

**Board of Trustees Meeting Minutes
December 7, 2009 4:00 pm**

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

Present: Mayor Richard Lamberson; Trustees: James Rouleau, Charlie Fortuna, Diana Rzepka, and Dan Gleason

Also Present: Rena Flynn, Clerk Treasurer; Dominic Papasergi, Police Chief & DPW Supt.; Rhea Carls, Planning Board

RESOLUTION #2009-233

ACCEPT MINUTES OF NOVEMBER 16, 2009

On motion made by Trustee Fortuna, second by Trustee Gleason resolved to accept the minutes of November 16, 2009. Aye-all. Nay-none.

TREASURERS
REPORT

As of December 7, 2009

	CHECKING	SAVINGS		
GENERAL	\$4,323.00	\$910,045.00		
WATER	\$1,085.00	\$324,659.00		
SEWER	\$4,313.00	\$239,822.00		
LIBRARY	\$36,189.00			
T&A	\$5,601.00			
WATER BOND		\$6,282.00		
TOTALS	\$51,511.00	\$1,480,808.00		
	RESERVES	RESERVES	RESERVES	TOTAL
	GENERAL	WATER	SEWER	
EQUIPMENT	\$145,767.00	\$	\$ 12,878.00	\$208,981.00
POLICE UNIFORMS	\$5,416.00	50,336.00		\$5,416.00
		\$		
BUILDING	\$38,096.00	39,486.00	\$ 22,897.00	\$100,479.00
POLICE EQUIPMENT	\$26,107.00			\$26,107.00
CURBING & STORM SEWER	\$34,140.00			\$34,140.00
GENERAL	\$30,004.00			\$30,004.00
WELL HOUSE PUMP ROUTINE MAINT		\$ 1,009.00		\$1,009.00
		\$		
WELL/WATER BLDGS/TANK MAINT		10,318.00		\$10,318.00
		\$		
METER PIT		11,570.00		\$11,570.00
LIFT STATION, PITS, PUMP			\$ 4,005.00	\$4,005.00

	\$		
\$279,530.00	112,719.00	\$ 39,780.00	\$432,029.00

RECEIPTS:

Judge Fines/fees	
Inspections-c/o	80.00
ZBA/PB Hearing fees	
Court Security	
Clerk fees	1.00
Reimbursements	404.00
Vital Stats	
Utility Tax	5.00
Unmetered Water Building/Sign/Pool permit	
Zoning fees	
Police Contract	
Sales Tax	
Water-Qtr Town	
Juvenile Officer	
Franchise Fees	
Bid Deposit	
Backflow testing	
Property Taxes	
Property Taxes-Penalty	
Gaming License	
Town Sewer Payment	
Municipal Aid	
Mortgage Tax	4938.00
DWI funds	
Fire Inspections	
Donation	
CHIPS	
SMSI grant	
Justice Grant	
Lawn mowing	
Water meter	
Equipment sales	
Vehicle repair rebate	
Insurance refund	
Scrap metal	
Class Action	
Total	5428.00

DISBURSEMENTS: from 6/1/09-present

GENERAL	\$ 328,329.00
WATER	\$ 101,447.00
SEWER	\$ 185,869.00
LIBRARY	\$ 10,379.00
TOTAL	\$ 626,024.00

RESOLUTION #2009-234
ACCEPT TREASURERS REPORT AND PAY CURRENT BILLS

On motion made by Trustee Gleason, second by Trustee Fortuna resolved to accept the Treasurers Report and pay the current bills. Bills paid by #20000528 for \$211.45, #20000529 for \$3,219.85, and #20000530 for \$35,048.63. Aye-all. Nay-none.

Mike Amore, property owner of 181 ½ West Main Street attended to discuss the water/sewer bill for that location. He provided the following information to the board:

- Tenants trashed apartment
- When he gets the water/sewer bills, he gives them to tenant
- Water line busted and water was running down the basement walls
- Contractor discovered that a substance like cat litter was found in the drains
- Clogged the sewer
- Had to have the basement pumped out
- He would like to have the water/sewer bill reviewed for possibly reduction.
- Currently owes \$223.78 for water and \$559.50 for sewer.
- Paid contractor \$271.14 to fix problems with pipes.
- Board would like to hold decision on the bill until the next quarter is read to see what the consumption is.
- Lance Jobe will also review situation and add his comments.

VILLAGE OF ALLEGANY POLICE DEPARTMENT
CHIEF'S MONTHLY REPORT

MONTH OF:	November	2009
Complaint Calls		57
Miscellaneous Calls		83
Larceny Complaints		5
Attempted Larceny Complaints		0
Burglary Complaints		0
Attempted Burglary Complaints		0
Vehicle & Traffic Tickets Issued		17
D.W.I. Arrests		0
Felony Arrests		0
Misdemeanor Arrests		4
Violation Arrests		6
Local Law Arrests		6
Accidents Investigated	P.I.	0

	P.D.	<u>0</u>
Parking Tickets Issued		<u>92</u>
Town Calls		<u>17</u>

Other (Identify): Wednesday November 18, 2009 - Our Department participated with a BUNY Road Check on East Main Street Rte. 417. NYS Police also participated.

DPW REPORT FOR THE MONTH OF NOVEMBER 2009

- Finished picking up weeds leaves and tree limbs put out to curbs by village residents. Fall pick up ended on November 16th.
- Cleaned tops of catch basins as needed.
- Lance did Code as needed – see Code Enforcement Blotter.
- Cut grass as needed.
- Did water, sanitary sewer and storm sewer locates as needed.
- Swept some streets with street sweeper.
- Crew was called out for a sewer clog on Harriet Street.
- Ran root cutter through sewer mains on Harriet Street, North Fourth Street, Upland Terrace, White Oak Drive and Nolan Drive.
- Flushed sewer mains in Village.
- Disconnected water fountain on Main Street.
- The Oil Separator Project at Village Garage near rear building area has been completed.
- Repaired a storm sewer main line on North Fourth Street near maple Avenue.
- Assisted the county in replacing the light bulbs on their light poles near the transfer station on Union Street.
- Hauled sand to be mixed with salt for road surface treatment during the winter months.
- Mixed sand and salt for road surface treatment during the winter months.
- Took old fire hydrant out on Sherwood Drive (in area where new one was installed last month when we had the water main break).
- Took American Flags down off from light poles on Main Street.
- Put up wreaths on poles on Main Street for the holiday season.
- Replaced a broken water service curb stop shutoff at 27 north Fourth Street.

POLICE:

- ✓ Trustee Rouleau asked why in the day book there is no identification as to who writes tickets issued during a shift.
- ✓ Chief pointed out that in the book it states the names of all those on duty for a particular shift. No one in particular writes the entries in the book or identifies the person writing the ticket. The ticket itself identifies the officer.
- ✓ Communication with the Sheriff's Department is currently at the beginning and end of shift.

- ✓ In the future, when the car computers are fully up and running and officers are completely trained, each officer will have a scan disk which will indicate a report of activity from beginning to end of shift. The officer will have the opportunity to print off all activity upon returning to the department office.

DPW:

- ✓ Yard waste pick up is over. Mayor stated that some individuals are still putting waste out to the curb.
- ✓ Clerk Flynn indicated that if there is yard waste put out beyond the final pick up date DPW personnel have notices in their trucks to distribute to the property owner.
- ✓ Mayor feels we should have definitive start and cut off dates each season.
- ✓ DPW Supt. stated that it's hard to determine when all the leaves will be down in the fall to restrict dates of pickup.
- ✓ Salt and sand will be mixed hot this year. Supt. Papasergi is trying to avoid the overload of sand in the subways, which takes a lot of clean up time in the spring.

OTHER:

- ✓ State of NY Workers Compensation Board (WCB) is anticipating a start in the 2nd week in January of use of the board room on Mondays.
- ✓ Board agreed that the remodeled unisex, handicap bathroom looks good. Village DPW did the remodeling work.
- ✓ A cabinet is needed to place in the judge's/mayor's office to store WCB's laptop and phone when not in use.
- ✓ We received a letter from P&C Insurance regarding the values of 2 buildings and contents in the old fire hall. Trustee Rzepka will look into what the Fire Department carries for insurance coverage.
- ✓ Trustees Fortuna and Gleason wants to give Five Star Bank up to 30 days to respond favorably to the cyber security issue or go public with it. They feel we should seriously consider changing banks. Has Janine gotten a reply from Five Star yet?
- ✓ Rhea Carls, Planning Board member would like more definitive ideas put on paper by the board of what they want the PB to address in the parking law before they discuss it at length. Where are the problems and what are the board's ideas?
- ✓ Mayor indicates that Union Street seems to be ticketed a lot more often than the residents elsewhere in the village. Landlords are making parking lots in the front lawns on Union Street.
- ✓ Mayor says that the students are targeted more than usual, officers need to ticket the overall village equally.
- ✓ Clerk Flynn will copy the parking law and RV law for board members.

The following correspondence was reviewed and put on file:

1. P&C Insurance-Sidewalk Ordinance Recommendation
2. P&C Insurance-Increase in Property Values
3. Letter from Attorney to Five Star Bank for Computer Fraud
4. Letter from Attorney to Town for River Park

5. Letter from Attorney to National Grid for Sewer Pump Failure
6. Time Warner Cable-upcoming developments
7. NY Law Office-Collateral Source Bill Passes Legislature
8. Five Star NetExpress Teller security features
9. Town Christmas Party (rsvp to Rena)
10. Cattaraugus County Planning Board-Use Variance 61 East Main St.
11. NYS Comptroller-Balancing the budget
 - Attorney Fodor to review Sidewalk Ordinance on the recommendation of the insurance company.
 - Discussion was held regarding the municipal building maintenance position.
 - Trustee Fortuna did not want to appoint any interested parties until he spoke with the person who cleans the Town Hall to see if she was interested in cleaning.
 - Clerk Flynn suggested hiring someone who could maintain the building as well as cleaning; the front and rear entrances to be swept or shoveled, garbage's emptied, painting to be done as needed, garden to be maintained in the better weather, cleaning lights, etc.
 - Board feels as though the DPW personnel should be maintaining the property because they seem to be in the building quite often.
 - Clerk has 5 hours per week at \$8.50 per hour in the budget for building maintenance position.
 - SubCon Contract for janitorial services will increase 16% for 2010. Board to review alternative options.
 - Board approves closing clerk's office from 10am-2pm Friday, Dec. 18 in order to prepare for annual employee Christmas luncheon.
 - Discussed the A/R software module that Clerk Flynn asked the board to consider purchasing.
 - Currently various bills are hand typed and it's hard to keep track of a valid A/R balance at any given time without reviewing the general ledger at length.
 - Clerk Flynn stated she budgeted for this in the clerk's budget.
 - Mayor suggested that it come out of the Code budget since most of the invoices are for code issues.
 - Clerk Flynn stated that the bills are for various items, not strictly code and that code should not be charged for all of the expense.
 - Mayor would like to meet with newly elected Mayor Witte of the City of Olean and Common Council President Wangelin to discuss the sewer contract. Clerk Flynn will arrange a meeting.
 - Board will review the Personnel Policy for non-union members.
 - Policy expired in December, 2007, was on the agenda in 2007 but was asked by Mayor to be taken off.
 - Board wants to review health insurance.
 - Board will change meeting times for January, February & March, 2010 to 4pm and 7pm and consider permanence at the reorganizational meeting in April.

RESOLUTION #2009-235

INCREASE PROPERTY VALUES FOR BUILDINGS AND FIRE HALL CONTENTS

On motion made by Trustee Rouleau, second by Trustee Fortuna resolved to increase the property values for the village municipal building and the big garage for the replacement cost per the insurance company's recommendations. Also increased was the contents coverage at the old Fire Hall. Cost to be approximately \$528.00. Aye-all. Nay-none.

RESOLUTION #2009-236
APPROVE MUNICIPAL BUILDING FRONT DOOR LETTERING

On motion made by Trustee Gleason, second by Trustee Fortuna resolved to approve the Municipal Building lettering on the front doors. Mark Weitzel Artworks and Graphics will order the materials and install the lettering. Cost of materials and installation will be \$875.00 with ½ deposit due upon ordering. Board voted on all lettering to be put on the 2 center doors. Aye-all. Nay-none.

RESOLUTION #2009-237
APPROVE FAX MACHINE ANNUAL MAINTENANCE AGREEMENT

On motion made by Trustee Gleason, second by Trustee Fortuna resolved to approve the fax machine annual maintenance agreement with Shawley Office Supply for \$89.00. Aye-all. Nay-none.

RESOLUTION #2009-238
APPROVE PERMA FOR WORKERS COMPENSATION RENEWAL

On motion made by Trustee Rzepka, second by Trustee Gleason resolved to approve PERMA as our Workers Compensation carrier for 2010. Annual unaudited cost will be \$17,517.00. Aye-all. Nay-none.

RESOLUTION #2009-239
ACCEPT SAMANTHA SNYDER'S RESIGNATION FROM BUILDING
MAINTENANCE POSITION

On motion made by Trustee Gleason, second by Trustee Rouleau resolved to accept, with regret, the resignation of Samantha Snyder from the part time building maintenance position due to conflicts with her college education. Aye-all. Nay-none.

RESOLUTION #2009-240
BOARD AGREES TO RESUME "CHRISTMAS IN ALLEGANY"

On motion made by Trustee Rzepka, second by Trustee Rouleau resolved to attempt to resume "Christmas in Allegany" for 2010. Clerk Flynn and DPW Supt. Papasergi will co-chair committee but will look for volunteers to offer assistance. Plan is for Police Department Board to host the event (voluntary). Board also agreed to have \$200 available for purchasing season end sale items for the event. Aye-all. Nay-none.

RESOLUTION #2009-241
APPROVE GOING OUT TO BID ON 1997 FORD 1 TON DUMP TRUCK WITH
SNOW PLOW

On motion made by Trustee Gleason, second by Trustee Fortuna resolved to approve going out to bid on the 1997 Ford 1-Ton Dump Truck with snow plow. Minimum bid will not be necessary. Aye-all. Nay-none.

RESOLUTION #2009-242
APPROVE TOWN AGREEMENT FOR LIBRARY

On motion made by Trustee Gleason, second by Trustee Rouleau resolved to approve the Town Library Agreement for 2010 in the amount of \$30,000.00. Aye-all. Nay-none.

RESOLUTION #2009-243
APPROVE TOWN/VILLAGE POLICE EVENTS AGREEMENT

On motion made by Trustee Rzepka, second by Trustee Rouleau resolved to approve the Town/Village Police Events Agreement for 2010. Aye-all. Nay-none.

RESOLUTION #2009-244
APPROVE TOWN/VILLAGE POLICE EMERGENCY AGREEMENT

On motion made by Trustee Rzepka, second by Trustee Fortuna resolved to approve the Town/Village Police Emergency Agreement for 2010 in the amount of \$16,490.00. Aye-all. Nay-none.

RESOLUTION #2009-245
APPROVE TOWN/VILLAGE COURT SECURITY AGREEMENT

On motion made by Trustee Rouleau, second by Trustee Gleason resolved to approve the Town/Village Court Security Agreement for 2010 at \$20.00 per hour. Aye-all. Nay-none.

RESOLUTION #2009-246
APPROVE PURCHASE OF A/R SOFTWARE MODULE FROM HARRIS

On motion made by Trustee Rzepka, second by Trustee Gleason resolved to approve the purchase of Accounts Receivable software and corresponding training from Harris Computer for a cost of \$2,270. Deposit of half is to be sent with signed agreement. Annual support will be \$425.00. Aye-all. Nay-none.

RESOLUTION #2009-247
APPROVE CLEANING OF UPHOLSTERED BOARDROOM CHAIRS BY SUBCON

On motion made by Trustee Gleason, second by Trustee Rouleau resolved to approve the cleaning of 12 green upholstered chairs by SubCon for a cost of \$180.00 plus the cost of a pilling shaver. Aye-all. Nay-none.

RESOLUTION #2009-248
ENTER EXECUTIVE SESSION

On motion made by Trustee Gleason, second by Trustee Rzepka resolved to enter executive session at 6:05 pm to discuss personnel issues. Aye-all. Nay-none.

RESOLUTION #2009-249
CLOSE EXECUTIVE SESSION

On motion made by Trustee Gleason, second by Trustee Rzepka resolved to close executive session at 6:23 pm. Aye-all. Nay-none.

RESOLUTION #2009-250
ADJOURN MEETING

On motion made by Trustee Rouleau, second by Trustee Fortuna resolved to adjourn meeting at 6:23 pm. Aye-all. Nay-none.

Respectfully submitted,

Rena Flynn
Clerk Treasurer