

**Village Board
Meeting Minutes of
February 3, 2015**

Present: Mayor Lee, Trustees, Fowler, Speer, Zabelny
Village Manager/Clerk, Shari Pearce
Village Treasurer, Maryalice Edwards
DPW Superintendent, Mike McHenry
Code Enforcement Officer, Mike Lissow
Deputy Clerk, Amy Harter

Guests: Recreation Director, Tom Venniro

Absent: Trustee Gates

Mayor Lee called the meeting to order at 5 p.m. with the pledge followed by a moment of silence.

Recreation

Tom Venniro gave an update on recent happenings. There is a new intern working for Recreation until the beginning of May.

Basketball 3 v 3: Mayor Lee commented that planning for the August event is underway. This will be the second year for this tournament.

Income tax preparation will begin next week in the Community Center. Many appointments have already been scheduled.

Code Enforcement Officer

62 East Avenue: Mike Lissow provided a photo of this property. There are three items displayed in this photo that are located on Village owned property. They consist of: a handicap ramp (agreement with Village is on file), an air conditioning unit, and a stairwell to a walkout basement. The property line is approximately 18" from the wall of the building. Mike explained these items pose a liability issue for the Village. Mr. Lissow recommends the Board consider selling a portion of land to the property owner. Mike stated he has sought the advice of the Village attorney and is expecting a reply on this matter. There was discussion whether to require the removal of the exterior access door to the basement, the stairs, air conditioning unit and the handicap ramp.

Trustee Speer noted that costs associated with any action should be paid by the owner, Mrs. Cicotti, as these issues were not caused by the Village. Trustee Zabelny feels there should be no cost to the Village. Trustee Fowler agreed. Mike Lissow will inform Mrs. Cicotti of the board's consensus.

The land surrounding this parcel has changed over the years; including the removal of the railroad tracks that ran to the east of the property. East Avenue was widened by the NYSDOT in the late 1990's, which resulted in a loss of parking for the building owners.

FEMA Training: Mike Lissow is requesting to attend the FEMA Managing Floodplain Development Conference from March 23 through March 27 with a travel day of March 22. There is no charge for the conference or lodging to the Village. There will be costs for meals and transportation fees.

Resolution to authorize Code Enforcement Officer, Mike Lissow, to attend FEMA training 3/22-3/27 at a cost not to exceed \$230.00 Trustee Speer made the motion, seconded by Trustee Speer. Carried unanimously 3-0.

ZBA Training Hours: All five Zoning Board members have scheduled their required annual training of four hours. Some members are attending the NYPF conference, with the others attending training classes provided by Monroe County.

Red Cross Training: A disaster preparedness training session was held in January at the Fire Department. The board members that attended remarked the training was unsatisfactory.

Property Maintenance: Mike Lissow reported there are approximately 1,812 properties within the Village. After a recent inspection of the Village, Mike noted 36 unlicensed vehicles along with about 40 other types of property maintenance issues. Mr. Lissow questioned if the board members prefer him to focus on issuing violations for only the unlicensed vehicles. The board agreed to concentrate on cars at this point. Trustee Speer stated he is concerned with Mike's heavy work load; this could interfere with his schedule. Mayor Lee suggested the Village be divided into sections and offered a board member assist Mike to make this task manageable.

Parking tickets: Mike Lissow has been researching this topic; he has found that Spencerport's Fire Marshal, Code Enforcement Office and DPW Superintendent have the authority to issue parking tickets. Most of the tickets are written by the Ogden Police. Mike reported they will meet with the Town of Parma judge and Court Clerk to discuss the proper ticket style.

Parking Lot Lighting: Currently, there is a moratorium on installation or changes to lighting within parking lots in the Village. Mike Lissow will be working on updating the code with Village Engineer, MRB Group. This moratorium began in October 2014 and will expire in March.

At this time, Trustee Speer left the meeting at 5:59 p.m. to attend the Town of Parma meeting.

Public Comment

Mayor Lee opened the public forum for comment at 6:00 p.m. There was no one in attendance. The public forum was closed at 6:01 p.m.

Treasurer

Budget: Maryalice Edwards reported she and Shari Pearce will begin the 2015-2016 budget process in the next few days.

Superintendent Report

Car show: Mike McHenry reported planning meetings for this event have begun. The show is scheduled to take place on August 15, 2015.

Electronic recycling: As of 1/1/2015, NYS law states waste haulers can no longer handle electronic waste. There are a number of ways for the public to properly dispose of these items. Residents will be provided with this basic information on our website.

Refuse Truck: Mike noted the truck is almost ready to go into service. Training will be provided for the DPW staff, they will begin utilizing the vehicle thereafter.

Part Time help: Mike McHenry is seeking to hire a part time employee to meet with lodge renters.

Resolution to hire Sheldon Burritt part time to meet our lodge renters, Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously 3-0.

Sick time: Mike McHenry reported the DPW sick time hours. He also stated there were several employees with no sick time. Shari Pearce reported the office staff sick hours totaled 29 for 2014. It was noted that sick time is not an issue with Village employees. Mayor Lee thanked both departments for their dedication and is pleased with the staff's attendance.

WNY Water Works: Mike McHenry is seeking approval for three employees to attend the annual conference on 2/11/2015 at the Clarion Inn in Batavia, NY at a cost of \$90.00. This is to attain CEU credits for NYS Class D water license renewals for the employees.

Resolution to authorize three employees, Keith Brown, Mike Lissow and Mike McHenry to attend Western New York Water Works Conference on 2/11/2015, at a cost not to exceed \$90.00. Motion made by Trustee Zabelny, seconded by Trustee Fowler. Carried unanimously 3-0.

Resolution to authorize DPW Superintendent to become a member of the American Water Works Association, at an annual cost of \$205.00 for dues. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 3-0.

Fuel Tanks: Mike McHenry reported there is a surplus of two, concrete fuel tanks. One tank was used for diesel the other for gasoline. Mr. McHenry is recommending that he they be sold, as there is no longer a use for either one.

Resolution to authorize the DPW Superintendent to sell two, 2,000 gallon surplus fuel tanks. Motion made by Trustee Zabelny, seconded by Trustee Fowler. Carried unanimously, 3-0.

Municipal Parking: Mayor Lee suggested the installation of signs for municipal parking. Mike McHenry will investigate the cost for signage and report back to the board.

Manager's Report

Records Room: Shari Pearce reported the records room has been organized and extra room has been made. With the records grant, many files have been scanned. Trustee Fowler suggested scanning the historian's files in the Village and Town. Shari Pearce stated we would need to obtain a grant specifically for historical purposes. The grant money received so far is exclusively for municipal records that will be destroyed.

Special Police: Shari Pearce update the board regarding the changes to this proposal within this last month. The issues include the escalating budget and the concern of duplicating the previous special police unit. The board will be updated on the progress.

Workers Comp: Shari Pearce reported that 2014 was an exceptional year for this group. The administrators are impressed with the program, and most municipalities will be receiving a refund.

NYSERDA Grant: MRB Group has informed Shari Pearce that a complete project description is necessary to satisfy NYSERDA's requirements to seek funding for improvements relating to energy use. This grant is not limited to the Community Center. After some discussion, the board agreed the cost for this should be taken from the contingency fund.

Resolution to hire MRB Group to create a project description at a cost not to exceed \$500.00 to be taken from the contingency fund. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously 3-0.

Community Block Grant: Shari Pearce reported this grant's deadline is February 13th. The Community Center qualifies for ADA improvements due to our senior citizen population. The project includes handicap doors for the interior entrance to the Ingham Room and the two restrooms at the north end are being proposed. ADA compliant sinks, faucets and a water fountain will also be included in the grant application. These improvements are interior, therefore no SEQR is required.

Resolution: Whereas two restrooms inside the north end of the Community Center need to be upgraded with two automatic handicap doors and four ADA compliant sinks, and add an ADA compliant automatic door to the senior citizens cafeteria, and include a handicap accessible water fountain, and the entire facility needs to be re-keyed;

Whereas, this project is located in Census Block Group 148.04 which has been deemed by the 2010 U.S. Census Bureau as a low to moderate income area which makes the project eligible for funding under the 2015 Community Development Block Grant program (CDBG) and

Whereas, the project cost is estimated to be \$43,035.00,

Now therefore, be it resolved that the Village Manager is hereby authorized to apply for a CDBG in the amount of \$43,035.00 to finance the construction costs;

The resolution was passed with a motion from Trustee Fowler, seconded by Trustee Zabelny and it was duly carried unanimously 3-0.

Food Shelf: Shari Pearce explained the renovations to room 1B are underway. An estimate of \$1500.00 for the electric work has been received. The construction is expected to take 4 weeks. The volunteers from the Food Shelf organization will paint the room. Trustee Fowler stated there are high school seniors that will need volunteer hours that can be utilized.

Ingham Room improvements: A quote of \$3750.00 for spray painting the ceiling was received. It was suggested to replace ceiling tiles or have the DPW staff paint the existing ceiling. The Board agreed to install new ceiling tiles. Some reasons noted were: there would be no fumes or odors as there would be with paint, and flexible scheduling for this work. Volunteers from Lifequest Church will be painting the walls.

Resolution to authorize the Village Manager to purchase ceiling tiles and paint at a cost not to exceed \$1750.00, to be taken from the contingency fund. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously 3-0.

Gym: Shari Pearce updated the board on the condition of the floor; quotes are being obtained to repair the soft spots. She expects the expense will be costly. It was noted that no significant repairs have been made to the flooring since the Village took ownership of the building in 1980.

Mayor Lee has expressed that ceiling tiles have been damaged recently by renters. The Mayor asked Shari Pearce to obtain a quote for two security cameras to be installed in the gym. ADG Security quoted \$850 for installation of two security cameras. Shari has requested the staff verifies the gym's condition before and after every group uses the space.

Resolution to authorize the Village Manager to hire ADG Security to purchase and install two security cameras in the gym at a cost not to exceed \$1,000.00, the funds to be taken out of the contingency fund. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously, 3-0.

Resolution to authorize the Village Manager to advertise the budget meeting dates on March 12 and March 17, 2015. Motion made by Trustee Zabelny, seconded by Trustee Fowler. Carried unanimously 3-0.

Resolution to allow the Hilton Fire District use of Village streets for their annual 2015 Kiddie and Grand parades on July 15th and July 16th. The parade will line up on Old Hojack Lane, travel south on Henry Street, east on West Avenue to South Avenue. The parade will end on the property at 135 South Avenue. Parking for the entire duration of the carnival will be available at 135 South Avenue. Motion made by Trustee Fowler, seconded by Trustee Zabelny 3-0.

Employee Handbook: Shari Pearce explained that changes to the handbook regarding health insurance coverage as approved by the Village Board have been submitted to the Village attorney and a meeting to finalize the amendments is scheduled next week.

Vouchers

Trustee Fowler made the motion to approve the vouchers including \$558.83 Hilton Napa, \$120.00 MC Clerk, \$38.50 Parma Awards, \$34.25 Zee Medical, and \$1331.24 Wainwright Repair, seconded by Trustee Zabelny. Carried unanimously 3-0.

Prepaid:	\$ 13,603.27
T&A	\$ 20,290.40
General	\$328,531.74
Water	\$ 34,551.22
Sewer	<u>\$ 3,302.24</u>
Total	\$400,278.87

Minutes

Trustee Zabelny made the motion to approve the January 6, 2015 minutes as submitted, seconded by Trustee Fowler. Carried unanimously 3-0.

Discussion

Mayor Lee explained that HCSD Superintendent David Dimbleby has expressed interest in the creation of walking trails within the Village Park. Mr. Dimbleby is seeking a proposal from the Village in April.

Adjournment

There being no further business, the meeting adjourned at 7:35 p.m. Motion made by Trustee Fowler, seconded by Trustee Zabelny. Carried unanimously 3-0.

Respectfully Submitted,

Amy Harter, Deputy Clerk