

VILLAGE OF SCOTTSVILLE  
BOARD OF TRUSTEE MEETING

Minutes of Meeting  
Tuesday, December 13, 2011

**CALL TO ORDER:** Mayor Paul Gee called the meeting to order at 6:40 P.M.

**PLEDGE OF ALLEGIANCE TO THE FLAG:**

**ROLL CALL:**

**Present:** Mayor Paul Gee, Deputy Mayor Leslie Wagar, Trustee E. Murray, Trustee R. Clark, Trustee J. Clark and Attorney Peter Skivington

**Also Present:** Treasurer - Beverly Martin, DPW Superintendent – Steve Farrell, Terry Rech – Building Inspector, and Ted Rouden

**APPROVAL OF MINUTES:**

**Tuesday, November 08, 2011**

**MOTION:** made by Trustee J. Clark and seconded by Trustee E. Murray to approve the minutes of the Tuesday, November 08, 2011 Village Board meeting as written.

**VOTE:** 5-0

Trustee Elizabeth Murray	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Rick Clark	AYE	Mayor Paul Gee	AYE
Trustee Jim Clark	AYE		

**PUBLIC HEARING:**

No Public Hearing

**PUBLIC BEFORE THE BOARD:**

Ted Rouden -20 Grove Street

RE: Come & Go – 69 Rochester Street – Installation of 500 pound Propane Tank

Mr. Rouden questioned why there was not an informational or public hearing for the tank. The following are the concerns he has:

- He is not comfortable with the tank being placed on the corner of North Road and Rochester Street.
- Residential Neighborhood, property value could go down, houses will be very hard to sell.
- Increased danger level
- Concerned about inexperienced employees of Come & Go running/filling tank
- Was told by Building Inspector it meets NFPA Code.
- Have licenses been issued to operate?
- Would you want this in your back yard?
- Public safety factor

Terry Rech-Building Inspector stated this is a customary accessory permitted use. Since this is a permitted use, there is no path-way to Public Hearing, nothing in place. There are bollards around the tank. There was discussion about a fence; Terry believes there will be a fence around the tank. After considerable review; the application complied with all Regulations. Operation/ training are mandated, governed by operational permit.

Mayor Gee has requested that letters of certification from the gas station owner, showing all personnel have been trained properly. Terry Rech – Building Inspector stated that letters of certification is part of the operating permit.

**REPORTS:****ATTORNEY PETER SKIVINGTON:**

- **60 Main Street**
  - Unregistered Cars
  - Illegal Occupation - being used as a residence

There has been recent correspondence between owner and Terry Rech – Building Inspector and between owner and Attorney Skivington.

Options:

1. Town Court - Limited- Fine Imposed only
2. Supreme Court – Injunction preventing occupancy of the premises

After lengthy discussion the board was in agreement to have Attorney Skivington commence with injunction process.

Mayor Gee asked for a motion

**MOTION:** made by Trustee E. Murray and seconded by Deputy Mayor L. Wagar authorizing Attorney Skivington to proceed with injunction and commence action to obtain an injunction for 60 Main Street.

**VOTE:** 5-0 Carried unanimously

Trustee Elizabeth Murray	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Jim Clark	AYE	Mayor Paul Gee	AYE
Trustee Rick Clark	AYE		

Terry Rech – Building Inspector requested the following

1. Local Law giving Building Inspector authority after violation to bring in police and remove the occupant
2. Local Law giving Building Inspector authority after violation to bring in police to remove unregistered cars.

Attorney Skivington to research and draft local law(s).

- **Increased Fine Schedule:**  
To Planning Board in January 2012
- **Pump Station Easement:**  
Proceeding forward with easements
- **Fire Department:**  
Additional Fire Dept. issues discussed at Fire Commissioner meeting
- **Pending Litigation:**  
Scott Crescent

**PUBLIC RELATIONS LIAISON – Edie Cornish**

- Holiday Advertisements
  - Presentation by Mayor Gee
- Edie Cornish has resigned as Public Relations Liaison; Mayor Gee thanked her for her service to the Village and Community.

**DEPARTMENT REPORTS:****BUILDING INSPECTOR – Terry Rech**

Report on file – 3 permits issued

- Scottsville Diner, 46 Main Street  
Parking Issues  
He had contact with owners of Diner a long time ago about parking issues, wasn't aware there was still a problem assumed everything was OK.  
Mayor Gee to meet with owners of Diner on Wednesday, December 14.

**WWTP – Chief Operator Steve Farrell**

- INSPECTED ALL THE MANHOLES ON THE GREENWAY WITH MRB 2 WEEKS AGO. ALL THE MANHOLES LOOK GOOD WITH NO MAJOR ISSUES. WE STILL NEED TO LOCATE ONE MANHOLE AND CONTACT WENDLE CASTLE ABOUT CLEARING SOME DEBIS FROM WHERE WE BELIEVE IT IS.
- HAULED 48,000 GALS OF SLUDGE FOR THE MONTH.
- CORROSION PRODUCTS REPAIRED OUR #1 PUMP AND EVERYTHING IS WORKING FINE NOW.
- WE HAVE TO COMPLETE OUR ANNUAL SLUDGE HAULING PERMIT THIS MONTH. CURRENTLY WE HAVE A SAMPLE AT LSL AND SHOULD HAVE THE RESULTS BACK SOON.
- THE COUNTY AND MRB HAVE BEEN AT THE PLANT CHECKING VARIOUS THINGS.
- OVERALL THE PLANT IS RUNNING WELL WITH THE FLOWS A LITTLE HIGH FOR THIS TIME OF YEAR.
- HAVE TO SEND IN MY RE-CERTIFICATION FOR THE WWTP. THERE IS A \$160 FEE FOR THIS

**DPW Superintendent - Steve Farrell**

- ALL HOLIDAY LIGHTS ARE UP ON MAIN ST AND THE CHRISTMAS TREE IS UP IN THE TRIANGLE. WE HAD ONE OF THE 4<sup>TH</sup> GRADE CLASSES FROM TJ CONNOR COME DOWN AND PUT A FEW RIBBONS ON THE TREE TO SPRUCE IT UP A LITTLE. THE SCHOOL THOUGHT THIS WAS A GREAT IDEA AND WOULD LIKE TO DO IT EACH YEAR IF POSSIBLE.
- ALL PLOW EQUIPMENT IS SET UP AND READY TO GO. WE HAVE 2 TRUCKS SET UP WITH PLOW AND WING, THE ONE TON WITH A PLOW AND SALTER, AND THE NEW TRUCK WILL BE SET UP WITH JUST A PLOW.
- WE HAVE AN ISSUE WITH THE PLOW SET UP FOR THE NEW TRUCK. THE COMPANY ORDERED THE WRONG PLOW MOUNT SYSTEM AND THE RIGHT SYSTEM WILL COST US AN ADDITIONAL \$800. WE WERE GOING TO USE \$ ALREADY IN THE BUDGET FOR THE NEW SET UP, BUT THE ADDITIONAL \$ WONT ALLOW US TO DO THAT. AFTER TALKING WITH BEV, WE SHOULD JUST TAKE THE \$ OUT OF THE EQUIPMENT RESERVE IF POSSIBLE. I WILL HAVE TOTAL AT MEETING.

**MOTION:** made by Deputy Mayor L. Wagar and seconded by Trustee J. Clark to set a Public Hearing for Tuesday, January 10, 2012 at 7:00 p.m. to consider a transfer from Equipment Replacement Reserve to Streets Equipment in an amount not to exceed \$2,794.00. Subject to 30 day permissive referendum.

**VOTE:** 5-0 Carried Unanimously

Trustee Elizabeth Murray	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Jim Clark	AYE	Mayor Paul Gee	AYE
Trustee Rick Clark	AYE		

- WE HAVE A MAJOR ISSUE WITH THE STORM DRAIN PIPE THAT RUNS UNDER THE RACE BEING PHILLIPS HOUSE ON WYVIL AVE. WE HAD JAMKO VIDEO TAPE THE LINE FOR US AND IT REVEAL A MAJOR BREAK IN THE PIPE ALONG WITH INFILTRATION FROM THE RACE. MY SUGGESTION IS TO HAVE A COMPANY LIKE SCANEX COME IN AND POSSIBLE RELINE IT OR BORE ANOTHER PIPE FOR US NEXT TO THE OLD PIPE. EITHER WAY, I WOULD LIKE THEM TO COME IN AND LOOK AT IT FOR US.
- I WILL DISCUSS A DISPATCHER IDEA FOR THE WINTER WITH YOU AT MEETING.  
Discussion:  
Right now DPW Superintendent checks the weather at 3:00 a.m. and calls in the crew if needed  
Would like to have one of the crew come in at 4:00 a.m. and leave at 12:30 p.m., if rest of crew needs to be call in, dispatcher would stay until 2:30 p.m. so not to lose overtime. If crew doesn't need to be called there are items that can be done in the shop to keep busy. Other Villages are doing this for the winter season. This would not start until January 2012.  
The Board was in agreement OK for dispatcher.
- PUT THE THRESHOLDS IN AT THE PARK AND ORDERED THE SNOW CLIPS.
- POLICY ISSUES:
  - Clothing Allowance, since the Village will be going back to the old clothing policy in the near future, DPW Superintendent Farrell would like to know if the policy can go into effect as of January 2012, for the last half of year, in the amount of \$150.00 per DPW employee. This would be a savings for the 6 month period of \$2,100.00 by not having the uniform contract.  
Mayor Gee stated the whole reason for the uniforms was lost control over how dollars were being spent.  
Mayor Gee informed the board that he had a meeting with DPW Superintendent Steve Farrell; Village Clerk Julie Kuhn to review the Policy Manual, a few items will be changed/updated. A review with changes will be scheduled the later part of January, with presentation to Village Board at a later date.
- Boardwalk copies of letter dated May 14, 2003 with Draft Resolution and Letter dated June 14, 2007 (on file) given to Board members to review. DPW Superintendent Steve Farrell to contact NYS Office of Parks and Recreation and Historic Preservation – Western District- Genesee Region for updated Resolution.

#### **TREASURER – Beverly Martin**

##### A) Pay Bills:

**MOTION:** made by Deputy Mayor L. Wagar and seconded by Trustee R. Clark to approve bills from November 15, 2011 to December 14, 2011 on abstracts 21 to 24.

**VOTE:** 5-0 Carried unanimously

Trustee Elizabeth Murray	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Rick Clark	AYE	Mayor Paul Gee	AYE
Trustee Jim Clark	AYE		

**MOTION:** made by Deputy Mayor L. Wagar and seconded by Trustee J. Clark to approve bill for Capital Project WWTP from December 14, 2011 on abstract 1

**VOTE:** 5-0 Carried unanimously

Trustee Elizabeth Murray	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Rick Clark	AYE	Mayor Paul Gee	AYE
Trustee Jim Clark	AYE		

##### B) Budget Modification:

Proposed Modifications to the current 2011-2012 Village Budget:

**MOTION:** made by Trustee E. Murray and seconded by Trustee J. Clark to approve the budget modification dated 12/14/2011 to the current 2011-2012 Village Budget: General Fund, total increase in appropriations \$17,002.24, total increase in revenues \$17,002.24

**VOTE:** 5-0 Carried unanimously

Trustee Elizabeth Murray	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Jim Clark	AYE	Mayor Paul Gee	AYE
Trustee Rick Clark	AYE		

Mayor Gee stated that as the Board knows at this time Treasurer Beverly Martin has decided to resign. She has agreed to stay on until a suitable replacement can be found and trained.

DPW Superintendent Steve Farrell & Treasurer Beverly Martin left meeting at 8:20 pm

**VILLAGE CLERK – Julie Kuhn**

- Election Inspectors will have a listing of inspectors for approval at January 10, 2012 meeting
- Holiday Greeting to be published in the Sentinel

Attorney Skivington left meeting at 8:25 p.m.

**TRUSTEE REPORTS**

**DEPUTY MAYOR LESLIE WAGAR**

- Code Enforcement Dept. (Report on file)  
 Village Planning/Zoning Boards
- Reviewing Sign Code
  - Reviewing Master Plan

**TRUSTEE – ELIZABETH MURRAY**

Liaison to Community Organizations  
 Chamber of Commerce  
 Main Street Committee  
 Forestry Committee

**I. Forestry Committee**

- The committee met on Nov. 16. I will be scheduling work sessions in January and February to start drafting policy and identifying budget items.
- J. Holtz and I have been updating the committee flow chart and will send to the committee.
- I have spoken with Andy Pleninger on software options. He will send info on a couple programs that are good for smaller communities (short-term). A long-term option would be to wait for a web-based application. He will have more info on web programs in 3 months.
- Between January and April, the committee will focus on policy, budgets, grant opportunities (March), software options (grant funds), and the public presentation.
- J. Holtz will contact Mark Gooding (local DEC) for suggestions on policy manuals and maintenance programs.
- The Forestry Board will be formalized at the April Organizational meeting.

## II. Main Street Committee

- The committee met on Nov. 29

### **Holiday Events:**

- Thank you to Steve Farrell and the DPW for transporting the two small trees from Stokoes for the Christmas display.
- The "Parade of Lights" event was well attended. Many coats were collected for the Open Door Mission and money was raised for Trees for Troops.
- Home Decorating Contest: donations being collected for the winner's baskets. Judging will occur this Sunday, Dec. 18, from 7-9 pm by Main Street Committee volunteers. Categories include: best light display, best yard display, most creative, historic elegance, and business.
- Winners will be featured on the village website and Facebook
- Donors have been given window certificates and will be cited on the website and in the spring newsletter.

**Grants:** The committee plans to apply for the US EPA Urban Waters Small Grants Program for the GO SCENIC project. We need to determine if we meet "urban" criteria for eligibility.

- Webinar on Dec. 14 from 2-4 PM (registration is full)
- Committee meeting Dec. 14 at 6:00 PM to discuss webinar, eligibility, and prep
- Jan. 5: repeat webinar from 2-4 PM
- Jan. 10: VB meeting (approve grant resolutions as needed)
- Jan. 16: deadline for submitting questions
- Jan. 23: deadline for applications

### **Signage:** Revised RFP from BWM Group

Mayor Gee met with Carl Schoenthal, to review the original estimate of \$9,000.00, BWM submitted a revised RFP in the amount of about \$3,000.00, with DPW Superintendent Steve Farrell doing a lot of the work. Money is in Parks Reserve for signage. Mayor Gee asked the Board to review new proposal. Mayor Gee will meet with DPW Superintendent Steve Farrell to get input on work to be done with new proposal. Further discussion tabled until January 10, 2012 meeting.

### **TRUSTEE JAMES CLARK**

Liaison to: Village Parks  
Clerk's Office  
Waste Water Treatment Plant

- List of quotes on fireplace inserts should be available at January meeting.
- Clerk's Office: running smoothly
- WWTP: Refer to DPW Superintendent Report

### **TRUSTEE RICK CLARK:**

Liaison to: Department of Public Works  
Town of Wheatland Economic Development Task Force

DPW department is ready for the winter season

**MAYOR PAUL GEE:**

Liaison to: Fire Department  
Rescue Squad  
Public Relations Liaison

- MedEX Contract:  
Proposed agreement for 2012

**MOTION:** made by Deputy Mayor L. Wagar and seconded by Trustee E. Murray to authorize the Mayor to sign the annual renewal MedEx contract with the Base Fee for each billable account, the sum of Thirty Three Dollars and 00/100 (\$33.00) for the calendar year (s) 2012.

**VOTE:** 5-0 Carried unanimously

Trustee Elizabeth Murray	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Jim Clark	AYE	Mayor Paul Gee	AYE
Trustee Rick Clark	AYE		

- Monroe County Pre-Disaster Mitigation Plan

**MOTION:** made by Deputy Mayor L. Wagar and seconded by Trustee E. Murray resolve that

Village of Scottsville

Village Board of Trustees

22 Main Street, Scottsville, NY

As stated

**RESOLUTION**

WHEREAS, Village of Scottsville, with the assistance from Representatives of the Village of Scottsville, has gathered information and prepared the Monroe County Pre-Disaster Mitigation Plan; and

WHEREAS, the Monroe County Pre-Disaster Mitigation Plan has been prepared in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, the Village of Scottsville is a local unit of government that has afforded the citizens an opportunity to comment and provide input in the Plan and the actions in the Plan; and

WHEREAS, Village of Scottsville have reviewed the Plan and affirms that the Plan will be updated no less than every five years;

NOW THEREFORE, BE IT RESOLVED by the Village Board that the Village of Scottsville adopts the Monroe County Pre-Disaster Mitigation Plan as this jurisdiction's Natural Hazard Mitigation Plan, and resolves to execute the actions in the Plan.

ADOPTED this 13th day of December, 2011 at the meeting of the Village Board.

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(Mayor)

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(Clerk)

**VOTE:** 5-0 Carried unanimously

Trustee Elizabeth Murray	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Jim Clark	AYE	Mayor Paul Gee	AYE
Trustee Rick Clark	AYE		

- Inter-Municipal Agreement -Youth Court contracts for 2011 and 2012 between the Town of Wheatland, Village of Scottsville, Wheatland Chili Central School District, and Caledonia-Mumford Central School District

**MOTION:** made by Trustee J. Clark and seconded by Deputy Mayor Leslie Wagar to approve the agreement between the Town of Wheatland, Village of Scottsville, Wheatland – Chili Central School District and Caledonia-Mumford Central School District for the year 2011 one quarter of \$4,800.00 (\$1,200.00); for the year 2012 one quarter of \$4896.00 (\$1,224.00) and authorize the Mayor to sign the Inter-Municipal Agreement.

**VOTE:** 5-0 Carried Unanimously

Trustee Elizabeth Murray	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Jim Clark	AYE	Mayor Paul Gee	AYE
Trustee Rick Clark	AYE		

**OLD BUSINESS:**

- **Municipal Solutions, Inc. proposal for Capital Project Bookkeeping Services for the Pump Station and Force Main Project**

Discussion:

1. Charges at the rate of \$110 per hour plus expenses
2. Project estimate approximately 30 months
3. Fee including expenses will not exceed \$14,000
4. Fee beyond the scope of contract rate of \$110.00 per hour plus expenses
5. Mileage at prevailing IRS rate
6. Money is in Project plan
7. Need to keep 2 sets of books

**MOTION:** made by Trustee E. Murray and seconded by Trustee R. Clark to accept and authorize the Mayor to sign The Municipal Solutions, Inc proposal for Capital Project Bookkeeping Services for the Pump Station and Force Main Project, fee including expenses not to exceed 14,000. Any fees incurred beyond the scope of the contract, charges will be at the rate of \$110.00 per hour plus expenses.

**VOTE:** 4-1 Carried

Trustee Elizabeth Murray	AYE	Deputy Mayor Leslie Wagar	NAY
Trustee Jim Clark	AYE	Mayor Paul Gee	AYE
Trustee Rick Clark	AYE		

- **Cell Tower: Discussion**

Do we want to sell the Cell Tower?  
 Fire Department radio issues  
 Mayor Gee to research/review 2 other companies proposal for purchase.  
 Mayor Gee asked for Board comments

Trustee Elizabeth Murray:

Stated if EMS Chief Matt Jarrett was comfortable with sale, she would not have a problem with the sale of the Cell Tower.

Mayor Gee:

Leaning on selling, still has apprehension.

Trustee Rick Clark

Incline to sell, however if there was more than one (carrier) revenue on tower he would want to keep cell tower.

Further investigation is needed.

**NEW BUSINESS:**

- Advertise for Part Time Treasurer Position

**MOTION:** made by Deputy Mayor L. Wagar and seconded by Trustee E. Murray to advertise in the Sentinel and Genesee Valley Penny Saver for two weeks, to fill the Part Time Treasurer Position, application deadline January 31, 2012

**VOTE:** 5-0 Carried unanimously

Trustee Elizabeth Murray	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Rick Clark	AYE	Mayor Paul Gee	AYE
Trustee Jim Clark	AYE		

**PARK PERMITS:**

**MOTION:** made by Deputy Mayor L. Wagar and seconded by Trustee R. Clark to approve the Johnson Park Permits as listed:

1. Steve Farrell – 62 Main Street, Friday, December 30, 2011 – B'Day Party
2. Andrea Horr – 1964 Wheatland Ctr. Rd., Saturday – July 21, 2012 – Grad Party

**VOTE:** 5-0 Carried unanimously

Trustee Elizabeth Murray	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Rick Clark	AYE	Mayor Paul Gee	AYE
Trustee Jim Clark	AYE		

**CORRESPONDENCE** – See Folder

**ADJOURNMENT:**

**MOTION:** made by Deputy Mayor L. Wagar and seconded by Trustee J. Clark to adjourn the meeting at 9:37 p.m.

**VOTE:** 5-0 Carried unanimously

Mayor Gee reconvened the Village Board meeting at 9:38 p.m.  
 Mayor Gee stated all (same) Trustees and Mayor in attendance.

Revised Fire Protection Billing for Towns of Wheatland and Chili for 2012 Fire Cost  
EMS side of Budget.

**MOTION:** made by Trustee E. Murray and seconded by Trustee J. Clark to authorize Mayor Gee to send revised Fire Cost billing to Town of Wheatland and Town of Chili for 2011-2012.

**VOTE:** 5-0 Carried unanimously

Trustee Elizabeth Murray	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Jim Clark	AYE	Mayor Paul Gee	AYE
Trustee Rick Clark	AYE		

Mayor Gee asked for a motion to adjourn the meeting

**MOTION:** made by Deputy Mayor L. Wagar and seconded by Trustee J. Clark to adjourn the meeting at 9:45 p.m.

**VOTE:** 5-0 Carried unanimously

Trustee Elizabeth Murray	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Jim Clark	AYE	Mayor Paul Gee	AYE
Trustee Rick Clark	AYE		

Respectfully submitted by,

**Julie A. Kuhn.**

Julie A. Kuhn

Village Clerk