

Village of Scottsville
Board of Trustees Meeting
Tuesday, November 13, 2018
Meeting Minutes

Call to Order Mayor Eileen Hansen called the November 13, 2018 Village of Scottsville Board of Trustees to order at 6:51pm.

Pledge of Allegiance to the Flag

Roll Call

Present: Eileen Hansen, Mayor
Kathleen Carl, Deputy Mayor
Christie Offen, Trustee
Todd Shero, Trustee
Leslie Wagar, Trustee (Arrived at 7:33 pm)

Also Present: Matthew Nafus, Attorney
Anne Hartman, Village Clerk
Katie Garner, Treasurer
Approximately 35 residents

Approval of Minutes

Village Board Meeting Minutes

Tuesday, October 9, 2018

Motion made by Trustee Christie Offen and seconded by Deputy Mayor Kathie Carl to approve the minutes of the *Tuesday, October 9, 2018* Village Board Meeting as submitted.

Vote: *Carried (3-0-2 Abstentions)*

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

Wednesday, October 17, 2018

Motion made by Trustee Christie Offen and seconded by Trustee Todd Shero to approve the minutes of the *Wednesday, October 17, 2018* Village Board Meeting as submitted.

Vote: *Carried (3-0-2 Abstentions)*

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

Monday, November 5, 2018

Motion made by Trustee Christie Offen and seconded by Trustee Leslie Wagar to approve the minutes of the *Monday, November 5, 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		

Statement from the Mayor

- Correction Action Plan per OSC audit and large upcoming purchases (fire radios, new or refurbish fire truck, fire department parking lot and garbage truck)
- 5-year Plan to avoid large tax increase with a projection of anticipated expenses and revenues, equipment replacement plan, cost analysis of recurring and nonrecurring expenses, reviewing policies and procedures including the Purchasing Policy, grants and funding reserves
- Revenue: property taxes, Monroe County sales tax and the Town portion of fire services
- Expenses: wage increase and benefits

- 4 out of last 5 years the Village stayed within the Board approved budget

Public Before the Board

Paul Gee, 224 Briarwood Lane – garbage truck, attorney, easement, sanitary sewer, storm sewer, financial stability, Parade of Lights

Public Hearing Mayor Hansen opened the Public Hearing at 7:44 pm by reading the 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, November 13, 2018 at 7:30 pm at the Wheatland Municipal Building, 22 Main Street, Scottsville, New York to consider releasing monies now on deposit in the Sanitary Sewer Reserve Fund in an amount not to exceed \$60,000 to cap the manhole cover in the Mill Race.

This Public Hearing is being held pursuant to the General Municipal Law of the State of New York, and any resolution adopted thereafter will be subject to permissive referendum as permitted by law.

At this time and place all interested persons will be given an opportunity to speak for or against this proposed expenditure.

Dave Willard – abandon the manhole in the streambank, this is an emergency repair, MRB will put together a bid and send out. Make a contractor decision based on price and availability to proceed as an emergency. Dave wrote a letter declaring this an emergency.

Attorney opinion: Section 103 of the General Municipal Law allows bypassing normal bidding procedures. The Board will need to determine if this is an emergency

Correction: The location of the manhole cover is in Oatka Creek.

Public Comment

Clarify – capping the manhole will make it inaccessible, but there are two other manholes adjacent. What is being done about future erosion? The erosion is moving side to side, as long as that continues, instead of eroding down, the manhole will be protected.

Public Comment closed and opened Board Comment at 7:50 pm.

Board Comment

Dangers – if the manhole becomes dislodged creek water floods the sewer system and waste water comes up into the creek.

Close the Public Hearing

Motion made by Deputy Mayor Kathie Carl and seconded by Trustee Todd Shero to close the public hearing at 7:55 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		

Motion made by Trustee Todd Shero and seconded by Trustee Christie Offen to consider releasing monies now on deposit in the Sanitary Sewer Reserve Fund in an amount not to exceed \$60,000 to cap the manhole cover in the Oatka Creek on an emergency basis.

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 Matthew Nafus

- Manhole cover
- Bus driver agreement
- Combine Planning Board and Zoning Board of Appeals

Department Reports

Building Inspector/Code Enforcement Officer

Report submitted

CooperVision installing new compressor/exhaust system to reduce the noise.

DPW – Ken Bohn

- Kenny Bohn and Todd Richardson out
- Dan Walzer back on light duty
- Manual daily stakeout checks – fax not working
- Power flushed several sanitary locations
- Cleaned out several catch basins
- Welder maintenance/repair
- Manual recycling pick-up while automated garbage truck down
- High volume late brush pick-up
- High volume refuse and extra sticker pick-up; hauled multiple loads off site
- Leaf preparation
 - Rebuilt and painted both leaf boxes
 - Replaced muffler
 - Maintenance on both machines
- Johnson Park and WWTP thermostat batteries
- Final mow of parks
- Multiple leaf collections
- Installed “Autumn” signs
- Removed hanging baskets and trees on Main St.
- Mulch delivery to cemetery
- Loaded V-plow for scheduled pick up
- Prepped salt truck
- Installed reflective posts for plows
- Prepped plow truck
- Removed backhoe from John Deere tractor
- Opened gate on weekend for residential brush drop off
- Dan worked in office
- Received and stored 800 recycling totes
- Located and uncovered manhole covers on Maple and Wyvil
- Loaned and reclaimed Bobcat jackhammer – Pittsford
- Blacktopping potholes
 - Truck preparation
 - Fire Hall parking lot
 - Heather Lane, Briarwood Lane, Scott Crescent, North Cavalier
- Packer/Automated Truck
 - Manually cleaned out packer of several hundred pounds of garbage
 - Repaired electrical
 - Several drop-offs at Joe Johnson and Cyncon

- Replaced fan and belt
- Inspected and rebuilt light fixture on back of truck

Garbage Tote Mayor Hansen reopened the public hearing to consider implementing a monthly fee for extra garbage totes at 7:18 pm.

Motion made by Trustee Christie Offen and seconded by Trustee Todd Shero to close the public hearing at 7:41 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		

Motion made by Deputy Mayor Kathie Carl and seconded by Trustee Leslie Wagar to implement an extra tote tipping fee of \$75 annually for households; with a limit of one extra tote per household. Businesses and nonprofit organizations will be charged \$75 annually with the number of extra totes negotiated per pickup with the Village of Scottsville. Payment will be due in full by June 1 for the upcoming fiscal year. Fees will commence January 1, 2019 with a prorated payment of \$31.25 per extra tote due December 28, 2018 for the remainder of the 2018-2019 fiscal year.

- Limit of 2 totes per household paid annually according to the fiscal year, a new sticker each year to label paid totes
- Unwanted totes will be picked up by the DPW
- Other option for extra garbage is the \$1 sticker per bag

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		

Garbage Truck

Looking for more information to reduce the cost.

Treasurer will rework the cost of refuse pick up with the BAN for the garbage truck included.

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 November 13, 2018, with General Payables totaling \$107,677.15.

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 Leslie Wagar and seconded by Trustee Christie Offen to approve the prepaid bills through November 13, 2018, with totaling \$8,076.40.

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		

EMS Reserve

Motion made by Deputy Mayor Kathie Carl and seconded by Trustee Christie Offen to schedule a Public Hearing on December 11, 2018 at 7:30 pm to consider transferring \$34,756.60, the money now held in the EMS General Purpose Reserve, into the Fire Equipment Reserve.

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

Park Permits

Chantel Kendrick	Saturday, December 8, 2018
Andy Fraser	Sunday, December 9, 2018
Girl Scouts	Sunday, December 16, 2018
Tom Knitter	Saturday, December 22, 2018
Jonathan Rittenhouse	Tuesday, December 25, 2018
Mark Boise	Tuesdays, May 2 – August 20, 2019 (Volleyball)
Mark Boise	Saturday, August 24, 2019

Motion made by Trustee Leslie Wagar and seconded by Deputy Mayor Kathie Carl to approve the above Johnson Park Permits through December 25 and hold the volleyball dates until the December 11, 2018 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		

Tax Surrender

18 parcels surrendered to the County totaling \$13,113.42, will be paid to Village in March 2019

LGRMIF & Document Management System

Records management grant has been finalized

Motion made by Trustee Christie Offen and seconded by Trustee Leslie Wagar to allow the Mayor to sign the Instream, LLC software support agreement for the period of December 8, 2018-December 7, 2019 for the maintenance and support of the electronic files.

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		

MVP Retirees

Premium for 2019 gone from \$256 per retiree to \$300.

Holiday Office Hours

Wednesday, November 21, 2018	close at noon using Personal or Vacation
Friday, November 23, 2018	closed – Floating Holiday
Monday, December 24, 2018	closed – Personal or Vacation
Wednesday, December 26, 2018	closed – Personal or Vacation
Monday, December 31, 2018	closed – Personal or Vacation

Motion made by Deputy Mayor Kathie Carl and seconded by Trustee Leslie Wagar to close the Village Office as listed above.

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

Friday Office Hours

Clerk will be taking Fridays off for personal reasons.

Old Business

Wheatland Chili School Bus Agreement

Motion made by Deputy Mayor Kathie Carl and seconded by Trustee Christie Offen to allow the Mayor to sign the bus agreement with the Wheatland School District for the use of two buses during the Parade of Lights on December 1, 2018.

Vote: *Carried (5-0-1 Abstain)*

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

Bus Driver Agreement

Approval of additional expenses must come from the Mayor; the Mayor will confirm any additional costs with the Chamber since the Chamber is paying the bill.

Village Facebook policy/Community Advertising

Trustee Offen would like the Village Facebook page to promote community events.

Concern of liability, who determines what is appropriate?

Trustee Wagar will work with the Clerk fact finding other municipalities and look at our Facebook Policy

Motion made by Trustee Christie Offen and seconded by Deputy Mayor Kathie Carl to table the discussion to the December 11, 2018 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		

New Business

Code change recommendations by the Planning Board

Motion made by Deputy Mayor Kathie Carl and seconded by Trustee Christie Offen to schedule a Public Hearing to amend Local Law on December 11, 2018 at 7:00 pm 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.

Discussion: Raising the number from 3 to 6 because a federal law states that chicks must be sold a minimum of 6 chicks.

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		

Motion made by Deputy Mayor Kathie Carl and seconded by Trustee Christie Offen to schedule a Public Hearing on December 11, 2018 at 7:15 pm to amend Chapter 170, Article II §170-6 Definitions.

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 Fire Department Member

Motion made by Trustee Todd Shero and seconded by Deputy Mayor Kathie Carl to accept Nick Holley in the Scottsville Volunteer Fire Department.

Discussion: Lives locally and has Firefighter 1 and other training.

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		

Trustee Reports:

Deputy Mayor Kathie Carl

Liaison to: Village Office – Employee Handbook
Working on Corrective Action Plan

Trustee Christie Offen

Liaison to: Community Organizations
Planning Board/Zoning Board of Appeals
Forestry Board - \$22,500 Urban and Community Forestry Grant Award –
Village pays 25%
Opportunity to purchase of Hybrid Oaks for planting and study
Recertifying as a Tree City

Trustee Todd Shero

Liaison to: DPW – garbage business
Parks

Trustee Leslie Wagar

Liaison to: Dog Park – met with the County: key cards best, pin pads do not work in a power outage, also fencing needs to be sunk in the ground to prevent digging under, another option is a berm
Senator Gallivan will put us on the list for next year
Public Relations

Mayor's Reports - Eileen Hansen

Liaison to: Fire Department – annual inspection done – Assemblyman Joe Errigo grant status

Code Enforcement Officer – Town of Wheatland approved fire marshal agreement until November 20. The Mayor will go back to the Supervisor to extend.

Executive session

Motion made by Trustee Leslie Wagar and seconded by Deputy Mayor Kathie Carl to enter into executive session at 9:16 pm to discuss a particular employee matter.

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		

Motion made by Deputy Mayor Kathie Carl and seconded by Trustee Leslie Wagar to adjourn executive session and return to regular session at 10:06 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		

Adjournment

Motion made by Deputy Mayor Kathie Carl and seconded by Trustee Leslie Wagar to adjourn the Village Board meeting at 10:07 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