

Village of Scottsville
Board of Trustees Meeting

Tuesday, May 12, 2020

Due to COVID-19 the meeting was held remotely.

Meeting Minutes

Call to Order Mayor Eileen Hansen called the May 12, 2020 Village of Scottsville Board of Trustees to order at 6:42 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: Anne Hartman, Village Clerk
Katie Garner, Treasurer
Thomas Rzepka, Attorney
Dave Willard, MRB

Approval of Minutes

Village Board Meeting Minutes

Tuesday, April 14, 2020

Motion made by Trustee Leslie Wagar and seconded by Trustee Christie Offen to approve the minutes of the *Tuesday, April 14, 2020* 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		

Tuesday, April 28, 2020

Motion made by Trustee Leslie Wagar and seconded by Trustee Christie Offen to approve the minutes of the *Tuesday, April 28, 2020* 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

No public

MRB – Dave Willard

Completed the EPG (Engineer Planning Grant), submitted a proposal to go on to the next grant. Due to COVID-19, NYS grant announcements have been delayed. Any work done at this time can be easily updated for next year if the delay continues.

Motion made by Trustee Leslie Wagar and seconded by Trustee Christie Offen to allow the Mayor to sign the proposal for professional service from MRB.

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		

Reports - Attorney Thomas Rzepka

Village election rescheduled to September 15, 2020

Department Reports**Building Inspector/Code Enforcement Officer**

Continuing to work remotely, practicing proper social distancing on all site visits

DPW – Ken Bohn & Todd Schwasman

High-volume stakeouts
 Remedied sewer plugs
 Main Street Flags and Banners up
 Mowing/String-trimming (all locations)
 High-volume bags and brush
 Cold patching potholes
 Soil & seed work at multiple locations
 North Road DOT Project to begin soon
 Greenway Project is underway

<u>PTO Rollover</u>	<u>Vacation</u>	<u>Choice</u>
Kenny Bohn	100 hours	
Kyle Carpino	52 hours	25.5 hours
Todd Schwasman	54.5 hours	8.5 hours
Brandon Taggart	44.75 hours	22.5 hours
Kyle Tillich	30 hours	24 hours
Anne Hartman	47.25 hours	37.75 hours

Motion made by Trustee Leslie Wagar and seconded by Trustee Christie Offen to pay out all unused vacation hours and to carryover up to 20 hours of Choice time to use by September 1, 2020.

Discussion- Treasurer recommends paying out the vacation hours because those hours are in this budget year. They will not be able to take off this time in the next two weeks.

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		

Treasurer – Katie Garner**Contents**

Packet 1 Treasurers Report
 AP Checking Rec
 Bank-Book Activity
 MM Reserve Accounts

Packet 2 AP Check Listing Prepays

Packet 3 AP Check Listing Payables thru 05/12/2020

Packet 4 Revenue Report

Packet 5 Expense Report*Month End Close April 30, 2020*Prepaid Bills:

Motion made by Trustee Leslie Wagar and seconded by Deputy Mayor Kathie Carl to approve the prepaid bills through May, 2020, with totaling \$6,533.41.

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		

Pay Bills:

Motion made by Trustee Leslie Wagar and seconded by Trustee Christie Offen to approve payables on the AP Check Register Report through May 12, 2020, with General Payables totaling \$17,130.31.

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		

Budget Amendment:

Motion made by Trustee Christie Offen and seconded by Trustee Leslie Wagar to approve the 2020-2021 Budget as amended to lower the sewer unit rate.

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		

Updates:

I've been working on budget and sewer units

Sewer units decreased since Rodwin buildings no longer occupied

**Board Resolution: approve 2020-2021 Budget as amended to lower sewer unit rate

Spoke with NYSDOT point of contact no funding information available for any NYS municipality in regards to CHIPS, Extreme Winter Recovery or Pave-NY

Received updated invoice for Davey Resource Group for Tree Inventory totaling \$ 17,305.00

**How does reimbursement work?

Monroe County expecting 25-35% loss in sales tax revenue due to COVID-19 crisis. Waiting to receive final quarterly sales tax revenue from MC to determine what that loss may look like for village in 2020-2021 year

National Grid LED Street Light Conversion

**Reimbursement Status?

Expenses:

	<u>Overspent Lines</u>	<u>Why?</u>
A.1440.4	Engineering Contractual Street Lighting	MRB Scott Crescent ???
A.5182.2	Equipment	LED Street Light Conversion
***A.8140.1	Storm Sewer Salaries	Catch basin grant?
A.8140.4	Storm Sewer Contractual	EPG Grant?
A.8010.1	Zoning Board - Salaries	Underbudgeted
A.8020.1	Planning Board Salaries	Underbudgeted

***Storm Sewer Salary still overbudget reached out to grant poc for catch basins back in March and still no response

Suggested Budget Transfers:

<u>Description</u>	<u>Account Code</u>	<u>To</u>	<u>From</u>	<u>Why?</u>
Zoning Board - Salaries	A.8010.1	\$ 233.40		Underbudget
Zoning Board - Contractual	A.8010.4		233.40	
Planning Board - Salaries	A.8020.1		233.40	Underbudget
Planning Board - Contractual	A.8020.4		225.00	
Zoning Board - Contractual	A.8010.4		8.40	
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		\$ 466.80	\$ 466.80	

Nowhere is it in writing as to what the stipend in. This should be addressed along with combining the boards.

Motion made by Trustee Leslie Wagar and seconded by Trustee Christie Offen to approve the budget transfers as listed above from the May 2020 Treasurers Report.

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		

Suggested Budget Amendments:

		Revenue	Expense
Other Government Aid	A.3089	\$ 15,000.00	
Storm Sewers - Contractual	A.8130.4		\$ 7,484.00
Engineer - Contractual	A.1440.4		\$ 7,516.00
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		\$ 15,000.00	\$ 15,000.00

To adjust budget for EPG Grant received \$15,000

Suggested Board Resolution:

**Board Resolution: approve 2020-2021 Budget as amended to lower sewer unit rate

Motion made by Trustee Christie Offen and seconded by Trustee Leslie Wagar to approve the budget amendments as listed above from the May 2020 Treasurers Report in an amount not to exceed \$15,000.

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 Hartman

Tax bill info has been submitted for printing – instructed to mail payments in.
Remote work
NYCOM webinars
Packaging masks to distribute
Plexiglass shield being put up in the office window.

Trustee Reports:

No Reports

Deputy Mayor Kathie Carl - Finance**Trustee Christie Offen - Grants****Trustee Todd Shero - Equipment****Trustee Leslie Wagar - Communications****Mayor's Reports - Eileen Hansen**

Attending various webinars
Canawaugus Park – demolition of the boardwalk and building renovations, portions of the Greenway closed
Taxes – sent in letter to request no interest on late payments
Working with the Town to reopen May 18, building will be locked and by appointment only

Old Business

No old business.

New Business

Planning Board – Tom Sands resigned will place an ad for replacement.

Adjournment

Motion made by Trustee Leslie Wagar and seconded by Trustee Christie Offen to adjourn the Village Board meeting at 7:59 pm.

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		

Respectfully submitted by,



Anne Hartman
Village Clerk