

Board of Trustees: Eileen Hansen, Mayor
Kathie Carl, Deputy Mayor
Christie Offen, Trustee
Todd Shero, Trustee
Leslie Wagar, Trustee

Agenda

1. **Call to Order** Mayor Eileen Hansen called the July 9, 2019 Village of Scottsville Board of Trustees to order at pm.

2. **Pledge of Allegiance to the Flag**

3. **Roll Call**

4. **Approval of Minutes**

Village Board Meeting Minutes

Tuesday, June 11, 2019

Motion made by Trustee _____ and seconded by Trustee _____ to approve the minutes of the *Tuesday, June 11, 2019* Village Board Meeting as submitted.

Vote: *Carried (-)*

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

Tuesday, June 18, 2019

Motion made by Trustee _____ and seconded by Trustee _____ to approve the minutes of the *Tuesday, June 18, 2019* Village Board Meeting as submitted.

Vote: *Carried (-)*

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

5. **Year End Financial Summary**

6. **Public Before the Board**

7. **Fire Department Phone System**

Motion made by Trustee _____ and seconded by Trustee _____ to authorize the Mayor to sign the quote from _____ in an amount not to exceed \$ _____.

Vote: *Carried (-)*

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

8. **Public Hearing – Local Law 2-2019 – No Parking**

Mayor Hansen opened the Public Hearing at _____ pm by reading the notice from the Sentinel.

Legal Notice

**Village of Scottsville
NOTICE OF PUBLIC HEARING**

PLEASE TAKE NOTICE that the Scottsville Village Board will be holding a Public Hearing on July 9, 2019 at 7:15 pm held at the Wheatland Municipal Building, 22 Main Street, Scottsville, New York, to consider Local Law 2-2019 amending Section 162-9 Article III Stopping, Standing and Parking.

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.

Mayor Hansen opened Public Comment at pm.

Mayor Hansen closed Public Comment and opened Board Comment at pm.

Mayor Hansen closed the Public Hearing at pm.

Motion made by Trustee _____ and seconded by Trustee _____ to adopt Local Law 2-2019 amending Section 162-9 Article III Stopping, Standing and Parking.

Vote: Carried (-)

Mayor Eileen Hansen

Deputy Mayor Kathie Carl

Trustee Todd Shero

Trustee Christie Offen

Trustee Leslie Wagar

9. **Forestry Board – Tree Inventory Update and Risk Assessment**

Whereas, the Village of Scottsville (Village), a municipal corporation in the State of New York, wishes to proceed with an *Inventory Update and Risk Assessment* project that has received funding from the NYSDEC's 2018 Urban and Community Forestry Grant Program, and

Whereas, the Village Forestry Board has been tasked with the management and oversight of the project including the selection of a firm or sole proprietorship to act as a consultant/arborist to help complete the project, and

Whereas, the Forestry Board has consulted with the NYSDEC forester, Garrett Koplun, regarding the project scope of work and potential arborists that are qualified and within a reasonable geographic proximity to Scottsville, and

Whereas, the Forestry Board developed a draft *Request for Proposals (RFP)* to be used in the solicitation of qualifications and price quotes from interested consultants/arborists in accordance with the work plan outlined in the grant application, and

Whereas, the draft RFP was reviewed and accepted by the Village attorney for consistency with Village procurement policy for professional services and NYS law governing the same, and

Whereas, the Village of Scottsville issued RFP's to five (5) prospective consultants/arborists on May 31, 2019, and

Whereas, the Forestry Board made follow-up calls on June 19, 2019 to each of the RFP recipients to remind and encourage them to submit a proposal, and

Whereas, the Village of Scottsville received two (2) proposals on June 21, 2019 in response to the RFP, one from **High Falls Tree Service, LLC** and one from **Davey Resource Group, Inc.**, and

Whereas, each proposal was determined to be responsive to the RFP, the Forestry Board subsequently scheduled and held one-hour interviews with each consultant/arborist on July 1, 2019 from 6 -8 pm at the Wheatland Town Hall conference room, and

Whereas, the Forestry Board, in the conductance of each interview, discussed methodology for conducting risk assessment, experience of the proposed arborist, experience with municipal projects, experience with *i-Tree*™, schedule/timeline of work to be accomplished and other matters regarding scope of work, and

Whereas, the Forestry Board also reviewed the price quotes for each consultant/ arborist and confirmed that each was within the \$22,500. budget for the project, and

Whereas, after considering the merits of both consultants/ arborists, the Forestry Board recommends the selection of **Davey Resource Group, Inc.** based on their knowledge and proficiency with *Level II and Level III Risk Assessment*; their extensive experience conducting tree inventories for municipalities including the preparation of forest management plans; their experience using the USDA *i-Tree*™ program; their offer to use their proprietary *Tree Keeper*™ software free for one year; the overall cost which was slightly less than the other proposal; and the general “comfort level” the Forestry Board has with the arborist proposed for the work.

Now, therefore be it resolved that the Village Board hereby approves the selection of **Davey Resource Group, Inc.** in accordance with the Forestry Board recommendation and authorizes the Forestry Board, in consultation with the Village attorney, to develop a contract that can be executed by the Village of Scottsville for the purpose of retaining the **Davey Resource Group, Inc.**

Vote: <i>Carried (-)</i>	
Mayor Eileen Hansen	Trustee Christie Offen
Deputy Mayor Kathie Carl	Trustee Leslie Wagar
Trustee Todd Shero	

10. **Reports - Attorney Thomas Rzepka**

Best Value law – procurement policy

11. **Department Reports**

a) **Building Inspector/Code Enforcement Officer**

- Permits Issued**
- Permits Finalized**
- Code Enforcement**
- Developments/Projects**
- New Items**
- Ongoing Items/Concerns**
- Upcoming**

b) **DPW – Ken Bohn**

Payloader

Motion made by Trustee _____ and seconded by Trustee _____ to rescind the motion made on June 11, 2019 to authorize the Mayor to sign the municipal lease agreement with Liftech for the purchase of JCB 4CX-14 Super payloader in an amount not to exceed \$103,848.00.

Vote: <i>Carried (-)</i>	
Mayor Eileen Hansen	Trustee Christie Offen
Deputy Mayor Kathie Carl	Trustee Leslie Wagar
Trustee Todd Shero	

Treasurer – Katie Garner

Pay Bills:

Motion made by Trustee _____ and seconded by Trustee _____ to approve payables on the APGL Distribution Report and Voucher Detail Report through July 11, 2019, with General Payables totaling \$.

Vote: Carried (-)

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

Prepaid Bills:

Motion made by Trustee _____ and seconded by Trustee _____ to approve the prepaid bills through July 2019, with totaling \$.

Vote: Carried (-)

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

Treasurers Report:

c) **Clerk – Anne Hartman**

Park Permits

Leanne Lynch Sunday, August 4, 2019
Tony DeRomanis Sunday, July 21, 2019

Taxes

Health Insurance

EAP - LifeWorks

12. **Trustee Reports:**

Deputy Mayor Kathie Carl

Liaison to: Finance

Trustee Christie Offen

Liaison to: Grants

Trustee Todd Shero

Liaison to: Equipment

Trustee Leslie Wagar

Liaison to: Communications

13. **Mayor’s Reports - Eileen Hansen**

Liaison to: Departments

14. **New Business**

Planning Board and Zoning Board of Appeals Appointment

Motion made by Trustee _____ and seconded by Trustee _____ to appoint Kevin Marks as a Planning Board member and an alternate on the Zoning Board of Appeals term ending March 31, 2024.

Vote: *Carried (-)*

Mayor Eileen Hansen
Deputy Mayor Kathie Carl
Trustee Todd Shero

Trustee Christie Offen
Trustee Leslie Wagar

Public Hearing – Local Law 3-2019 – Procurement

Motion made by Trustee _____ and seconded by Trustee _____ to schedule a public hearing on August 13, 2019 at 7:15 pm to adopt Local Law 3-2019 .

Vote: *Carried (-)*

Mayor Eileen Hansen
Deputy Mayor Kathie Carl
Trustee Todd Shero

Trustee Christie Offen
Trustee Leslie Wagar

Union Presbyterian Church Lease Agreement

Motion made by Trustee _____ and seconded by Trustee _____ to authorize the mayor to sign the Johnson Park parking lot agreement with Union Presbyterian Church..

Vote: *Carried (-)*

Mayor Eileen Hansen
Deputy Mayor Kathie Carl
Trustee Todd Shero

Trustee Christie Offen
Trustee Leslie Wagar

Sexual Harassment Complaint Officer

Motion made by Trustee _____ and seconded by Trustee _____ to appoint _____ and _____ as Sexual Harassment Complaint Officer ending April 6, 2020.

Vote: *Carried (-)*

Mayor Eileen Hansen
Deputy Mayor Kathie Carl
Trustee Todd Shero

Trustee Christie Offen
Trustee Leslie Wagar

Code Enforcement Officer

Motion made by Trustee _____ and seconded by Trustee _____ to appoint Doug Barber as Code Enforcement Officer, Building Inspector and Fire Marshal for up to 20 hours a week at \$25 per hour.

Vote: *Carried (-)*

Mayor Eileen Hansen
Deputy Mayor Kathie Carl
Trustee Todd Shero

Trustee Christie Offen
Trustee Leslie Wagar

15. **Old Business**16. **Adjournment**

Motion made by Trustee _____ and seconded by Trustee _____ to adjourn the Village Board meeting at _____ pm.

Vote: *Carried (-)*

Mayor Eileen Hansen
Deputy Mayor Kathie Carl
Trustee Todd Shero

Trustee Christie Offen
Trustee Leslie Wagar