

Village of Scottsville  
Board of Trustees Meeting  
Tuesday, May 14, 2019  
Meeting Minutes

**Call to Order** Mayor Eileen Hansen called the Village of Scottsville Board of Trustees to order at 6:47 pm.

**Pledge of Allegiance to the Flag**

**Roll Call**

Present: Eileen Hansen, Mayor  
Christie Offen, Trustee  
Leslie Wagar, Trustee

Absent: Todd Shero, Trustee  
Kathie Carl, Deputy Mayor

Also Present: Thomas Rzepka, Attorney  
Katie Garner, Treasurer  
Anne Hartman, Clerk  
Approximately 7 Residents

**Approval of Minutes**

**Village Board Meeting Minutes**

*Tuesday, April 9, 2019*

**Motion** made by Trustee Christie Offen and seconded by Trustee Leslie Wagar to approve the minutes of the *Tuesday, April 9, 2019* Village Board Meeting with one correction.

**Vote:** *Carried (3-0)*

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

*Tuesday, April 16, 2019*

**Motion** made by Trustee Christie Offen and seconded by Trustee Leslie Wagar to approve the minutes of the *Tuesday, April 16, 2019* Village Board Meeting as submitted.

**Vote:** *Carried (3-0)*

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

*Monday, April 22, 2019*

**Motion** made by Trustee Christie Offen and seconded by Trustee Leslie Wagar to approve the minutes of the *Monday, April 22, 2019* Village Board Meeting as submitted.

**Vote:** *Carried (3-0)*

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

*Tuesday, April 30, 2019*

**Motion** made by Trustee Christie Offen and seconded by Trustee Leslie Wagar to approve the minutes of the *Tuesday, April 30, 2019* Village Board Meeting as submitted.

**Vote:** *Carried (3-0)*

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

**Fire Department Appointments**

|                   |                   |
|-------------------|-------------------|
| Brian Ely         | Deputy Fire Chief |
| Robert Valerio    | Assistant Chief   |
| Mike Connelie     | Captain           |
| Dave Merritt      | Captain           |
| Nicholas Wheatley | Lieutenant        |
| Mike Koch         | Lieutenant        |
| Tony Whitmarsh    | Lieutenant        |
| Kyle Wilson       | Lieutenant        |

**Motion** made by Trustee Christie Offen and seconded by Trustee Leslie Wagar to approve the Fire Officer appointments as listed above to serve the term of June 1, 2019- May 31, 2020.

**Vote:** *Carried (3-0)*

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

**Planning Board/Zoning Board of Appeals Vacancy****Planning Board Appointment**

**Motion** made by Trustee Christie Offen and seconded by Trustee Leslie Wagar on the recommendation of the Planning and Zoning Boards, to appoint Stephen Cullum to the Planning Board term ending 2026 and as a voting member on the Zoning Board of Appeals term ending 2024.

**Vote:** *Carried (3-0)*

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

**Public Before the Board**

Oatka Creek Watershed Committee

Management Plan is complete

Looking for a “point person” – possibly someone on the Planning Board

Concern for water quality

Highlighted actions that can be done by the Village to protect water

Hold a community meeting to gage resident interest

Plant trees along the banks

H2O Hero medallions for the storm drains

Educate

Oatka Creek is slightly impaired by fertilizer runoff

Oatka.org

Glen Sickles, 34 ½ Scott Crescent – donated a 1954 painting of Main St. from his mother, Frances Sickles

**Reports - Attorney Thomas Rzepka**

Review municipal confidentiality

No Parking at triangle

**Department Reports**

**DPW – Ken Bohn** - Absent

Canawaugus

Trimmed pines/Mulched

Cleaned large section of bank

Cut/removed/stump-ground pines  
 High-volume stake-outs  
 Leveled Johnson Park parking lot for Boy Scouts building  
     Began Mowing (parks, roadsides, shop)  
     Cleaned/Mulched triangle beds  
 Cleaned Catch Basins/ditch lines  
 Oversaw manhole fix in Oatka Creek  
 Shot elevations across Mill Race and Scott Crescent  
 SSA – Johnson Park bathroom doors unlocked

Vacation Carryover

Ken Bohn                   40 hours  
 Anne Hartman           40 hours

**Motion** made by Trustee Leslie Wagar and seconded by Trustee Christie Offen to approve the carryover of Ken Bohn and Anne Hartman’s vacation hours from 2018-2019 fiscal year to be used by September 1, 2019 as listed above.

**Vote:** *Carried (3-0)*

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

**Treasurer – Katie Garner**

Pay Bills:

**Motion** made by Trustee Leslie Wagar and seconded by Trustee Christie Offen to approve payables on the APGL Distribution Report and Voucher Detail Report through May 14, 2019, with General Payables totaling \$40,571.45.

**Vote:** *Carried (3-0)*

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

Prepaid Bills:

**Motion** made by Trustee Christie Offen and seconded by Trustee Leslie Wagar to approve the prepaid bills through May 7, 2019, with totaling \$10,998.95.

**Vote:** *Carried (3-0)*

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

Franchise Fee

Received franchise fees from Spectrum, \$26,806.53, came in slightly over budget (\$24,000), a small surplus

Sewer unit charge is \$134.92, submitted to the County (last year \$137.58)

Budget Transfers:

| Budget Transfers - 5/14/19     |                             |           |             |             |                              |
|--------------------------------|-----------------------------|-----------|-------------|-------------|------------------------------|
| Account Code                   | Descriptions                |           | To          | From        | Why?                         |
| Printing/Mailing - contractual |                             | A.1670.4  | \$ 125.00   |             | Previously Coded to A.1410.4 |
|                                | Village Clerk - contractual | A.1410.4  |             | 125.00      |                              |
| Village Garage - salaries      |                             | A.1640.1  | 3,000.00    |             | Underbudgeted                |
|                                | Snow Removal - salaries     | A.5142.1  |             | 1,500.00    |                              |
|                                | Street Admin - salaries     | A.5010.1  |             | 1,500.00    |                              |
| Recycling - contractual        |                             | A.8160.1  | 1,000.00    |             | Underbudgeted                |
|                                | Recycling - salaries        | A.8160.11 |             | 1,000.00    | Tipping fees increase        |
|                                |                             |           | \$ 4,125.00 | \$ 4,125.00 |                              |

**Motion** made by Trustee Christie Offen and seconded by Trustee Leslie Wagar to approve the budget transfers as listed above from the May 2019 Treasurers Report.

**Vote:** *Carried (3-0)*

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

**Code Enforcement**

|                          |  |  |
|--------------------------|--|--|
| Permits Issued:          | 1 Browns Ave.<br>15 E. Genesee St.<br>486 North Road<br>545 North Road<br>32 Main Street     | Shed, Clothing Drop Off<br>Fence<br>Roof<br>Fence  |
| Permits Closed:          | 486 North Road   | Roof   |
| Complaints:              | 67 Rochester St.<br>32 Rochester St.<br>10 Wyvil Ave.<br>49 Browns Ave.                      | Tires and rubbish around building, requested that it be removed.<br>Barking dog<br>Blowing garbage<br>Blowing leaves   |
| Fire Safety Inspections: | 1 Browns Avenue<br>69 Rochester Street<br>99 Main Street<br>13 Main Street<br>20 Main Street | No concerns noted at time of inspection<br>Reinspection in thirty days<br>No concerns noted at time of inspection<br>Reinspection in six months, flooring<br>Reinspection in 30 days |

**Clerk – Anne Hartman**

Park Permits

|                   |                            |
|-------------------|----------------------------|
| Laurie Hogan      | Saturday, May 18, 2019     |
| Mercedes Melendez | Saturday, May 25, 2019     |
| Jackie McClive    | Saturday, June 1, 2019     |
| Jackie Gibbons    | Saturday, June 8, 2019     |
| Gina Paris        | Saturday, June 15, 2019    |
| Wheatland Rec     | Friday, July 12, 2019      |
| Carley Gallagher  | Sunday, August 25, 2019    |
| WC PTA            | Wednesday, August 28, 2019 |

**Motion** made by Trustee Leslie Wagar and seconded by Trustee Christie Offen to approve the above Johnson Park Permits as listed.

**Vote:** *Carried (3-0)*

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

Taxes Submitted to ABS for printing

Once ABS receive the information from the County they will prepare the tax bills

EAP

Talking with a more reasonably priced EAP

### **Trustee Reports:**

**Deputy Mayor Kathie Carl** - Absent

Liaison to: Finance

**Trustee Christie Offen**

Liaison to: Grants

**Trustee Todd Shero** - Absent

Liaison to: Equipment

**Trustee Leslie Wagar**

Liaison to: Communications  
Gathering Dog Park info again

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

Liaison to: Departments

May 27 – Memorial Day Parade – line up on Beckwith at 9am

DEC CAV tour soon

NYCOM – May 5-7

Handling Air B&B

Women in government

State funding for local government

Procurement

Social Media

### **Old Business**

Continue gathering information to combine Planning Board and Zoning Board of Appeals  
For the next meeting

Procurement Policy

Employee Handbook

Peddler Permit  
 Website update – working with Bob Melville for photography  
 Tree at 5 Maple Ave – will meet with the resident and members of the Forestry Board

### **New Business**

#### **State and Municipal Facilities Capital Program (SAM Grant)**

\$65,000 from Senator Gallivan's office to put toward the purchase of the garbage truck

**A RESOLUTION** authorizing the submittal of the 2019 State and Municipal Facilities Capital Program (SAM Grant)

application to the Dormitory Authority of the State of New York by *Mayor Eileen M. Hansen* and the subsequent appropriation of *Scottsville, New York* grant funds to put toward the purchase of a garbage truck.

**WHEREAS** in this action the *Village of Scottsville* will, upon an award and acceptance of the grant, agree to the terms of the grant;

**IT IS THEREFORE RESOLVED THAT:** The *Village of Scottsville Board of Trustees* requests the funds and assistance available from the Dormitory Authority of the State of New York under the State and Municipal Facilities Capital Program (SAM Grant) and will comply with state rules for the program, and,

**HEREBY AUTHORIZES** the authorized representative *Mayor* to act on behalf of the *Village of Scottsville* to submit and sign an application to Dormitory Authority of the State of New York for financial aid for purchase of a garbage truck, sign related documents, and,

**HEREBY AUTHORIZES** the authorized representative Mayor to act on behalf of the Village of Scottsville to sign the grant agreement if the grant funds are awarded.

**Motion** made by Trustee Leslie Wagar and seconded by Trustee Christie Offen to authorize the above SAM grant resolution.

**Vote:** *Carried (3-0)*

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

#### **Attorney Contract**

**Motion** made by Trustee Leslie Wagar and seconded by Trustee Christie Offen to authorize the Mayor to sign a contract with Thomas Rzepka, Esq. as Village Attorney June 1, 2019 – May 31, 2020 not to exceed an amount of \$1,800.00 per month.

**Vote:** *Carried (3-0)*

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

#### **Executive session**

**Motion** made by Trustee Leslie Wagar and seconded by Trustee Christie Offen to enter into executive session at 8:44 pm to discuss a litigation matter.

**Vote:** *Carried (3-0)*

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

**Motion** made by Trustee Leslie Wagar and seconded by Trustee Christie Offen to adjourn executive session and return to regular session at 9:00 pm.

**Vote:** *Carried (3-0)*

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

**Adjournment**

**Motion** made by Trustee Leslie Wagar and seconded by Trustee Christie Offen to adjourn the Village Board meeting at 9:01 pm.

**Vote:** *Carried (3-0)*

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

Respectfully submitted by,



Anne Hartman  
Village Clerk