

VILLAGE OF SCOTTSVILLE  
BOARD OF TRUSTEE MEETING

Minutes of Meeting  
Tuesday, July 12, 2011

CALL TO ORDER: Mayor Paul Gee called the meeting to order at 6:30 P.M.

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL

**Present:** Mayor Paul Gee, Deputy Mayor Leslie Wagar, Trustee Rick Clark, Trustee Jim Clark, and Elizabeth Murray

**Also Present:** Treasurer - Beverly Martin, Public Relations Liaison - Edith Cornish,

**Absent:** Attorney Peter Skivington

APPROVAL OF MINUTES

A) Village Board Meetings

Tuesday, June 14, 2011

**MOTION:** made by Deputy Mayor L. Wagar seconded by Trustee R. Clark to approve the minutes of the Tuesday, June 14, 2011 Village Board Meeting as written.

**VOTE:** 5-0 Carried Unanimously

Monday, June 20, 2011, Bid Opening for Johnson Park Revitalization Project

Mayor Gee noted that a bid was received for the Skate Board Park it was in the Building Department (Code Enforcement Office).

**MOTION:** made by Trustee J. Clark and seconded by Trustee E. Murray to approve the minutes of the Monday, June 20, 2011 Bid Opening for Johnson Park Skate Board Park as written.

**VOTE:** 5-0 Carried Unanimously

PUBLIC HEARING:

Mayor Paul Gee opened Public Hearing at 6:35 p.m. by reading the Public Hearing Notice as published in the Sentinel  
Replacement of 1997 International 4700 Dump Truck

**LEGAL NOTICE  
NOTICE OF PUBLIC HEARING  
VILLAGE OF SCOTTSVILLE**

PLEASE TAKE NOTICE that on Tuesday, July 12, 2011, at 6:35p.m., the Board of Trustees of the Village of Scottsville, New York, will hold a Public Hearing at the Wheatland Municipal Building 22 Main Street, Scottsville, New York, 14546 to discuss appropriating an amount not to exceed \$104,500.00 out of the Equipment Replacement Reserve Fund for the purchase of a 2012 Dump Truck to replace the current 1997 International 4700 Dump Truck.

If passed, the resolution authorizing the appropriation would be subject to a 30 day permissive referendum.

Julie A. Kuhn  
Village Clerk  
06/16/2011

Public Comment:

No public comment

Board Comment:

No board comment

Public Hearing Closed at 6:36 p.m.  
Mayor Gee asked for a motion.

**MOTION:** made by Trustee R. Clark and seconded by Deputy Mayor L. Wagar to appropriate an amount not to exceed \$104,500.00 from the Equipment Reserve Replacement Fund to Streets Equipment Contractual for the purchase of a 2012 Dump Truck, subject to a 30 day permissive referendum.

**VOTE:** 5-0 Carried unanimously

**ATTORNEY PETER SKIVINGTON:**

Not Present

- Dave Hellaby - 26 Caledonia Ave.  
Purchase of .311 acres of Property Mapping and Appraisal Submitted  
New Survey Map submitted per Board request.  
**MOTION:** made by Deputy Mayor L. Wagar and seconded by Trustee J. Clark Resolve that the Board of Trustees of the Village of Scottsville agree to sell .311 acres of Village Land, Tax Map # 200.09-1-58, to Hellaby LLC for \$262.00. After appraisal and property description on file, Reference Map DDS Engineers, Drawing Number 11L108.

**VOTE:** 5-0 Carried Unanimously

Mayor Gee stated the next step was to have David Hellaby's Attorney contact Village Attorney Peter Skivington, so all legal documents could be signed and filed.

**Dave Willard – MRB**

Pump Station Easements Review

In an effort to accomplish the necessary steps to keep the project schedule on track, the following is a recommended easement procurement schedule for your review:

- At the July 12<sup>th</sup> Village Board meeting, authorization of easement mapping services (or at the very least, authorization of appraisals at a not to exceed amount).
- By Friday, July 15<sup>th</sup>, Village receives engineering proposal from MRB Group.
- By July 20, 2011, Peter receives an appraisal services proposal. This proposal should include appraisal of the seven easement areas north of Oatka Creek.
- By July 29, 2011 appraisals are completed.
- By Friday, August 5<sup>th</sup>, meet with Mr. and Mrs. Callan to review schematic plans depicting drainage and water lines, appraised cost of easement acreage, estimated costs of farm land improvements, and to obtain permission for archeological work. Hopefully at this meeting a negotiated amount or service for the easement can be agreed upon between all parties.
- At the August 9<sup>th</sup> Village Board meeting, review of the engineering proposal.
- In September 2011, easement mapping is complete and archeological investigation commences upon crop harvest.

Mayor Gee stated it would be appropriate to meet with Mary Chappell, Municipal Solutions, Inc. A meeting is scheduled for July 21, 2011. At the meeting the Current Budget Projection and Reserve Fund Amount will be reviewed to determine what would be appropriate for short term borrowing.

The Waste Water Treatment Reserve is stable and Mayor Gee would like to keep funds at current level.

Treasurer Beverly Martin commented on the very aggressive time table, doesn't like the idea of borrowing at all, this is sooner than anticipated. Where are the monies coming from to pay back short term loan?

Mayor Gee stated only going to do dollar amount for appraisals, just another step in the process.

**MOTION:** made by Trustee R. Clark and seconded by Trustee J. Clark approving the authorization to proceed with easement Appraisals for the Scottsville Regional Pump Station and Forcemain Project. This is for completion of easement maps and description to be completed by MRB, for appraisals to be completed by a to be determined appraiser approved by Attorney Peter Skivington in an amount not to exceed \$8,000.00 that will include all seven parcels.

**VOTE:** 4-1 Carried

Trustee E. Murray	AYE	
Trustee J. Clark	AYE	
Deputy Mayor L. Wagar	NAE	
Trustee R. Clark	AYE	
Mayor Paul Gee		AYE

- Scott Crescent Sewer Replacement Proposal dated June 14, 2011 (on file)  
Replacement design: The proposal includes the work associated with the complete design of 1,400 linear feet of sewer replacement and the required sewer plan approval by Monroe County Department of Health.

Mayor Gee asked for a motion to set a Public Hearing for the August 09, 2011 meeting

**MOTION:** made by Trustee E. Murray and seconded by Trustee J. Clark to set a Public Hearing on Tuesday, August 09 2011 at 6:35 p.m. to transfer \$10,900.00 from Sanitary Sewer Reserve to Sewer Service Contractual Expenditures to cover contract expense, subject to 30 day permissive referendum.

**VOTE:** 5-0 Carried unanimously

- Sanitary Sewer Collection System Inspection and Condition Analysis  
Applied for Community Development Block Grant money, have preliminary acceptance from Monroe County. Monroe County sends to the State, the State sends it HUD. Acceptance letter usually received in August/September.

Mayor Gee asked for a motion.

**MOTION:** made by Trustee J. Clark and seconded by Deputy Mayor L. Wagar to set a Public Hearing on Tuesday, August 09, 2011 at 7:00 p.m. to transfer \$15,000.00 from Sanitary Sewer Reserve to Sewer Service Contractual Expenditures. These monies will only be expended if the Village of Scottsville is awarded the Community Development Block Grant (CDBG). Subject to 30 day permissive referendum.

**VOTE:** 5-0 Carried unanimously

**MOTION:** made by Deputy Mayor L. Wagar and seconded by Trustee J. Clark to accept the MRB Proposal for 2011 Sanitary Sewer Collection System and Condition Analysis in the amount of \$15,000.00, contingent upon the Village of Scottsville being awarded the Community Development Block Grant and the approval at the Public Hearing to be held on Tuesday, August 09, 2011 of the transfer of \$15,000.00 from the Sanitary Sewer Reserve to the Sewer Service Contractual Expenditures.

**VOTE:** 5-0 Carried unanimously

**PUBLIC BEFORE THE BOARD:**

No public before the board

**REPORTS:**

**PUBLIC RELATIONS LIAISON – Edie Cornish**

- Pictures are on the Web
- Working on Festival Program

**VILLAGE CLERK - Julie Kuhn**

No report

**BUILDING INSPECTOR – Terry Rech** (not present)

Report on file

**WWTP – Chief Operator Steve Farrell** (not present)

No Report

**DPW Superintendant - Steve Farrell** (not present)

No Report

**TREASURER – Beverly Martin**

A) Pay Bills:

**Motion:** made by Deputy Mayor L. Wagar and seconded by Trustee E. Murray to approve bills from June 17, 2011 to July 13, 2011 on abstracts 1 to 4. June – July 2011

**Vote:** 5-0 Carried unanimously

B) Vacation Buy Back:

Personnel Policy Manual- Vacation Pay: “Pay in lieu of vacation will not be made except under extenuating circumstances as approved by the Board. Due to staff changes and training in Village Office, Julie Kuhn, Village Clerk has requested reimbursement of 5 unused vacation days from 2010 -2011 fiscal year.

**MOTION:** made by Deputy Mayor L. Wagar and seconded by Trustee J. Clark to approve reimbursement of 5 days vacation from the 2010-2011 fiscal year for Julie Kuhn, Village Clerk, due to extenuating circumstances. Re: Office Staffing Transition.

**VOTE:** 5-0 Carried unanimously

C) Attorney Peter Skivington: Received a bill for litigation fees from Attorney Skivington. These fees are outside Contractual Agreement.

**TRUSTEE REPORTS:**

**DEPUTY MAYOR LESLIE WAGAR**

Code Enforcement Dept. (Report on file)

Village Planning/Zoning Boards

Reviewing Sign Code

Mayor Gee would like the Planning/Zoning Board to start reviewing the Village portion of Town/Village Master (Comprehensive) Plan

Review the 5 year-10 year plan, make sure on track with plan.

**TRUSTEE – ELIZABETH MURRAY**

Liaison to Community Organizations  
Chamber of Commerce  
Main Street Committee

**I. Forestry Committee**

**Tree Inventory:** Per arborist Andrew Pleninger from Urban Forestry LLC, the inventory is over 60% complete with the areas of highest tree density finished. To date, 236 trees, 53 planting sites, and 4 stumps have been inventoried. The inventory should be finished the week of July 18 with report following thereafter (estimate July 22). I will schedule a forestry meeting the committee and Mr. Pleninger to review the inventory and report.

## II. Main Street Committee

### **Full Moon Music Series:**

The first concert, featuring the John Cole Blues Band, was held on July 9 and attended by approximately 100 people. Upcoming concerts include:

- **Wednesday, July 13, from 5:30-7:** String Song Orchestra (at the farmers' market)
- **Saturday, August 6, from 7-9:** This Other Life
- **Wednesday, August 10, from 5:30-7:** The Circuit Breakers (at the market)

I will not be in town for the August 6<sup>th</sup> and 10<sup>th</sup> concerts and will ask if another board member could please retrieve checks from Treasurer Bev Martin prior to the concerts for band payment.

### **Entrance signage:**

The committee met on June 20 with member Carl Schoenthal and his colleagues from BWM Engineering to discuss entrance signage details including possible locations, design, RFP needs, and State ROW permits/license from private property owners. The Main Street Committee has spent much time developing the sign concept but is looking for assistance regarding RFP specs for base construction and proper permitting/license for property usage. If contracted, BWM could provide these services.

### **TRUSTEE JAMES CLARK**

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

- Village Parks:
  - *Johnson Park:*  
Ice Rink Paved  
Gas Line installed in the next couple weeks  
Emergency Flood Lights repairs needed
- Village Office: running smoothly
- Waste Water Treatment Plant:  
Flows are down  
Reeds are growing  
Plant is running good

### **TRUSTEE RICHARD CLARK**

Liaison to: Department of Public Works  
Town of Wheatland Economic Development Task Force  
Nothing new to report

### **MAYOR PAUL GEE**

Liaison to: Fire Department  
Rescue Squad  
Public Relations Liaison

**Fire Department:**

Executive Deputy Chief of Compliance and Safety

Received one (1) application for the Executive Deputy Chief of Compliance and Safety position.

Applications are due at the Village Office prior to the close of business on July 15.

**Health Care Presentation:**

All employees attended

High Deductable Plan offered

HRA Plan Representative (administration of plan) meeting scheduled for Thursday, July 14. Cost of plan administration will be discussed.

**Skate Board Park:**

Received one bid from American Ramp Company, Joplin, Missouri

All bid specifications fulfilled and bid amount was \$24,794.36. Budget amount was for \$25,000.00

Mayor Gee asked for a motion

**MOTION:** made by Trustee J. Clark and seconded by Deputy Mayor L. Wagar Authorizing Mayor Gee to sign contract with American Ramp Company for Skate Board Park Equipment at Johnson Park in an amount not to exceed \$25,000.00.

**VOTE:** 5-0 Carried unanimously

**Memorial Tree Program:**

Ten requests received, all requests are being honored.

Planting of Cherry Trees will be in the fall at Johnson Park

Presentation at Summerfest (August 20) recipient families will be invited to speak at the ceremony.

**Contract for WWTP Audit Proposal:**

Mayor Gee explained he has been in contact with Raymond F. Wager, CPA, P.C. the following changes will be made to the contract:

Under procedures to be performed

1. Change North East Sewer District to Village of Scottsville Waste Water Treatment Plant
2. On page 2 the fee amount of \$85.00 may range from \$85.00 to \$95.00 hourly rate. Change to read not to exceed \$95.00 (hourly rate of \$) for a maximum of ten hours.

Mayor Gee asked for a motion

**MOTION:** made by Trustee R. Clark and seconded by Trustee J. Clark Authorizing Mayor Gee to sign contract for the Waste Water Treatment Plant Audit with noted changes contingent upon agreement of Auditor Raymond F. Wager, CPA, P.C.

**VOTE:** 5-0 Carried unanimously

**OLD BUSINESS:**

**Scott Crescent Bridge Replacement:**

Mayor Gee discussed the LaBella Proposal Re: Scott Crescent Bridge Replacement Proposal Contract has been approved by the state.

The Village is be responsible for \$102, 210.00, however as the Village submits bills it will be reimbursed, bottom line Village will be responsible for 15% of the \$102,210.00.

Mayor Gee asked for a Motion:

**MOTION:** made by Deputy Mayor L. Wagar and seconded by Trustee J. Clark Authorizing Mayor Gee to sign the Architectural/Engineering Consultant Agreement with LaBella Associates P.C.

**RESOLVED**

**WHEREAS**, in connection with a federal-aid project funded through the New York State Department of Transportation (“NYSDOT”) identified for the purposes of this agreement as Scott Crescent Bridge Replacement over Mill Race (as described in detail in Attachment A annexed hereto, the “Project”) the Municipality has sought to engage the services of a Consultant (Engineer) to perform the scope of services described in Attachment B annexed hereto; and

**WHEREAS**, in accordance with required consultant selection procedures, including applicable requirements of NYSDOT and/or the Federal Highway Administration (“FHWA”), the Municipality has selected the Consultant to perform such services in accordance with the requirements of this Agreement; and

**WHEREAS**, the Mayor of Scottsville, is authorized to enter this Agreement on behalf of the Municipality,

NOW, THEREFORE, the parties hereto agree as follows:

**ARTICLE 1. DOCUMENTS FORMING THIS AGREEMENT**

As Stated

**ARTICLE 2. SCOPE OF SERVICES/STANDARD PRACTICES AND REQUIREMENTS**

As Stated

**ARTICLE 3. COMPENSATION METHODS, RATES AND PAYMENT**

As Stated

Per approval from Attorney Peter Skivington

**VOTE:** 5-0 Carried unanimously

**NEW BUSINESS:**

None

PARK PERMITS:

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

1. Emerson Milks, 51 Main Street, Saturday, August 27, 2011, Reunion Party
2. Rebecca Vosburg, 5 Main Street, Sunday, July 24, 2011, Child Party
3. Rbt. Mittermeier, 81 W. Cav. Rd. Saturday, Oct. 01, 2011, Send off Party
4. Gerard Sciera, 15 Oatka Place, Saturday, July 23, 2011, Family Gathering

**VOTE:** 5-0 Carried unanimously

CORRESPONDENCE – See Folder

ADJOURNMENT:

**MOTION:** made by Deputy Mayor L. Wagar and seconded by Trustee E. Murray to adjourn the meeting at 8:59 p.m.

**VOTE:** 5-0 Carried unanimously

Respectfully submitted by,

**Julie A. Kuhn.**

Julie A. Kuhn  
Village Clerk