

**Larchmont Mamaroneck Joint Garbage Disposal Commission**  
**740 West Boston Post Road, Mamaroneck, New York 10543**

To: Supervisor Nancy Seligson-Sanitation Commissioner  
Mayor Lorraine Walsh- Sanitation Commissioner

Re: 2019 Preliminary Commission Budget

Date: October 31, 2018

The following is a presentation of the proposed 2019 Preliminary Budget for the Larchmont Mamaroneck Joint Garbage Disposal Commission. As proposed, the budget provides the resources to continue the current services provided for the collection and disposal of solid waste and recycling material collected in the unincorporated Town of Mamaroneck and Village of Larchmont. The Commission provides collection services for all single family and multi-family residential properties and all institutional and school facilities in the Commission's service area. In addition the Commission collects a significant portion of the commercial waste generated in the service area. The service area includes 6,276 collection points.

The budget proposed for 2019 includes total appropriations of \$3,911,349. This is an increase of \$65,649 which is a 1.7% increase over 2018. After the deduction of revenues and the application of surplus the net budget to be apportioned to the Town and Village in 2019 is \$3,656,799. Compared with 2018 this is an increase of \$ 57,799 or 1.6%.

**Budget Summary**

	2018	2019	Change
Operations and Maintenance	\$,2002,000	\$2,039,949	\$37,949 - 1.9%
General Charges	\$1,843,700	\$1,871,400	\$27,700 - 1.5%
<b>Total Appropriations</b>	<b>\$3,845,700</b>	<b>\$3,911,349</b>	<b>\$65,649 - 1.7%</b>
Less Revenues/Surplus	\$246,700	\$254,550	\$7,850 - 3.2%
<b>Net Budget/Levy</b>	<b>\$3,599,000</b>	<b>\$3,656,799</b>	<b>\$57,799 - 1,6%</b>

**Budget Apportionment****Garbage Collected through September 2018**

Village of Larchmont	2,744 tons – 47%
Town of Mamaroneck	<u>3,037 tons</u> - 53%
Total	5,781 tons

Net Budget/Levy	\$3,656,799
Village Share 47%	\$1,718,696
Town Share 53%	\$1,938,103

**Operation and Maintenance**

The operation and maintenance portion of the Commission's budget includes all direct expenses associated with the collection of solid waste and recycling material with the exception of the cost of employee benefits which are included in the General Charges portion of the budget. The operations section of the budget also includes the cost of operating the Maxwell Avenue Facility. In 2019, estimating costs in this category of the budget will increase by 1.9% or \$37,949.

**Salaries- Full Time** – The salary budget line includes compensation for the following personnel:

- 1 General Foreman
- 1 Deputy General Foreman/Tractor Trailer Driver
- 5 Motor Equipment Operators
- 15 Sanitation Men

There are no proposed changes for 2019 in our full time headcount of employees. Although the workload has changed in the last five years there have been no changes in the total full time staff over the same period of time.

In 2019 the Commission will enter the third year of the four year collective bargaining agreement negotiated with the sanitation employees. For 2019 employees will receive a 1.75% increase in base salary. Also in 2019, the organic waste stipend will increase from \$42.00 to \$44.00 per day. The stipend is only paid when an employee works on the collection of organic waste. The stipend was instituted in recognition of the fact that employees are required to complete their routes twice during organic waste collection

season. The stipend was determined to be a far less expensive alternative to paying overtime for the work. The organic waste stipend was last increased in 2016. The rate of \$44.00 per day will remain unchanged through at least the end of this collective bargaining agreement in 2020. In 2019, the total salary budget line for full time employee's increases to \$1,490,249 an increase of \$29,449 or 2%. It is important to note that the salary line includes the following components:

• Base Salaries	\$1,414,469 ( Including step increments)
• Optical Insurance Stipend	7,350
• Organic Waste Stipend	53,680
• Longevity	<u>14,750</u>
	\$1,490,249

Overtime – The overtime budget for the Commission is proposed to increase by \$3,000 in 2019 to \$50,000. The increase reflects the budgeted increase in salaries. On a day to day basis the Commission incurs very little overtime for collection operations. The largest percentage of overtime is expended for the operation of the Maxwell Avenue Facility on Saturdays and for Saturday and holiday collection of street cans in the Village. Based upon 2019 salary rates the breakdown of overtime is as follows:

Maxwell Avenue Facility:	\$22,770
Street Can Collection- Saturdays and Holidays:	<u>11,827</u>
Total	\$34,597

The balance of the overtime budget is expended for backfilling vacancies on the route and for special events where sanitation employees are assigned for garbage collection.

Salaries- Part Time- The 2019 budget for part time personnel is proposed to remain unchanged at \$60,000. This will be the third year without any change to the budget estimate. Part time employees are used primarily between April and October of each year during our organic waste collection period. Part time employees are used to cover for full time employees on vacation or out on injury leave. The use of part time employees is less expensive than the payment of overtime for regular employees.

Other budget lines worth noting in this section of the budget are as follows:

County Landfill – For 2019 the proposal is to increase this line item by \$5,000 to \$225,000. The Commission has been successful in reducing the

total amount of solid waste collected. However given Westchester County's current financial condition I am anticipating an increase in the current tipping fee of \$28.30 per ton by at least the change in the consumer price index.

**Service Contracts-** The cost for service contracts for the Commission will remain unchanged in 2019. You may recall that the budget increased substantially in 2018 to account for the leasing of new two-way radio equipment and the hauling contract for food waste. The estimated expenses in this line are \$37,000 and are detailed below.

General Environmental	\$14,400
Clarity Drug Testing	3,500
Employee Assistance Program	990*
Scarsdale Security (Fire Alarm System)	970*
Base Station and Mobile Radio Lease	8,100*
Website Maintenance Fee	750*
Recollect Software Maintenance Fee	3,500*
Suburban Carting- Food Waste Removal	4,800*

The expenses noted with an asterisks were new expenses for 2018.

### **General Charges**

The General Charges portion of the Commission's budget includes expenses for administrative personnel, employee benefits for all employees of the Commission and other administrative expenses.

**Contingency** – The contingency budget has been reduced from \$7,500 to \$4,000 for 2019. With the collective bargaining agreement in place through 2020 a large contingency budget is not necessary. During the budget review process however I would ask the Commissioners to consider salary adjustments for the management and non-union personnel working for the Commission. The administrative salaries have not been adjusted in five years.

**Employee Retirement:** At this time, the estimate is that pension costs will rise by \$10,000 in 2019. Although the retirement rates have remained relatively stable, salaries are increasing in 2019.

**Medical Insurance:** The New York State Health Insurance Plan (NYSHIP) has advised local governments and public agencies to anticipate a 7% increase in medical insurance premiums for 2019. Therefore we have increased this line item by \$45,000 to \$695,000. The total premium costs are however offset by employee contributions which are listed in the revenues to the Commission. For 2019 we have estimated the offset at \$28,000.

**Workers Compensation Insurance:** The Commission appears to be turning the corner on the cost of workers compensation insurance. After several years of increases we will realize a decrease of just over \$20,000 in the premium in 2019. Better claims experience is the driver of the decrease in premiums. Hopefully this will be the start of an improved trend in worker's compensation premiums for the next several years.

With the exception of the line items mentioned previously mentioned, the balance of the General Charges portion of the budget remains relatively unchanged.

### **Revenues**

Revenues to the Commission other than the subsidies by the Town and Village will increase from \$246,700 to \$254,550, an increase of \$7,850 which equates to 3.2%.

In the discussion of expenses, mention was made of the increase in the employee contributions to health insurance which the Commission treats as a revenue. For 2019 the revenue from health insurance contributions is estimated to be \$28,000.

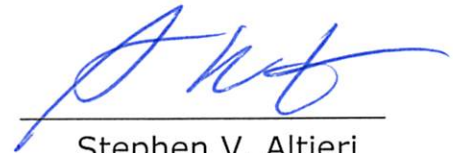
The Commission earns rental income which is derived from the rent paid by Verizon for the cellular antenna on the incinerator smoke stack. The rental payment remains the same for 2019 under the terms of the lease agreement. The payment is equal to \$45,100.

Beginning in late 2017 the Commission began selling a line of garbage and recycling receptacles for the residents. Through the end of August of this year the Commission sold over \$11,100 of products. Residential and commercial customers appear to appreciate the availability of these products and the convenience in purchasing them at Maxwell Avenue. For 2019 the

proposal is to increase the estimated revenue from \$5,000 to \$9,000. Before increasing the revenue further, it would be best to look at two to three years of sales experience for these products.

In conclusion, the Commission budget that has been proposed for 2019 continues the high level of sanitation services provided to the Town and the Village. On average a resident in the Town and Village pays approximately \$640 per year for sanitation services which is a good value for the service provided.

This budget does not however consider the home collection of food waste which is the Commission's newest recycling program. Should there be a decision to move to home food waste collection several categories of expenses will need to be re-evaluated. Over the last two years the Commission has also improved services to the community by improving communications. The Recollect System and the Commission's new website have been very well received by as evidenced by the frequency of use. I look forward to working with you both on the review of this budget.



Stephen V. Altieri  
Superintendent

cc: Kimberly Siegrist Secretary-Treasurer  
Connie Green O'Donnell

**PRELIMINARY 2019 BUDGET****Larchmont Joint Commission****Acct. # Description****200 Operation/Maintenance**

Exp. 2017	Adopted 2018	Exp. To 8/31/2018	Preliminary 2019	Adopted 2019
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201	Salaries -Full Time	1,448,139	1,460,800	818,309	1,490,249	
201A	Salaries - Overtime	48,417	47,000	35,583	50,000	
202	Salaries-Part Time	73,777	60,000	41,934	60,000	
203	Materials/Supplies	12,453	13,000	7,849	13,000	
203A	Dumpsters	31,720	19,000	16,915	19,000	
204	Equipment Repairs	9,884	20,000	93,317	22,000	
205	Building/Grounds Repairs	3,827	8,000	3,475	10,000	
206	Electricity	6,890	7,500	3,336	7,000	
207	Water/Sewer Rent	615	700	273	700	
208	Fuel Oil	3,023	5,000	3,518	5,000	
209	Propane Fuel	-	-	-	-	
210	Diesel Fuel	42,787	55,000	21,672	55,000	
211	Gasoline	2,122	1,500	902	1,500	
212	County Landfill <i>Transfer Fee</i>	221,352	220,000	92,808	225,000	
213	Organic Landfill	18,741	20,000	1,089	20,000	
214	Uniforms	9,983	12,000	725	11,000	
215	Highway Tolls	4,941	5,000	3,010	5,000	
216	Service Contracts	25,949	37,000	19,847	37,000	
217	Exterminator	375	500	150	500	
218	Miscellaneous	3,253	10,000	5,414	8,000	
<b>Total Operation/Maintenance</b>		<b>1,968,248</b>	<b>2,002,000</b>	<b>1,170,126</b>	<b>2,039,949</b>	



**PRELIMINARY 2019 BUDGET****Larchmont Joint Commission****Acct. # Description****300 General Charges**

	Exp. 2017	Adopted 2018	Exp. To 8/31/2018	Preliminary 2019	Exp. 2019
301 Salaries-Administration	59,300	65,000	33,461	65,000	
301A Clerical Help-Part Time	5,000	4,000	5,000	5,000	
302 Contingent	-	7,500	-	4,000	
303 Printing & Stationary	7,333	7,500	2,715	5,000	
304 Office Supplies	8,920	2,000	730	3,000	
305 Telephone	2,930	2,700	344	2,700	
306 Sewer Tax	5,202	5,500	4,939	5,500	
307 Payroll Processing	8,691	8,500	4,974	8,700	
308 Public Notices	182	300	-	300	
309 Employee Retirement	225,408	240,000	-	250,000	
310 Insurance-Liability	85,955	87,000	77,909	87,000	
311 Insurance-Life	710	2,000	473	2,000	
312 Insurance-Health	571,867	650,000	421,495	695,000	
312A Medicare Payments	14,525	18,000	8,392	18,000	
313 Insurance-Disability	543	1,000	270	1,000	
314 Insurance -Worker's Comp	530,371	563,200	563,215	542,000	
315 Insurance-Unemployment		2,000		2,000	
316 Social Security	120,392	124,000	69,529	124,700	
316A Commuter Tax	3,730	4,000	2,159	4,000	
317 Attorney	-	7,000	-	5,000	
318 Recycling	-	-	-	-	
319 Recycling Equipment	5,344	6,000	8,540	6,000	
320 Dental Insurance	22,178	22,500	14,758	22,500	
321 Consultant		4,000		4,000	
322 Auditor	7,931	10,000	7,931	9,000	
323 Transfer to Capital		-	-	-	
<b>Total General Charges</b>	<b>1,686,512</b>	<b>1,843,700</b>	<b>1,226,834</b>	<b>1,871,400</b>	
<b>GRAND TOTAL</b>	<b>3,654,760</b>	<b>3,845,700</b>	<b>2,396,960</b>	<b>3,911,349</b>	



**PRELIMINARY 2019 BUDGET****Larchmont Joint Commission****REVENUES**

Insurance Recovery  
 Health Insurance Refund  
 Inter-Government Charges  
 Rental Income  
 Miscellaneous  
 Interest Income  
 Dumpster Fees  
 Refund of Appropriations - Prior Years  
 Applied Surplus  
 IMA - City of New Rochelle

Revenue 2017	Adopted 2018	Year to Date 8/31/2018	Preliminary 2019	Adopted 2019
13,911	10,000	22,919	10,000	
26,486	25,000	18,177	28,000	
-	-	-	-	
45,170	45,000	26,349	45,100	
11,513	5,000	11,162	9,000	
465	-	423	450	
30,515	22,000	15,823	22,000	
17,192	-	-	-	
-	130,000	-	130,000	
9,760	9,700	9,760	10,000	
155,012	246,700		254,550	
	3,599,000		3,656,799	

**TOTAL REVENUES****NET LEVY****TOTAL REVENUES INCLUSIVE OF NET LEVY**

## SUMMARY OF DAILY WEIGHTS

The Enabling Act, Under which the Commission operates provides that a reapportionment of the cost of maintenance, operation and repair of the Plant shall be made as of the thirty first day of December annually on the basis of weight of garbage, refuse and substances delivered to the County facility from the Village and from the Town Garbage District, during the preceding year.

**For the 2018 Calendar Year the tonnage of garbage was:**

<b>Month</b>	<b>Village (lbs.)</b>	<b>Town (lbs.)</b>
January	596,960	660,380
February	510,940	554,720
March	616,360	660,380
April	591,000	639,160
May	659,720	716,460
June	639,420	729,860
July	623,840	710,540
August	620,860	692,520
September	628,760	709,760
October	-	-
November	-	-
December	-	-
<b>TOTAL</b>	<b>5,487,860</b>	<b>6,073,780</b>

<u><b>Village</b></u>	2,744	<b>Tons</b>	47%
<u><b>Town</b></u>	3,037	<b>Tons</b>	53%

<b>TOTAL</b>	<b>5,781</b>	<b>Tons</b>
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**% Budget for 2019**

**Village Share    -**  
**Town Share       -**