

## Board of Trustees Meeting Minutes

1/6/2014 4:30 pm

- A quorum of Board of Trustee members met in the board room at 4:10 to sign vouchers and read correspondence.

The regular meeting of the Board of Trustees was called to order at 4:30 pm with a salute to the flag led by Mayor Richard Lamberson

Present: Mayor Richard Lamberson, Trustees: John Davis, Alex Nazemetz, and Jerry Cummins

Also Present: Dominic Papasergi, Police Chief and DPW Supt., Rena Flynn, Clerk Treasurer, and Janine Fodor, Attorney

RESOLUTION #2014-001

ACCEPT MINUTES OF DECEMBER 16, 2013

On motion made by Trustee Davis, second by Trustee Nazemetz resolved to accept the minutes of December 16, 2013. Aye-all. Nay-none.

### TREASURERS REPORT

As of January 6, 2014

	CHECKING	SAVINGS	CD	
GENERAL	\$9,275.00	\$727,141.00	\$300,606.00	
WATER	\$1,032.00	\$369,477.00	\$ 50,202.00	
SEWER	\$1,057.00	\$494,105.00	\$ 50,202.00	
LIBRARY	\$21,875.00			
T&A	\$18,253.00			
WATER BOND		\$6,309.00		
<b>TOTALS</b>	<b>\$51,492.00</b>	<b>\$1,597,032.00</b>	<b>\$401,010.00</b>	
	RESERVES	RESERVES	RESERVES	TOTAL
	GENERAL	WATER	SEWER	
EQUIPMENT	\$175,035.00	\$	\$ 14,390.00	<b>\$235,451.00</b>
POLICE UNIFORMS	\$5,455.00	46,026.00		<b>\$5,455.00</b>
		\$		
NEW BUILDING & BLDG REPAIR	\$38,368.00	39,786.00	\$ 23,099.00	<b>\$101,253.00</b>
POLICE EQUIPMENT	\$33,311.00			<b>\$33,311.00</b>
CURBING & STORM SEWER	\$39,400.00			<b>\$39,400.00</b>
		\$		
WELL HOUSE PUMP/ROUTINE MAINT		11,021.00		<b>\$11,021.00</b>
WELL & WATER TANK BLDGS/TANK		\$		
MAINT		10,396.00		<b>\$10,396.00</b>
METER PITS		\$		<b>\$14,170.00</b>

	14,170.00		
LIFT STATION, PITS, PUMP MAINT		\$ 14,050.00	\$14,050.00
ENGINEERS	\$ 10,035.00	\$ 3,506.00	\$13,541.00
	\$		
	<b>\$291,569.00</b>	<b>\$ 55,045.00</b>	<b>\$478,048.00</b>

RECEIPTS:		DISBURSEMENTS: from 6/1/13 to present	
AIM State Aid		GENERAL	\$ 394,629.00
Building/Sign/Pool permit		WATER	\$ 104,644.00
Bid Deposit/Award		SEWER	\$ 266,477.00
Backflow testing		LIBRARY	\$ 20,678.00
Clerk fees 1.00		TOTAL	\$ 786,428.00
CHIPS			
Code Violation fees			
Court Security 294.00			
Court Fines/fees			
Calibration-Pressure			
Bldg			
Donation			
DWI funds			
Equipment sales			
Franchise Fees			
Fire Inspections			
Gaming License			
Grants 16,594.00			
Inspections-c/o 200.00			
Insurance refund			
Lawn mowing			
Municipal Aid			
Mortgage Tax			
Police Contract			
Police Fees			
Pop machine			
Property Taxes			
Property Taxes-Penalty			
Refuse Collection			
Rent-WCB 220.00			
Reimbursements 362.00			
Sales Tax			
Scrap metal			
Sewer Payment-Town			
Sidewalks			
Utility Tax 4,011.00			
Unmetered Water			
Vending permit			
Vital Stats			
Water-Qtr Town			

Water meter  
Zoning fees  
ZBA/PB Hearing fees

**Total** **21,682.00**

- Cummins asked about the phone bill for the office phone, calls made to FL and AR. Flynn thought it could be a vendor, but didn't know for sure.
- Cummins asked that the library make a standard form for petty cash receipts instead of the written form.

#### RESOLUTION #2014-002

#### ACCEPT TREASURER'S REPORT AND PAY CURRENT BILLS

On motion made by Trustee Cummins, second by Trustee Davis resolved to accept the Treasurer's Report and pay the current bills. Bills paid by abstract #64972155 for \$353.76, #64972156 for \$4,066.31, and #64972157 for \$14,229.08. Aye-all. Nay-none.

### DPW REPORT FOR THE MONTH OF DECEMBER 2013

- Sanded and plowed snow from streets and lots and plowed snow from sidewalks as needed.
- Lance did Code as needed – see Code Enforcement Blotter.
- Did water, sanitary sewer and storm sewer locates as needed.
- Cleaned off tops of Storm Sewer Catch Basins as needed.
- Still in the process of comparing chlorine and fluoride readings from new analyzers to manual chlorine fluoride readings.
- Due to testing in the area Water Well House No 1 for a prior fuel spill, the well was taken out of service. Will be put back in service when Health Department advises us of same.
- Started picking up Christmas Trees that were put out to curbs by village residents.
- Water meters were read for water/sewer quarterly billing.
- Continued sealing up areas around the front and back shop buildings where an excessive amount of heat loss is occurring due to old age of buildings. Main frame beams on large metal building are showing major signs of decay. Area around base of building is detached and rotted out. Recommend a committee to look into addressing buildings. Highly recommend board to consider replacing building with money saved in building fund for a new building.
- Worked on equipment breakdowns, mainly hydraulic hose and plow repairs on trucks. Trucks are getting old and breakdowns are occurring more often. Due to age of plows parts are becoming harder to find. At least one dump truck and one of the boxes on another are in need of replacement considerations.

# VILLAGE OF ALLEGANY POLICE DEPARTMENT

## CHIEF'S MONTHLY REPORT

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MONTH OF:	December	2013
Complaint Calls		20
Miscellaneous Calls		69
Larceny Complaints		0
Attempted Larceny Complaints		0
Burglary Complaints		0
Attempted Burglary Complaints		0
Vehicle & Traffic Tickets Issued		5
D.W.I. Arrests		0
Felony Arrests		0
Misdemeanor Arrests		1
Violation Arrests		0
Local Law Arrests		0
Accidents Investigated	P.I.	0
	P.D.	0
Parking Tickets Issued		28
Town Calls		8

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Other

(Identify): **Monday December 4, 2013** - Chief Papasergi attended a Cattaraugus County

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Police Chief's Association Meeting in Salamanca, New York.

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## **POLICE**

- Papasergi said all is well in the Police Department, down to 4 people working on weekends.
- Rado will be on the schedule.
- Graham has not returned yet.
- Ellis is doing well.
- Lamberson wants to look at the bids for police cars; he would like to purchase a car before the fiscal year ends.
- Fodor will send Flynn the V/T Police Emergency Agreement and the V/T Shared Police Agreement. Flynn will send to insurance company for their review per their request.

## **DPW**

- Cummins reviewed the code process with Silluzio. He indicated that it is very detailed.
- Who has the discretion on waiving fees for certain properties?
- Papasergi said the village does not charge a municipality or non-profit organization.
- A policy needs to be drafted for both: fees and who is exempt.
- Cummins said there are a lot of outstanding permits, there is no determination on completion dates.
- Cummins feels the code software is a good program.
- Davis said he popped a tire for the 2<sup>nd</sup> time on the road in front of the scrap metal business.
- Lamberson suggested that a letter be sent to the owner to come to a board meeting.
- Lamberson asked if we have a law to cover garbage.
- Lamberson and Papasergi will talk with the owner/manager.
- Papasergi said he still needs to get the camera from City of Olean for sewer infiltration. His trended data shows no significant infiltration.
- Lamberson mentioned a sewer basin on Union St. is in need of repair.
- There are tree roots on Union St. that could be causing problems.
- Papasergi said our root cutter is not working properly and we may need to purchase a new one.
- Lamberson suggested that the sewer numbers be looked at from last week due to the high water.
- Lamberson feels there is not a problem in a pressurized line.
- Papasergi suggested the board go to the City of Olean and look at their sewer operations. There is a \$19 million upcoming investment that the city is involved in.
- Papasergi questioned if the work is for both the treatment plant and infrastructure work, we should only be charged for the treatment plant upgrade portion.

- Only item for the Village in the Complete Streets Program is bike racks. State will add extra crosswalks.
- Silverado and Bucket truck are getting cleaned up and will be ready for sale shortly.
- DPW has been fixing the plows ourselves.
- Davis will look into pricing for the steel grates for the back shop.
- Papasergi obtained 2 additional quotes for the Main St. lighting per the board's request. Hull Electric and Hite Co. have submitted pricing, Maynard Electric could not get a comparable light.
- Village will have to modify some of the lights first.

## **SCADA**

- Papasergi is pushing to get a policy in place for the SCADA system.
- Need to get analyzers working. Jobe and Crawford (CCHD) are working on it.
- Papasergi said Crawford will meet with the DPW this Thursday to go through the steps.
- A 12 day comparison for SCADA and manual readings of the chlorine/fluoride analyzers has to be completed.
- Once that has been completed and numbers match or are within a certain acceptable percentage, CCHD will sign off.
- Papasergi, Crawford, Jobe and DPW personnel are working on a training guide.
- Lamberson is asking about the number of hours in labor involved.
- Papasergi has concerns of what was reported in the past and if the equipment was working properly.
- Lamberson said it is a large investment and it has taken 2 years to get it live and working.
- A maintenance policy will also be necessary for the equipment.
- Cummins asked if there are too many are involved to get a policy written. Are there procedures from the company who sold us the equipment?
- Crawford is making up a template; Papasergi said he will enforce the policy.
- Cummins asked if only one person should do the readings.
- Papasergi said he called Eric Wohlers from the CCHD about water well #1 being down and it needed to get back up and running for our testing. It was back up Monday.

## **RESOLUTION #2014-003**

ACCEPT RESIGNATION OF TRUSTEE ROBERT PARKER EFFECTIVE 1/1/14

On motion made by Trustee Nazemetz, second by Trustee Cummins resolved to accept the resignation of Trustee Robert Parker effective 1/1/2014. Aye-all. Nay-none.

## **OTHER**

- Lamberson said there is no need to appoint anyone through 3/31/14.
- An election will be held for the trustee vacancy on 3/18/14 for a one year term commencing 4/1/2014.
- Committee changes to replace Parker were put on hold, Flynn to distribute Committee list to board members.
- Board agreed to hold a budget work session on Tues., Feb. 18 at 4 pm in replacement of cancelled board meeting of Monday, Feb. 17, due to President's Day.
- Cummins will meet with Papasergi & Flynn Thursday, 1/9 at 10 am to discuss the time clock.
- Andy Crawford from the State Comptroller's Office will be here Wednesday to meet with the Mayor and Department Heads about the findings of the recent audit.
- Village needs to bid out for fuel purchases.
- Could go with the county's program but there will be a handling fee and remediation costs from the recent gas spill.
- DataBranch engineer will be coming to evaluate our server and computers, perform a network assessment.
- Bert Dole has expressed an interest to Fodor for the prosecutor's position. He is interested in doing only V&T, no code or local laws.
- Lamberson and Fodor will coordinate a meeting with Judge Brennan and Dole.

## **LOCAL LAW-RESIDENCY**

- Fodor's recommendation was to set a policy for the residency requirement, not a local law.
- Policy would apply to the position, not the person.
- Police officers must reside in the county and be sufficiently close to the area of business.
- What are the minimum qualifications to hire?
- Lamberson wants the best for the job.
- Fodor said the residency requirement may be waived if the best applicant is not a resident of the village.
- Fodor will draft a policy.
- Cummins asked if job certifications required by the village were to be completed in a particular time frame.

The following correspondence was reviewed and put on file:

1. Time Warner Cable-expiring agreements (2)
2. Richardson & Pullen-attorneys

RESOLUTION #2014-004

APPOINT ALEXANDER NAZEMETZ AS DEPUTY MAYOR

On motion made by Trustee Cummins, second by Trustee Davis resolved to appoint Alexander Nazemetz as Deputy Mayor. Aye-Cummins, Davis. Nay-none. Abstain-Nazemetz.

RESOLUTION #2014-005

SET NYS AND LOCAL RETIREMENT STANDARD WORKDAY TO 8 HOURS FOR CROSSING GUARDS

On motion made by Trustee Cummins, second by Trustee Nazemetz resolved to set the NYS & Local Retirement standard workday to 8 hours for Crossing Guards. Aye-All. Nay-none.

RESOLUTION #2014-006

NO VOTER REGISTRATION DAY FOR VILLAGE ELECTION

On motion made by Trustee Cummins, second by Trustee Nazemetz resolved to not hold a voter registration day for village elections. Aye-All. Nay-none.

RESOLUTION #2014-007

APPROVE POLLING PLACE AND HOURS FOR VILLAGE ELECTION

On motion made by Trustee Cummins, second by Trustee Davis resolved to approve the Village polling place as the Municipal Building and election hours to be noon to 9 pm for the March 18, 2014 election. Aye-All. Nay-none.

RESOLUTION #2014-008

APPROVE LIBRARY WAGE RATE INCREASES FOR 2014

On motion made by Trustee Nazemetz, second by Trustee Davis resolved to approve the Library wage increases for 2014. Aye-All. Nay-none. .

RESOLUTION #2014-009



APPROVE RENEWAL OF CD FOR GENERAL FUND FOR 1 YEAR

On motion made by Trustee Cummins, second by Trustee Nazemetz resolved to approve the renewal of the \$150,000 CD for the general fund for one year. Aye-All. Nay-none.

RESOLUTION #2014-010

ENTER EXECUTIVE SESSION TO DISCUSS PERSONNEL AND UNION CONTRACT

On motion made by Trustee Cummins, second by Trustee Nazemetz resolved to open the Executive Session at 6:13 pm to discuss personnel and the union contracts. Aye-all. Nay-none.

RESOLUTION #2014-011

CLOSE EXECUTIVE SESSION

On motion made by Trustee Cummins, second by Trustee Nazemetz resolved to close the Executive Session at 7:37 pm. Aye-all. Nay-none.

- Flynn to check and see if the board room is available for Fodor's use on Wed., 1/14/14 from 3 pm until ?
- Board would like job descriptions for all positions. If no description, what are the recommendations for the position.

RESOLUTION #2014-012

ADJOURN MEETING

On motion made by Trustee Cummins, second by Trustee Davis resolved to adjourn the meeting at 7:38 pm. Aye-all. Nay-none.

Respectfully submitted,

Rena Flynn, Clerk Treasurer