMMUNITY SERVICES

ZONING				
A8010.1 Personal Services	4,476	4,863	4,863	4,863
A8010.4 Contractual Expenses	204	1,000	1,700	1,700
TOTAL	4,680	5,863	6,563	6,563

PLANNING				
A8020.1 Personal Services	5,669	5,616	5,616	5,616
A8020.4 Contractual Expenses	4,256	25,900	26,100	16,100
TOTAL	9,925	31,516	31,716	21,716

CURBSIDE SOLID WASTE				
A8160.1 Personal Services	431,399	445,597	457,770	457,770
A8160.2 Equipment	-	-	-	-
A8160.4 Contractual Expenses	261,888	263,709	279,400	259,400
A8160.8 Employee Benefits	258,342	303,667	309,500	311,500
TOTAL	951,629	1,012,973	1,046,670	1,028,670

CONTAINER SOLID WASTE				
A8161.4 Contractual Expenses	284,295	313,586	313,586	356,661
TOTAL	284,295	313,586	313,586	356,661

TOTAL HOME AND COMMUNITY SERVICES	1,250,529	1,363,938	1,398,535	1,413,610
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UNDISTRIBUTED

EMPLOYEE BENEFITS				
A9010.8 State Retirement	292,447	368,096	329,092	322,292
A9015.8 Police Retirement.	695,245	903,834	942,657	942,657
A9025.8 Firefighter Service Award Program	112,998	140,000	148,568	148,568
A9030.8 Social Security	418,127	426,778	435,800	419,000
A9031.8 MTA Commuter Tax	20,295	22,000	20,000	19,300
A9036.8 Disability Insurance	136	200	137	137
A9037.8 Flexible Spending Plan	1,200	1,200	1,200	1,200
A9040.8 Workers Compensation	421,141	380,753	439,300	439,300
A9045.8 Life Insurance	74,332	75,000	64,300	61,800
A9050.8 Unemployment Ins.	425	6,000	2,500	2,500
A9060.8 Hospital & Medical Ins.	1,978,656	2,249,900	2,392,000	2,392,000

**Village of Suffern, New York General Fund
Fiscal Year Ending May 31, 2021
Appropriations**

	Actual 2019	Adopted 2020	Tentative 2021	Adopted 2021
A9065.8 Dental Insurance	100,728	100,000	101,800	101,800
TOTAL	4,115,730	4,673,761	4,877,354	4,850,554
DEBT SERVICE				
A9730.6 Bond Anticipation Notes Principal	237,808	151,000	345,750	345,750
A9730.7 Bond Anticipation Notes Interest	12,945	8,284	24,048	24,048
A9785.6 Installment Purchase Contracts Principal	63,948	96,964	131,940	131,940
A9785.7 Installment Purchase Contracts Interest	22,287	25,705	24,440	24,440
TOTAL	336,988	281,953	526,178	526,178
OPERATING TRANSFERS TO OTHER FUNDS				
A9901.9 Transfer to Debt Service				
A9901.6 Serial Bond Principal	469,321	492,782	391,408	391,408
A9901.7 Serial Bond Interest	165,565	145,233	132,079	132,079
A9950.9 Transfer to Capital Projects Fund	369,914	-	-	-
TOTAL	1,004,800	638,015	523,487	523,487
TOTAL UNDISTRIBUTED	5,457,518	5,593,729	5,927,019	5,900,219
TOTAL APPROPRIATIONS	\$ 14,771,538	\$ 15,511,940	\$ 16,431,379	\$ 15,904,774

**Village of Suffern, New York General Fund
Estimated Revenues
Fiscal Year Ending May 31, 2021**

Actual 2019	Adopted 2020	Tentative 2021	Adopted 2021
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TAX ITEMS

OTHER TAX ITEMS

A1081 Payments in Lieu of Taxes	\$ 189,052	\$ 193,578	\$ 204,387	\$ 204,387
A1090 Interest & Pen on Real Prop Taxes	45,247	20,000	20,000	20,000
TOTAL OTHER TAX ITEMS	234,299	213,578	224,387	224,387

NON-PROPERTY TAX ITEMS

A1130 Utilities Gross Receipts Tax	164,048	170,000	164,000	164,000
A1170 Franchises	229,144	250,000	250,000	250,000
TOTAL NON-PROPERTY TAX ITEMS	393,192	420,000	414,000	414,000

TOTAL TAX ITEMS	627,491	633,578	638,387	638,387
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DEPARTMENTAL INCOME

PUBLIC SAFETY

A1560 Safety Inspection Fees	294,180	140,000	111,000	111,000
A1589 Other Public Safety	28,880	20,000	20,000	20,000
A2260 Police Services	440	-	-	-
TOTAL PUBLIC SAFETY	323,500	160,000	131,000	131,000

HEALTH

A1603 Vital Statistics Fees	48,601	49,000	49,000	49,000
TOTAL HEALTH	48,601	49,000	49,000	49,000

TRANSPORTATION

A1710 Public Works Services	6,927	-	-	-
A1721 Parking Permits	218,126	185,428	200,000	200,000
A2302 Snow Removal Other Governments	-	5,588	-	-
TOTAL TRANSPORTATION	225,053	191,016	200,000	200,000

CULTURE AND RECREATION

A2012 Recreation Concessions	101	-	5,000	-
A2025 Pool Fees	49,574	42,000	49,000	-
A2089 Other Culture/Recreation	15,186	15,000	15,000	15,000
TOTAL CULTURE AND RECREATION	64,861	57,000	69,000	15,000

HOME AND COMMUNITY SERVICES

A2130 Refuse Charges	27,782	25,000	25,000	25,000
A2110 Zoning Fees	2,450	2,500	2,500	2,500
A2115 Planning Board Fees	12,250	20,000	12,500	12,500
A3265 Curside District Solid Waste Fees	1,011,976	1,012,973	1,046,670	1,028,670
A3265 Container District Solid Waste Fees	315,309	313,586	313,586	356,661
TOTAL HOME & COMMUNITY SERVICES	1,369,767	1,374,059	1,400,256	1,425,331

Village of Suffern, New York General Fund
Estimated Revenues
Fiscal Year Ending May 31, 2021

	Actual 2019	Adopted 2020	Tentative 2021	Adopted 2021
TOTAL DEPARTMENTAL INCOME	2,031,782	1,831,075	1,849,256	1,820,331

USE OF MONEY AND PROPERTY

A2401 Interest & Earnings	2,490	-	-	40,000
A2410 Rental of Cell Tower	37,100	38,117	39,359	39,359
A2410 Rental of Parking Spaces	16,700	18,000	19,200	19,200
TOTAL USE OF MONEY AND PROPERTY	56,290	56,117	58,559	98,559

LICENSES & PERMITS

A2501 Business Licenses	-	-	-	-
A2590 Other Permits	42,159	34,000	35,000	35,000
TOTAL LICENSES & PERMITS	42,159	34,000	35,000	35,000

FINES & FORFEITURES

A2610 Fines and Forfeited Bail	254,805	247,000	251,000	251,000
TOTAL FINES & FOREITURES	254,805	247,000	251,000	251,000

SALES OF PROPERTY & COMPENSATION FOR LOSS

A2651 Sale of Recyclables	7,337	3,000	3,000	3,000
A2651 Curbside District Sale of Recyclables	-	-	-	-
A2665 Sale of Equipment	75	-	-	-
A2680 Insurance Recovery	197,892	25,000	25,000	25,000
TOTAL SALES & COMPENSATION FOR LOSS	205,304	28,000	28,000	28,000

MISCELLANEOUS

A2701 Refunds of Prior Years Expenditures	26,252	-	-	-
A2705 DARE Donations	46,968	40,000	50,000	50,000
A2705 Salvation Army Contribution	20,000	20,000	20,000	20,000
A2705 Miscellaneous Gifts & Donations	60,259	5,000	14,000	19,000
A2710 Premium on Obligations	-	-	-	-
A2709 Employee Health Insurance Contributions	174,422	185,000	168,000	168,000
A2750 AIM-Related Payments	-	-	88,416	88,416
A2770 HCBA Fee	40,000	40,000	40,000	40,000
A2770 Miscellaneous Unclassified Revenues	78,378	-	-	-
TOTAL MISCELLANEOUS	446,279	290,000	380,416	385,416

STATE AND GOVERNMENT AID

GENERAL GOVERNMENT

A3001 Aid & Incentive to Municipalities (AIM)	88,416	88,416	-	-
A3005 Mortgage Tax	217,375	195,000	204,000	204,000
A3089 Per Capita State Aid	-	10,320	-	-
A3089 County Sales Tax Distribution	559,677	525,000	541,000	541,000
TOTAL GENERAL GOVERNMENT	865,468	818,736	745,000	745,000

**Village of Suffern, New York General Fund
Estimated Revenues
Fiscal Year Ending May 31, 2021**

	Actual 2019	Adopted 2020	Tentative 2021	Adopted 2021
PUBLIC SAFETY				
A3389 Miscellaneous Public Safety	20,366	-	-	-
TOTAL PUBLIC SAFETY	20,366	-	-	-
TRANSPORTATION				
A3501 CHIPS	-	-	-	-
A3502 Snow and Ice	22,881	19,148	19,148	19,148
TOTAL TRANSPORTATION	22,881	19,148	19,148	19,148
CULTURE AND RECREATION				
A3820 Recreation Programs	2,000	-	-	-
HOME AND COMMUNITY SERVICES				
A3991 Water Capital Project	49,306	-	-	-
TOTAL STATE AND GOVERNMENT AID	960,021	837,884	764,148	764,148
GRAND TOTAL REVENUES OTHER THAN REAL PROPERTY TAXES	\$ 4,624,131	\$ 3,957,654	\$ 4,004,766	\$ 4,020,841

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Village of Suffern, New York Curbside Solid Waste District
Calculation of Per Unit Solid Waste Fee
Fiscal Year Ending May 31, 2021

Actual 2019	Adopted 2020	Tentative 2021	Adopted 2021
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APPROPRIATIONS:

HOME AND COMMUNITY SERVICES

A8160.1	Personal Services	431,399	445,597	457,770	457,770
A8160.2	Equipment	-	-	-	-
A8160.4	Contractual Expenses	261,888	263,709	279,400	259,400
TOTAL		693,287	709,306	737,170	717,170

EMPLOYEE BENEFITS

A4810	State Retirement	57,450	63,379	54,900	56,900
A4830	Social Security	21,817	31,860	31,400	31,400
A4840	Workers Compensation	57,847	53,328	63,100	63,100
A4845	Life Insurance	2,351	2,500	4,600	4,600
A4860	Hospital & Medical Insurance	115,727	144,100	152,300	152,300
A4865	Dental Insurance	3,150	8,500	3,200	3,200
TOTAL		258,342	303,667	309,500	311,500

TOTAL APPROPRIATIONS	951,629	1,012,973	1,046,670	1,028,670
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**ESTIMATED REVENUES OTHER THAN
DISTRICT SERVICE CHARGES**

A3265	Sales of Recyclables	-	-	-	-
TOTAL OTHER REVENUES		-	-	-	-
LESS: TOTAL APPROPRIATIONS		951,629	1,012,973	1,046,670	1,028,670

REVENUES TO BE RAISED BY

DISTRICT SERVICE CHARGES	\$ 1,011,976	\$ 1,012,973	\$ 1,046,670	\$ 1,028,670
UNITS TO BE SERVICED	1,908	1,878	1,868	1,870
Annual service charge per unit	\$534	\$540	\$560	\$551
Change in annual service charge amount		\$6	\$20	\$11
Change in annual service charge percent		1.1%	3.7%	2.0%

Village of Suffern, New York Container Solid Waste District
Calculation of Per Unit Solid Waste Fee
Fiscal Year Ending May 31, 2021

Actual 2019	Adopted 2020	Tentative 2021	Adopted 2021
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HOME AND COMMUNITY SERVICES

A8161.4 CONTAINER SERVICES	\$ 284,295	\$ 313,586	\$ 313,586	\$ 356,661
TOTAL APPROPRIATIONS	\$ 284,295	\$ 313,586	\$ 313,586	\$ 356,661

REVENUES TO BE RAISED BY

DISTRICT SERVICE CHARGES	\$ 315,309	\$ 313,586	\$ 313,586	\$ 356,661
UNITS TO BE SERVICED	1,723	1,723	1,723	1,723
Annual service charge per unit	\$183	\$182	\$182	\$207
Change in annual service charge amount		\$0	\$0	\$25
Change in annual service charge percent		0.0%	0.0%	13.7%

Village of Suffern, New York Water Fund
Appropriations
Fiscal Year Ending May 31, 2021

		Actual 2019	Adopted 2020	Tentative 2021	Adopted 2021
SPECIAL ITEMS					
F1990	Contingent Account	-	200,000	200,000	200,000
HOME AND COMMUNITY SERVICES					
F8310.1	Personal Services	256,441	244,490	259,058	258,355
F8310.4	Contractual Expenses	49,384	137,708	129,308	129,308
F4810	State Retirement	34,529	34,775	30,900	31,900
F4830	Social Security	18,825	17,481	17,700	17,700
F4840	Workers Compensation	5,204	4,848	3,200	3,200
F4860	Hospital & Medical Ins.	67,158	76,400	80,800	80,800
TOTAL		431,541	515,702	520,966	521,263
SOURCE OF SUPPLY, POWER AND PUMPING					
F8320.1	Personal Services	455,639	575,810	558,251	558,251
F8320.4	Contractual Expenses	242,398	275,600	284,800	284,800
F4810	State Retirement	75,104	81,900	66,700	69,100
F4830	Social Security	37,213	41,170	38,200	38,200
F4831	MTA Commuter Tax	1,711	2,000	2,400	2,400
F4840	Workers Compensation	39,482	33,936	39,800	39,800
F4845	Life Insurance	2,393	2,200	8,300	8,200
F4860	Hospital & Medical Ins.	212,497	242,000	255,800	255,800
F4865	Dental Insurance	4,550	6,000	4,600	4,600
TOTAL		1,070,987	1,260,616	1,258,851	1,261,151
TRANSMISSION AND DISTRIBUTION					
F8340.4	Contractual Expenses	91,083	104,000	108,000	105,500
TOTAL		91,083	104,000	108,000	105,500
SHORT-TERM DEBT SERVICE					
F9730.6	Bond Anticipation Notes Principal	10,125	10,125	6,375	6,375
F9730.7	Bond Anticipation Notes Interest	632	485	127	127
TOTAL		10,757	10,610	6,502	6,502
LONG-TERM DEBT SERVICE					
F9901.6	Serial Bond Principal	50,070	52,431	48,073	48,073
F9901.7	Serial Bond Interest	21,024	18,605	16,271	16,271
TOTAL		71,094	71,036	64,344	64,344
TOTAL APPROPRIATIONS		1,675,462	2,161,964	2,158,663	2,158,760

Village of Suffern, New York Water Fund
Appropriations
Fiscal Year Ending May 31, 2021

	Actual 2019	Adopted 2020	Tentative 2021	Adopted 2021
HOME AND COMMUNITY SERVICES				
F3214 Water Meter Charges and Permits	2,150	1,500	2,000	2,000
F3214 Interest and Penalties	50,409	19,000	19,000	19,000
TOTAL METER CHARGES AND RELATED ITEMS	52,559	20,500	21,000	21,000

F3277 MISCELLANEOUS	12,234	7,700	9,500	9,500
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GRAND TOTAL ESTIMATED REVENUES OTHER THAN METERED WATER SALES	64,793	28,200	30,500	30,500
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F3214 ESTIMATED METERED WATER SALES	1,928,484	2,133,764	2,128,163	2,128,260
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TOTAL ESTIMATED REVENUES	1,993,277	2,161,964	2,158,663	2,158,760
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F2909 (INCREASE)/DECREASE IN FUND BALANCE	(317,815)	-	-	-
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Total revenue to be raised by metered water sales	\$ 1,928,484	\$ 2,133,764	\$ 2,128,163	\$ 2,128,260
Less estimated minimum annual service charge	N/A	(167,755)	(167,755)	(167,755)
Revenue to be raised by water units consumed	N/A	\$ 1,966,009	\$ 1,960,408	\$ 1,960,505
Estimated Units of Water Sold (748 gallons/100 cubic ft)	588,000	449,000	449,000	449,000
Units sold up to 70 units per billing	N/A	190,000	190,000	190,000
Units sold over 70 units per billing	N/A	259,000	259,000	259,000
Water rents up to 70 units per billing	N/A	\$ 707,763	\$ 705,747	\$ 705,782
Water rents over 70 units per billing	N/A	\$ 1,258,246	\$ 1,254,661	\$ 1,254,723
Per unit rates for consumers within the Village:				
Minimum charge for the first 10 units or fraction thereof	\$35.00	\$35.00	\$35.00	\$35.00
For the portion over 10 units and less than 71 units	\$3.35	\$3.73	\$3.71	\$3.71
For the portion over 70 units	\$3.83	\$4.86	\$4.84	\$4.84
Per unit rates for consumers outside the Village limits:				
Minimum charge for the first 10 units or fraction thereof	\$60.00	\$60.00	\$60.00	\$60.00
For the portion over 10 units	\$4.89	\$5.60	\$5.57	\$5.57
Median household water bill (31 units every six months)	\$278	\$301	\$300	\$300
Dollar change in median household annual water bill		\$12	(\$1)	(\$1)

Village of Suffern, New York Sewer Fund
Appropriations
Fiscal Year Ending May 31, 2021

	Actual 2019	Adopted 2020	Tentative 2021	Adopted 2021
SPECIAL ITEMS				
G1990 Contingency	\$ -	\$ 100,000	\$ 100,000	\$ 100,000
SEWER ADMINISTRATION				
G8110.1 Personal Services	256,268	244,490	259,058	258,355
G8110.4 Contractual Expenses	49,903	80,416	72,000	72,000
G4810 State Retirement	34,529	34,775	30,900	31,900
G4830 Social Security	18,825	17,481	17,700	17,700
G4840 Workers Compensation	5,204	4,848	2,700	2,700
G4860 Hospitalization & Medical Insurance	48,066	54,700	57,800	57,800
TOTAL SEWER ADMINISTRATION	412,795	436,710	440,158	440,455
WASTEWATER TREATMENT PLANT				
G8130.1 Personal Services	202,892	207,366	245,642	245,642
G8130.2 Equipment	6,600	-	-	-
G8130.4 Contractual Expenses	639,419	770,504	812,500	797,500
G4810 State Retirement	58,911	32,644	29,400	30,400
G4830 Social Security	10,618	16,410	16,800	16,800
G4831 MTA Commuter Tax	463	1,000	1,500	1,500
G4840 Workers Compensation	32,139	33,936	32,700	32,700
G4845 Life Insurance	786	1,800	5,100	5,100
G4860 Hospitalization & Medical Insurance	127,484	146,300	154,700	154,700
G4865 Dental Insurance	2,428	11,000	2,500	2,500
TOTAL WASTEWATER TREATMENT PLANT	1,081,740	1,220,960	1,300,842	1,286,842
SHORT-TERM DEBT SERVICE				
G9730.6 Bond Anticipation Notes Principal	72,900	60,400	60,400	60,400
G9730.7 Bond Anticipation Notes Interest	5,489	9,378	21,951	21,951
G9790.7 State (EFC) Loan Interest	-	-	-	-
TOTAL SHORT-TERM DEBT SERVICE	78,389	69,778	82,351	82,351
G9795.6 GENERAL FUND LOAN REPAYMENT	-	200,000	200,000	200,000
LONG-TERM DEBT SERVICE				
G9901.9 Transfer to Debt Service Fund				
Serial Bond Principal	300,609	314,183	400,519	400,519
Serial Bond Interest	181,178	170,232	167,631	167,631
TOTAL LONG-TERM DEBT SERVICE	481,787	484,415	568,150	568,150
TRANSFER TO CAPITAL PROJECTS FUND	-	-	-	-
TRANSFER TO GENERAL FUND	-	-	-	-
TOTAL APPROPRIATIONS	\$ 2,054,711	\$ 2,511,863	\$ 2,691,501	\$ 2,677,798

Village of Suffern, New York Sewer Fund
Appropriations
Fiscal Year Ending May 31, 2021

	Actual 2019	Adopted 2020	Tentative 2021	Adopted 2021
DEPARTMENTAL INCOME				
G2122 Sewer Charges	\$ -	\$ -	\$ -	\$ -
G2128 Interest and Penalties	43,383	13,000	15,000	15,000
TOTAL	43,383	13,000	15,000	15,000
USE OF MONEY AND PROPERTIES				
G2401 Interest Earnings	320	-	-	-
TOTAL	320	-	-	-
MISCELLANEOUS INCOME				
G2770 Unclassified	5,468	11,000	5,550	5,550
TOTAL	5,468	11,000	5,550	5,550
TOTAL REVENUES OTHER THAN SEWER RENTS	\$ 49,171	\$ 24,000	\$ 20,550	\$ 20,550
BUDGET SUMMARY AND RATE ANALYSIS				
APPROPRIATIONS:				
OPERATION & MAINTENANCE	\$ 1,494,535	\$ 1,757,670	\$ 1,841,000	\$ 1,827,297
DEBT SERVICE	560,176	754,193	850,501	850,501
TOTAL APPROPRIATIONS	2,054,711	2,511,863	2,691,501	2,677,798
LESS REVENUES OTHER THAN SEWER RENTS	-	24,000	20,550	20,550
NET APPROPRIATIONS	2,054,711	2,487,863	2,670,951	2,657,248
(INCREASE)/DECREASE IN FUND BALANCE	-	-	-	-
REQUIRED SEWER RENTS	\$ 2,025,403	\$ 2,487,863	\$ 2,670,951	\$ 2,657,248
ESTIMATED AVERAGE UNIT SALES	215,000	215,000	215,000	215,000
ACTUAL/ESTIMATED UNIT RATE	\$ 10.37	\$ 11.57	\$ 12.42	\$ 12.36
APPROPRIATION PERCENTAGES:				
OPERATION, MAINTENANCE & REPAIR	75.11%	69.97%	68.40%	68.24%
DEBT SERVICE	24.89%	30.03%	31.60%	31.76%
TOTAL PERCENTAGE	100.00%	100.00%	100.00%	100.00%
APPROPRIATION APPORTIONMENT:				
OPERATION, MAINTENANCE & REPAIR	\$ 7.79	\$ 8.10	\$ 8.50	\$ 8.43
DEBT SERVICE	2.58	3.47	3.92	3.93
TOTAL SEWER RATE	\$ 10.37	\$ 11.57	\$ 12.42	\$ 12.36
Rates for consumers within the Village:				
Minimum charge	\$25.00	\$25.00	\$25.00	\$25.00
Per 100 cubic feet of water consumed	\$10.37	\$11.57	\$12.42	\$12.36
Rates for consumers outside the Village limits:				
Minimum charge	\$25.00	\$25.00	\$25.00	\$25.00
Per 100 cubic feet of water consumed	\$12.96	\$14.46	\$15.53	\$15.45
Estimated annual sewer bill for median Village household	\$321	\$359	\$385	\$383
Dollar change in median household annual sewer bill			\$26	\$24

Village of Suffern, New York Debt Service Fund
Fiscal Year Ending May 31, 2021

		Actual 2019	Adopted 2020	Tentative 2021	Adopted 2021
9710V	APPROPRIATIONS:				
4906	2007 Serial Bond Principal	\$ 255,000	\$ 270,001	\$ -	\$ -
4906	2012 Serial Bond Principal	165,000	170,000	-	-
4906	2015 Serial Bond Principal	50,000	50,000	50,000	50,000
4906	2016 Serial Bond Principal	340,000	355,000	375,000	375,000
4906	2017C EFC Serial Bond Principal	10,000	14,395	10,000	10,000
4906	2020 Refunding Bond Principal	-	-	405,000	405,000
	TOTAL SERIAL BOND PRINCIPAL	820,000	859,396	840,000	840,000
4907	2007 Serial Bond Interest	52,419	41,720	-	-
4907	2012 Serial Bond Interest	96,987	92,864	-	-
4907	2015 Serial Bond Interest	43,900	42,150	40,400	40,400
4907	2016 Serial Bond Interest	161,751	144,752	127,002	127,002
4907	2017C EFC Serial Bond Interest	12,711	12,584	12,453	12,453
4907	2020 Refunding Bond Interest	-	-	136,126	136,126
	TOTAL SERIAL BOND INTEREST	367,768	334,070	315,981	315,981
	TOTAL APPROPRIATIONS	\$ 1,187,768	\$ 1,193,466	\$ 1,155,981	\$ 1,155,981
9900V	ESTIMATED REVENUES:				
2401	Interest Earnings	\$ 7	\$ -	\$ -	\$ -
3503	Transfer in from General Fund	634,886	638,015	523,487	523,487
3503	Transfer in from Water Fund	71,095	71,036	64,344	64,344
3503	Transfer in from Sewer Fund	481,787	484,415	568,150	568,150
3503	Transfer in from Capital Projects Fund	21,499	-	-	-
	TOTAL ESTIMATED REVENUES	1,209,274	1,193,466	1,155,981	1,155,981
	Appropriated Fund Balance	-	-	-	-
	TOTAL ESTIMATED REVENUES AND APPROPRIATED FUND BALANCE	\$ 1,209,274	\$ 1,193,466	\$ 1,155,981	\$ 1,155,981

Village of Suffern, New York
Schedule of Salaries and Wages - All Funds
Fiscal Year Ending May 31, 2021

UNIT	TITLE	2019-2020 Adopted BUDGET	2020-2021 Adopted BUDGET
GENERAL FUND			
BOARD OF TRUSTEES			
A1010.1	DEPUTY MAYOR	\$ 9,900	\$ 9,900
A1010.1	TRUSTEE	9,450	9,450
A1010.1	TRUSTEE	9,450	9,450
A1010.1	TRUSTEE	9,450	9,450
TOTAL LEGISLATIVE		38,250	38,250
VILLAGE JUSTICE			
A1110.1	JUSTICE	27,892	27,892
A1110.1	ACTING JUSTICE	8,294	8,294
A1110.1	COURT CLERK	83,500	83,500
A1110.1	ASST COURT CLERK	53,708	58,113
A1110.1	DATA ENTRY OPERATOR II	34,398	38,438
A1110.1	COURT ATTENDANT	5,200	5,200
SUBTOTAL JUDICIAL		212,992	221,437
OVERTIME		6,000	6,000
TOTAL JUDICIAL		218,992	227,437
A1210.1	MAYOR	27,000	27,000
TREASURER			
A1325.1	TREASURER	101,400	101,400
A1325.1	SENIOR ACCOUNT CLERK	55,125	61,552
SUBTOTAL TREASURER		156,525	162,952
OVERTIME		2,500	2,500
ALLOCATIONS OUT		(78,262)	(81,476)
TOTAL TREASURER		80,763	83,976
A1355.1	ASSESSOR	13,103	13,103

Village of Suffern, New York
Schedule of Salaries and Wages - All Funds
Fiscal Year Ending May 31, 2021

UNIT	TITLE	2019-2020 Adopted BUDGET	2020-2021 Adopted BUDGET
VILLAGE CLERK			
A1410.1	VILLAGE CLERK	80,850	84,893
A1410.1	DEPUTY CLERK	49,000	49,000
A1410.1	OFFICE SERVICES AIDE	39,310	41,824
A1410.1	CLERK TYPIST	60,515	64,173
A1410.1	SENIOR CLERK	60,514	64,173
SUBTOTAL VILLAGE OFFICE		290,189	304,063
	OVERTIME	7,500	7,500
	ALLOCATIONS OUT	(145,094)	(152,032)
TOTAL VILLAGE CLERK		152,595	159,531
A1420.1	VILLAGE ATTORNEY	-	-
A1420.1	ASST VILLAGE ATTORNEY	34,000	34,000
SUBTOTAL VILLAGE ATTORNEY		34,000	34,000
	ALLOCATIONS OUT	(17,000)	(17,000)
TOTAL VILLAGE ATTORNEY		17,000	17,000
SHARED SERVICES			
A1620.1	CUSTODIAL WORKER	48,735	-
	OVERTIME	500	-
TOTAL SHARED SERVICES		49,235	-
POLICE			
A3120.1	CHIEF	232,939	240,221
A3120.1	LIEUTENANT	198,906	205,823
A3120.1	LIEUTENANT	210,121	216,623
A3120.1	DETECTIVE SGT	178,354	181,980
A3120.1	SERGEANT	163,722	185,980
A3120.1	SERGEANT	161,322	167,182
A3120.1	SERGEANT	163,722	169,582
A3120.1	SERGEANT	178,407	183,580
A3120.1	SERGEANT	177,207	164,782
A3120.1	SENIOR DETECTIVE	171,897	176,278
A3120.1	COMMUNITY/K-9 OFFICER	162,769	163,949
A3120.1	YOUTH OFFICER	153,893	156,749
A3120.1	POLICE OFFICER 1	136,263	145,115
A3120.1	POLICE OFFICER 1	138,663	142,715

Village of Suffern, New York
Schedule of Salaries and Wages - All Funds
Fiscal Year Ending May 31, 2021

UNIT	TITLE	2019-2020 Adopted BUDGET	2020-2021 Adopted BUDGET
A3120.1	POLICE OFFICER 1	136,263	156,818
A3120.1	POLICE OFFICER 1	151,120	156,818
A3120.1	POLICE OFFICER 1	151,120	156,818
A3120.1	POLICE OFFICER 1	136,263	141,515
A3120.1	POLICE OFFICER 1	151,120	156,818
A3120.1	POLICE OFFICER 2	99,098	111,894
A3120.1	POLICE OFFICER 2	87,555	99,438
A3120.1	POLICE OFFICER 3	97,186	92,082
A3120.1	POLICE OFFICER PT	24,842	24,078
A3120.1	POLICE OFFICER PT	24,842	24,842
A3120.1	POLICE OFFICER PT	24,838	24,838
A3120.1	POLICE OFFICER PT	24,740	24,740
A3120.1	POLICE OFFICER PT	24,078	24,078
A3120.1	POLICE OFFICER PT	10,162	10,162
A3120.1	RECORDS PERSON	80,600	88,566
A3120.1	RECORDS PERSON PT	-	17,784
A3120.1	DISPATCHER	65,935	72,571
A3120.1	DISPATCHER	77,480	47,341
A3120.1	DISPATCHER	81,120	87,082
A3120.1	DISPATCHER PT	20,353	20,353
A3120.1	DISPATCHER PT	20,353	20,353
A3120.1	DISPATCHER PT	20,353	20,353
SUBTOTAL		3,937,606	4,079,901
	ALLOCATIONS OUT	(157,504)	(163,196)
	SICK TIME	34,000	34,000
	PATROL & DET OVERTIME	300,000	360,000
TOTAL POLICE		4,114,102	4,310,705
SAFETY INSPECTION			
A3620.1	SR CLK TYPIST/RECEPTIONIST	35,817	38,111
A3620.1	CODE ENFORCEMENT PT	22,418	24,147
A3620.1	CODE ENFORCEMENT PT	22,300	23,919
A3620.1	BUILDING INSPECTOR PT	37,515	39,913
A3620.1	ASST BLDG INSPECTOR PT	37,613	40,113
A3620.1	FIRE INSPECTOR PT	37,742	40,350
SUBTOTAL		193,405	206,553
OVERTIME		500	500
TOTAL SAFETY INSPECTION		193,905	207,053

Village of Suffern, New York
Schedule of Salaries and Wages - All Funds
Fiscal Year Ending May 31, 2021

UNIT	TITLE	2019-2020 Adopted BUDGET	2020-2021 Adopted BUDGET
A4020.1	REGISTRAR	4,800	4,800
A4020.1	ASST REGISTRAR	2,400	2,400
A4020.1	ASST REGISTRAR	2,400	2,400
TOTAL REGISTRAR		9,600	9,600
STREET ADMINISTRATION			
A5010.1	SUPERINTENDENT PUBLIC WORKS	122,098	122,598
A5010.1	RECEPTIONIST TYPIST TO SENIOR CLERK	38,163	55,765
SUBTOTAL		160,261	178,363
	O.T./EMERGENCY	-	-
	ALLOCATIONS OUT	(160,261)	(178,363)
TOTAL STREET ADMIN		-	-
STREET MAINTENANCE			
A5110.1	MEO2/MAINT SUPV	94,658	101,650
A5110.1	AUTO MECH 1	67,954	72,322
A5110.1	AUTO MECH 1	-	72,322
A5110.1	MECH EQUIP OPER 2	64,397	68,515
A5110.1	MECH EQUIP OPER 2	60,986	65,416
A5110.1	MECH EQUIP OPER 2	59,675	-
A5110.1	MECH EQUIP OPER 2	54,165	63,419
A5110.1	MECH EQUIP OPER 2	58,677	62,421
A5110.1	MECH EQUIP OPER 1	-	56,597
A5110.1	MAINT HELPER	56,160	59,592
A5110.1	MAINT HELPER	55,162	57,595
A5110.1	MAINT HELPER	41,662	-
A5110.1	LABORER	43,745	38,252
A5110.1	LABORER	43,745	38,252
A5110.1	LABORER	41,670	38,252
SUBTOTAL		742,656	794,605
	O.T./EMERGENCY	80,000	80,000
	ALLOCATIONS IN	23,199	23,294
	ALLOCATIONS OUT	(63,421)	(68,106)
TOTAL STREET MAINTENANCE		782,434	829,793

Village of Suffern, New York
Schedule of Salaries and Wages - All Funds
Fiscal Year Ending May 31, 2021

UNIT	TITLE	2019-2020 Adopted BUDGET	2020-2021 Adopted BUDGET
PARKING DEPARTMENT			
A5650.1	RECEPTIONIST	-	-
A5650.1	PARKING ENFORCEMENT AIDE PT	12,844	14,820
A5650.1	PARKING ENFORCEMENT AIDE PT	12,350	-
A5650.1	CLERK PT	13,127	14,187
	SUBTOTAL	38,321	29,007
	OVERTIME	-	-
TOTAL PARKING DEPARTMENT		38,321	29,007
CULTURE & RECREATION			
A7140.1	REC COORDINATOR	60,528	60,528
A7140.1	PROGRAM ASSISTANT	40,895	48,285
A7140.1	POOL REGISTRATION CLERK	1,300	-
A7140.1	GROUNDKEEPER	4,659	-
A7140.1	HEAD LIFEGUARD	7,584	-
A7140.1	HEAD LIFEGUARD	7,584	-
A7140.1	LIFEGUARD	5,396	-
A7140.1	LIFEGUARD	5,105	-
A7140.1	LIFEGUARD	5,250	-
A7140.1	LIFEGUARD	5,105	-
A7140.1	LIFEGUARD	4,375	-
A7140.1	LIFEGUARD	4,521	-
A7140.1	LIFEGUARD	4,521	-
A7140.1	LIFEGUARD - PT	2,188	-
A7140.1	LIFEGUARD - PT	2,115	-
A7140.1	LIFEGUARD - PT	2,115	-
A7140.1	LIFEGUARD - PT	2,115	-
A7140.1	SWIM INSTRUCTORS	6,855	-
SUBTOTAL RECREATION		172,211	108,813
	OVERTIME	500	-
TOTAL ADMINISTRATION & POOL		172,711	108,813
YOUTH RECREATION CENTER			
A7141.1	REC LEADER PT	7,037	-
A7141.1	REC FACILITY ATTENDANT	40,914	44,444
SUBTOTAL YOUTH RECREATION CENTER		47,951	44,444
	OVERTIME	500	-
TOTAL YOUTH RECREATION CENTER		48,451	44,444
TOTAL RECREATION		221,162	153,257

Village of Suffern, New York
Schedule of Salaries and Wages - All Funds
Fiscal Year Ending May 31, 2021

UNIT	TITLE	2019-2020 Adopted BUDGET	2020-2021 Adopted BUDGET
A7510.1	VILLAGE HISTORIAN	1,981	1,981
ZONING BOARD OF APPEALS			
A8010.1	CHAIRPERSON	1,098	1,098
A8010.1	BOARD MEMBER	753	753
A8010.1	BOARD MEMBER	753	753
A8010.1	BOARD MEMBER	753	753
A8010.1	BOARD MEMBER	753	753
A8010.1	AD HOC BD MEMBER	753	753
TOTAL ZONING BOARD		4,863	4,863
PLANNING BOARD			
A8020.1	CHAIRPERSON	1,098	1,098
A8020.1	BOARD MEMBER	753	753
A8020.1	BOARD MEMBER	753	753
A8020.1	BOARD MEMBER	753	753
A8020.1	BOARD MEMBER	753	753
A8020.1	AD HOC BD MEMBER	753	753
A8020.1	AD HOC BD MEMBER	753	753
TOTAL PLANNING BOARD		5,616	5,616
CURBSIDE SOLID WASTE DISTRICT			
A8160.1	MECH EQUIP OPER 2	62,483	63,419
A8160.1	MECH EQUIP OPER 2	59,675	63,419
A8160.1	LABORER	46,925	-
A8160.1	LABORER	-	42,182
A8160.1	LABORER	39,684	40,165
A8160.1	LABORER	37,783	40,165
A8160.1	LABORER	39,684	38,252
SUBTOTAL		286,234	287,602
OVERTIME		50,000	50,000
ALLOCATIONS IN		109,363	120,168
TOTAL CURBSIDE SOLID WASTE DISTRICT		445,597	457,770
TOTAL GENERAL FUND		6,414,519	6,575,942

Village of Suffern, New York
Schedule of Salaries and Wages - All Funds
Fiscal Year Ending May 31, 2021

UNIT	TITLE	2019-2020 Adopted BUDGET	2020-2021 Adopted BUDGET
WATER FUND			
WATER ADMINISTRATION			
F8310.1	SALARIES - ALLOCATIONS IN	244,490	258,355
TOTAL WATER ADMINISTRATION		244,490	258,355
WATER POWER, SUPPLY & PUMPING			
F8320.1	CHIEF OPER/SUPERVISOR 1B	100,672	117,250
F8320.1	ASST CHIEF OPER/SUPERVISOR 1B	86,590	105,768
F8320.1	MAINT SUPERVISOR	82,680	-
F8320.1	S/W SYS MECH II	73,299	77,875
F8320.1	ASST MAINT MECH	63,939	68,515
F8320.1	ASST MAINT MECH	62,637	66,518
F8320.1	MAINT HELPER	-	44,325
SUBTOTAL		469,817	480,251
	OVERTIME	130,000	138,000
	SICK PAYOUT AT RETIREMENT	35,993	-
	WORK FOR SEWER DEPT	(60,000)	(60,000)
TOTAL SOURCE OF SUPPLY		575,810	558,251
TOTAL WATER FUND		820,300	816,606
SEWER FUND			
SEWER ADMINISTRATION			
G8110.1	SALARIES - ALLOCATIONS IN	244,490	258,355
TOTAL SEWER ADMIN		244,490	258,355
WASTEWATER TREATMENT			
G8130.1	WW OPER MAINT TECH II	-	73,320
G8130.1	WW OPER MAINT TECH II	-	72,322
G8130.1	MAINT HELPER	54,201	-
G8130.1	MAINT HELPER	53,165	-
SUBTOTAL		107,366	145,642
	OVERTIME	40,000	40,000
	WORK BY WATER DEPT	60,000	60,000
TOTAL WASTEWATER TREATMENT		207,366	245,642
TOTAL SEWER FUND		451,856	503,997
TOTAL ALL FUNDS		\$ 7,686,675	\$ 7,896,545

Village of Suffern, New York
Schedule of Short-Term Debt Service
Fiscal Year Ending May 31, 2021

Project No.	Holder	Project Title	Fund	Original Issue Date	Original Issue Amount	Current Issue Date	Current Maturity Date	Fiscal Year Beginning Principal	Current Issue Rate	Fiscal Year Principal Payment	Fiscal Year Interest Payment	Fiscal Year Total Payment	Fiscal Year Ending Principal
Bond Anticipation Note:													
2016-001	BNY Mellon	2016 Computer Systems	General	11/19/15	\$ 87,000	11/14/19	11/13/20	\$ 21,750	2.000%	\$ 21,750	\$ 434	\$ 22,184	\$ -
2016-002	BNY Mellon	2016 Fire Equipment	General	11/19/15	52,500	11/14/19	11/13/20	13,125	2.000%	13,125	262	13,387	-
2016-003	BNY Mellon	2016 Road Improvements	General	11/19/15	61,000	11/14/19	11/13/20	15,250	2.000%	15,250	304	15,554	-
2016-004	BNY Mellon	2016 DPW Vehicles	General	11/19/15	108,000	11/14/19	11/13/20	27,000	2.000%	27,000	539	27,539	-
2016-005	BNY Mellon	2016 LED Street Lighting	General	11/19/15	25,500	11/14/19	11/13/20	6,375	2.000%	6,375	127	6,502	-
2016-006	BNY Mellon	2016 Sewer System Improvements	Sewer	11/19/15	92,000	11/14/19	11/13/20	23,000	2.000%	23,000	459	23,459	-
2016-007	BNY Mellon	2016 Water System Improvements	Water	11/19/15	25,500	11/14/19	11/13/20	6,375	2.000%	6,375	127	6,502	-
2016-009	BNY Mellon	2016 Village Hall Improvements	General	11/19/15	87,000	11/14/19	11/13/20	21,750	2.000%	21,750	434	22,184	-
	BNY Mellon	2016 Tax Certiorari	General	11/19/15	102,000	11/14/19	11/13/20	25,500	2.000%	25,500	509	26,009	-
2017-001	BNY Mellon	2017 Sewer System Improvements	Sewer	11/17/16	187,000	11/14/19	11/13/20	74,800	2.000%	37,400	1,492	38,892	37,400
2019-005	BNY Mellon	2019 Fire Dept SCBA	General	11/14/19	175,000	11/14/19	11/13/20	175,000	2.000%	35,000	3,490	38,490	140,000
2020-002	BNY Mellon	2020 Roadway Improvements	General	11/14/19	500,000	11/14/19	11/13/20	500,000	2.000%	100,000	9,972	109,972	400,000
2020-003	BNY Mellon	2020 Parking Lot B Improvements	General	11/14/19	300,000	11/14/19	11/13/20	300,000	2.000%	60,000	5,983	65,983	240,000
2020-004	BNY Mellon	2020 Village Hall Parking Lot	General	11/14/19	100,000	11/14/19	11/13/20	100,000	2.000%	20,000	1,994	21,994	80,000
	EFC	Various EFC Sewer Projects	Sewer		1,000,000	06/01/20	05/31/21	1,000,000	2.000%	-	20,000	20,000	1,000,000
Total BAN					\$ 2,902,500			\$ 2,309,925		\$412,525	\$ 46,126	\$458,651	\$ 1,897,400
Short-Term Debt by Fund:													
General					\$ 1,598,000			\$ 1,205,750		\$345,750	\$ 24,048	\$369,798	\$ 860,000
Water					25,500			6,375		6,375	127	6,502	-
Sewer					1,279,000			1,097,800		60,400	21,951	82,351	1,037,400
Total Short-Term Debt					\$ 2,902,500			\$ 2,309,925		\$412,525	\$ 46,126	\$458,651	\$ 1,897,400

Village of Suffern, New York
Schedule of Long-Term Debt Service
Fiscal Year Ending May 31, 2021

Issue	Original Issue		Final Maturity Date	Beginning Principal Balance	Rate	Principal Payment	Interest Payment	Total Payment	Ending Principal Balance
	Date	Amount							
General Fund:									
Deficit Financing 2016	03/31/2016	\$ 2,112,234	03/15/2026	\$ 1,382,751	5.000%	\$ 204,146	\$ 69,138	\$ 273,284	\$ 1,178,605
Refunding Bonds 2020	02/06/2020	1,357,070	08/15/2031	1,352,447	5.000%	187,262	62,941	250,203	1,165,185
Total General Fund		3,469,304		2,735,198		391,408	132,079	523,487	2,343,790
Water Fund:									
Deficit Financing 2016	03/31/2016	453,298	03/15/2026	296,747	5.000%	43,811	14,838	58,649	252,936
Refunding Bonds 2020	02/06/2020	30,886	08/15/2031	30,781	5.000%	4,262	1,433	5,695	26,519
Total Water Fund		484,184		327,528		48,073	16,271	64,344	279,455
Sewer Fund:									
Sewer System 2015	11/20/2015	1,261,000	11/15/2035	1,095,000	3.500%	50,000	40,400	90,400	1,045,000
Deficit Financing 2016	03/31/2016	1,314,468	03/15/2026	860,502	5.000%	127,043	43,026	170,069	733,459
NYS EFC 2017C	10/25/2017	419,395	08/01/2047	395,000	1.241%	10,000	12,453	22,453	385,000
Refunding Bonds 2020	02/06/2020	1,547,044	08/15/2031	1,541,773	5.000%	213,476	71,752	285,228	1,328,297
Total Sewer Fund		4,541,907		3,892,275		400,519	167,631	568,150	3,491,756
Total All Funds		\$ 8,495,395		\$ 6,955,001		\$ 840,000	\$ 315,981	\$ 1,155,981	\$ 6,115,001
Totals by Issue:									
Sewer System 2015	11/20/2015	\$ 1,261,000	11/15/2035	\$ 1,095,000	3.500%	\$ 50,000	\$ 40,400	\$ 90,400	\$ 1,045,000
Deficit Financing 2016	03/31/2016	3,880,000	03/15/2026	2,540,000	5.000%	375,000	127,002	502,002	2,165,000
NYS EFC 2017C	10/25/2017	419,395	08/01/2047	395,000	1.241%	10,000	12,453	22,453	385,000
Refunding Bonds 2020	02/06/2020	2,935,000	08/15/2031	2,925,001	5.000%	405,000	136,126	541,126	2,520,001
Total All Funds		\$ 8,495,395		\$ 6,955,001		\$ 840,000	\$ 315,981	\$ 1,155,981	\$ 6,115,001

Village of Suffern, New York
Schedule of Installment Purchase Contracts
Fiscal Year Ending May 31, 2021

Issue	Original Issue		Final Maturity Date	Beginning Principal Balance	Rate	Principal Payment	Interest Payment	Total Payment	Ending Principal Balance
	Date	Amount							
General Fund:									
2015 Fire Rescue Vehicle	03/12/2015	\$ 557,084	12/15/2029	\$ 403,073	4.033%	\$ 33,522	\$ 16,256	\$ 49,778	\$ 369,551
2017 Police Vehicles	08/15/2017	87,568	08/15/2020	22,441	5.450%	22,441	1,224	23,665	-
2018 Police Vehicle	06/08/2018	47,026	06/08/2021	23,474	5.950%	11,398	1,397	12,795	12,076
2019 Fire Chief Vehicle	02/01/2019	40,697	02/01/2022	27,616	3.665%	13,561	1,011	14,572	14,055
2019 Building Inspector Vehicle	02/01/2019	20,349	02/01/2022	13,809	3.665%	6,780	507	7,287	7,029
2019 Fire Inspector Vehicle	02/01/2019	20,349	02/01/2022	13,809	3.665%	6,780	507	7,287	7,029
2019 Parking Enforcement Vehicle	02/01/2019	20,349	02/01/2022	13,809	3.665%	6,780	507	7,287	7,029
2020 Police Vehicles	08/26/2019	95,000	08/01/2023	95,000	3.190%	30,678	3,031	33,709	64,322
Total General Fund		\$ 888,422		\$ 613,031		\$ 131,940	\$ 24,440	\$ 156,380	\$ 481,091

Village of Suffern, New York
Proposed Capital Projects
Fiscal Year Ending May 31, 2021

Project Title	Fund	Funding Source	Estimated Cost
Police Cameras	General	Debt	\$ 60,000
Police Car	General	Debt	50,000
Crew Cab Truck with Plow	General	Debt	50,000
Roadway Improvements	General	Debt	325,000
Hot Box for Lift and Go	General	Debt	20,000
Stormwater Management	General	Debt	60,000
Trackless Snow Removal Equipment	General	Debt	20,000
Garbage Truck with Plow	General	Debt	240,000
Building Modifications	General	Debt	130,000
HVAC Upgrade	General	Debt	350,000
Asbestos Abatement	General	Debt	50,000
Fire Stations Floor Replacements	General	Debt	70,000
Roof Replacement Village Hall	General	Debt	275,000
HVAC Replacements Firehouses	General	Debt	45,000
Meter Replacement	Water	Debt	900,000
Monitoring System	Water	Debt	220,000
Heavy Duty Truck with Plow	Water	Debt	60,000
Plant Upgrades	Water	Debt	75,000
Plant Roof Replacement	Water	Debt	140,000
Bon Aire Pump Station Generator	Water	Debt	250,000
WWTP Roof Replacement	Sewer	Debt	200,000
Total Capital Projects			\$ 3,590,000
Projects funded by	General		\$ 1,745,000
Projects funded by	Water		1,645,000
Projects funded by	Sewer		200,000
Total Capital Projects			\$ 3,590,000
Projects funded by	Cash		\$ -
Projects funded by	Debt		3,590,000
Projects funded by	CHIPS		-
Total Capital Projects			\$ 3,590,000

Note: The above is only a listing of capital projects proposed to be implemented in the forthcoming year. Before any capital project is initiated, resolutions of the Village Board must be adopted to establish the project and authorize the project's appropriations and the source and amount of revenues to finance those appropriations.

Village of Suffern, New York
 Constitutional Tax Limit
 Fiscal Year Ending May 31, 2021

Fiscal Year End May 31	Assessment Roll Date	Taxable Assessed Value	Equalization Rate Date	Rate	Taxable Full Value
2020	7/1/2019	\$ 131,966,754	6/26/2019	11.60%	\$ 1,137,644,431
2019	7/1/2018	132,840,366	7/24/2018	11.90%	1,116,305,597
2018	7/1/2017	133,741,841	8/15/2017	12.60%	1,061,443,183
2017	7/1/2016	136,180,055	8/17/2016	13.57%	1,003,537,620
2016	7/1/2015	138,853,534	8/10/2015	14.52%	956,291,556
Five year total full valuation					5,275,222,387
Five year average full valuation					1,055,044,477
Constitutional tax limit				2.00%	\$ 21,100,890
Tax levy					\$ 11,883,933
Less exclusions:					
Notes payments - General Fund				\$ 345,750	
Debt service - General Fund				523,487	
Debt service - Water Fund				64,344	
Notes payments - Water Fund				6,375	
Equipment and capital outlay				91,052	1,031,008
Tax levy subject to constitutional tax limit					10,852,925
Constitutional tax margin					\$ 10,247,965
Constitutional tax limit exhausted					51.43%
Constitutional tax limit remaining					48.57%

Village of Suffern, New York
Constitutional Debt Limit
May 31, 2020

Fiscal Year End May 31	Assessment Roll Date	Taxable Assessed Value	Equalization Rate Date	Rate	Taxable Full Value
2020	07/01/2019	\$ 131,966,754	6/26/2019	11.60%	\$ 1,137,644,431
2019	07/01/2018	132,840,366	7/24/2018	11.90%	1,116,305,597
2018	07/01/2017	133,741,841	8/15/2017	12.60%	1,061,443,183
2017	07/01/2016	136,180,055	8/17/2016	13.57%	1,003,537,620
2016	07/01/2015	138,853,534	8/10/2015	14.52%	956,291,556
Five year total full valuation					<u>5,275,222,387</u>
Five year average full valuation					<u>1,055,044,477</u>
Constitutional debt limit				7%	<u>73,853,113</u>
Gross Indebtedness:					
Serial bonds					6,955,001
Bond anticipation notes					<u>2,309,925</u>
Total gross indebtedness					<u>9,264,926</u>
Exclusions:					
Water bonds and notes					333,903
Sewer bonds and notes					4,990,075
Appropriations for equipment					91,052
Appropriations for General Fund debt service					<u>523,487</u>
Total exclusions					<u>5,938,517</u>
Net Indebtedness					<u>3,326,409</u>
Net debt contracting margin					<u>\$ 70,526,704</u>
Debt limit exhausted					4.50%
Debt limit remaining					95.50%

Village of Suffern, New York
Office of State Comptroller Tax Levy Cap Reporting Form
Fiscal Year Ending May 31, 2021

Real property tax levy current fiscal year (net of reserve)	\$ 11,554,286
Add special assessments	-
Total taxes levied current fiscal year	11,554,286
Add total reserve amount (including interest earned) from current fiscal year	-
Subtotal	11,554,286
Tax base growth factor	1.0172
Subtotal	11,753,020
Add PILOTS receivable current fiscal year	193,578
Subtotal	11,946,598
Allowable levy growth factor (2% or rate of inflation, whichever is less)	1.0178
Subtotal	12,159,247
Less PILOTS receivable forthcoming fiscal year	(204,387)
Add available carryover from current fiscal year	-
Total Levy Limit (Cap) before adjustments and exclusions	11,954,860
Adjustments for Transfer of Local Government Functions:	
Add costs incurred from transfer of local government functions	-
Add savings realized from transfer of local government functions	-
Total Adjustments for Transfer of Local Government Functions	-
Tax Levy Limit, Adjusted for Transfer of Local Government Functions	11,954,860
Exclusions:	-
Tax levy necessary for court-ordered tort expenditures	-
Tax levy necessary for excess ERS contributions	-
Tax levy necessary for excess PFRS contributions	-
Total Exclusions	-
Tax Levy Limit, Adjusted for Transfers and Exclusions	11,954,860
Proposed real property tax levy	11,883,933
Add: Proposed special assessments	-
Proposed Total Real Property Tax Levy	11,883,933
Amount of Tax Levy Below/(Exceeding) Tax Levy Limit	\$ 70,927
Do you plan to override the cap in the forthcoming year?	No



Village of Suffern, New York

Comprehensive Financial Policy Document

As Adopted by the Village Board of Trustees
April 30, 2020

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Village of Suffern

61 Washington Avenue, Suffern, New York 10901
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www.suffernny.gov

Letter of Transmittal

April 30, 2019

To the Honorable Mayor and Village Board of Trustees of the Village of Suffern, New York:

Submitted herewith is the Village of Suffern Comprehensive Financial Policy Document, which incorporates all of the financial management policies adopted by the Village Board.

These policies will be reviewed on a regular basis, and where necessary, updated to reflect changes in law or generally accepted accounting principles. These policies may also be updated to enhance our understanding and implementation of sound financial practices, or in response to changes and events that may affect our financial health.

We believe that the financial policies contained in this document represent the best practices of governmental financial management. Adhering to these policies will help to ensure that we maximize our revenues, minimize our expenditures/expenses, preserve the safety of our public funds and maintain a strong position in the financial community.

Your adoption of this Comprehensive Financial Policy Document confirms our commitment to financial excellence, full disclosure and responsible financial management.

Respectfully submitted,
VILLAGE OF SUFFERN

Michael A. Genito
Village Treasurer

Introduction

The Village of Suffern (Village) has an important responsibility to carefully account for public funds, to manage municipal finances wisely and to plan and provide for the adequate funding of public facilities and services. The financial goals and policies set forth in this document are intended to establish guidelines for the strength and stability of the Village. They will be reviewed at least annually and amended as necessary.

Financial Goals

Financial goals are broad, fairly timeless statements of the financial position the Village seeks to attain. The financial goals for the Village are:

- To provide full value for each tax dollar by delivering quality services efficiently and on a cost- effective basis.
- To preserve our quality of life by providing and maintaining adequate financial resources necessary to sustain a sufficient level of municipal services, and to respond to changes in the economy, the priorities of governmental and non-governmental organizations, and other changes that may affect our financial well-being.
- To maintain a strong credit rating in the financial community.

Financial Policies

Financial policies support the financial goals. They are general statements that guide decision-making in specific situations, to ensure that a decision will contribute to the attainment of the financial goals. Federal and state laws, rules, and regulations, our Village Code, and generally accepted accounting principles promulgated by the Governmental Accounting Standards Board (GASB) and the Best Practices/Advisories of the Government Finance Officers Association of the United States and Canada (GFOA) govern our financial policies and processes.

Budget Policy

Article 5 of the New York State Village Law, sound financial practices and the desire to maintain a strong credit rating dictate that our budgets be balanced, constantly monitored, and responsive to changes in service demands. With these concepts in mind, the Village has adopted the following budget policy statements:

- Annual operating budgets will be adopted for the General Fund, Water Fund, Sewer Fund and Debt Service Fund. Project-length budgets will be adopted for all capital projects.
- Annual operating budgets will be adopted on a balanced basis, where total estimated revenues equal total appropriations.
- The Village will adopt an annual budget for the General Fund that includes a contingency equal to at least 1%, but no more than 10%, of total General Fund appropriations, not including such contingency. This contingency will be used to provide for expenditures that exceed, or revenues that do not meet, budget estimates, and/or for new or increased program requirements required by law or approved by Village Board resolution.
- Unassigned fund balance may be appropriated as part of the adopted budget to fund capital, debt, emergency, or unusual and non-recurring expenditures/expenses. Fund balance should not be used to fund recurring expenditures/expenses.
- One-time revenues that are not required by law or agreement to be expended for a specific purpose will only be used to fund capital, debt, emergency, or unusual and non-recurring expenditures/expenses. One-time revenues are major revenues that are not likely to recur on a regular basis.
- The Village will seek to stay within the New York State real property tax levy limit (tax cap).

The Village's fiscal year begins on June 1 and ends on May 31. The Village follows the budget calendar and process as specified in Article 5 of New York State Village Law:

The budget officer notifies the heads of administrative units in writing of the necessity for and form of estimates of revenues and expenditures for the ensuing fiscal year. (Village Law Section 5-502[1])	By February 8th
The heads of administrative units submit estimates to the budget officer. (Village Law Section 5-502[2])	By March 1st
The budget officer prepares the tentative budget, furnishes a copy to each member of the board of trustees, reproduces copies for public distribution and files the tentative budget with the village clerk. (Village Law Section 5-504)	By March 20th
The village clerk presents the tentative budget to the board of trustees and the board reviews and modifies the tentative budget. (Village Law Section 5-508[1])	By March 31st
Notice of public hearing on tentative budget; at least five days shall elapse between first publication and date specified for the hearing, which is to be held not later than. (Village Law Section 5-508[3])	April 15th
Public hearing may be adjourned from day to day, but not beyond. (Village Law Section 5-508[3])	April 20th
Final revision of tentative budget. (Village Law Section 5-508[4])	After public hearing but prior to adoption
Adoption of budget. (Village Law Section 5-508[4])	By May 1st

The legal level of control refers to the level at which management can reassign appropriations without governing board approval. The Office of the State Comptroller requires that budgets must be adopted at a minimum level of function and object of expenditure/expense. The Village Treasurer is authorized to transfer funds within the same function and object of expenditure/expense. A Village Board resolution is required to transfer funds among or between objects of expenditure/expense, or to increase or decrease total estimated revenues or appropriations. No appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the available balance thereof.

Investment Policy

Scope

This investment policy applies to all moneys and other financial resources available for deposit and investment by the Village on its own behalf or on behalf of any other entity or individual.

Objectives

The primary objectives of the local government's investment activities are, in priority order:

1. To conform with all applicable federal, State and other legal requirements (legality);
2. To adequately safeguard principal (safety);
3. To provide sufficient liquidity to meet all operating requirements (liquidity) and
4. To obtain a reasonable rate of return (yield).

Delegation of Authority

The governing board's responsibility for administration of the investment program is delegated to the Village Treasurer, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Such procedures shall include internal controls to provide a satisfactory level of accountability based upon records incorporating the description and amounts of investments, the fund(s) for which they are held, the place(s) where kept and other relevant information, including dates of sale or other dispositions and amounts realized. In addition, the internal control procedures shall describe the responsibilities and levels of authority for key individuals involved in the investment program.

Prudence

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Village to govern effectively.

Investments shall be made with prudence, diligence, skill, judgment and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in like capacity would use, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions.

Diversification

It is the policy of the Village to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

The Village Board of Trustees shall establish appropriate limits for the amount of investments which can be made with each financial institution or dealer and shall evaluate this listing at least annually.

Internal Controls

It is the policy of the Village for all moneys collected by any officer or employee of the Village to transfer those funds to the Village Treasurer within one business day of receipt of such moneys by that officer or employee, or within the time period specified in law, whichever is shorter.

The Village Treasurer is responsible for establishing and maintaining internal control procedures to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization, properly recorded, and managed in compliance with applicable laws and regulations.

Designation of Depositaries

The banks and trust companies that are authorized for the deposit of moneys, and the maximum amount which may be kept on deposit at any time, are presented in Schedule A attached hereto and made part of this Investment Policy.

Securing Deposits and Investments

All deposits and investments at a bank or trust company, including all demand deposits, certificates of deposit and special time deposits (hereinafter, collectively, "deposits") made by officers of the Village that are in excess of the amount insured under the provisions of the Federal Deposit Insurance Act, including pursuant to a Deposit Placement Program in accordance with law, shall be secured by one or more of the following:

- A pledge of "eligible securities" with an aggregate "market value" (as provided by Section 10 of the General Municipal Law) that is at least equal to the aggregate amount of deposits by the officers. See Schedule A of this Investment Policy for a listing of "eligible securities."
- A pledge of a pro rata portion of a pool of eligible securities, having in the aggregate a market value at least equal to the aggregate amount of deposits from all such officers within New York State at the bank or trust company.
- An "eligible surety bond" payable to the Village for an amount at least equal to 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations. The Village Board of Trustees shall approve the terms and conditions of the surety bond.
- An "eligible letter of credit," payable to the Village as security for the payment of 140 percent of the aggregate amount of deposits and the agreed-upon interest, if any. An "eligible letter of credit" shall be an irrevocable letter of credit issued in favor of the Village, for a term not to exceed 90 days, by a qualified bank (other than the bank where the secured money is deposited). A qualified bank is either one whose commercial paper and other unsecured short-term debt obligations (or, in the case of a bank which is the principal subsidiary of a holding company, whose holding company's commercial paper and other unsecured short-term debt obligations) are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization, or one that is in compliance with applicable federal minimum risk-based capital requirements.

- An “irrevocable letter of credit” issued in favor of the Village by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, as security for the payment of 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any.

Collateralization and Safekeeping

Eligible securities used for collateralizing deposits made by officers of the Village shall be held by (the depository or a third party) bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities (or the pro rata portion of a pool of eligible securities) are being pledged to secure such deposits together with agreed-upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon a default. It shall also provide the conditions under which the securities (or pro rata portion of a pool of eligible securities) held may be sold, presented for payment, substituted or released and the events of default which will enable the local government to exercise its rights against the pledged securities.

In the event that the pledged securities are not registered or inscribed in the name of the Village, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Village or the custodial bank or trust company. Whenever eligible securities delivered to the custodial bank or trust company are transferred by entries on the books of a federal reserve bank or other book-entry system operated by a federally regulated entity without physical delivery of the evidence of the obligations, then the records of the custodial bank or trust company shall be required to show, at all times, the interest of the local government in the securities (or the pro rata portion of a pool of eligible securities) as set forth in the security agreement.

The custodial agreement shall provide that pledged securities (or the pro rata portion of a pool of eligible securities) will be held by the custodial bank or trust company as agent of, and custodian for, the Village, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt, substitution or release of the collateral and it shall provide for the frequency of revaluation of collateral by the custodial bank or trust company and for the substitution of collateral when a change in the rating of a security causes ineligibility. The security and custodial agreements shall also include all other provisions necessary to provide the Village with a perfected security interest in the eligible securities and to otherwise secure the local government’s interest in the collateral and may contain other provisions that the governing board deems necessary.

Permitted Investments

As provided by Section 11 of the General Municipal Law, the Village Board of Trustees authorizes the Village Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in the State of New York;
- Through a Deposit Placement Program, certificates of deposit in one or more “banking institutions”, as defined in Section 9-r of the Banking Law;

- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America, where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- With the approval of the State Comptroller, obligations issued pursuant to Sections 24 or 25 of the Local Finance Law (i.e., Tax Anticipation Notes and Revenue Anticipation Notes) by any municipality, school district or district corporation in the State of New York other than the Village; and
- Obligations of the (unit of government,), but only with moneys in a reserve fund established pursuant to Sections 6-c, 6-d, 6-e, 6-f, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n of the General Municipal Law.

All investment obligations shall be payable or redeemable at the option of the Village within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable in any event at the option of the Village within two years of the date of purchase. Time deposit accounts and certificates of deposit shall be payable within such times as the proceeds will be needed to meet expenditures for which the moneys were obtained and shall be secured as provided for in this Investment Policy.

Except as may otherwise be provided in a contract with bondholders or noteholders, any moneys of the Village authorized to be invested may be commingled for investment purposes, provided that any investment of commingled moneys shall be payable or redeemable at the option of the Village within such time as the proceeds shall be needed to meet expenditures for which such moneys were obtained, or as otherwise specifically provided in Section 11 of the General Municipal Law. The separate identity of the sources of these funds shall be maintained at all times and income received shall be credited on a pro rata basis to the fund or account from which the moneys were invested.

Any obligation that provides for the adjustment of its interest rate on set dates is deemed to be payable or redeemable on the date on which the principal amount can be recovered through demand by the holder.

Authorized Financial Institutions and Dealers

All financial institutions and dealers with which the Village transacts business shall be creditworthy, and have an appropriate level of experience, capitalization, size and other factors that make the financial institution or the dealer capable and qualified to transact business with the Village. The Village Treasurer shall evaluate the financial position and maintain a listing of proposed depositories, trading partners, and custodians. Recent Reports of Condition and Income (call reports) shall be obtained for proposed banks, and security dealers that are not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers.

The Village shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amounts of investments that can be made with each financial institution or dealer.

Purchase of Investments

The Village Treasurer is authorized to contract for the purchase of investments directly from an authorized trading partner and/or by participation in a cooperative investment agreement with other authorized municipal corporations pursuant to Article 5-G of the General Municipal Law and in accordance with Article 3-A of the General Municipal Law.

All purchased obligations, unless registered or inscribed in the name of the Village, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Village by the bank or trust company.

Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in Section 10(3)(a) of the General Municipal Law. The agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the Village, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt and release of the securities.

Such agreement shall include all provisions necessary to secure the Village's perfected interest in the securities and the agreement may also contain other provisions that the Village Board of Trustees deems necessary. The security and custodial agreements shall also include all other provisions necessary to provide the Village with a perfected interest in the securities.

The Village Treasurer, where authorized, can direct the bank or trust company to register and hold the evidences of investments in the name of its nominee, or may deposit or authorize the bank or trust company to deposit, or arrange for the deposit of any such evidences of investments with a federal reserve bank or other book-entry transfer system operated by a federally regulated entity. The records of the bank or trust company shall show, at all times, the ownership of such evidences of investments, and they shall be, when held in the possession of the bank or trust company, at all times, kept separate from the assets of the bank or trust company. All evidences of investments delivered to a bank or trust company shall be held by the bank or trust company pursuant to a written custodial agreement as set forth in Section 10(3)(a) of the General Municipal Law and as described earlier in this section. When any such evidences of investments are so registered in the name of a nominee, the bank or trust company shall be absolutely liable for any loss occasioned by the acts of such nominee with respect to such evidences of investments.

Courier Service

The Village Treasurer may, subject to the approval by resolution of the Village Board of Trustees, enter into a contract with a courier service for the purpose of causing the deposit of public funds with a bank or trust company. The courier service shall be required to obtain a surety bond for the full amount entrusted to the courier, payable to the Village and executed by an insurance company authorized to do business in the State of New York, with a claims-paying ability that is rated in the highest rating category by at least two nationally recognized statistical rating organizations, to insure against any loss of public deposits entrusted to the courier service for deposit or failure to deposit the full amount entrusted to the courier service.

The Village may agree with the depository bank or trust company that the bank or trust company will reimburse all or part of, but not more than, the actual cost incurred by the Village in transporting items for deposit through a courier service. Any such reimbursement agreement shall apply only to a specified deposit transaction, and may be subject to such terms, conditions and limitations as the bank or trust company deems necessary to ensure sound banking practices, including, but not limited to, any terms, conditions or limitations that may be required by the Department of Financial Services or other federal or State authority.

Annual Review and Amendments

The Village shall review this investment policy annually, and it shall have the power to amend this policy at any time.

Definitions

The term "Village Treasurer" shall mean the person appointed to that position by the Village Board of Trustees, or any person authorized by law to perform the duties and/or functions stated in this policy. The terms "public funds," "public deposits," "bank," "trust company," "eligible securities," "eligible surety bond," and "eligible letter of credit" shall have the same meanings as set forth in Section 10 of the General Municipal Law.

Schedule A - Designation of Depositories

The banks and trust companies that are authorized for the deposit of moneys and the maximum amount that may be kept on deposit at any time, together with the date authorized by adoption of a resolution by the Village Board of Trustees are as follows:

Depository Name	Maximum Amount
Capital One Bank	\$12,000,000
Citibank	\$12,000,000
JPMorgan Chase Bank	\$12,000,000
Key Bank	\$12,000,000
Sterling National Bank	\$12,000,000
TD Bank	\$12,000,000

Schedule B - Schedule of Eligible Securities for Collateralizing Deposits and Investments in Excess of FDIC Coverage

Eligible Securities for Collateral	Percentage of Market Value
(i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government- sponsored corporation.	100%
(ii) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank and the African Development Bank.	100%
(iii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market value of the obligation that represents the amount of the insurance or guaranty.	100%
(iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of this State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.	100%
(v) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.	100% if rated in the highest category; 90% for 2nd highest; 0% for 3rd highest.
(vi) Obligations of the Commonwealth of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.	100% if rated in the highest category; 90% for 2nd highest; 80% for 3rd highest.
(vii) Obligations of counties, cities and other governmental entities of another state having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.	100% if rated in the highest category; 90% for 2nd highest; 80% for 3rd highest.
(viii) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.	80%
(ix) Any mortgage-related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by federal bank regulatory agencies.	70%
(x) Commercial paper and bankers' acceptances issued by a bank (other than the bank with which the money is being deposited or invested) rated in the highest short-term category by at least one nationally recognized statistical rating organization and having maturities of no longer than 60 days from the date they are pledged.	80%
(xi) Zero-coupon obligations of the United States government marketed as "Treasury STRIPS."	80%

Capital Asset Policy

This policy is to establish the principles related to the accounting and financial reporting of our capital assets.

Capital assets include land, land improvements, buildings, building improvements, construction in progress, machinery and equipment, vehicles, infrastructure, easements, and works of art and historical treasures. A capital asset is to be reported and, with certain exceptions, depreciated in government-wide statements. In the government-wide statements, assets that are not capitalized are expended in the year of acquisition.

Infrastructure assets are long-lived capital assets that normally can be preserved for a significant greater number of years than most capital assets and that are normally stationary in nature. Examples include roads, bridges, tunnels, drainage systems, water systems, and dams. Infrastructure assets do not include buildings, drives, parking lots or any other examples given above that are incidental to property or access to the property.

The Village Treasurer is responsible for the development and maintenance of a system to ensure an accurate, complete, and up-to-date record of capital assets. Completeness and accuracy should be ensured through physical counts, review of purchase records, prior inventory count records, listings maintained by other government agencies, and other methods deemed necessary.

A capitalization threshold is the cost established by the Village Treasurer that must be met or exceeded if an asset is to be recorded and depreciated as a capital asset. The capitalization threshold is based on the cost of a single asset. Assets that do not meet the capitalization threshold will be recorded as expenditures or expenses. The acquisition of land will be recorded regardless of cost. The capitalization threshold for depreciable land improvements, infrastructure, and buildings is \$50,000. The capitalization threshold for vehicles, machinery, equipment and furniture is \$10,000. For purposes of property control (insurance, security, etc.), the Village Treasurer and/or department heads may develop and maintain the appropriate record keeping system(s) to account for assets that do not meet the capitalization threshold.

Capital assets that meet the capitalization threshold will be recorded at the acquisition cost (for purchased items), the construction cost (for constructed items) or the fair market value on the date of donation (for donated items). The cost of a capital asset may include ancillary charges necessary to place the asset into its intended location and condition for use. Ancillary charges include costs that are directly attributable to asset acquisition or construction, such as freight and transportation charges, site preparation costs, and professional fees. Estimated historical cost may be used in those cases where the actual historical cost is not readily available. Estimated historical cost will be calculated using the current replacement cost of a similar asset and deflating this cost to the acquisition year (or estimated acquisition year) using a price-level index approved by the Village Treasurer.

Depreciable (exhaustible) capital assets will be depreciated over their estimated useful lives, as established by the Village Treasurer, using the straight-line method of depreciation. The Village Treasurer may, but is not required to, assign a salvage value to depreciable capital assets. In no event shall the useful life of a capital asset financed by debt be less than the period of probable usefulness established for debt purposes as found in Section 11 of the New York State Local Finance Law.

The Village Treasurer will maintain an inventory of capital assets. Each inventory record should include a description, the year and method of acquisition (e.g., purchase, donation, etc.), funding source, cost or estimated cost, salvage value, estimated useful life and the function(s) that use the asset. The Village Treasurer and/or department heads, may, but are not required to, maintain an inventory of non-capital assets for property control

Land is to be recorded regardless of cost and capitalized but not depreciated. Land is recorded at historical cost and remains at that cost until disposal.

Land improvements include items such as excavation, non-infrastructure utility installation, driveways, sidewalks, parking lots, flagpoles, retaining walls, fencing, outdoor lighting, and other non-building improvements intended to make the land ready for its intended purpose. Land improvements are further categorized as non-exhaustible and exhaustible. Land improvements that do not require maintenance or replacement, expenditures to bring land into condition to commence erection of structures, expenditures for improvements not identified with structures, and expenditures for land improvements that do not deteriorate with use or passage of time are additions to the cost of land and are generally not exhaustible and therefore not depreciable. Land improvements that are part of a site, such as parking lots, landscaping and fencing, are usually exhaustible and are therefore depreciable. Depreciation of site improvements is necessary if the improvement is exhaustible.

Buildings will be recorded at cost and depreciated. The cost should be carefully evaluated to determine if a significant portion of the cost includes other major capital assets (such as land or land improvements), or major building components (such as a roof or HVAC system), should be valued and recorded as separate assets.

Building improvements that meet the capitalization threshold and extend the useful life of a building should be capitalized. Examples of building improvements include roofing projects, major energy conservation projects, or remodeling and replacing major building components.

Construction in progress, where it is anticipated that the final total cost at completion of construction meets the capitalization threshold of the constructed asset, should be capitalized and not depreciated.

Furniture, machinery, vehicles and equipment that meet the capitalization threshold will be recorded at cost and depreciated. Improvements to furniture, machinery, vehicles and equipment that meet the capitalization threshold and extend the useful life of such asset should be capitalized. The Village may, but is not required to, aggregate the fiscal year cost and capitalize assets that individually would not meet the capitalization threshold (such as computers or lawnmowers), after determining the significance or materiality of the aggregated cost.

Depreciation is not required for collections or works of art that are inexhaustible.

Capital assets will be recorded and reported in the appropriate funds or records in accordance with generally accepted accounting principles. The Village Treasurer will establish and maintain the record keeping system necessary to allow for the accounting, auditing, and reporting of such assets, including depreciation.

Debt Management Policy

Debt is an effective way to finance capital improvements or to even out short-term revenue flows. Properly managed debt preserves our credit rating, provides flexibility in current and future operating budgets and provides us with long-term assets that maintain or improve our quality of life. To provide for the appropriate issuance and responsible use of debt, the Village has adopted the following debt management policy statements:

- Debt will be issued only for objects or purposes having a period of probable usefulness of at least five years under New York State Local Finance Law.
- Short-term debt may be issued to finance current operating expenditures only in the event of extreme financial emergency or in anticipation of grant reimbursements.
- Whenever appropriate, the Village should issue debt that can be repaid from special assessments or revenues, grants in aid, or sources other than a general levy of real property taxes.
- Whenever appropriate, the Village should obtain cost beneficial financing through governmental agencies and other resources (such as the NYS Environmental Facilities Corporation).
- The maturity of debt issued for the acquisition or construction of capital assets will not exceed the lesser of the useful life of the capital asset, or the period of probable usefulness of the object or purpose as defined in New York State Local Finance Law.
- The Village will seek the advice of bond counsel prior to the issuance of any debt.
- The annual operating budgets of all funds will be maintained so as to ensure the full and timely repayment of debt principal and interest due that year.
- As required under Section 104 of the New York State Local Finance Law, the total amount of outstanding debt will not exceed 7% of the Village's five-year average full valuation.
- In accordance with Securities and Exchange Commission (SEC) Rule 15Ba1-1, no one other than a Village employee, or a municipal (financial) advisor registered with the SEC, is authorized to provide advice to or on behalf of the Village with respect to municipal financial products or the issuance of Village debt, including advice with respect to the structure, timing, terms, and other similar matters concerning such products or debt.

Good communications will be maintained with bond rating agencies, bond counsel, banks, municipal advisors and others involved in debt issuance and management. The Village Treasurer or his/her designee shall be the Village's representative in official matters involving Village debt and shall determine who should participate in communications with rating agencies concerning Village debt. The Village Treasurer shall coordinate and participate in communications between and among other Village officials and the Village's bond counsel, municipal and financial institutions concerning Village debt. Our audited financial reports and official statements will reflect our commitment to full and open disclosure concerning our debt.

Expenditure/Expense Policy

Expenditures/expenses are a rough measure of a local government's service output. While many expenditures/expenses can be easily controlled, emergencies, unfunded mandates and unanticipated service demands may strain our ability to maintain a balanced budget. To ensure the proper control of expenditures/expenses and provide for a quick and effective response to adverse financial situations, the Village has adopted the following expenditure/expense policy statements:

- Expenditures/expenses and purchase commitments will be made in a form and process that is legal, appropriate, funded, authorized and sufficiently documented.
- Expenditures/expenses and purchase commitments will be recorded in an accurate and timely fashion.
- The review and approval process for all claims made against the Village shall be as follows:
 - Departments must issue purchase orders as required under our procurement policy. Departments are encouraged to issue purchase orders whenever practicable, even if they are not required.
 - Properly completed claims must be prepared and submitted to the Treasurer's office by the department responsible for originating the claim. A properly completed claim must include, but is not limited to, the vendor's name and address, date of claim, explanation, accounts to be charged, department authorization signature and sufficient documentation. Sufficient documentation means that a person unfamiliar with the transaction would understand what was ordered, when, by whom, from what vendor, at what price, when the goods or services were delivered, who accepted delivery and who authorized payment. Typical documentation includes copies of purchase orders, invoices and/or statements, Village Board resolutions awarding bids, state contracts, records of quotes received, receiving slips, correspondence and other communications.
 - The Village Treasurer's office will issue checks promptly for all claims properly completed and submitted.
- The balances in appropriation accounts will be monitored regularly to ensure that the total of expenditures/expenses and purchase commitments in any account do not exceed the authorized budget for that account.
- Requests for competitive bids, proposals, formal and informal quotes and other methods of seeking and encouraging vendor competition will be obtained as required by law or otherwise established by the Village Board or Village Treasurer.
- Arrangements will be encouraged with other governments, private individuals and firms to contract out or cooperatively deliver services in a manner that reduces cost and/or improves efficiency and effectiveness while maintaining service quality.
- The full direct and indirect costs will be calculated for any service provided for a fee or charge, or where there is a potential for the reimbursement of such costs.
- We will maintain an effective risk management program that provides adequate coverage, minimizes losses, and reduces costs.
- All appropriations shall lapse at the close of the fiscal year to the extent that they shall not have been expended or encumbered.

Village Credit Card Policy

When employees need to make certain purchases, it is often more convenient, and sometimes required, for them to pay with a credit card, rather than go through the normal procurement process of submitting a purchase requisition. The use of a credit card can also make the process of purchasing several small items more efficient and effective, ultimately saving time and money.

The cost of this convenience and increase in efficiency is the heightened risk of inappropriate spending, such as wasteful or personal purchases. To ensure that credit cards are used only for approved and necessary expenses, the Village has established the following credit card policy and system of internal controls as regards Village credit cards:

- Village credit cards must be authorized by the Village Board.
- The Village Treasurer or his/her designee are the only persons who serve as the Village's liaison with financing institutions and others for the issuance of Village credit cards.
- The Village Treasurer is responsible for the development and maintenance of a system for the issuance and use of Village credit cards.
- Village credit cards will be issued in the names of the employees for better accountability.
- Village credit card holders will be trained in the use of a Village credit card and acknowledge in writing that they understand their responsibilities.
- A Village credit card may only be used for official Village business purchases. The use of Village credit cards for personal expenses is prohibited, with no exceptions.
- Village credit card holders will be responsible for any charges on their card that is disputed (hereinafter known as "unauthorized charges") by the Village Treasurer or Village Board and must agree to allow the Village to withhold the amount of any unauthorized charges from the cardholder's paycheck.
- No Village credit cards will be issued that allow cash advances.
- No Village credit cards will be issued that allow cash back from purchases to any individual or entity, other than the Village.
- The Village Treasurer may establish the terms and conditions of each Village credit card issued, including but not limited to credit limits and balances, authorized vendors and types of purchases.
- The Village credit card holder is responsible for keeping his/her Village credit card in a secure location at all times to prevent unauthorized use.
- The Village Clerk will maintain a log for the use of Village credit cards shared by more than one employee.
- As with all purchases, procurement duties among employees, such as approval, verification and payment of Village credit card claims/vouchers will be segregated.
- Village credit card holders are never allowed to review and approve their own purchases.
- To the extent practicable, billing statements will be detailed and summarized by Village credit card holder and department.
- A copy of the Village credit card holder's monthly statement will be provided to his/her department head. The department head will review the statement, and after conferring with the Village credit card holder (if necessary), but no later than five business days of receipt of the statement, submit a claim voucher with full documentation to the Village Treasurer's office. "Full documentation" includes all the information necessary for a person unfamiliar with the transaction to reconstruct the transaction (the "who," "what," "when," "where" and "why" of the transaction), which includes but is not limited to copies of requisitions, purchase orders, invoices, receipts, receiving slips, etc. If an expense is incurred that involves someone other than the Village credit card holder, the Village credit

card holder must provide the name(s) of anyone who incurred the expense. For example, if food was supplied at a meeting, indicate who was there. The Village credit card holder, his/her department head, and the Village Treasurer's office are required to review Village credit card billing statements for unusual destinations or purchases

- The Village Treasurer's office will pay all monthly statements in a timely manner and advise the credit card issuer of any disputed charges. Automatic payment deductions will not be used to pay credit card bills. Unauthorized charges will be recovered from the Village credit card holder. If necessary, the Village Treasurer is authorized to deduct the amount of unauthorized charges to be recovered from the Village credit card holder's paycheck.
- The Village credit card holder is responsible for immediately reporting to the Village Treasurer a lost or stolen Village credit card. As soon as practicable after notification or knowledge, the Village Treasurer will cancel any Village credit card reported as lost or stolen.
- The Village Treasurer will cancel Village credit cards when the Village credit card holder has left employment with the Village. The Village Treasurer is authorized to cancel or modify the terms and conditions of any and all Village credit cards, at any time, at his/her discretion, with or without cause.
- Any Village credit card holder found guilty of illegal or unauthorized use of a municipal credit card may be subject to penalties allowed by law and/or disciplinary action(s) up to and including termination.

Operating Position Policy

Operating position refers to the Village's ability to balance its budget on a current basis, maintain reserves for emergencies, and maintain sufficient cash to pay its bills on a timely basis. Our operating position policy requires that:

- With the exception of grants, gifts, or other revenues that may be used to pay recurring expenditures, only recurring revenues will be used to pay recurring expenditures.
- Encumbrances represent commitments related to unperformed contracts for goods or services and will be recorded when incurred. Encumbrances outstanding at year-end will be reported in accordance with generally accepted accounting principles.
- The Village will strive to maintain the fund balance of the General Fund at a level of at least 20% of the total General Fund appropriations
- Fund balance should be used for capital, emergency, non-recurring expenditures. Fund balance should not be used to pay recurring expenditures/expenses.

Procurement Policy

The adoption of a procurement policy confirms the commitment of a local government to ensure that its procurements of goods and services are made legally, fairly, prudently, competently, and at the lowest possible cost offered by responsible vendors. This procurement policy, Sections 103 through 109 of the General Municipal Law and publications of the Office of the State Comptroller and professional associations provide guidance to those Village officials and employees involved in the procurement process.

The requirements set forth in this Procurement Policy shall be deemed to be the minimum requirements for procurement. All procuring officials shall use their best efforts to investigate alternative suppliers to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost and to avoid even the appearance of favoritism, extravagance, fraud, or corruption. The Village has adopted the following procurement policy statements in accordance with Section 104-b of the General Municipal Law (GML):

The Village Treasurer and/or his/her designee shall be responsible for the implementation and enforcement of this Procurement Policy, and is authorized to establish, maintain and enforce the necessary and desired systems and procedures to ensure compliance with this Procurement

Policy

Every procurement to be made must be initially reviewed to determine whether it is a purchase contract (a contract that only involves the procurement of commodities) or a public works contract (a contract that only involves the procurement of services, or a combination of services and commodities). Once that determination has been made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the commodities and/or services is subject to competitive bidding pursuant to Section 103 of the General Municipal Law, taking into account the estimated aggregate amount that will be spent on same or similar commodities or services in the 12 month period immediately following the procurement.

All procurements of commodities and/or services having a value of \$1,000 or more will be secured by use of competitive sealed bids, written requests for proposals or quotations, a written record of verbal requests for quotations, or any other method that assures that the commodities and/or services will be procured in accordance with law and this Procurement Policy, at the lowest price offered by a responsive and responsible bidder, and that avoids the appearance of impropriety or favoritism.

The following items are not subject to competitive bidding pursuant to Sections 103 and 104: of the General Municipal Law:

- purchase contracts under \$20,000 and public works contracts under \$35,000;
- emergency procurements;
- goods procured from agencies for the blind or severely handicapped;
- goods procured from correctional institutions;
- procurements using contracts let the United States or any agency thereof;
- procurements using contracts let by any state or any political subdivision or district therein;
- surplus and second-hand procurements from another governmental entity..

The decision that a procurement is not subject to competitive bidding will be documented in writing and made part of the procurement record by the department head or an individual authorized by the department head to make a procurement (authorized purchasers).

The following method of procurement will be used in order to achieve the highest savings:

For Purchase Contracts:

\$0 - \$999	No quotes or proposals required
\$1,000 - \$2,999	A written record of three verbal quotes or proposals
\$3,000 - \$19,999	Three written (letter, fax, or e-mail) proposals or quotations
\$20,000 and above	Competitive bidding

For Public Works Contracts:

\$0 - \$999	No quotes or proposals required
\$1,000 - \$2,999	A written record of three verbal quotes or proposals
\$3,000 - \$34,999	Three written (letter, fax, or e-mail) proposals or quotations
\$35,000 and above	Competitive bidding

A good faith effort shall be made to obtain the required number of proposals or quotations. If the authorized purchaser is unable to obtain the required number of proposals or quotations, the authorized purchaser will document in writing the attempts made at obtaining the proposals or quotations. In no event shall the failure to obtain the proposals be a bar to the procurement.

If any contract is awarded to other than the lowest responsible bidder/proposer, the authorized purchaser shall document in writing the reason(s) that such an award was made and how such an award furthers the purposes of General Municipal Law.

Procurements valued below \$1,000 may be made at the discretion of the authorized purchaser. Where it is economically feasible, authorized purchasers are encouraged to seek written proposals or quotes from three contractors or vendors.

Purchase orders are required for commodities or services having a value of \$1,500 or more, including but not limited to contracts for professional and other services, except for the following:

- Salaries and employee benefits.
- Reimbursement of employee expenses.
- Reimbursement of petty cash funds.
- Utilities, including but not limited to electric, gas, water, sewer, telephone and cable television services.
- Interfund or interdepartmental charges.
- Medical examinations.
- Legal notices.
- Claims for food for prisoners.
- Postage meter costs.
- Real property taxes and assessments.

Pursuant to Section 104-b(2)(f) of the General Municipal Law, the Village Board has determined that competitive bids are not required and contracts may be awarded to other than the lowest responsive and responsible bidder/proposer for the following types of procurements:

- Professional services (services requiring special or technical skill, training or expertise), where the individual or company is selected based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive bidding. Professional services include, but are not limited to the services of accountants, architects, attorneys, computer or technology consultants, engineers, municipalities, grant writers, insurance agents or consultants, investment managers or consultants, and physicians. In determining whether a service fits into this category, the Village Board shall take into consideration the following:
 - Whether the services are subject to New York State licensing or testing requirements;
 - Whether substantial formal education or training is a necessary prerequisite to the performance of the service; and
 - Whether the service requires a personal relationship between the individual and municipal officials.
- Emergency procurements pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be procured immediately and without delay for the protection of life and/or property. This action does not preclude alternate proposals if time permits.
- Goods or services under \$1,000. The time and documentation required for procurement may be costlier than the item itself and would, therefore, not be in the best interests of the Village. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

It is the responsibility of the authorized purchaser, prior to making a procurement, to ensure that:

- The procurement is in conformance with federal, state and local laws, rules and regulations, including but not limited to any grant or aid requirements, and this Procurement Policy;
- Any necessary approvals or authorizations, including but not limited to financing of the procurement by debt, grants in aid, or currently available funds are in place as may be required by any federal, state or local agency, including but not limited to the Village Board;
- The appropriate accounts are charged and have an unencumbered (available) budget amount sufficient to fund the procurement;
- Any budget transfers or amendments needed to fund the procurement have been approved and entered by the Village Treasurer's office.

It is the responsibility of the department head and all employees involved in the procurement process (ordering, receiving, approval of invoice, etc.) to ensure that claims received for payment are reviewed and processed in an accurate, complete and prompt manner, and forwarded to the Village Treasurer's office with all necessary documentation for payment as soon as possible thereafter, so as to ensure prompt and timely payment to vendors and contractors.

It is the responsibility of the department head to ensure that the procurement record of any procurement made by his/her department is sufficiently documented. "Sufficiently documented" means that a person unfamiliar with the transaction would understand the transaction, including, but not limited to the nature and purpose of the transaction, parties involved, goods or services ordered and delivered, itemized and total costs, accounts charged, person(s) who authorized the purchase, person(s) who confirmed receipt of the goods or services, and the date of each material event in the procurement process.

Retainage will be withheld and released in accordance with contract or legal requirements. As such, contracts requiring retainage and legal requirements to withhold retainage (such as federal, state or local laws, Department of Labor or other official agency notices, mechanics or other liens, grant agreements, etc.) must be thoroughly reviewed and understood so that retainage is withheld and released in accordance with such requirements.

Blanket purchase orders are open-ended purchase orders issued to vendors and contractors for the purpose of consolidating numerous purchases over the course of a fiscal year. Blanket purchase orders eliminate the issuance of separate purchase orders for groups of items which are purchased frequently from the same vendor, and permit departments to purchase items of this nature on an "as needed" basis. A change order must be submitted to the Village Treasurer whenever the remaining amount allowed on the blanket purchase order will be exceeded. All outstanding blanket purchase orders will be canceled ("liquidated") at the end of each fiscal year.

A change order is a properly prepared and authorized document that directs and authorizes a contractor or vendor providing goods or services to change the quantity, character, and/or price of the goods or services to be provided from those originally specified or estimated. Proposed change orders are to be submitted to the Village Treasurer for review and approval prior to confirming the change with the contractor or vendor.

Periodically and at least annually, the Village Treasurer shall carefully review all outstanding purchase orders, and after such review, shall be authorized to close ("liquidate") any outstanding purchase orders that, in the sole discretion of the Village Treasurer, no longer represent a valid procurement purpose. The Village Treasurer will confer with the appropriate department head(s) prior to closing such purchase orders to the extent that doing so is economical, reasonable and practicable.

The justification and reasons for any variance from this Procurement Policy will be documented in writing and made a part of the procurement record. Procurement records will be retained as required by New York State record retention laws, or longer, as required by another federal, state, or local law, rule or regulation, the terms and conditions of any debt covenants, grantor agreements, or other legal or contractual obligation.

The unintentional failure to comply with this procurement policy or the provisions of Section 104-b of the General Municipal Law shall not be grounds to void action taken or give rise to a cause of action against the Village or any officer or employee of the Village.

This policy shall be periodically and at least annually reviewed and updated as necessary or desired.

Revenue Policy

Revenues determine the capacity of a local government to provide services. Under ideal conditions, revenues would grow at a rate equal to or greater than expenditures/expenses. To ensure that our revenues are balanced and capable of supporting our desired levels of services, the Village has adopted the following revenue policy statements:

- Each year and whenever appropriate, existing revenues will be re-examined and possible new sources of revenues will be explored to ensure that we are maximizing our revenue potential.
- Legally restricted revenues will be avoided when they adversely affect the short- or long-term financial health of our government.
- We will strive to be informed and aware of all grants and other aid that may be available to us. All potential grants and other aid shall be carefully examined for restrictive covenants and matching dollar or level-of-effort requirements to ensure that our participation in such grants will be beneficial and cost-effective.
- Each year and whenever appropriate, intergovernmental revenues will be reviewed to determine their short- and long-term stability, to minimize the impact of any adverse changes. Intergovernmental revenues shall be used as legally prescribed or otherwise set forth by policy.
- A balance will be sought in the revenue structure between elastic and inelastic revenues, to minimize any adverse effects caused by inflationary or economic changes.
- One-time revenues will be used for the payment of debt, capital improvements, or as legally restricted to a specific purpose.
- We will carefully and routinely monitor any amounts due to us. An aggressive policy of collection will be followed for all receivables.
- Revenues of the Water Fund and Sewer Fund will be set so as to generate sufficient revenue sufficient to recover their operating and capital costs.
- Revenue forecasts shall be conservative, using generally accepted forecasting techniques and appropriate data.
- Each year and whenever appropriate, we will review our schedule of fees and related administrative procedures.

Periodic Review

This Comprehensive Financial Policy Document, and each of the policies contained within, shall be reviewed by the Village Board at least annually. Comments, questions and suggestions concerning this Comprehensive Financial Policy Document may be directed to:

Village Treasurer
Village of Suffern
61 Washington Avenue
Suffern, NY 10901
treasurer@suffernny.gov
TEL: 845-357-2600 FAX: 845-357-0649

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BUDGET RESOLUTIONS



Village of Suffern

RESOLUTION NO. 82 OF 2020

ADOPTING LOCAL LAW 05 OF 2020 – AUTHORIZING A PROPERTY TAX LEVY IN EXCESS OF THE LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW SECTION 3-C

WHEREAS, a proposed local law authorizing a property tax levy in excess of the limit established in General Municipal Law Section 3-c for the fiscal year ending May 31, 2021 was introduced at the meeting of the Village Board held on April 14, 2020 at which time a public hearing was set for April 23, 2020; and

WHEREAS, the public hearing was held on April 23, 2020, at which time all person interested in speaking on this matter were given an opportunity to be heard, after which the public hearing was closed; and

RESOLVED, that, after careful consideration of the proposed local law, comments received at the public hearing on said proposed local law, and the status of the 2020-2021 Tentative Budget, the Village Board hereby adopts Local Law 05 of 2020 authorizing a property tax levy in excess of the limit established in General Municipal Law Section 3-c as follows:

LOCAL LAW AUTHORIZING A PROPERTY TAX LEVY IN EXCESS OF THE LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW SECTION 3-C

Section 1. Legislative Intent - It is the intent of this local law to allow the Village of Suffern to adopt a budget for the fiscal year ending May 31, 2021 that requires a real property tax levy in excess of the “tax levy limit” as defined by General Municipal Law Section 3-c.

Section 2. Authority - This local law is adopted pursuant to subdivision 5 of General Municipal Law Section 3-c, which expressly authorizes a local government’s governing body to override the property tax cap for the coming fiscal year by the adoption of a local law approved by a vote of sixty percent (60%) of said governing body.

Section 3. Tax Levy Limit Override - The Board of Trustees of the Village of Suffern, County of Rockland, is hereby authorized to adopt a budget for the fiscal year ending May 31, 2021 that requires a real property tax levy in excess of the amount otherwise prescribed in General Municipal Law Section 3-c.

Section 4. Severability - If a court determines that any clause, sentence, paragraph, subdivision, or part of this local law or the application thereof to any person, firm or corporation,

or circumstance is invalid or unconstitutional, the court's order or judgment shall not affect, impair, or invalidate the remainder of this local law, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this local law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

Section 5. Effective date - This local law shall take effect immediately upon filing with the Secretary of State.

A motion to approve the foregoing resolution was made by Trustee Charles Barone and seconded by Trustee Jo Meegan-Corrigan and a roll call vote was recorded as follows:

NAME	YES	NO	ABSENT
Alpert		X	
Girard	X		
Barone	X		
Meegan-Corrigan	X		
Markunas	X		

The Local Law was declared adopted April 23, 2020



Village of Suffern

RESOLUTION NO. 86 OF 2020

RESOLUTION ADOPTING CHANGES TO THE TENTATIVE BUDGETS FOR FISCAL YEAR ENDING MAY 31, 2021

WHEREAS, Section 5-508 of Village Law provides that the 2020-2021 budget for fiscal year ending May 31, 2021 must be adopted on or before May 1, 2020; and

WHEREAS, the 2020-2021 Tentative Budget ("Tentative Budget") was transmitted by the Village Clerk to the Village Board on March 19, 2020; and

WHEREAS, public hearings on the Tentative Budget, the proposed 2020-2021 water rates and the proposed 2020-2021 sewer rates were held on April 6 and April 23, 2020; and

WHEREAS, members of the Village Board have proposed amendments to the Tentative Budget.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Suffern does hereby adopt the following amendments to the Tentative Budget:

Decrease A1110.4 VILLAGE JUSTICE Contractual Expenses \$1,000
Decrease A1990.4 CONTINGENT ACCOUNT \$50,000
Decrease A3120.1 POLICE PERSONAL SERVICES \$90,834
Decrease A3120.2 POLICE EQUIPMENT \$49,000
Decrease A3410.2 FIRE DEPARTMENT EQUIPMENT \$2,000
Decrease A3410.4 FIRE DEPARTMENT CONTRACTUAL \$5,480
Decrease A5110.4 STREET MAINTENANCE CONTRACTUAL \$10,000
Decrease A5142.4 SNOW REMOVAL CONTRACTUAL \$10,000
Decrease A5182.4 STREET LIGHTING CONTRACTUAL \$16,000
Decrease A8020.4 PLANNING CONTRACTUAL \$10,000
Decrease A8160.4 CURBSIDE SOLID WASTE CONTRACTUAL \$10,000
Increase A8161.4 CONTAINER SOLID WASTE CONTRACTUAL \$43,075
Decrease A9010.8 STATE RETIREMENT EMPLOYEE BENEFITS \$900
Decrease A9030.8 SOCIAL SECURITY EMPLOYEE BENEFITS \$6,300
Decrease A9031.8 MTA COMMUTER TAX EMPLOYEE BENEFITS \$300
Decrease A9045.8 LIFE INSURANCE EMPLOYEE BENEFITS \$900
Decrease A3265 CURBSIDE SOLID WASTE FEES \$10,000
Increase A3265 CONTAINER SOLID WASTE FEES \$43,075
Decrease A1001 REAL PROPERTY TAX LEVY \$252,714
Decrease F8310.1 WATER FUND PERSONAL SERVICES \$330
Increase F4810 WATER FUND STATE RETIREMENT \$500
Decrease F8340.4 WATER FUND CONTRACTUAL \$2,500
Decrease F3214 WATER FUND METERED WATER SALES \$2,330
Decrease G8110.1 SEWER FUND PERSONAL SERVICES \$330
Decrease G8130.4 SEWER FUND CONTRACTUAL \$15,000
Decrease SEWER RENTS SEWER FUND \$15,330

A motion to approve the foregoing resolution was made by Trustee Charles Barone and seconded by Trustee Alpert and a roll call vote was recorded as follows:

NAME	YES	NO	ABSENT
Alpert	X		
Girard	X		
Barone	X		
Meegan-Corrigan	X		
Markunas	X		

Mayor Markunas declared the Resolution adopted on April 23, 2020.



Village of Suffern

RESOLUTION NO. 87 OF 2020

RESOLUTION RESCINDING RESOLUTION 86 OF 2020 AND ADOPTING CHANGES TO THE TENTATIVE BUDGETS FOR FISCAL YEAR ENDING MAY 31, 2021

WHEREAS, Section 5-508 of Village Law provides that the 2020-2021 budget for fiscal year ending May 31, 2021 must be adopted on or before May 1, 2020; and

WHEREAS, the 2020-2021 Tentative Budget ("Tentative Budget") was transmitted by the Village Clerk to the Village Board on March 19, 2020; and

WHEREAS, public hearings on the Tentative Budget, the proposed 2020-2021 water rates and the proposed 2020-2021 sewer rates were held on April 6 and April 23, 2020; and

WHEREAS, the Village Board of the Village of Suffern adopted Resolution 86 of 2020 on April 23, 2020 amending the Tentative Budget; and

WHEREAS, members of the Village Board have proposed amendments to the Tentative Budget in addition to the amendments adopted in Resolution 86 of 2020; and

WHEREAS, the Village Board has determined that it is preferred and appropriate to rescind Resolution 86 of 2020 and replace it with a new resolution that incorporates all of the changes proposed and approved by the Village Board since March 19, 2020.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Suffern does hereby rescind Resolution 86 of 2020; and

BE IT FURTHER RESOLVED that the Village Board of the Village of Suffern adopts the following amendments to the Tentative Budget:

Decrease	A1110.4	VILLAGE JUSTICE	CONTRACTUAL	\$ 1,000
Decrease	A1990.4	CONTINGENT ACCOUNT		100,000
Decrease	A3120.1	POLICE	PERSONAL SERVICES	148,725
Decrease	A3120.2	POLICE	EQUIPMENT	49,000
Decrease	A3410.2	FIRE DEPARTMENT	EQUIPMENT	2,000
Decrease	A3410.4	FIRE DEPARTMENT	CONTRACTUAL	5,480
Decrease	A5110.4	STREET MAINTENANCE	CONTRACTUAL	64,000
Decrease	A5142.4	SNOW REMOVAL	CONTRACTUAL	17,500
Decrease	A5182.4	STREET LIGHTING	CONTRACTUAL	16,000
Decrease	A5650.1	PARKING	PERSONAL SERVICES	12,350
Decrease	A7140.1	RECREATION	PERSONAL SERVICES	75,788
Decrease	A7140.4	RECREATION	CONTRACTUAL	10,500
Decrease	A7141.1	COMMUNITY CENTER	PERSONAL SERVICES	7,537
Decrease	A7141.4	COMMUNITY CENTER	CONTRACTUAL	5,000
Decrease	A8020.4	PLANNING	CONTRACTUAL	10,000
Decrease	A8160.4	CURBSIDE SOLID WASTE	CONTRACTUAL	20,000
Increase	A8160.8	CURBSIDE SOLID WASTE	EMPLOYEE BENEFITS	(2,000)
Increase	A8161.4	CONTAINER SOLID WASTE	CONTRACTUAL	(43,075)
Decrease	A9010.8	STATE RETIREMENT	EMPLOYEE BENEFITS	6,800
Decrease	A9030.8	SOCIAL SECURITY	EMPLOYEE BENEFITS	16,800
Decrease	A9031.8	MTA COMMUTER TAX	EMPLOYEE BENEFITS	700
Decrease	A9045.8	LIFE INSURANCE	EMPLOYEE BENEFITS	2,500
Net decrease in General Fund Appropriations				\$ 526,605
Decrease	A2012	RECREATION CONCESSIONS		\$ 5,000
Decrease	A2025	POOL FEES		49,000
Decrease	A3265	CURBSIDE SOLID WASTE FEES		18,000
Increase	A3265	CONTAINER SOLID WASTE FEES		(43,075)
Increase	A2401	INTEREST EARNINGS		(40,000)
Increase	A2705	MISC GIFTS & DONATIONS		(5,000)
Decrease	A1001	REAL PROPERTY TAX LEVY		542,680
Net decrease in General Fund revenues				\$ 526,605
Net decrease in taxable assessed valuation				\$ 12,100
Decrease	F8310.1	WATER FUND	PERSONAL SERVICES	\$ (703)
Increase	F8310.4810	WATER FUND	STATE RETIREMENT	1,000
Increase	F8320.4810	WATER FUND	STATE RETIREMENT	2,400
Decrease	F8320.4845	WATER FUND	LIFE INSURANCE	(100)
Decrease	F8340.4	WATER FUND	CONTRACTUAL	(2,500)
Net increase in Water Fund appropriations				\$ 97
Increase	F3214	WATER FUND	METERED WATER SALES	\$ 97
Decrease	G8110.1	SEWER FUND	PERSONAL SERVICES	\$ 703
Increase	G8110.4810	SEWER FUND	STATE RETIREMENT	(1,000)
Decrease	G8130.4	SEWER FUND	CONTRACTUAL	15,000
Increase	G8130.4810	SEWER FUND	STATE RETIREMENT	(1,000)
Net decrease in Sewer Fund Appropriations				\$ 13,703
Decrease	SEWER RENTS	SEWER FUND		\$ 13,703

A motion to approve the foregoing resolution was made by Trustee Charles Barone and seconded by Trustee Alpert and a roll call vote was recorded as follows:

NAME	YES	NO	ABSENT
Alpert	X		
Barone	X		
Girard	X		
Meegan-Corrigan	X		
Markunas	X		

Mayor Markunas declared the Resolution adopted on April 30, 2020.



VILLAGE OF SUFFERN

RESOLUTION NO. 88 OF 2020

RESOLUTION TO ADOPT THE FISCAL YEAR 2020-2021 BUDGETS FOR THE GENERAL FUND (INCLUDING THE CURBSIDE SOLID WASTE DISTRICT AND THE CONTAINER SOLID WASTE DISTRICT), THE WATER FUND, THE SEWER FUND AND THE DEBT SERVICE FOR FISCAL YEAR ENDING MAY 31, 2021

WHEREAS, Section 5-508 of Village Law provides that the 2020-2021 budget for fiscal year ending May 31, 2021 must be adopted on or before May 1, 2020; and

WHEREAS, the 2020-2021 Tentative Budgets ("Tentative Budgets") were prepared and transmitted by the Village Clerk to the Village Board on March 19, 2020; and

WHEREAS, public hearings on the Tentative Budgets, the proposed 2020-2021 water rates and the proposed 2020-2021 sewer rates were held on April 14, 2020 and closed on April 23, 2020; and

WHEREAS, a public hearing on adopting a local law authorizing a property tax levy in excess of the limit established in General Municipal Law Section 3-c for the fiscal year ending May 31, 2021 was held on April 14, 2020 and closed on April 23, 2020; and

WHEREAS, the Village Board of Trustees received public comment between April 6, 2020 and April 29, 2020; and

WHEREAS, on April 30, 2020, the Village Board of Trustees adopted a resolution amending the Tentative Budgets.

NOW THEREFORE BE IT RESOLVED, that the Village Board of the Village of Suffern does hereby adopt the 2020-2021 budgets for the General Fund (including the Curbside Solid Waste District and the Container Solid Waste District), the Water Fund, the Sewer Fund and the Debt Service for fiscal year ending May 31, 2021 as follows:

General Fund:	
Appropriations	\$ 15,904,774
Less: Estimated revenues other than real property taxes	<u>(4,020,841)</u>
Real property tax levy	11,883,933
Taxable assessed valuation	<u>131,966,754</u>
Tax rate per \$1,000 taxable assessed valuation	<u>\$90.06</u>
Curbside Solid Waste District:	
Appropriations	\$ 1,028,670
Less: Estimated revenues other district service charges	<u>-</u>
Amount to be raised by district service charges	1,028,670
Units to be serviced	<u>1,870</u>
Annual service charge per unit	<u>\$551.00</u>
Container Solid Waste District:	
Amount to be raised by district service charges	\$ 356,661
Units to be serviced	<u>1,723</u>
Annual service charge per unit	<u>\$207.00</u>
Water Fund:	
Appropriations	\$ 2,158,760
Less: Estimated revenues other than water rents	<u>(30,500)</u>
Amount to be raised by metered water sales	<u>\$ 2,128,260</u>
Per unit water rates within Village:	
Minimum charge up to 10 units	\$35.00
For the portion over 10 but less than 71 units	\$3.71
For the portion over 70 units	\$4.84
Per unit water rates outside Village limits:	
Minimum charge up to 10 units	\$60.00
For the portion over 10 units	\$5.57
Sewer Fund:	
Appropriations	\$ 2,677,798
Less: Estimated revenues other than sewer rents	<u>(20,550)</u>
Amount to be raised by sewer rents	<u>\$ 2,657,248</u>
Per unit sewer rates within Village:	
Minimum charge	\$25.00
Per unit of water consumed	\$12.36
Per unit sewer rates outside Village limits:	
Minimum charge	\$25.00
Per unit of water consumed	\$15.45
Debt Service Fund:	
Appropriations	<u>\$ 1,155,981</u>
Estimated Revenues	<u>\$ 1,155,981</u>

A motion to approve the foregoing resolution was made by Trustee Alpert and seconded by Trustee Meegan-Corrigan and a roll call vote was recorded as follows:

NAME	YES	NO	ABSENT
Alpert	X		
Barone	X		
Girard	X		
Meegan-Corrigan	X		
Markunas	X		

Mayor Markunas declared the Resolution adopted on April 30, 2020.

