

**Village Board Meeting  
Minutes of June 27, 2017**

- Present: Mayor Lee, Trustees, Burritt, Gates, Speer  
Village Manager/Clerk, Shari Pearce  
Village Treasurer, Maryalice Edwards  
DPW Superintendent, Mike McHenry  
Code Enforcement Officer, Mike Lissow  
Deputy Clerk, Amy Harter
- Absent: Trustee Zabelny
- Guests: Robert and Ruth Trost, Amber, Kirstin and Rylee Billings, Lory &  
Victoria Crawford, Rick Bjornholm

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

**Recreation Report**

The Summer Kick Off event has been rescheduled for July 28<sup>th</sup>. The the event scheduled on June 23<sup>rd</sup> was cancelled due to rain.

**Code Enforcement**

Fire Alarm Systems: Mike Lissow explained he is required to inspect installations of new and/or updated fire alarms; however, the permit cost is not listed on the fee schedule. He is proposing to add a \$30 fee for these inspections.

**Resolution** to add a fee of \$30 for inspections of fire alarms to the fee schedule, motion made by Trustee Gates, seconded by Trustee Speer. Carried unanimously, 4-0.

Hazard Mitigation Plan: Monroe County formed a coalition along with the Towns and Villages to determine natural hazards and create a plan to minimize their effects. By participating in the planning process, the municipalities will be eligible to apply for and receive grant funding from FEMA to reduce the vulnerability of residents within the community. This is a living document that will be regularly reviewed, updated and maintained.

This plan will be updated every 5 years. By being part of the coalition, it will positively impact the Village with funding and extra manpower in the event of a disaster.

**Resolution** to approve the 2017 Monroe County Hazard Mitigation Plan, the motion was made by Trustee Speer, seconded by Trustee Burritt. Carried Unanimously, 4-0.

Letter of Credit: Mr. Joe Sciortino is seeking the release of his letter of credit for Section 6 of Unionville Station upon completion.

**Resolution** to authorize the Letter of Credit #410 from The Bank of Castile in the amount of \$31,444.16, motion made by Trustee Speer, seconded by Trustee Gates. Carried unanimously 4-0.

Mr. Sciortino was present at the June 6<sup>th</sup> meeting and agreed to remove the stub road by September 15<sup>th</sup>. Shari Pearce is working to create an escrow account in the amount of \$3,000.

### **Treasurer Report**

2016 Fiscal Year: Maryalice Edwards is preparing to close the books on the 2016 fiscal year.

### **Superintendent's Report**

Eagle Scout Projects: Mike McHenry reported there are many proposed projects: A free library to be built at the DPW, fire hydrant painting, park benches and trail upgrades trails within Village Park.

Equipment Purchase: Mike is proposing to replace the 1990 roller with a 1.25 ton vibratory roller. He has received 3 written quotes as required by the procurement policy and is recommending the purchase of an RD0-12A-90 for \$13,500.00 from Admar Construction Equipment and Supplies.

**Resolution** to authorize the Superintendent to purchase a 1.25 ton vibratory roller from Admar Equipment at a cost not to exceed \$13,500. Motion made by Trustee Speer, seconded by Trustee Burritt. Carried unanimously, 4-0.

Two injuries: There were two employees injured in June. The first involved an employee that dropped a jackhammer onto his hand, this only required first aid. The other employee dropped a manhole frame on his foot. He received medical care and is expected to be out of work for 6 weeks due to broken bones in his foot and ankle.

Seasonal Labor: One employee has resigned after one week of employment. Mike McHenry hired Brad Bobzin to fill the vacant position.

Shared Services: The DPW replaced the sidewalks at the VFW building on Peck Road. The cost of labor will be reimbursed as part of the Town of Parma's HUD grant. The DPW will also replace sidewalks at Merton Williams Middle School; the Village will be reimbursed for their work.

Clock Repair: Mike received a quote of \$13,595.00 to refurbish for the clock at Hovey Square. The clock was donated by Mr. Barry Klock in 1999. The board supports repairs to the clock as it is an asset to the Village. They will discuss the financials and determine when the work shall begin.

### **Public Forum**

Mayor Lee opened the public forum at 6:00 p.m.

Girl Scout Troop 60322 was present in part, to discuss the location of the little free library. They appeared before the board in December 2016 and received approval to construct the library at the Community Center. The board directed the Troop to work with Mike McHenry on the installation location. There will be a ceremony upon completion.

Ruth Trost, 280 East Avenue, she explained that upon driving her grandson to Village Elementary, she has encountered a traffic problem because of parked cars on Grove Street. She suggested no parking during school hours. After a brief discussion, the board asked Mike Lissow to determine the best location for signage. A local law is required to prohibit parking along any village street.

Rick Bjornholm, Chairman of the Zoning Board of Appeals, explained many applications are made to the Zoning Board to increase storage shed sizes. Currently, the code allows for a maximum shed of 144 square feet. In an attempt to streamline the application process, the ZBA proposes to change the Village code to allow homeowners in the Residential District to build a shed with a maximum size of 256 square feet. Applications for larger sheds can be requested and be brought before the ZBA. The Village Board is in agreement of this proposal. Mike Lissow will prepare a Local Law to increase the size of sheds permitted.

### **Managers Report**

County Shared Services Plan: In 2015, a mandate from New York State required each municipality to document services that were shared and the savings incurred by not duplicating services among towns, villages, school districts and fire departments. Once again, each municipality has been challenged by Governor Cuomo to reduce spending by sharing more services. The County has been designated to collect this information.

Monroe County Executive, Cheryl Dinolfo, hosted a meeting to outline how the County is preparing for the plan. Each municipality will input their specific data into an online system for the creation of a county wide presentation to be delivered to the State. The data provided cannot be a duplication of the information given in 2015.

Shari Pearce and Mike McHenry have documented the projects done thus far to include:

1. Joint Fuel Island
2. Top Soil sharing between the Village and Hilton Central School District
3. Purchases from various county Bids (Onondaga and Chautauqua)
4. Special Police - Joint Venture between 4 Municipalities

Shari will update the board when more information becomes available. Meetings will be ongoing at the County level.

2016 ADA Community Center Grant: Shari Pearce reported the engineers are working on the bids and specs. They will be including an alternate in the specifications for two automatic restroom doors versus the manual ADA approved doors. The bid opening will be held on July 27<sup>th</sup>, the results will be provided at the August meeting.

Franchise Cable Agreement: Shari is working with an attorney to discuss the changes that Spectrum is proposing. She will keep the board updated on her progress.

Workers Comp: Shari reported she met with the former Treasurer for the program and received training for her new role. This will require much more work than the previous duties she had while serving as Vice Chair.

Via Dance: The tenant has decided not to renew her lease with the Village. The balance due is \$2,027.60 and the tenant has until July 6<sup>th</sup> to remove her belongings and leave the rooms "broom clean". Once the spaces are vacated, an assessment will be conducted and if the spaces are deemed satisfactory, any monies due from the security deposit will be refunded to the tenant.

Carpet and flooring repairs: Shari has received approval from the insurance company to begin work in the Board Room. The floors were damaged from a water leak in May. The office staff will likely move into the Board Room in October while the Village Office repairs are made.

Special Police: Trustee Burritt reported that two members have resigned their positions. He will collect the equipment that is outstanding. There are three members serving. Trustee Burritt has volunteered to be a special police officer when needed. The Town of Parma has approved Mr. Burritt to do so. Mayor Lee has obtained keys to the Town of Parma equipment closet.

NYCOM Fall Training: Shari Pearce and Maryalice Edwards are proposing to attend the annual training program September 11<sup>th</sup> – 15<sup>th</sup> in Saratoga Springs.

**Resolution** to authorize the Village Manager and Treasurer to attend NYCOM Fall Training

in Saratoga Springs, September 11-15, 2017, at a cost not to exceed \$2,000.00. Motion made by Trustee Speer seconded by Trustee Gates. Carried Unanimously, 4-0.

**Vouchers**

**Resolution** to approve the vouchers with the following additions: \$546.60 Napa, \$1,345.50 NFPA Dues, \$20.00 Barb Schwan, \$225.00 US Post Office. Motion made by Trustee Speer, seconded by Trustee Burritt. Carried unanimously, 4-0.

Prepaid	\$ 6,104.79
T/A	\$24,062.16
General	\$29,040.42
Water	\$34,260.10
Sewer	<u>\$ 3,119.39</u>
Total	\$96,586.86

**Minutes**

**Resolution** to approve the meeting minutes of June 6, 2017 as amended. Motion made by Trustee Speer, seconded by Trustee Gates. Carried unanimously 4-0.

**Village Board Liaison Reports**

Mayor Lee updated the board on upcoming community events.

**Adjournment**

There being no further business, Trustee Speer made a motion to adjourn at 6:40 p.m., seconded by Trustee Burritt. Carried unanimously 4-0.

Respectfully Submitted,

Amy Harter, Village Manager/Clerk