

Village of Scottsville  
Board of Trustees Meeting  
Tuesday, December 11, 2018  
Meeting Minutes

Call to Order Mayor Hansen called the meeting to order at 6:54 pm.

Pledge of Allegiance to the Flag

Roll Call

Present: Eileen Hansen, Mayor  
Kathie Carl, Deputy Mayor  
Christie Offen, Trustee  
Todd Shero, Trustee  
Leslie Wagar, Trustee

Also Present: Matt Nafus, Attorney  
Anne Hartman, Village Clerk  
Approximately 15 residents

Approval of Minutes

**Village Board Meeting Minutes**

*Tuesday, November 13, 2018*

**Motion** made by Deputy Mayor Kathie Carl and seconded by Trustee Leslie Wagar to approve the minutes of the *Tuesday, November 13, 2018* Village Board Meeting as submitted.

**Vote:** *Carried (5-0)*

|                          |     |                        |     |
|--------------------------|-----|------------------------|-----|
| Mayor Eileen Hansen      | AYE | Trustee Christie Offen | AYE |
| Deputy Mayor Kathie Carl | AYE | Trustee Leslie Wagar   | AYE |
| Trustee Todd Shero       | AYE |                        |     |

*Monday, November 26, 2018*

**Motion** made by Deputy Mayor Kathie Carl and seconded by Trustee Todd Shero to approve the minutes of the *Monday, November 26, 2018* Special Village Board Meeting as submitted.

**Vote:** *Carried (5-0)*

|                          |     |                        |     |
|--------------------------|-----|------------------------|-----|
| Mayor Eileen Hansen      | AYE | Trustee Christie Offen | AYE |
| Deputy Mayor Kathie Carl | AYE | Trustee Leslie Wagar   | AYE |
| Trustee Todd Shero       | AYE |                        |     |

Public Before the Board

New Fire Department Member

**Motion** made by Deputy Mayor Kathie Carl and seconded by Trustee Christie Offen to accept Georgia Bushen in the Scottsville Volunteer Fire Department.

**Vote:** *Carried (5-0)*

|                          |     |                        |     |
|--------------------------|-----|------------------------|-----|
| Mayor Eileen Hansen      | AYE | Trustee Christie Offen | AYE |
| Deputy Mayor Kathie Carl | AYE | Trustee Leslie Wagar   | AYE |
| Trustee Todd Shero       | AYE |                        |     |

Public Hearings

Local Law #3-2018, to amend Chapter 54, Article III §54-26 Domesticated Chickens

Mayor Hansen opened the Public Hearing by reading the notice from the Sentinel at 7:04 pm.

**Legal Notice  
Village of Scottsville  
NOTICE OF PUBLIC HEARING**

**PLEASE TAKE NOTICE** that the Scottsville Village Board will be holding a Public Hearing on Tuesday, December 11, 2018 at 7:00 pm at the Wheatland Municipal Building, 22 Main Street, Scottsville, New York to consider enacting Local Law #3-2018, to amend Chapter 54, Article III §54-26 Domesticated Chickens Subsection H. to allow six (6) chickens for an approved single-family dwelling.

All interested persons will be given an opportunity to speak for or against the above proposed legislation at the time and the place set herein.

A copy of the proposed Local Law will be available in the Village of Scottsville Office, located in the Wheatland Municipal Building, 22 Main Street, Scottsville, New York, during normal business hours.

Public Comment: Opened at 7:05 pm.

No public comment

➤ *Public Comment Closed and Board Comment opened at 7:05 pm.*

Board Comment:

Federal law - no fewer than 6 chicks can be purchased under the age of 2 months.

Special permit still must be granted by Village Board.

➤ *Public Hearing Closed at 7:09 pm.*

**Motion** made by Deputy Mayor Kathie Carl and seconded by Trustee Christie Offen to enact Local Law #3-2018, to amend Chapter 54, Article III §54-26 Domesticated Chickens Subsection H. to allow six (6) chickens for an approved single-family dwelling.

**Vote:** *Carried (4-1)*

|                          |      |                        |     |
|--------------------------|------|------------------------|-----|
| Mayor Eileen Hansen      | AYE  | Trustee Christie Offen | AYE |
| Deputy Mayor Kathie Carl | AYE  | Trustee Leslie Wagar   | AYE |
| Trustee Todd Shero       | NAYE |                        |     |

Local Law #4-2018, to amend Chapter 170, Article II §170-6 Definitions

Mayor Hansen opened the Public Hearing by reading the notice from the Sentinel at 7:19 pm.

**Legal Notice  
Village of Scottsville  
NOTICE OF PUBLIC HEARING**

**PLEASE TAKE NOTICE** that the Scottsville Village Board will be holding a Public Hearing on Tuesday, December 11, 2018 at 7:15 pm at the Wheatland Municipal Building, 22 Main Street, Scottsville, New York to consider enacting Local Law #4-2018, to amend Chapter 170, Article II §170-6 Definitions.

All interested persons will be given an opportunity to speak for or against the above proposed legislation at the time and the place set herein.

A copy of the proposed Local Law will be available in the Village of Scottsville Office, located in the Wheatland Municipal Building, 22 Main Street, Scottsville, New York, during normal business hours.

Public Comment: Opened at 7:21 pm.

Attorney Explanation: Accessory Building definition – add the word “bulk” and change the word “or” to “and” ; “Is subordinate in area, bulk, extent and purpose to the principal building or use served.”

Other municipalities have a definition of accessory structure and then further in the code specific regulations on shed, greenhouse, garage, etc.

Attorney recommends adding specifics.

Planning Board recommendation is to approve this word change to clarify this immediate ambiguity and the Planning Board will continue to define.

Harvey Specht, 15 Oakwood Lane – maximum square footage needs to be addressed.

➤ *Public Comment Closed and Board Comment opened at 7:29 pm.*

**Board Comment:**

Change to area, bulk, extent and purpose and the Planning Board will look further into it.

➤ *Public Hearing Closed at 7:30 pm.*

**Motion** made by Deputy Mayor Kathie Carl and seconded by Trustee Christie Offen to enact Local Law #3-2018, to amend Local Law #4-2018, to amend Chapter 170, Article II §170-6 Definitions. The definition of accessory in Subsection B is subordinate in area, bulk, extent and purpose to the principal building or use served.

**Vote:** *Carried (5-0)*

|                          |     |                        |     |
|--------------------------|-----|------------------------|-----|
| Mayor Eileen Hansen      | AYE | Trustee Christie Offen | AYE |
| Deputy Mayor Kathie Carl | AYE | Trustee Leslie Wagar   | AYE |
| Trustee Todd Shero       | AYE |                        |     |

*Transferring funds now held in the EMS General Purpose Reserve, into the Fire Equipment Reserve.*  
Mayor Hansen opened the Public Hearing by reading the notice from the Sentinel at 7:31 pm.

**Legal Notice  
Village of Scottsville  
NOTICE OF PUBLIC HEARING**

**PLEASE TAKE NOTICE** that a Public Hearing will be held by the Village of Scottsville Board of Trustees on Tuesday, December 11, 2018 at 7:30 pm at the Wheatland Municipal Building, 22 Main Street, Scottsville, New York to consider transferring \$34,756.60, the money now held in the EMS General Purpose Reserve, into the Fire Equipment Reserve.

Public Comment: Opened at 7:32 pm.

No Public comment

➤ *Public Comment Closed and Board Comment opened at 7:32 pm.*

**Board Comment:**

Money could be saved for something coming up

Scottsville no longer has EMS, the money could go to Fire Department to help pay against the BAN

Money can be moved at a later date if needed.

Another option - money added to the Reserves.

➤ *Public Hearing Closed at 7:37 pm.*

**Motion** made by Trustee Christie Offen and seconded by Deputy Mayor Kathie Carl to consider transferring \$34,756.60, the money now held in the EMS General Purpose Reserve, into the Fire Equipment Reserve.

**Vote:** *Defeated (1-4)*

|                          |      |                        |      |
|--------------------------|------|------------------------|------|
| Mayor Eileen Hansen      | NAYE | Trustee Christie Offen | AYE  |
| Deputy Mayor Kathie Carl | NAYE | Trustee Leslie Wagar   | NAYE |
| Trustee Todd Shero       | NAYE |                        |      |

**Reports - Attorney Matthew Nafus**

Local Laws

Combining Zoning and Planning Board – please review information sent to the Trustees

## Department Reports

### Permits Issued:

- Fireworks permit
- Festival permit

### Permits Closed:

- |                   |                                  |
|-------------------|----------------------------------|
| 38 Diana Drive    | Garage addition, master bathroom |
| 3 Diana Drive     | Shed                             |
| 76 Diana Drive    | Deck                             |
| 24 Caledonia Ave. | Roof                             |
| 118 Heather Lane  | Deck                             |
| 4 Chili Avenue    | Roof                             |

### Complaints:

- |                |                                       |
|----------------|---------------------------------------|
| 1 Main Street  | Fire Alarm malfunction                |
| 35 Browns Ave. | Single family home used as an Airbnb. |

### Updates:

- |                |  |
|----------------|--|
| 1 Main Street  | Permit being reviewed to update the fire alarm system in the apartment building.   |
| 711 North Road | Coopervision has applied for a building permit for phase 3 consisting of the removal of the old cafeteria and updating of manufacturing areas. Reviewing permit information. |

## DPW – Ken Bohn

Compliments to the DPW for snow removal and leaf pick up.

- Leaf removal (180-200 hours)
- Managed leaf pile
- Leaf Machine
  - Fixed electrical problem
  - Equipped ne tube
- Plow Truck
  - Inspected
  - Installed plow, salter and lights
  - Maintenance
- Plowing/Salting (overtime)
- Sidewalk Plow
  - Dropped off for repair
  - Received
  - Equipped frame and plow
  - Fixed electrical problem (wipers)
- Power flushed several sanitary sewer locations
- Festival of Lights preparations
  - Took flags down on Main St./Bridge
  - Put up snowflakes
  - Changed triangle decorations
- Washed equipment regularly
- Several emergency stakeouts
- Stormwater grant
- Moved stone piles
- Latebrush/bags
- Automated packer
  - Fan & belt broke – replaced with new
- Shop maintenance (clean and prep for leaf and snow season)
- Maintenance at Johnson Park
- LT Disposal tipping fee increased to \$52 ton

**Treasurer – Katie Garner****Pay Bills:**

**Motion** made by Trustee Christie Offen and seconded by Trustee Todd Shero to approve payables on the APGL Distribution Report and Voucher Detail Report through December 11, 2018, with General Payables totaling \$17,845.43.

**Vote:** *Carried (5-0)*

|                          |     |                        |     |
|--------------------------|-----|------------------------|-----|
| Mayor Eileen Hansen      | AYE | Trustee Christie Offen | AYE |
| Deputy Mayor Kathie Carl | AYE | Trustee Leslie Wagar   | AYE |
| Trustee Todd Shero       | AYE |                        |     |

**Prepaid Bills:**

**Motion** made by Trustee Todd Shero and seconded by Trustee Christie Offen to approve the prepaid bills through December 11, 2018, with totaling \$14,585.62.

Discussion: Pump Station has been taken over by the County. The Village still pays the utility bills and we submit a voucher to Monroe County to get reimbursed. Attorney will write a letter to ask the County to transfer the bills to the County.

Johnson Park deposit non-refundable to avoid cancelations. Bring up again at January meeting.

**Vote:** *Carried (5-0)*

|                          |     |                        |     |
|--------------------------|-----|------------------------|-----|
| Mayor Eileen Hansen      | AYE | Trustee Christie Offen | AYE |
| Deputy Mayor Kathie Carl | AYE | Trustee Leslie Wagar   | AYE |
| Trustee Todd Shero       | AYE |                        |     |

**Rescind October 9, 2018 HSA Contribution Resolution**

**Motion** made by Deputy Mayor Kathie Carl and seconded by Trustee Trustee Todd Shero to rescind the motion made on October 9, 2018 to make quarterly HSA contributions into KeyBank HSA accounts opened on behalf of the employees who receive MVP health benefits in the amount of \$1000.00 per family and \$500.00 per single in an amount not to exceed \$4,000.00 and \$2,000.00 respectively, any full time new hires will be funded on a prorated basis to be reviewed annually for the September 1, 2018-August 31, 2019.

**Vote:** *Carried (5-0)*

|                          |     |                        |     |
|--------------------------|-----|------------------------|-----|
| Mayor Eileen Hansen      | AYE | Trustee Christie Offen | AYE |
| Deputy Mayor Kathie Carl | AYE | Trustee Leslie Wagar   | AYE |
| Trustee Todd Shero       | AYE |                        |     |

**New HSA Contribution Resolution**

**Motion** made by Deputy Mayor Kathie Carl and seconded by Trustee Christie Offen to fund the balance of the September 2018-August 2019 employee HSA accounts in the amount of \$3,000.00 and \$1,500.00 respectively, any full-time new hires will be funded on a prorated basis to be reviewed annually for the September 1, 2018-August 31, 2019.

Discussion: Funding fully and then employee quits. It must be done for all employees. This will be reviewed at the budget planning.

**Vote:** *Carried (5-0)*

|                          |     |                        |     |
|--------------------------|-----|------------------------|-----|
| Mayor Eileen Hansen      | AYE | Trustee Christie Offen | AYE |
| Deputy Mayor Kathie Carl | AYE | Trustee Leslie Wagar   | AYE |
| Trustee Todd Shero       | AYE |                        |     |

**BAN**

Closing on December 13, 2018, it includes the fire radios, garbage truck and the solar panels. Interest payment 3.25%

Total amount of BAN \$716,171.00 - This was factored into the 5-year plan.

Fire Chief's Truck Payment

**Motion** made by Trustee Christie Offen and seconded by Trustee Todd Shero to approve the payment voucher to West Herr for the purchase of the Fire Chief's vehicle in an amount not to exceed \$31,936.60

**Vote:** Carried (5-0)

|                          |     |                        |     |
|--------------------------|-----|------------------------|-----|
| Mayor Eileen Hansen      | AYE | Trustee Christie Offen | AYE |
| Deputy Mayor Kathie Carl | AYE | Trustee Leslie Wagar   | AYE |
| Trustee Todd Shero       | AYE |                        |     |

Clerk – Anne HartmanPark Permits

|                    |                          |
|--------------------|--------------------------|
| Gary Colosi        | Tuesday, January 1, 2019 |
| Michaell Firestone | Friday, June 28, 2019    |
| Cheryl Marginean   | Sunday, December 1, 2019 |

**Motion** made by Trustee Leslie Wagar and seconded by Deputy Mayor Kathie Carl to approve the above Johnson Park Permits as listed.

**Vote:** Carried (5-0)

|                          |     |                        |     |
|--------------------------|-----|------------------------|-----|
| Mayor Eileen Hansen      | AYE | Trustee Christie Offen | AYE |
| Deputy Mayor Kathie Carl | AYE | Trustee Leslie Wagar   | AYE |
| Trustee Todd Shero       | AYE |                        |     |

Action Sheet

Worksheet to fill in actions that need to be done after this meeting.

LGRMIF

Finalized and should be getting final payment 2-4 weeks

North Rd. & Rochester St. light complaints

NYDOT - Matt Oravek has asked people to call him

UNYMWCP – 2019 Member Representative Appointments:

**Motion** made by Trustee Leslie Wagar and seconded by Deputy Mayor Kathie Carl to approve UNYMWCP Member Representative Appointments for 2019 as follows:

|                            |              |
|----------------------------|--------------|
| <u>Voting Member:</u>      | Anne Hartman |
| <u>Alt. Voting Member:</u> | Katie Garner |
| <u>Facilitator:</u>        | Anne Hartman |

**Vote:** Carried (5-0)

|                          |     |                        |     |
|--------------------------|-----|------------------------|-----|
| Mayor Eileen Hansen      | AYE | Trustee Christie Offen | AYE |
| Deputy Mayor Kathie Carl | AYE | Trustee Leslie Wagar   | AYE |
| Trustee Todd Shero       | AYE |                        |     |

Standard Work Resolution

**MOTION:** made by Trustee and seconded by Trustee to approve the following resolution:

**BE IT RESOLVED**, that the Village of Scottsville (40389 location code) hereby establishes the standard work day for the following title and will report the officials to the New York State and Local Retirement System based on time keeping system records or their record of activities:

Trustee Todd Shero – 6 hour work day – 9.84 reportable days per quarter

**Vote:** Carried (4-0-1)

|                     |     |                        |     |
|---------------------|-----|------------------------|-----|
| Mayor Eileen Hansen | AYE | Trustee Christie Offen | AYE |
|---------------------|-----|------------------------|-----|

|                          |         |                      |     |
|--------------------------|---------|----------------------|-----|
| Deputy Mayor Kathie Carl | AYE     | Trustee Leslie Wagar | AYE |
| Trustee Todd Shero       | ABSTAIN |                      |     |

### **Trustee Reports:**

#### **Deputy Mayor Kathie Carl**

Liaison to: Schedule January budget meeting dates

#### **Trustee Christie Offen**

Liaison to: Community Organizations – Parade of Lights a success  
 Planning Board/Zoning Board of Appeals  
 Forestry Board – DEC initially awarded a tree planting grant, that was awarded incorrectly, the correct grant is the tree inventory

#### **Trustee Todd Shero**

Liaison to: DPW – concerned the upcoming large items are going to be paid for.  
 Parks – nothing to report

#### **Trustee Leslie Wagar**

Liaison to: Dog Park – nothing to report  
 Public Relations – Facebook Policy needs to be revamped  
 NYCOM recommends no comments and just government business

### **Mayor's Reports - Eileen Hansen**

Liaison to: Audit update – Correction Action Plan letter ready to go to the OSC Rochester Regional Office

### **Old Business**

#### **Firefighter Cancer Benefit**

Chief Brown and Mayor Hansen with Churchville Insurance Agency, Hartford plans offers expanded coverage, it covers more of the types of cancer that a fire fighter are susceptible to.

**Motion** made by Deputy Mayor Kathie Carl and seconded by Trustee Christie Offen to contract with Hartford Insurance for the Enhanced Cancer Benefit coverage due January 1, 2019.

**Vote:** Carried (5-0)

|                          |     |                        |     |
|--------------------------|-----|------------------------|-----|
| Mayor Eileen Hansen      | AYE | Trustee Christie Offen | AYE |
| Deputy Mayor Kathie Carl | AYE | Trustee Leslie Wagar   | AYE |
| Trustee Todd Shero       | AYE |                        |     |

#### **Radios - Sign Purchase Order**

Discussion: This is a state bid, but only Motorola was brought before the Board. What would it have cost to purchase Harris? Harris are not as reliable and do not have the longevity. Along with the garbage truck and other expenses – where is this money coming from?

**Motion** made by Trustee Christie Offen and seconded by Deputy Mayor Kathie Carl to approve the purchase order with Skywave Radios for the Motorola radios for a total not to exceed \$253,798.53.

**Roll Call Vote:** Carried (5-0)

|                          |     |                        |     |
|--------------------------|-----|------------------------|-----|
| Mayor Eileen Hansen      | AYE | Trustee Christie Offen | AYE |
| Deputy Mayor Kathie Carl | AYE | Trustee Leslie Wagar   | AYE |
| Trustee Todd Shero       | AYE |                        |     |

#### **Volleyball Dates**

Keeping these dates open, but negotiations need to happen to defray the Village costs – DPW, sand and nets.

Mark Boise                      Tuesdays, May 2 – August 20, 2019 (Volleyball)  
 Mark Boise                      Saturday, August 24, 2019

**New Business**

Sexual Harassment Policy

The Board will take more time to review.

**Adjournment**

**Motion** made by Deputy Mayor Kathie Carl and seconded by Trustee Leslie Wagar to adjourn the Village Board meeting at 9:00 pm.

**Vote:** *Carried (5-0)*

Mayor Eileen Hansen                      AYE

Deputy Mayor Kathie Carl                      AYE

Trustee Todd Shero                      AYE

Trustee Christie Offen                      AYE

Trustee Leslie Wagar                      AYE

Respectfully submitted by,



Anne Hartman  
 Village Clerk