

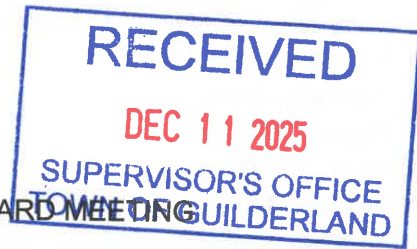
Memorandum

TO: TOWN SUPERVISOR, TOWN BOARD MEMBERS
 CC: TOWN COMPTROLLER

FROM: FISCAL OFFICER

SUBJECT: BUDGET MODIFICATIONS

DATE: TOWN OF GUILDERLAND BOARD MEETING
 DECEMBER 16, 2025



- In accordance with authority in Town Law Section 112, consider authorizing the following budget modifications to provide additional funding for amounts made or to be made in excess of the appropriation provided in the 2025 adopted budget.

Department	Object	Code	Increase/ (Decrease)
1 To amend the budget to increase the appropriation for the 2024 Election Chargeback from Albany County.			
Election	Contractual	A1450.4	39,873.72
General Fund (A) Revenue	Sales Tax	A1120	39,873.72
2 To amend the budget to utilize the golf course reserve for the previously approved sprinklers and boilers at the clubhouse. This was not excluded from the previous bid approval memo.			
Golf Course	Equip & Cap Outlay	A7185.2	79,565.00
General Fund (A) Revenue	Interfund Transfer Revenue	A5031	79,565.00
Golf Course Reserve	Interfund Transfer	R139901	79,565.00
Golf Course Reserve	Fund Balance	R13909	(79,565.00)
3 To amend the budget for a \$15k grant received from Albany County to purchase (2) shade structures at Tawasentha Pool. The remaining amount of the project cost will come from transfers within the remaining pool budget, as per the attached memo from the Director of Parks & Recreation.			
General Fund (A) Revenue	Grants from Local Gov't	A2706	15,000.00
Pool	Contractual	A7180.4	(2,390.62)
Pool	Equip & Cap Outlay	A7180.2	17,390.62
4 To transfer funds for anticipated overages in the following salary lines through year end:			
<i>Re-allocation due to turnover in the Deputy Tax Receiver and Deputy Town Clerk positions</i>			
Tax Receiver	Personal Services	A1330.1	1,330.00
Town Clerk	Personal Services	A1410.1	(1,205.00)
Tax Receiver	Contractual	A1330.4	(125.00)
<i>Town Attorney salary line overage due to allocation error.</i>			
Town Attorney	Personal Services	A1420.1	250.00
Town Attorney	Contractual	A1420.4	(250.00)
<i>Animal Control salary line overage due to unbudgeted overtime.</i>			
Animal Control	Personal Services	B3510.1	8,200.00

Parks and Recreation	Personal Services	B7110.1	(8,200.00)
<i>Seniors Transportation due to a change in hours worked for one driver</i>			
Senior Transportation	Personal Services	B5680.1	3,500.00
Parks and Recreation	Personal Services	B7110.1	(3,500.00)
<i>Highway salary line re-allocation due to turnover in many positions within the dept.</i>			
Highway- Repairs	Personal Services	DB5110.1	(55,000.00)
Hghway- Snow	Personal Services	DB5142.1	(27,000.00)
Highway- Equipment	Personal Services	DB5130.1	82,000.00
Highway Admin	Personal Services	A5010	2,500.00
Highway Equip	Contractual	A5132.4	(2,500.00)
<i>Grant writer salary line overage due hours worked over budget.</i>			
Grant writer	Personal Services	A6326.1	3,600.00
Comptroller	Personal Services	A1315.1	(3,600.00)
<i>Transfer Station salary lines overage due to turnover and retirements.</i>			
Transfer Station	Personal Services	A8160.1	2,500.00
Transfer Station	Contractual	A8160.4	(2,500.00)
<i>Historical Buildings salary line overage due to a mid-year raise.</i>			
Historical Buildings	Personal Services	A7520.1	750.00
Historical Buildings	Equip & Cap Outlay	A7520.2	(750.00)

5 To transfer funds per the attached memo from the Transfer Station Superintendent to cover anticipated expenses for Colonie Landfill.

Transfer Station	Contractual	A8160.4	(15,000.00)
Landfill	Contractual	A8161.4	15,000.00

6 To transfer funds per the attached memo from the Director of EMS for anticipated operational needs.
<Note the EMS Code changed from A3121/A3122 to A4540/A4541 this year>

EMS Training	Contractual	A4541.4	(8,700.00)
EMS	Equip & Cap Outlay	A4540.2	8,700.00
EMS	Contractual	A4540.4	(6,637.90)
EMS	Equip & Cap Outlay	A4540.2	6,637.90
EMS Training	Contractual	A4541.4	(1,847.05)
EMS	Contractual	A4540.4	1,847.05
EMS	Personal Services	A4540.1	(8,000.00)
EMS	Contractual	A4540.4	8,000.00

7 To transfer funds per the attached memo from the Golf Superintendent to utilize leftover payroll monies from turnover for winter preparations and for an anticipated overage in utilities.

Golf Course	Personal Services	A7185.1	(30,000.00)
Golf Course	Contractual	A7185.4	30,000.00

8 To transfer funds per the attached memo from the MIS Director to utilize remaining funds to continue the Verkada camera project

IT	Equip & Cap Outlay	A1680.2	(2,925.92)
IT	Contractual	A1680.4	2,925.92
IT	Equip & Cap Outlay	B1680.2	(4,000.44)
IT	Contractual	B1680.4	4,000.44

9 To transfer funds to pay for the 341(j) and 41(j) retirement adoptions over current budgets utilizing

excess health insurance due to lower rates than budgeted.

Health Insurance	Employee Benefits	A9060.8	(105.00)
Retirement (ERS)	Employee Benefits	A9010.8	105.00
Health Insurance	Employee Benefits	B9060.8	(17,384.00)
Retirement (ERS)	Employee Benefits	B9010.8	2,597.00
Retirement (PFRS)	Employee Benefits	B9011.8	14,787.00
Health Insurance	Employee Benefits	DB9060.8	(415.00)
Retirement (ERS)	Employee Benefits	DB9010.8	415.00
Health Insurance	Employee Benefits	SS29060.8	(310.00)
Retirement (ERS)	Employee Benefits	SS29010.8	310.00
Health Insurance	Employee Benefits	SW19060.8	(310.00)
Retirement (ERS)	Employee Benefits	SW19010.8	310.00

10 *To transfer funds to cover expenses associated with a self-insured legal claim involving the Police Department.*

Judgement & Claims	Contractual	B1910.4	8,821.00
Contingency	Contractual	B1990.4	(5,750.67)
Workers Compensation	Employee Benefits	B9040.8	(3,070.33)

11 *To amend the budget to allocate excess water revenues to the Water Capital Improvement Reserve per the attached memo from the Superintendent of Water and Wastewater. The Water Fund's fund balance has reached its ceiling; therefore, it is advisable to reserve these funds for future projects and replenish what was used on the water meter project.*

Water Fund Revenue	Metered Water Sales	SW12140	350,000.00
Water Fund Revenue	Water Service Charges	SW12144	100,000.00
Interfund Transfers	Interfund Transfers	SW19901.9	450,000.00
Water Cap Improv Reserve	Interfund Transfers	H175031	450,000.00

12 *To transfer funds per the attached memo from the Director of Parks and Recreation to utilize remaining payroll monies to purchase necessary equipment.*

Parks	Personal Services	B7110.1	(90,000.00)
Parks	Equip & Cap Outlay	B7110.2	90,000.00

Memorandum

To: Peter Barber, Town Supervisor
Darci Efaw, Town Comptroller

From: Jeffrey Valletta, Director of Parks & Recreation

Date: 12-4-2025

Re: Request Transfer of Funds

Consider authorizing the following budget transfers:

-From A7180-604102 to A7180-602500 in the amount of \$ 279.14 to be used for a Shade Structure at the pool.

-From A7180-604110 to A7180-602500 in the amount of \$ 2,111.48 to be used for a Shade Structure at the pool.

For a combined total of \$ 2,390.62 moved into line A7180-602500

Thank you for your consideration.

Sincerely,

Jeffrey Valletta
Director of Parks & Recreation
Guilderland Parks & Recreation

Guilderland Transfer Station



Peter Barber
Supervisor

Thomas Valletta
Superintendent

12/9/2025

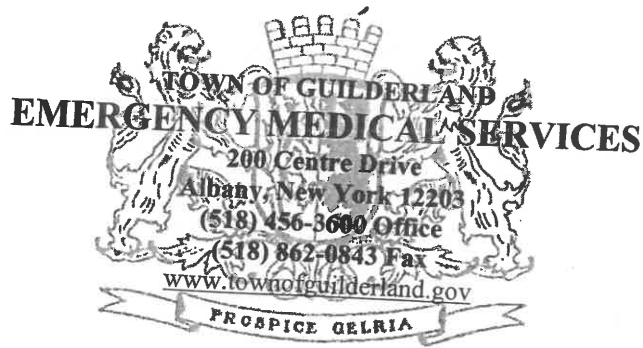
Supervisor Peter G. Barber
Town Board Members,

At the next scheduled Town Board Meeting I would like to transfer funds from the following lines:

Transfer \$15,000 from A8160 604.116 to A8161 604000.

This is needed to be able to give a little extra to make sure we have enough to cover expenses for Colonie Landfill.

Thank You,
Thomas Valletta



PETER G. BARBER
SUPERVISOR

SEAN MCGAUGHNEA
DIRECTOR OF EMS

Memorandum

To: Peter G. Barber, Town Supervisor & Town Board Members
From: Sean McGaughnea, Director of EMS
Date: 12/10/2025
RE: EMS Budget Transfer Request

I am writing to formally request a transfer of funds within the EMS budget to cover operational needs. This will pay for the remaining costs of uniforms, medical equipment, supplies, and a new controlled substance tracking system. These expenses arise from unexpected changes in requirements for medical equipment and the need for an improved controlled substance tracking system for EMS, which will comply with recent updates to DEA regulations. Additionally, we had multiple hires and promotions that were unplanned during the budget year.

Proposed Transfers:

1. Transfer \$8,700.00 from A4541-604403 to A4540-602003.
2. Transfer \$6,637.90 from A4540-604206 to A4540-602003.
3. Transfer \$1,847.05 from A4541-604404 to A4540-604211.
4. Transfer \$8,000.00 from A4540-601095 to A4540-604205.

These adjustments will allow us to meet increased operational expenses while maintaining fiscal responsibility within the department and should not affect payroll or the EMS training budget.

Thank you for your continued support of the Town's emergency services. Please let me know if you require additional information or clarification.

Memorandum

To: Peter Barber, Town Supervisor

Darci Efaw, Town Comptroller

Town Board Members

From: Andy Ostrowski, Golf Superintendent

Re: Golf Course Fund Transfer

Date: 12/5/25

Please consider authorizing the following budget transfer:

-All available funds from A7185-601036 to A7185-604104. These funds will be used to prepare our facilities and equipment for Winter.

Thank you for your attention.

Sincerely,

Andy Ostrowski

Golf Superintendent

\$30K available
\$15K / \$15K
utilities grounds maint.
dfh

TOWN OF GUILDERLAND

Office of the Supervisor

P.O. Box 339

Guilderland, NY 12084

P: (518) 356-1980

F: (518) 356-5514

MEMORANDUM

TO: Guilderland Town Board

FROM: Jeff Gregory, MIS Director – IT Services

DATE: November 21, 2025

RE: Budget balance transfer

I would like to request Board approval to move the following funds;

\$2,925.92 from A1680.602500 to A1680.604160

\$4,000.44 from B1680.602500 to B1680.604160

This is to use residual funds to replace our current deficient Panasonic VI surveillance cameras with Verkada cameras.

This provides better quality and consistency with the rest of our Town buildings.

We have and continue to move all surveillance and door access to the Verkada platform after an exhaustive review of our security posture.

Thank you.

TRANSFER REQUEST

To: Supervisor's Office

From: Bill Bremigen, Superintendent
Department of Water/Wastewater Management

Date: December 11, 2025

Please make the following transfer from metered sales and water service charges to the water improvement line. We raised the water rates this year to help replenish reserves spent on the meter replacement project. We had quite a few new builds this year to contribute to the water service charges line which is to help pay for future improvements on the water system. Thank you.

Account: W/S Water	Amount \$450,000	Transfer From	Transfer To H17 W Improvement
		SW10000.402140	
		SW10000.402144	

Prepared By: Bill Bremigen

Approved By:

Memorandum

To: Peter Barber, Town Supervisor
Darci Efaw, Town Comptroller

From: Jeffrey Valletta, Director of Parks & Recreation

Date: 12-11-2025

Re: Request Transfer of Funds

Consider authorizing the following budget transfers:

-From B7110-601036 to B7110-602500 in the amount of \$90,000. Due to significant staffing turnover, there are unused payroll funds available that can be reallocated to purchase essential priority equipment needed to restore the department to stable operating conditions.

Thank you for your consideration.

Sincerely,

Jeffrey Valletta
Director of Parks & Recreation
Guilderland Parks & Recreation

