

VILLAGE OF SCOTTSVILLE  
BOARD OF TRUSTEES ORGANIZATIONAL MEETING

Minutes of Meeting  
Monday, April 6, 2009

CALL TO ORDER: Mayor Michael Souers called the meeting to order at 5:05 P.M.

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL:

Present: Mayor Michael Souers, Deputy Mayor Paul Gee, Trustees Lino Contestabile and Charles Bryant.

Absent: Trustee Rick VenVertloh.

PUBLIC BEFORE THE BOARD – None

ORGANIZATIONAL ISSUES:

Mayoral Appointments:

MOTION: made by Trustee Contestabile seconded by Trustee Bryant to approve the listed Mayoral appointments for the year 2009-2010:  
Deputy Mayor – Paul Gee  
Village Clerk/Tax Collector – Elaine Driscoll  
Deputy Village Clerk – Julie Kuhn  
Treasurer – PT – Beverly A. Martin  
Superintendent of Public Works Part Time – Henry Taggart  
Sewer Plant Chief Operator – DPW Deputy Supt. – Steven Farrell  
Disaster Coordinators – EMS Captain Matt Jarrett & Jon Barker  
Council of Governments Representative – Michael Souers  
Representative to the Monroe County Planning Council – Rick VenVertloh

VOTE: 4-0. Carried unanimously.

Meeting Dates Designation:

MOTION: made by Deputy Mayor Gee seconded by Trustee Bryant to designate the second Tuesday of each month as regular meeting dates; Fire Commissioner meeting to start at 6:00 P.M. and the Village Board meeting to start at 6:30 P.M.

Discussion:

- Because the one meeting a month has gotten so long, perhaps the Fire Commissioners meeting could be on another night – making two meetings a month.
- Possibility of scheduling a second meeting a month as a work session as needed.
- Possibility of limiting discussion at the regular meetings to shorten overall.

AMMENDED MOTION: made by Deputy Mayor Gee seconded by Trustee Bryant to designate the second Tuesday of each month as regular meeting date; Fire Commissioner meeting to start at 6:00 P.M. and the Village Board meeting to start at 6:30 P.M. and to add the 3<sup>rd</sup> Tuesday of each month at 6:00 P.M. as designated work sessions as needed.

VOTE: 4-0. Carried unanimously.

Organizational Meeting Date Designation:

MOTION: made by Trustee Contestabile seconded by Trustee Bryant to establish Monday, April 5, 2010, 5:00 P.M. as the organizational meeting date for the 2010-2011 schedule.

VOTE: 4-0. Carried unanimously.

Bank Designation:

MOTION: made by Trustee Bryant seconded by Trustee Contestabile to designate J.P. Morgan Chase (Scottsville Branch) as depository for General, Sewer, Capital and the Checking account.

VOTE: 4-0. Carried unanimously.

Official Newspaper:

Discussion:

- Complaints re: “the Sentinel” can’t be purchased anywhere in the area – explanation from Shirley Arena, Sentinel owner – nobody buys it here and it doesn’t pay her to even have it driven over here.
- Not enough Scottsville news is in “the Sentinel”.
- Our legal paper needs to be a legal status newspaper re: a certain number of paid subscriptions).
- Mayor Souers wants to “reinvigorate” the “Communication Director” position to get submissions to all the papers of events etc. He will aggressively pursue securing a person to fill the position.

MOTION: made by Deputy Mayor Gee seconded by Trustee Contestabile to designate “The Sentinel” as the official newspaper for the year 2009-2010.

VOTE: 4-0. Carried unanimously.

Investment Policy set up:

MOTION: made by Trustee Contestabile seconded by Trustee Bryant to set up the following investment policy for the Village of Scottsville:

Village funds not immediately needed for Village operations may be invested in the following types of investments:

1. Insured Savings Accounts
2. Certificates of Deposit
3. United States Government Treasury Bills
4. Government Money Market Accounts

Investments may be made only in Commercial Banks and the United States Government and must be collateralized to the extent that amounts exceed Federal Deposit Insurance Corporation (FDIC) Insurance.

The following is the approved list of depositor's of the Village of Scottsville to which funds may be invested:

Citibank

JP Morgan Chase

H.S.B.C.

United States Government

VOTE: 4-0. Carried unanimously.

#### Liaison Representatives:

After discussion and rework the following action was taken:

MOTION: made by Deputy Mayor Gee seconded by Trustee Contestabile to designate the Board liaison representatives as listed and stated:

Liaison to the Village Planning/Zoning Board & Department of Public Works – Trustee Lino Contestabile.

Liaison to the Fire Dept., and Communication Director – Mayor Michael Souers.

Liaison to the Code Enforcement Department, Community Organizations, Clerk's Office & Village Parks Coordinator – Deputy Mayor Paul Gee

Liaison to Waste Water Treatment Plant - Trustee Rick VenVertloh

Liaison to Chamber of Commerce and Village of Scottsville Historic Preservation - Trustee Charles Bryant

VOTE: 4-0. Carried unanimously.

#### Audit the Books & Records:

MOTION: made by Trustee Bryant seconded by Trustee Contestabile that the Board of Trustees cause to be audited the books and records of any officer who collects or disburses funds.

VOTE: 4-0. Carried unanimously.

#### Municipal Officials & Employees attend school etc.:

MOTION: made by Trustee Contestabile seconded by Deputy Mayor Gee authorizing municipal officials and employees to attend school, conferences, seminars etc. conducted for the benefit of the local

government – reimbursement will not be paid without prior approval by the Village Board of Trustees.

VOTE: 4-0. Carried unanimously.

Advance Approval of Claims:

RESOLUTION: made by Mayor Souers seconded by Trustee Bryant:

WHEREAS the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges, and

WHEREAS all such claims shall be presented at the next regular meeting for audit, and

WHEREAS the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees,

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees authorizes payment in advance of audit of claims for public utility services, postage freight and express charges and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the board of trustees.

Section 2. That this resolution shall take effect immediately.

VOTE: 4-0. Carried unanimously.

Mileage Allowance:

RESOLUTION: made by Deputy Mayor Gee seconded by Trustee Bryant

WHEREAS the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the village that use their personal automobiles while performing their official duties on behalf of the Village of Scottsville:

NOW THEREFORE BE IT RESOLVED

Section 1. That the Board of Trustees shall approve reimbursement to such officers and employees at the rate of .505 per mile.

Section 2. That this resolution shall take effect immediately.

VOTE: 4-0. Carried unanimously.

OLD BUSINESS – None

NEW BUSINESS

“Rural Development Funding for I & I”: Per Mayor Souers: he will be meeting tomorrow at 10:45 A.M. with MRB Jim Peat and Dave Willard to review the upcoming I & I project. Mary Chappell of Municipal Solutions Inc. who took over for Allardice & Associates Inc. (re: bonding), will also attend the meeting to present information on what she can bring to the table for the I&I project etc. Some of what Ms. Chappell is going to be doing is in the scope of work that the Board approved MRB to do. She has re-listed the Village on the IUP (Intended Use Plan) and is talking about what the next step with Rural Development is in writing a grant proposal for grant money (not loan money). MRB indicated that Ms. Chappell will be working for the Village, not MRB. After the meeting tomorrow, Mayor Souers will have clarification of who is responsible for each aspects of the scope of work and payments. Hopefully Ms. Chappell will have a proposal for the Board at the next general meeting to specifically write the grant for funding from Rural Development. The State revolving fund is tied in with Rural Development. MRB has been focusing on State Revolving Fund which is low interest money, but Mayor Souers is most interested in getting information about available Rural Development grant money. He invited the Board members to attend the meeting tomorrow.

#### Genesee Transportation Council Regional Trails Initiative Project Recommendations for Monroe County.

Mayor Souers reviewed the Genesee Transportation Council Regional Trails Initiative Project Recommendation for Monroe County. Listed on it is Oatka Creek Stream Corridor Trail(Genesee Valley Greenway to County Line) with description: the development of the trail parallel with the Oatka Creek Stream Corridor connecting the Genesee Valley Greenway and Oatka Creek Park to the Monroe Genesee County Line. The Village previously applied for monies for this project, and now there is a call for proposals. Mayor Souers gave the information to Deputy Mayor Gee to review and decide if a proposal should be done for enhancement of a trail from Canawaugus Park to the old WWTP to the Town line to create a loop for walking. Deputy Mayor Gee will pursue.

#### American Legion Parade

Mayor Souers cited an invitation from the American Legion Smith – Warren Post No. 367 to march in the Memorial Day Parade on Monday, May 25, 2009. Line-up is at 9:00 A.M. at T.J. Conner School. It will go down Rochester Street and Main Street, ending at 61 Main Street at the American Legion Post Home where Memorial Day ceremonies will be held. It was agreed the Village Board will participate in the parade and wear sport coats(weather permitting) and ties.

#### Fire Department Board of Directors meeting

Mayor Souers indicated that after this meeting he would be attending a Fire Department Board of Directors meeting and will be discussing the following:

- ownership/insurance coverage for three vehicles in question. Mayor Souers made it clear to the Fire Department that if neither the Village nor the Fire Company owns the vehicles – it’s illegal for the Village to insure them. Possible scenarios were discussed for ownership etc. of the vehicles. The idea of having a line item on the budget for Fire Prevention was entertained. There was discussion of the benefits of having the Fire

Prevention program and the job well done by Glenn Sickles. After meeting with the Fire Dept. Board of Directors, Mayor Souers may have a proposal for ownership of the three vehicles to present to the Village Board.

- Strategic Plan Committee – Mayor Souers cited a list of state and federal mandates that our Dept. is not in compliance with. He will be talking to the committee re: forming a joint partnership with the Committee and the Village Board to formulate a plan to start going through the list of state and federal mandates to work toward being in compliance for all items on the list. Some of the non-compliant listings are directed to the Fire Commissioners re: courses to be taken etc., to make the department stronger and meet future demands. Mayor Souers will pull out the Fire Commissioner mandates to report.
- Community Garden – Mayor Souers reported that if anyone is interested participating in the development of a “Community Garden”, they can contact Wendy Marks, Jane O’Donnell, or Susan Church-Jamesson. The location of the garden may or may not be on Village property, but a Johnson Park garden is being considered.
- Hall Sign – Mayor Souers will be meeting with Dennis Del Conte of Haskell Monument Works, Wednesday morning to work up a draft of a plaque to be hung in the entrance of the Village/Town Building. A Town plaque is hanging on the right as you come in and the Village’s will go on the left. Mayor Souers is open to suggestions of what should be included on the plaque.
- Disability Plan – Mayor Souers reported that Dan Walzer is again out on disability. Mayor Souers has DPW Supt. and Deputy DPW Supt. looking into light work that employees can do while waiting for an operation or coming back after having been out on disability. General consensus of the Board was there is a need to review other templates for Worker’s Comp./Disability and to possibly rewrite village policy to include restructuring of pay rates etc.
- Community Development Block Grant (CDBG)  
Deputy Mayor Gee opened discussion to get ideas for CDBG projects at Johnson Park and elsewhere in the Village. Some ideas being considered are: revitalizing the ice rink at Johnson Park, sidewalks on Browns & Beckwith, sewers on North Road, triangle park. Deputy Mayor Gee pointed out that the projects need to benefit handicap. He will continue to pursue finding the best project for application.
- Johnson Park Roof  
Per Deputy Mayor Gee: still no roof work has been done at Johnson Park. There was lengthy discussion re: how to get the job completed. Consensus was that the village

needs to follow thru with the contract. Attorney Skivington will be given a copy of the contract to review and advise of next steps. He will also need to send Genesee Building Restoration Inc. a letter to advise them of what action is being taken. Since Attorney Skivington was not in attendance, Deputy Mayor Gee will review the situation with him.

ADJOURNMENT

MOTION: made by Trustee Bryant seconded by Trustee Contestabile to adjourn the meeting. VOTE: 4-0. Meeting Adjourned at 6:14 P.M.

Respectfully submitted by,

Elaine M. Driscoll  
Village Clerk