

VILLAGE OF SCOTTSVILLE
BOARD OF TRUSTEES MEETING

Minutes of Meeting
Tuesday, October 11, 2016

Call to Order

Mayor Paul Gee called the meeting to order at 6:30 pm.

Pledge of Allegiance to the Flag

Roll Call

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

Absent: Peter Skivington – Village Attorney

Also Present: Katie Moffe – Clerk/Treasurer,
Steve Farrell – DPW Superintendent,
Ray Barnard – Code Enforcement Officer

Approval of Minutes

Motion made by Deputy Mayor L. Wagar and seconded by Trustee R. Thompson approve the minutes of the *Friday, September 23, 2016*, Village Board Meeting as submitted.

Vote: *Carried (4-0)*

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

Public Before the Board

- Trustee Jim Clark's Farewell
 - Mayor Gee and Village Board expressed appreciation for Trustee Jim Clark's time spent as Village Trustee and presented him with a parting gift.
- Town of Wheatland – Presentation
 - Linda Dobson – Town Supervisor, Carl Schoenthal – Town Board Member, Mark Turner – Presenter
 - Community growth and development
 - Develop a Municipal Strategic Plan Initiative for our community achieve where you want to go and what you want to do
 - Small communities facing challenges keeping up with change
 - What do we have, what do we want to have and how we maintain and/or get there
 - Engage community in order to achieve these goals
 - In order to gain insight and perspectives from the community the town will be holding workshops beginning with workshop for elected officials on October 25, 2016 and invited the Village Board to attend

Public Hearing – Fire Truck Reserve Funds

Mayor Gee opened the Public Hearing at 7:16 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 Board of Trustees of the Village of Scottsville on, Tuesday, October 11, 2016 at 7:15 PM, at the Wheatland Municipal Building, 22 Main Street, Scottsville, New York, to consider release of funds from the Fire Truck Reserve Fund in an amount not to exceed \$5,914.00 for the brush truck purchase.

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.

Mayor Gee Opened Public Comment at 7:16 pm

Public Comment:

Kathleen Reid – Village Resident:

- What will be purchased with these funds
- Inquired about consolidation of EMS/Fire Departments

Board Response:

- If the funds are released from the Reserve Funds they would be used towards the purchase of accessories for the new brush truck the Fire Company is purchasing for the Fire Department
- Explained Scottsville EMS is consolidating but Fire Department is not

Mayor Gee Closed Public Comment and Opened Board Comment at 7:24 pm

Board Comment: No Board Comment

Mayor Gee Closed Board Comment at 7:24 pm and looked for a motion and vote

Motion made by Trustee R. Clark and seconded by Deputy Mayor L. Wagar to approve the release of funds from the Fire Truck Reserve Fund in an amount not to exceed \$ 5,914.00, for the brush truck equipment purchase.

Vote: *Carried (5-0)*

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

Public Hearing – Fire Equipment Reserve Funds

Mayor Gee opened the Public Hearing at 7:25 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 Board of Trustees of the Village of Scottsville on, Tuesday, October 11, 2016 at 7:25 PM, at the Wheatland Municipal Building, 22 Main Street, Scottsville, New York, to consider the release of funds from the Fire Equipment Reserve Fund in an amount not to exceed \$13,000.00 * for the purchase of new fire radios.

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.

* Mayor Gee stated that the amount published in the Sentinel was incorrect due to a clerical error and the actual amount for the radios is \$17,231.76; any further discussion will be based on this amount.

Mayor Gee Opened Public Comment at 7:26 pm

Public Comment:

Kathleen Reid – Village Resident:

- Inquired what the radios are for

Board Response:

- Monroe County is going to a new trunk system and slowly rolling out implementation so everyone will be on same system and able to communicate to prevent issues

Mayor Gee Closed Public Comment and Opened Board Comment at 7:27 pm

Board Comment: No Board Comment.

Mayor Gee Closed Board Comment at 7:27 pm and looked for a motion and vote.

Motion made by Trustee J. Clark and seconded by Deputy Mayor L. Wagar to approve the release of funds from the Fire Equipment Reserve Fund for the purchase of new fire radios in an amount not to exceed \$17,231.76.

Vote: Carried (5-0)

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

Report – Attorney Peter Skivington – (Absent, nothing new to report)

Department Reports

a. **Building Inspector/Code Enforcement Officer – Ray Barnard**

August-October 2016

• **9 New Permits Issued**

653 North Road	Decks (2)
6 Maple Ave	Interior Renovations
44 Diana Drive	Garage Renovations
11 Rochester Street	Interior & Exterior Renovations (C of A)
940 North Road	Homecoming Parade
55 Caledonia Ave	Roof (structural) repair
41 Scott Crescent	
48 Main Street	

• **5 Permits Closed Out**

5 Diana Drive	Fence
75 Diana Drive	Deck
12 Second Street	Rear shed/garage addition
653 North Road	Decks(s)
519 North Road	(C of O)

• **Resolved Code Enforcement Issues**

6 Hanford Ave	3 Junk Vehicles
6 Maple Road	Working without a Permit
86 E Cavalier Rd	Property Maintenance
20 Chili Ave	Illegal Pool
44 Diana Drive	Working without Permit
553 North Rd	Outdoor Storage/Rubbish
778 North Rd	2 Junk Vehicles
40 Main Street	Contracting Ripping off HO

786 North Rd	Junk Vehicle
778 North Rd	2 Junk Vehicles
<u>Active New Code Enforcement Issues</u>	
101 Heather Lane	3 Junk Vehicles
14 Main Street	Junk Vehicle
650 North Rd	Junk vehicle
14 Oatka Place	Illegal Structure (<i>No permit</i>)
748 North Rd	2 Junk Vehicles, Illegal pool
<u>Code Enforcement Issues (<i>Ongoing</i>)</u>	
51 Main Street	No contact, No letter responses, no show on 3 court nights
60 Main Street	Issued 2 additional tickets (<i>court on 10/24</i>)
12 Maple Street	2 Junk Vehicles, No contact, No letter responses
440 North Road	Issued a "Do Not Occupy" (no water service for 4 months) Outside property cleaned up

Maple Street – Lots of inquiries and interest in building on vacant lot – Code Enforcement Officer will confirm lot is buildable prior to further discussions with interested parties.

The Deputy Clerk and Clerk-Treasurer have been revising/updating building department forms and documents including;

- Certificate of Compliances
- Certificate of Occupancies
- Building Permit Notice
- Stop Work Order Notice
- Do Not Occupy Notice
- Building permit applications.

The Deputy Clerk has also developed and implemented a Resident friendly file containing 31 different building permit packets to easily assist residents with permit questions.

b. **DPW Superintendent – Steve Farrell**

- Repaired 3 more catch basins, Diana Dr and 2 on Chili Ave. Tried to get the NYSDOT to repair the 2 on Chili Ave and didn't get far.
- We may be able to borrow a vac truck from Cyncon Equipment and clean all the storm drains in the Village. Will update you soon on this.
- The Millrace was cleaned of debris near Johnson Park and Race St.
- 6 stop signs and 2 speed signs where installed in the Cavalier track and received good feedback.
- Trimmed numerous trees throughout village. Terry tree removed 7 trees for us and we removed 6 Ash trees. Working with the Forestry Board to get new trees ordered and planted next week.
- All road work is complete and new risers where installed on multiple storm/sewer covers. Village of Spencerport and Caledonia helped us with the sweeping of the roads.
- All planters are down and Fall decorations are up. There needs to be a discussion before next year concerning the hanging baskets and their condition. Banners for Main St poles also need to be addressed.
- Mowing weekly still along with string trimming.
- Will make a call to NYS Parks concerning boardwalk. Will discuss
- Drainage Scot Crescent?
- WWTP discussion. Totally empty now and roof needs to be addressed.
- One plow truck will be set up in the next month.
- Will be at NYCOM next week, Ken in charge.
- Jim's last day will be tomorrow, will update and discuss.
- Todd returned to work today and will be on light duty for 2 weeks, will discuss.
- Policy discussion
- Will discuss a couple other issues at meeting.
- Best of Luck to Jim Clark and thank you.

• **Board Discussion**

- Maintenance Building – Get cleared out then get estimate for renovations and what is needed, ADA compliance needs
- Setup meeting with Mayor Gee and Code Enforcement Officer to look at WWTP next week or following week
- June 1st of upcoming 2017-18 budget year look into Fire Department Driveway
- Request to contact MRB Group for sewer mapping of wye's

c. **Clerk – Treasurer – Katie Moffe**

Pay Bills:

Motion made by Deputy Mayor L. Wagar and seconded by Trustee R. Clark to approve payables on the APGL Distribution Report and Voucher Detail Report through *October 11, 2016* with General Payables totaling \$33,982.89.

Vote: *Carried (5-0)*

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

Treasurer's Report:

- No budget amendments this month
- No budget transfers this month
- Parks/Recreation 7140.4 overspent

Old Business

• **EMS Merger Resolution**

Motion made by Trustee R. Thompson and seconded by Trustee J. Clark to approve starting the process of transferring the village CON to CHS pending contract approval with the option to rescind the contract if needed.

Board Discussion:

- Start process of transferring CON and be ready to pull the transfer paperwork if for any reason the contract negotiations are disadvantageous, but at this point everything is still in good standings.
- Once CON gets transferred to organization it becomes CHS

Vote: *Carried (5-0)*

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

• **Village Office Phone System Proposal Decision – Document Attached**

- Tabled until received further clarification on quote from The Pin Point Group

Trustee Reports:

Deputy Mayor Leslie Wagar

Liaison to: Village Zoning/Planning Boards
Code Enforcement Dept.
Facebook Administrator
Clerk – Treasurers Office
Dog Park

Trustee – Ruth Thompson

Liaison to: Community Organizations
Activities Committee
Main Street Committee

- Fire Prevention Month Inquiry
 - Involvement/Ideas/Plans?

Will discuss with Fire Chief Jeff Brown and Fire Company

Trustee James Clark

Liaison to: Village Parks
Forestry Board

Trustee Richard Clark

Liaison to: Department of Public Works

- Met with DPW Superintendent on Thursday
- Tour of Solar Array
- Reviewed Annual Appraisal Format
 - Objectives
 - Streamline format for DPW employees
- Updating Asset Replacement List
- Reserve Account aligned to new Asset Replacement List

Mayor's Reports - Paul Gee

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

New Business

Banking Updates

Motion made by Trustee J. Clark and seconded by Deputy Mayor L. Wagar to designate J.P. Morgan Chase and *Canandaigua National Bank & Trust* as depositories for General, Sewer, Capital, and Trust and Agency Funds and related checking accounts; and the board authorizes the maximum amount to be held at each of these banking institutions to be *no more* than \$10,000,000.00.

Vote: *Carried (5-0)*

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

Motion: made by Trustee J. Clark and seconded by Deputy Mayor L. Wagar to set up the following investment policy with adjustments as shown for the Village of Scottsville:

Village funds not immediately needed for Village operations may be invested in the following types of investments:

1. Insured Savings Accounts
2. Certificates of Deposit
3. United States Government Treasury Bills
4. Government Money Market Accounts

Investments may be made only in Commercial Banks and the United States Government and must be collateralized to the extent that amounts exceed Federal Deposit Insurance Corporation (FDIC) Insurance. The following is the approved list of depositories of the Village of Scottsville to which funds may be invested:

Citibank
J.P. Morgan Chase
Canandaigua National Bank & Trust
United States Government

Vote: *Carried (5-0)*

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

Key Holder Agreement – Document Attached

Motion made by Trustee R. Clark and seconded by Deputy Mayor L. Wagar to accept the key holder agreement as submitted.

Vote: Carried (5-0)

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

Time Warner Quote

Motion made by Trustee R. Thompson and seconded by Deputy Mayor L. Wagar to approve the internet service upgrade as outlined in quote from Time Warner.

Vote: Carried (5-0)

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

Park Permits

- Monday October 10, 2016 – Todd Schwasman – *Pre-approved*
- Saturday, October 22, 2016 – Dan Walzer
- Sunday, October 23, 2016 – Tracy Lewis

Motion made by Trustee J. Clark and seconded by Deputy Mayor L. Wagar to approve the above Johnson Park Permits as submitted.

Vote: Carried (5-0)

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

Executive Session

Motion made by Deputy Mayor L. Wagar and seconded by to enter into executive session at 8:54 pm to discuss two personnel matters.

Vote: Carried (5-0)

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

Motion made by Trustee R. Thompson and seconded by Trustee J. Clark to adjourn executive session and return to regular session at 9:49 pm.

Vote: Carried (5-0)

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

Adjournment

Motion made by Trustee J. Clark and seconded by Deputy Mayor L. Wagar to adjourn the Village Board meeting at 9:50 pm.

Vote: Carried (5-0)

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

Respectfully Submitted by,

Katherine Moffe
Village Clerk/Treasurer