

## **Village of Allegany Board of Trustees Meeting**

**Monday, January 19, 2015 at 6:00 PM in the Village Hall**

The meeting was opened at 6:00 PM. Mayor Richard Lamberson was not in attendance. Deputy Mayor Nazemetz conducted the meeting. Lance Jobe, Tracey Jobe and Rena Flynn were in attendance.

The minutes of the January 5, 2015 meeting were accepted and approved by Trustee Gleason and seconded by Trustee Davis. All-ayes, Nay-none.

The payment of bills was approved. Trustee Cummins inquired about the costs for the Front Shop remodeling. Superintendent Papasergi responded that the shop was being painted now. The Board would like a cost of the remodel at the next meeting. Trustee Cummins motioned that all bills be paid and Trustee Gleason seconded. All-ayes, Nay-none.

### **Public Session**

Rena Flynn asked about the status of Treasurer reports and when the last one was done for the minutes. She also asked about the Financial Statement. Rena, the former Clerk, stated that the financial reports could be obtained from the computer. The Clerk will look at these reports on the computer.

### **New Business**

Three separate resolutions were approved by the Board as part of the Allegany Planning Study Project. The three resolutions allow the acceptance of a \$30,000. Grant from the Engineering Planning Grant through the New York Clean Water State Revolving Fund Program. The first resolution (Resolution 2015-2) was a motion by Trustee Gleason, seconded by Trustee Davis.

### **SEQR Type I or Unlisted Action Resolution authorizing filing of Negative Declaration**

#### ***NOW, THEREFORE, BE IT:***

***RESOLVED*** that the Village of Allegany hereby determines that the proposed project will not have a significant adverse effect on the environment for the reasons (set forth in the attached Notice of Determination of Non-Significance).

***RESOLVED*** that the Deputy Mayor is authorized to take all actions reasonable and necessary to file the Negative Declaration and discharge the Village of Allegany's responsibility as lead agency for this action.

All-ayes, Nay-none.

The second resolution for the grant was brought forward by Trustee Davis, seconded by Trustee Cummins. This resolution (Resolution 2015-3) stated:

***NOW, THEREFORE, BE IT:***

***RESOLVED*** that the Village of Allegany authorizes and appropriates a minimum of 20% local match as required by the Engineering Planning Grant Program for the Engineering Planning Grant Award of 2015 project. Under the Engineering Planning Grant Program, this local match must be at least 20% of the total project cost. The maximum local share appropriated subject to any changes agreed to by the Deputy Mayor shall not exceed \$7500. based upon a total estimated maximum project cost of \$25,000. The Deputy Mayor may increase this local match through the use of in kind services without further approval from the Village of Allegany Board of Trustees.

All-ayes, Nay-none.

The third resolution (Resolution 2015-4) required by the grant was motioned by Trustee Davis, seconded by Trustee Cummins.

**Authorization for representative to sign documents**

***NOW, THEREFORE, BE IT:***

***RESOLVED*** that the Deputy Mayor is authorized to execute a Grant Agreement with the NYS Environmental Facilities Corporation and any and all other contracts, documents and instruments necessary to bring about the Project and to fulfill the Village of Allegany's obligations under the Engineering Planning Grant Agreement.

All-ayes, Nay-none.

The Clerk stated that letters must be sent to KVS to let the company know that their software will not be used for the Municipal Office. Another letter must be issued Harris to inform them that there contract for the Impact software will not be needed with the introduction of the Williamson Law Co. software system. The Clerk agreed to pen the letters and Janine Fodor, Village Attorney, will review them.

Superintendent Papasergi asked about his proposal at the last meeting to purchase a generator that would ideally be located in the back corner where the water is located. He was seeking Board approval for the purchase. The generator will cost about \$10,000 and insulation and the cement poles for security would be included. He estimated the entire project to cost about \$28,000. The Superintendent believed that \$30,000 had been budgeted for the project last year. A resolution to purchase the generator as long as money had been budgeted for the purchase was introduced by Trustee Gleason, seconded by Trustee Cummins. All-ayes, Nay-none.

The Superintendent also reported that the CHIPS reporting had been completed. There was \$66,000 requested for reimbursement in the last 2 years and \$3800 for the winter was reported and sent in.

Annual Reviews are to be completed by March 1, including police officers. The DPW was done in the past year according to Superintendent Papasergi. The Board requested that a review be done even if it is a partial review (half a year) to be fresh and available for the incoming administration.

There has been no date set for the Union negotiations. The two parties are discussing the benefit package.

Regarding Certificates of Occupancy and open building permits, Code Enforcement Officer Lance Jobe reported there were no changes from the previous report of March 11, 2014. The Deputy Mayor asked when the 2012 and 2013 issues would be addressed from the report. Lance Jobe asked where he got the report and Deputy Mayor Nazemetz stated that Mr. Jobe had given it to him. Lance Jobe stated that he could not get on his computer and that open building permits were printed from the code program. Mr. Jobe indicated that he did not keep track of the open items and did not know how zoning information was kept. Deputy Mayor Nazemetz would like Superintendent Papasergi to assist on reporting the progress on the open items.

A question was asked about the progress of backflow testing. Mr. Jobe responded that only St. Bonaventure needed to be completed and that all Town backflows were completed. The Clerk asked to get the report to be able to bill the Town. The Town then bills their customers and if the testing needed to be repeated, the \$50 fee was to be charged twice for those accounts.

There was more discussion about getting out of the backflow business, which would mean that homeowners would have to get their own testers. Lance Jobe asked about training that needed to be completed to ensure his certification was kept up to date. He asked to attend the Monroe Water Authority training at a cost of \$195 with no overnight stay. The program must be repeated every three years to maintain certification. Trustee Cummins asked how much revenue was generated by the backflow testing and what kind of liability is generated when there is a contamination issue. There was discussion regarding water and time constraints and a conflict of interest with those restraints. Mr. Jobe stated there was a need for two people to complete the testing with the big gate valves. Trustee Cummins asked about the time to complete the testing and when answered, asked if we are just breaking even if it requires 80 hours at about \$25 per hour of pay. Mr. Jobe stated that homeowners would have to pay \$150 to have it done. Rena Flynn suggested raising the price to \$75.00. The fee schedule is to be reviewed by the Planning Board. The Clerk was asked to draft a letter to Lynda Dunn of the Planning Board to ask her to schedule a meeting to discuss the fees. Trustee Cummins, seconded by Trustee Gleason, agreed to request a meeting of the Planning Board to discuss the current fee schedule. All-ayes, Nay-none.

Lance Jobe also requested approval for training in March in Rochester to obtain the hours he needs to maintain his water license. He stated a need for 30 hours within the year and he lacked hours of training. A resolution for approval for the training (Resolution 2015 - 5) was made in a motion by

Trustee Nazemetz, seconded by Trustee Cummins. All-ayes, Nay-none. Trustee Cummins stressed the point that it is an individual responsibility to track the training hours needed for certification and not wait until the last minute to obtain training.

A Resolution (2015 - 6) was made to approve training in Geneseo on April 23, 2015 for Tim Peterson and Lance Jobe. The schools held at the Community Center. The pair was asked to look for local schools to get the 6 hours of training needed. Lance Jobe and Tim Peterson will look on the website to see when other training is available to complete their certification.

Hudson Energy provided a chart for the day that the Clerk inquired about their current rates. The Clerk will call them for more information for the next meeting. Superintendent Papasergi believed that the telephone contract was for 60 months and even if they do not have the use of that telephone, the village is required to pay per the contract.

Sexual Harassment Training will be held on Wednesday, February 11, 2015. There will be 2 sessions - one from 10 am to Noon and the other from 5 PM to 7PM. An online program will also be available to obtain a certificate of completion. The Director of HR at Pitt Bradford, Laurel Phillips, will conduct the training as arranged by Deputy Mayor Nazemetz. All village employees are required to attend.

Safety Training will also be available for the quarter. An hour of videos and discussion will be held on a date in late February. A member of the Board (Trustee Cummins or Trustee Gleason) will attend with all employees able to attend. All others can watch the videos on their own time.

First Aid kits are available in smaller sizes to handle up to 25 employee's needs for about \$53. per Trustee Cummins. Smaller ones are half the price and Trustee Cummins agreed to order three of them – one for the office and two for the DPW shops. Rena Flynn commented that PERMA recommended three cases. Resolution 2015 -7 was motioned by Trustee Gleason, seconded by Trustee Nazemetz to buy three cases and spend up to \$53.00 for each case. All-ayes, Nay-none.

Discussion centered around the EMS and the contract with the Fire Dept. due to the introduction of a question by Trustee Cummins as to whether it was a requirement by NYCOM to have a contract if the Fire Dept. does not supply services to the village. The Attorney believed that the village must agree to have the Allegany EMS as our fire and EMS service as they are respondent within the village. Attorney Fodor believes that the Town currently has contract. The question was asked if we have a shared services agreement with the Town. The Town charges a fee for the fire service and Attorney Fodor stated that the shared services agreement was for equipment use only and that any agreement must parallel the Town's agreement. If needed, Attorney Fodor will meet with Wendy Tuttle to look into the matter and the current status.

Wendy Tuttle called Attorney Fodor to let her know that Melissa Meyers is now requesting the survey of the canoe launch. The deed is not recorded and we (as a Board) had previously agreed to split the cost of a survey at a cost of up to \$1000. with the Town. Resolution 2015 -8 was agreed upon based on the

cost of up to \$1000. and no more than 50% of the cost of the survey needed with the other cost to be picked up by the Town. Trustee Cummins brought forth the resolution and a second came from Trustee Gleason. Surveyor Elizabeth Allen of Bradford as suggested as a possible surveyor to use since Trustee Davis stated that her costs seemed to be reasonable and there was no known surveyor in Allegany. Rena Flynn spoke of the bike path / park that was discussed in the past and that idea was never approved.

## **DPW**

The Superintendent reported that he is still getting process on the guide rails that fell at the sewer lift station #1. Trustee Cummins asked about the storm drain he had previously reported on the corner of 2<sup>nd</sup> and Maple. Superintendent Papasergi is to investigate.

The motor at Well House #1 must be rebuilt because there is definitely a problem with the motor.

## **Police**

Chief Papasergi investigated the lease and trade in within 2 years of a police car. He is still looking into the options and Trustee Cummins agreed to contact the person he recently leased an ambulance from when the vendor returns from vacation. Looking at the guarantees of trade-ins and the advantage of a new vehicle is important to the process according to the Chief.

Trustee Davis stated that he had met with Bob Parker and a Town representative because they felt they were not getting the traffic control they were paying for from the village. Chief Papasergi feels they are getting more coverage than they are paying for and the issue may be the documentation the police men are providing and the level of detail that is not being reported. The Trustees agreed that the details are needed to track the process better including the locations and listing of the problem. A generic report does not help to prove the hours spent by the police. The Chief will speak with the officers.

The SUV cost was \$39,000 per the Chief. The Trustees agreed that decision would have to be made by the February 2<sup>nd</sup> meeting as to whether a purchase or lease will be acquired.

Trustee Cummins did research and he stated that according to the Sheriff's Department, if we have part-time officers that are not protected, they can be given a letter stating their services are no longer needed. Chief Papasergi stated that the Sheriff's are different when it comes to Civil Service and after 5 years they are protected. Chief Papasergi will speak with the Civil Service office and the Union to see what can be done about those who are not working.

Trustee Cummins introduced a resolution to add 2 additional police officers. There was no second by the other board members.

Attorney Fodor stated there may be a need for certification and that may be grounds for termination if that certification is not kept up to date. The question was asked if we are asking the part-time

policemen who have not been working if they want to work. Abandonment may be a reason to release employees. Chief Papasergi stated he has asked them to work and he was asked to keep track of those who do not work and offer a detail of those not certified. The Chief will report at the next meeting.

### **Correspondence**

1. File the Time Warner Cable changes
2. File the NYS Department of Public Service energy modernization initiative
3. Refund Company information. The Board agreed to ask Troy and Banks to investigate any possible monies that we could receive since they had completed the investigation about 2 years ago. There was a comment that supply companies come and go and it may be best to do it now. Troy and Banks will be contacted by the Clerk.

### **New Business**

Trustee Cummins asked how many of the board members had completed the Homeland Security ISO Classes because of the qualification for grants that accompanies the classes. The three classes to be completed are #100, #200 and #700. Not everyone on the Board has completed the classes.

The FOB system for entrance to the building may be an issue for the police per Chief Papasergi. When escorting prisoners, the Chief would like to see the FOB deactivate automatically and allow access. Chief Papasergi will speak with the DFT installer to see how that can be worked out. Additionally, Trustee Cummins would like to work with Williamson Law Book Co. to integrate the FOBS into a time and attendance system.

Trustee Davis would like to set up monthly or quarterly meetings with the Town to ensure that issues are addressed and shared services are explored.

Rena Flynn asked about the dates of the Republican and Democratic caucuses and the Election date of March 18<sup>th</sup>.

### **Old Business**

1. There has been no meeting time set with Mr. Braccio since the last date.
2. Mr. Walker contacted Superintendent Papasergi and Dominic will show him around tomorrow (1/20/15).
3. The Board is still looking for members of the committee. Attorney Fodor will contact Pat Coate and one other community member is needed.
4. Hydrants can be a part of the work completed by the volunteer crew if Fisher oversees the program according to the Chief

A motion was made by Trustee Gleason, seconded by Trustee Davis at 7:37 pm to go into Executive Session to discuss personnel matters. All-ayes, Nay-none.

Executive Session ended at 8:45 PM with a motion to end by Trustee Nazemetz, seconded by Trustee Davis. All-ayes, Nay-none.

A motion was made by Trustee Cummins, seconded by Trustee Gleason that any positions to be added to the village must have a 6 month review per the personnel policy.

Trustee Cummins made a motion to adjourn the meeting, seconded by Trustee Davis at 9:00 PM. All-ayes, Nay-none.

Respectfully Submitted,

Lorrie B. Fisher

Village of Allegany Clerk/Treasurer