

Village Board Meeting Minutes of April 7, 2020

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

Present on Video-Conference: Trustees Gates and Fowler, Tom Venniro, Mike Lissow, other unidentified guests.

Mayor Lee called the meeting to order at 5 p.m. with the pledge of allegiance followed by a moment of silence. Due to the Governor's mandate for Covid-19, the meeting was held with social distancing for the Board Members and Staff. Video-conferencing was made available to the public.

Recreation Report

Tom Venniro gave his report. He noted the amenities at the Parma Town Park such as the skatepark, playground equipment and the basketball court are closed. The public may still walk in the park. All programs are also cancelled through May 3rd.

Code Enforcement Report

Zoning Board of Appeals: Mike Lissow reported, a variance application has been received for the Zoning Board and he will be contacting the applicant to inform them when the process will move along.

Mike is attending Stormwater meetings via video-conference. Their annual report is due at the end of May, Mike will begin this process as he has forwarded questions to the DPW Superintendent.

Code Enforcement: Mike has been notified by the States Codes Division that he is responsible to enforce some of the Executive Orders given by the Governor. This involves capacity for buildings of assembly and businesses that are non-essential are not working.

Permits: Construction has been halted by the Governor. Mike recommends the board consider a resolution to prohibit him from issuing building permits and conducting inspections that involve non-essential work until further notice.

Resolution to authorize the Building Department not to issue building permits or perform inspections on any construction activities that involve non-essential work until further notice due to the Governor's Executive Order. Trustee Speer made the motion, seconded by Trustee Zabelny. Carried unanimously, 5-0.

COVID-19: Mike Lissow suggested the board review the action plan that was enacted on March 13, 2020 to include changes to the "level" we are currently at.

Retirement: Mike is planning to retire May 29, 2020. He has offered to assist if the board feels it necessary. Trustee Gates suggested he be hired as a part-time consultant at an hourly rate if the board is in agreement. The board took no action at this time.

Treasurer's Report

Maryalice Edwards gave her report.

Public Works Report

Community Center: Brick pointing has started by Mattern Masonry Inc. at the south handicap ramp. Work will continue when the lawn area is drier.

Grants: The 2018 Community Development Block Grant pertaining to sidewalk and gutters on Sunny Slope Drive has been closed out.

The 2019 Community Development Block Grant sidewalk/crosswalk improvement is ready for the necessary signatures. The grant amount is \$38,725.00 and the project is scheduled to begin in June.

Oil Separator: MRB Group has begun the site surveying and design work for the replacement. The DPW will install the new unit after the new budget year begins.

Jennejahn Lodge: The contractors are ahead of schedule and need three more weeks to complete the addition, however due to COVID-19, all non-essential construction has been halted. Mike McHenry estimated that if work can begin by May 1st, they will be done on time.

Resolution to authorize the DPW Superintendent to solicit bids and specs for the purchase of concrete to be held May 4, 2020 at 2 p.m. at the Hilton Community Center. Trustee Speer made the motion, seconded by Trustee Gates. Carried unanimously, 5-0.

Summer Hours: The DPW will not begin summer hours until the department is back to full staff.

Summer Help: Mike McHenry will be advertising for three summer employees and one employee for the mowing position in May.

Shared Services: Mike reported the Village and the Town will be receiving 2500 tons of stone from the High School's bus loop improvement project. The Village will be milling, hauling and stockpiling the stone. This is a savings of approximately \$40,000.

Water Leak: There was a leak at 24 Burning Tree Drive on March 24th. The DPW removed a large tree and repaired the main in less than 3.5 hours. It has been determined this was due to a backfill issue several years ago. Mike believes the problem has been rectified.

Hydrants: Six hydrants and parts have been received for the replacement project, however this project has been delayed due to COVID-19.

Manager's Report

Personnel: A Community Center staff member has taken a leave of absence due to a family emergency. Shari Pearce has the shifts covered for the short term and will be keeping the board updated.

Election: The election is scheduled for June 20th. Trustee Gates will be staying on the board until the election is held.

Water Bills: The bills are expected to go out on time. Shari is working with Spectrum to get a static address so that Debbie can work from home on the billing. This has been delayed but Shari is confident it will be done in time.

Fee Schedule: This will be discussed at the annual meeting, depending on the length of the Governor's stay home orders.

Worker's Comp: Shari reported there is a lot of work for the next several weeks. POMCO is being bought out by PMA.

Comprehensive Plan: At this point a public hearing will be held in May and the final plan will be ready in June. Shari suggested to keep the process moving that video conferencing should be considered. She will speak to MRB Group to discuss it.

St. Leo's project: Shari reported this is on hold currently, Mike Lissow will contact the developer to discuss moving forward.

State Audit: Shari is expecting them to schedule the exit interview in the near future. It will likely be by telephone.

Special Police: There are three members in training currently. One more person will be meeting with Craig Burritt, if he joins the team it will bring the total number to nine members. The purchase of a vehicle was discussed by the Village Board at the January meeting, it will need to be discussed with all the municipalities involved.

Zoning Code Update: Shari reported this item will not be included in the budget for this year.

Payment Drop Box: Shari is recommending the purchase of a permanent exterior drop box for payments. This will encourage less traffic in the building while offering the convenience of payment for our residents when the building is closed. This could also be use for the US mail to deliver to us on Saturdays.

Public Forum

Mayor Lee declared the meeting for public comment at 6:00 p.m. There were no comments from the public.

Proposed Budget

Mayor Lee opened the Public Hearing to adopt the annual budget for the fiscal year 2020-2021. The tax rate will increase .04 to \$2.61/thousand. Motion made by Trustee Speer, seconded by Trustee Zabelny, carried 5-0. The total budget amount as follows:

General	\$ 3,143,538.00
Water	\$ 593,902.00
Sewer	\$ 394,640.00
Total	\$ 4,132,080.00

Annual Appointments: These will be made at the May or June meeting depending on the Governor's mandates of New York on Pause.

Being no comments from the public, Mayor Lee declared the Public Hearing closed at 6:07 p.m.

Vouchers

prepaid	\$ 7,432.64
T&A	\$ 28,283.42
general	\$ 38,407.92
water	\$ 57,499.64
sewer	\$ 815.94
capital	<u>\$ 76,566.97</u>
	\$ 209,006.53

Resolution to approve the vouchers with the following additions: Cook Iron \$22.70, Westside News \$106.41, Thompson Builds \$74,049.41
Trustee Speer made the motion, seconded by Trustee Zabelny. Carried unanimously 5-0.

Minutes

Resolution to approve the meeting minutes of March 3rd. Motion made by Trustee Zabelny seconded by Trustee Speer. Carried unanimously 5-0.

Resolution to approve the meeting minutes of March 13th. Motion made by Trustee Zabelny seconded by Trustee Speer. Carried unanimously 4-0-1. Trustee Gates abstained.

Village Board Liaison Reports

Mayor Lee reported the Food Shelf is open to residents on Wednesday. They will be delivering food by appointment only to the parking lot.

Adjournment

Motion to adjourn the meeting at 6:25 p.m. was made by Trustee Speer seconded by Trustee Gates. Carried unanimously 5-0.

Respectfully Submitted,

Amy Harter, Deputy Clerk