

VILLAGE OF SCOTTSVILLE
BOARD OF TRUSTEES MEETING

Minutes of Meeting

Tuesday, June 14, 2016 – 6:30 pm

CALL TO ORDER

Mayor Paul Gee called the meeting to order at 6:58 pm.

PLEDGE OF ALLEGIANCE TO THE FLAG

MOMENT OF SILENCE

Mayor Paul Gee asked for a moment of silence in light of the recent tragedies in Orlando.

ROLL CALL

Present: Mayor Paul Gee, Deputy Mayor Leslie Wagar,
Trustee Ruth Thompson

Also Present: Katie Moffe – Deputy Clerk/Treasurer,
Robert Panik – Code Enforcement Officer/ Fire Marshall
Steve Farrell – DPW Superintendent
Residents of East and West Cavalier Roads

Absent: Trustee Rick Clark, Trustee Jim Clark, Peter Skivington – Village Attorney

APPROVAL OF MINUTES

Village Board Meetings:

Village Board Meeting Minutes

Tuesday, May 10, 2016

MOTION made by Trustee R. Thompson and seconded by Deputy Mayor L. Wagar to approve the minutes of the *Tuesday, May 10, 2016*, Village Board Meeting as submitted.

VOTE: *Carries 3-0*

Mayor Paul Gee	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Trustee Jim Clark	ABSENT
Trustee Rick Clark	ABSENT		

Emergency Board Meeting Minutes

Friday, May 27, 2016

MOTION made by Deputy Mayor L. Wagar and seconded by Trustee R. Thompson to approve the minutes of the *Friday, May 27, 2016* Emergency Village Board Meeting as submitted.

VOTE: *Carries 3-0*

Mayor Paul Gee	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Trustee Jim Clark	ABSENT
Trustee Rick Clark	ABSENT		

PUBLIC HEARINGS:

PUBLIC HEARING – *Speed Limit – Local Law # 5-2016*

Mayor Gee opened the Public Hearing at 7:00 pm. by reading the following notice from the Sentinel:

**Legal Notice
Notice of Public Hearing
Village of Scottsville**

PLEASE TAKE NOTICE that a Public Hearing will be held by the Village of Scottsville Board of Trustees on **Tuesday, June 14th, 2016, at 7:00 PM**, at the Wheatland Municipal Building, 22 Main Street, Scottsville, New York to consider a Local Law amending Section 162-6 of the Village Code which would establish a maximum speed limit of 25 miles per hour on East Cavalier and West Cavalier roads.

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 is available at the Village of Scottsville Office, located in the Wheatland Municipal Building, 22 Main Street, Scottsville, New York, during normal business hours.

Public Comment:

Daniel Angeline - *East Cavalier Road*

Concerned Resident – wondering why not go right to speed humps instead of lowering speed limit

The board advised Mr. Angeline of DOT’s speed limit requirements when installing speed humps

The Board also added that lowering the speed limit along with the addition of stop signs may resolve the issue

Closed Public Comment and Opened for Board Comment at 7:03 pm

Board Comment:

Generally, 30 to 60 days for this to pass thru the state for it to become a legal law

Closed Public Hearing at 7:05 pm

MOTION and VOTE

MOTION made by Trustee R. Thompson and seconded by Deputy Mayor L. Wagar to approve Local Law #5-2016.

VOTE: *Carries 3-0*

Mayor Paul Gee	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Trustee Jim Clark	ABSENT
Trustee Rick Clark	ABSENT		

PUBLIC HEARING – *Stop Intersections – Local Law # 4-2016*

Mayor Gee opened the Public Hearing at 7:07 pm. by reading the following notice from the Sentinel:

**Legal Notice
Notice of Public Hearing
Village of Scottsville**

PLEASE TAKE NOTICE that a Public Hearing will be held by the Village of Scottsville Board of Trustees on **Tuesday, June 14th, 2016 at 7:05 PM**, at the Wheatland Municipal Building, 22 Main Street, Scottsville, New York to consider Local Law #4-2016, creating a “STOP” intersection on both East and West Cavalier Roads.

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 #5-2016 will be available at the Village of Scottsville Office, located in the Wheatland Municipal Building, 22 Main Street, Scottsville, New York, during normal business hours.

Public Comment:

Eileen Hansen – *West Cavalier Road*

Requested clarification on location of 3-way stop

The Board advised that it would be 3-way stop at both entrances

Total of 6 stop signs – three at each intersection

Closed Public Comment and Opened for Board Comment at 7:10 pm

Board Comment:

The Board reiterated that it takes anywhere from thirty up to sixty days once passed to fulfil

MOTION and VOTE

MOTION made by Trustee R. Thompson and seconded by Deputy Mayor L. Wagar to approve Local Law #4-2016.

VOTE: *Carries 3-0*

Mayor Paul Gee	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Trustee Jim Clark	ABSENT
Trustee Rick Clark	ABSENT		

Board Discussion:

Speed Radar signs – Village previously had two of these signs stolen

DPW Supt. Steve Farrell will contact Monroe County about borrowing and options to deter theft

PUBLIC BEFORE THE BOARD – *(Continued)*

John Holtz – *Chairman, Village of Scottsville Forestry Board – (Report Attached)*

- Update Village Board on Forestry Board members and meetings
- Completed Forestry Board Minutes should be sent to the Village Clerk
- Comprehensive Plan – how Forestry Board could give input/suggestions

- Mayor Gee advised Mr. Holtz he could attend a Planning Board Meeting as Public Before the Board

Chris Chamot – North Road (arrived at 7:30 pm)

- DPW Supt. Steve Farrell discussed the new quote provided by AP Plumbing to complete work to the wye, and cap it off so Mr. Chamot can then continue his portion
- Discussion on why price increased for the village from the original quote
- With board approval of the contract the timeframe would be minimum of 10 days but the village will attempt to get AP Plumbing to expedite the work but cannot guarantee
- Board advised Mr. Chamot the house cannot be occupied without a connection to the sewer
- Code Enforcement Officer Bob Panik brought up other residents concern with Mr. Chamot truck blocking views on North Road where it is currently parked covering the hole; and recommended fencing be put up to block the hole and move the truck for safety
- Supt. Steve Farrell will drop off snow fencing to resolve the safety issue
- The board reiterated that this project could have been completed last spring, but due to refusal on part of the resident the project did not move forward.

Approval of Changes to AP Plumbing Contract:

MOTION made by Trustee R. Thompson and seconded by Deputy Mayor L. Wagar to amend the contract regarding the work at 572 North Road and AP Plumbing for an amount not to exceed \$9,389.00 to commence at the next convenient work appointment by AP Plumbing.

VOTE: Carries 3-0

Mayor Paul Gee	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Trustee Jim Clark	ABSENT
Trustee Rick Clark	ABSENT		

(Chris Chamot left at 8:31 pm)

Board Discussion:

- Mr. Chamot is now underneath the water main and gas line
- Concerns if issues at 572 North Road are to continue
- “Do Not Occupy” sign will be posted at property and the property owner will be fined for each day the building is occupied
- Pipe laying and American Society for testing materials specification C-12
- In the future possibly have a Public Hearing to add to the sewer fee and put that money into a reserve to be used as a 50/50 match when someone has to connect to the main.

REPORTS - Attorney Peter Skivington (*Absent*)

- Mayor Gee reported the following:
 - Continuing to work on easement for the Pump Station
 - Paperwork for Main Street Association, 501-C3 Application

DEPARTMENT REPORTS

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER – Bob Panik

- Two Building Permits issued.
- 15 Year to Date
- 19 Property Maintenance Issues – taking up majority of time

- 2 Fire Safety Inspections
- Currently in the process of reviewing software for building permits, enforcement, complaints, fire safety, and inspections
 - Estimate \$5,990 initially, \$750.00 annual maintenance fee – less than state bid
- Trustee R. Thompson requested that Mr. Panik, check into the excessive amount of signs in windows at the Come and Go gas station as it may be in violation of the Villages Local Law.
- Update on Sewer issue at Come & Go gas station

DPW – Supt. Steve Farrell

59 Chili Ave. – Out-of-District Garbage Collection

MOTION made by Trustee R. Thompson and seconded by Deputy Mayor L. Wagar to approve the collection of garbage for the above mentioned out of district address for an annual rate of \$250.00 to be paid quarterly or in full.

VOTE: *Carries 3-0*

Mayor Paul Gee	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Trustee Jim Clark	ABSENT
Trustee Rick Clark	ABSENT		

DPW Superintendent Steve Farrell – Request to carry over 5 Vacation Days

MOTION made by Trustee R. Thompson and seconded by Deputy Mayor L. Wagar to approve DPW Superintendent Steve Farrell’s vacation carry-over request as stated above.

VOTE: *Carries 3-0*

Mayor Paul Gee	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Trustee Jim Clark	ABSENT
Trustee Rick Clark	ABSENT		

- The sidewalk project is coming along nicely on Genesee St. We have completed the south side of the street and are halfway done with the north side. I have kept in contact with the county to keep them up to date with everything. We should have the project complete in a couple more weeks.
- Flowers are up on Main St along with numerous other plantings. We currently water every other day, weather permitting, and hit the trees once a week.
- Tree work has been scheduled and should take place early July. There will be 6 removals along with numerous Ash trees that we will remove.
- Road work has also been scheduled. We will cold mix pave Race, Church, Second and Genesee. This is the same process as Browns Ave last year.
- The parks and mowing have been keeping us busy every week.
- 572 North Road – Update and approval of project.
- 32 West Cavalier drainage update.
 - This is the property that borders Anne Arlucas.
 - Festival plans are coming along.
- Attended Highway School for Superintendents last week. Some classes attended were, Realistic Standards for Highways, Century of Experts and Legal and Regulatory Panel.
- Training soon. Will update at meeting.

DEPUTY CLERK/TREASURER – Katie Moffe

Pay Bills:

MOTION made by Deputy Mayor L. Wagar and seconded by Trustee R. Thompson to approve payables on the APGL Distribution Report and Voucher Detail Report through June 14, 2016 with General Payables totaling \$82,285.00

VOTE: Carries 3-0

Mayor Paul Gee	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Trustee Jim Clark	ABSENT
Trustee Rick Clark	ABSENT		

Budget Transfers:

MOTION made by Trustee R. Thompson and seconded by Deputy Mayor L. Wagar to approve budget transfers totaling **\$50,778.00**, as shown in the June 2016 Treasurer’s Report.

VOTE: Carries 3-0

Mayor Paul Gee	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Trustee Jim Clark	ABSENT
Trustee Rick Clark	ABSENT		

Resolution to Reconcile Accounts:

After reviewing the balance sheet for the May 31, 2016-year end, it has been determined that the following accounts have unidentified variances in them. We wish to write off the differences to A-2701, Refund of Prior year expenses.

A-600 Accounts Payable	\$3,986.20 –	Difference carried from 2014-15 year
G-600 Accounts Payable	\$6,521.00 –	Difference carried from 2013-14 year
T-26 Social Security	(\$6,168.30) –	As a result of paying fines for not filing NY-45’s timely
Total	\$4,338.90	

Be it resolved, by the Board of Trustees of the Village of Scottsville hereby authorizes the write-off of the above mentioned accounts the amount of the write-off in fiscal year 2015-2016 shall not exceed \$4,338.90.

RESOLUTION made by Trustee R. Thompson and seconded by Deputy Mayor L. Wagar.

VOTE: Carries 3-0

Mayor Paul Gee	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Trustee Jim Clark	ABSENT
Trustee Rick Clark	ABSENT		

Sewer Capital Reserve Fund Resolution:

Whereas the Sewer fund has a Sanitary Sewer Capital Reserve in the Sewer Fund; and **Whereas**, the Board has the authority to transfer funding into that Capital Reserve upon a resolution; and

Whereas, the Board has determined that excess fund balance remaining in Sewer fund unappropriated fund balance of \$115,000.00 exists; and

Be it resolved, the Board of Trustees approve the transfer of \$115,000.00 from Sewer Fund unappropriated fund balance in the Sanitary Sewer Capital Reserve fund for the year ended May 31, 2016.

RESOLUTION made by Deputy Mayor L. Wagar and seconded by Trustee R. Thompson.

VOTE: Carries 3-0

Mayor Paul Gee	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Trustee Jim Clark	ABSENT
Trustee Rick Clark	ABSENT		

General Fund Reserve Transfers:

After a review of year end fund balances, the Board of Trustees **resolves** to approve the following transfers from unappropriated fund balance into the reserves as of May 31, 2016:

- \$600.00 – Donations into EMS Reserve – EMS General Purpose
- \$10,325.00 – In budget surplus after Admin costs and town share into Fire Equipment Reserve
- \$10,000.00 – ERS Reserves

RESOLUTION made by Deputy Mayor L. Wagar and seconded by Trustee R. Thompson.

VOTE: Carries 3-0

Mayor Paul Gee	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Trustee Jim Clark	ABSENT
Trustee Rick Clark	ABSENT		

- Treasurer's Report
- Standard Workday Trustees – Updates
- Toshiba Copier Proposal – Document Attached
- Microsoft 365 update
- Tax collection update
- Waste Management – American Legion Dumpster rate increase effective July 2016 (\$68 to \$78)

TRUSTEE REPORTS:

DEPUTY MAYOR LESLIE WAGAR

- Liaison to:
- Village Zoning/Planning Boards
 - Updates: Master Plan Progress
 - Should wrap up Master Plan next month
 - Public Hearing with Village
 - Code Enforcement Department
 - Facebook Administrator
 - Treasurer
 - Clerk's Office
 - Dog Park
 - Update after last night's meeting with the town
 - The Town of Wheatland would like to expand the dog park and extend into their property

- Another meeting with the town is scheduled for two weeks, June 27, 2016

TRUSTEE – RUTH THOMPSON

Liaison to: Community Organizations

- Lions Club
 - Successful 14th golf tournament
 - Hosting the 50th annual Sports Night at WCCS 6/2
 - Serving dinner at Camp Abilities 6/9
 - Scheduled to serve several dinners at the Farmers Market
- Farmers Market
 - Officially up and running for 2016 season
 - 6/1-9/28 4pm-7pm
 - In need of family activities sponsors and dinner offerings

Activities Committee

- Artisan Coffee House
 - Hosting Taco Night Friday 6/17
 - Live music and great food
- Festival of Lights
 - Meeting 6/30 6:30 Salvatore's upstairs
 - Discuss Friday or Saturday
- New Wheatland Rec Coordinator
 - Kerry Hallock

Main Street Committee

- Patrick's Place – in search of volunteers for many things
- Awaiting forestry board recommendations for tree replacements
- Greenway outfitting station at the old WWTP
- Possible Art show

TRUSTEE JAMES CLARK – *(Absent)*

Liaison to: Village Parks

Forestry Board

- John Holtz in attendance to give report

Town Asset Committee

- Attempted to contact Tammy Spear, the liaison to Youth Assets to find out where the 5k race proceeds from the fun festival with be going. She has yet to call me back.

Summer Festival Meeting – June 15, 7:30pm Johnson Park

TRUSTEE RICHARD CLARK – *(Absent)*

Liaison to: Department of Public Works – *Nothing to report*

MAYOR’S REPORTS - PAUL GEE

Liaison to: Fire Department
 Rescue Squad
 Main Street Committee
 Chamber of Commerce
 Public Relations
 Memorial Trees

CFA Grant:

MOTION made by Deputy Mayor L. Wagar and seconded by Trustee R. Thompson authorizing the Mayor to sign and be the administrator of the CFA grant and the village agrees to fund their portion of the grant.

VOTE: Carries 3-0

Mayor Paul Gee	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Trustee Jim Clark	ABSENT
Trustee Rick Clark	ABSENT		

Negative Declaration of SEQR:

MOTION made by Trustee R. Thompson and seconded by Deputy Mayor L. Wagar to accept a negative declaration of SEQR for the Scottsville Village Founders Park.

VOTE: Carries 3-0

Mayor Paul Gee	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Trustee Jim Clark	ABSENT
Trustee Rick Clark	ABSENT		

Signing MRB Contract:

MOTION made by Deputy Mayor L. Wagar and seconded by Trustee R. Thompson authorizing the Mayor to sign a contract with MRB Engineering to write the CFA Grant in an amount not to exceed \$17,000.00.

VOTE: Carries 3-0

Mayor Paul Gee	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Trustee Jim Clark	ABSENT
Trustee Rick Clark	ABSENT		

Surplus 4626 Declaration:

MOTION made by Trustee R. Thompson and seconded by Deputy Mayor L. Wagar to declare Truck 4626 as surplus equipment and to put up for sale.

VOTE: Carries 3-0

Mayor Paul Gee	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Trustee Jim Clark	ABSENT
Trustee Rick Clark	ABSENT		

Surplus 4617 Fire Tankard:

MOTION made by Trustee R. Thompson and seconded by Deputy Mayor L. Wagar to declare Truck 4617 as a surplus vehicle and to put up for sale after replacement.

VOTE: Carries 3-0

Mayor Paul Gee	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Trustee Jim Clark	ABSENT
Trustee Rick Clark	ABSENT		

Public Hearing Setup for Fire Truck Lease:

MOTION made by Deputy Mayor L. Wagar and seconded by Trustee R. Thompson to set a Public Hearing for Tuesday, July 12, 2016 at 7:00 pm, to consider the lease purchase of a new tankard for the Fire Department for an annual lease amount not to exceed \$49,314.65 for 12 years.

VOTE: Carries 3-0

Mayor Paul Gee	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Trustee Jim Clark	ABSENT
Trustee Rick Clark	ABSENT		

Public Hearing Setup for Purchase of Fire Hose:

MOTION made by Trustee R. Thompson and seconded by Deputy Mayor L. Wagar to set a Public Hearing for Tuesday, July 12, 2016 at 7:15 pm for the transfer of monies from the Fire Equipment Reserve in an amount not to exceed \$7,440.00 for the purchase of 100 feet of five-inch fire hose.

VOTE: Carries 3-0

Mayor Paul Gee	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Trustee Jim Clark	ABSENT
Trustee Rick Clark	ABSENT		

Hiring Attorney for EMS Merger:

MOTION made by Trustee R. Thompson and seconded by Deputy Mayor L. Wagar to approve the hiring of an attorney to represent the Village in regards to the EMS Merger with costs to be reviewed and approved by the Mayor and after Village Attorney approval.

VOTE: Carries 3-0

Mayor Paul Gee	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Trustee Jim Clark	ABSENT
Trustee Rick Clark	ABSENT		

OLD BUSINESS

- Update – Status of Annual Review for Village Employees
- Steve to provide Village Office copies of all DPW employee reviews

NEW BUSINESS

- Invitation for Village Board of Trustees to attend the Annual Chapter Picnic and Awards Ceremony at the Oatka Fish & Game Club – Wednesday, June 15
- Consider appointing David Garner as secretary for the Village of Scottsville Planning and Zoning Boards.

MOTION made by Deputy Mayor L. Wagar and seconded by Trustee R. Thompson to approve the appointment of David Garner as the Planning and Zoning Board secretary.

VOTE: Carries 3-0

Mayor Paul Gee	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Trustee Jim Clark	ABSENT
Trustee Rick Clark	ABSENT		

PARK PERMITS

- Scottsville Lions Club – Thursday, June 9th
- Steve Farrell – Saturday, June 11th
- Wheatland Rec – Friday, June 17th
- Jim Clark/Gail Woerner – Saturday, June 18th
- Steven Niven – Sunday, June 19th
- SAA (Kyle Nelson) – Tuesday, June 21st
- Wheatland Rec – Friday, June 24th

Jim Clark – Saturday, July 16th
 Steve Farrell – Saturday, July 23rd
 Tom Sands – Saturday, July 30th
 Ambrell Corp. – Saturday, August 6th
 Ed Everts – Sunday, August 7th
 Tina Cina – Sunday, August 14th

MOTION made by Deputy Mayor L. Wagar and seconded by Trustee R. Thompson to approve the above Johnson Park Permits.

VOTE: *Carries 3-0*

Mayor Paul Gee	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Trustee Jim Clark	ABSENT
Trustee Rick Clark	ABSENT		

- Cleaning Deposit still required for all rentals
- For July’s Village Board Meeting Agenda – Review of Johnson Park Permit Rental Policies

EXECUTIVE SESSION – *No Executive Session Needed*

ADJOURNMENT

MOTION made by Trustee R. Thompson and seconded by Deputy Mayor L. Wagar to adjourn the Village Board meeting at 10:33 pm.

VOTE: *Carries 3-0*

Mayor Paul Gee	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Ruth Thompson	AYE	Trustee Jim Clark	ABSENT
Trustee Rick Clark	ABSENT		

Respectfully Submitted by,

Katie Moffe
 Village Deputy Clerk/Treasurer

UPCOMING MEETINGS & EVENTS

Annual Chapter Picnic and Awards Ceremony: Wednesday, June 15th – Dinner 5:30pm, Awards 6:30pm – Oatka Fish & Game Club

Summer Festival Meeting: Wednesday, June 15, 2016 7:30pm – Johnson Park

Fire Commissioners Meeting: Tuesday, July 12, 2016 – 6:00 P.M. – Wheatland Municipal Building

Village Board Meeting: Tuesday, July 12, 2016 – 6:30 P.M. – Wheatland Municipal Building

Festival of Lights Meeting: Thursday, June 30, 2016 – 6:30pm – Salvatore's upstairs