

Board of Trustees Meeting Minutes

1/20/2014 7:00 pm

- A quorum of Board of Trustee members met in the board room at 6:35 PM to sign vouchers and read correspondence.

The regular meeting of the Board of Trustees was called to order at 7:00 pm with a salute to the flag led by Mayor Richard Lamberson

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

Absent: Janine Fodor, Attorney

Also Present: Dominic Papasergi, Police Chief and DPW Supt., Rena Flynn, Clerk Treasurer
 Attending: Athena (Deputy Clerk) and Michael Silluzio (7:09)

RESOLUTION #2014-013

ACCEPT MINUTES OF JANUARY 6, 2014

On motion made by Trustee Nazemetz, second by Trustee Cummins resolved to accept the minutes of January 6, 2014. Aye-all. Nay-none.

TREASURERS REPORT
 As of January 17, 2014

	CHECKING	SAVINGS	CD	
GENERAL	\$2,502.00	\$723,207.00	\$300,606.00	
WATER	\$4,130.00	\$357,015.00	\$ 50,202.00	
SEWER	\$3,984.00	\$504,157.00	\$ 50,202.00	
LIBRARY	\$20,758.00			
T&A	\$17,117.00			
WATER BOND		\$6,310.00		
TOTALS	\$48,491.00	\$1,590,689.00	\$401,010.00	
	RESERVES	RESERVES	RESERVES	TOTAL
	GENERAL	WATER	SEWER	
EQUIPMENT	\$175,059.00	\$	\$ 14,393.00	\$235,487.00
POLICE UNIFORMS	\$5,456.00	46,035.00		\$5,456.00
		\$		
NEW BUILDING & BLDG REPAIR	\$38,374.00	39,794.00	\$ 23,104.00	\$101,272.00
POLICE EQUIPMENT	\$33,316.00			\$33,316.00
CURBING & STORM SEWER	\$39,406.00			\$39,406.00
		\$		
WELL HOUSE PUMP/ROUTINE MAINT		11,023.00		\$11,023.00
WELL & WATER TANK BLDGS/TANK		\$		\$10,399.00

MAINT	10,399.00		
	\$		
METER PITS	14,173.00		\$14,173.00
LIFT STATION, PITS, PUMP MAINT		\$ 14,053.00	\$14,053.00
	\$		
ENGINEERS	10,037.00	\$ 3,506.00	\$13,543.00
	\$		
	\$291,611.00	\$ 131,461.00	\$ 55,056.00
			\$478,128.00

RECEIPTS:		DISBURSEMENTS: from 6/1/13 to present	
AIM State Aid		GENERAL	\$ 400,315.00
Building/Sign/Pool permit	40.00	WATER	\$ 110,493.00
Bid Deposit/Award		SEWER	\$ 267,319.00
Backflow testing		LIBRARY	\$ 21,886.00
Clerk fees	2.00	TOTAL	\$ 800,013.00
CHIPS			
Code Violation fees			
Court Security			
Court Fines/fees	4,516.00		
Calibration-Pressure Bldg			
Donation			
DWI funds			
Equipment sales			
Franchise Fees			
Fire Inspections			
Gaming License			
Grants			
Inspections-c/o	80.00		
Insurance refund			
Lawn mowing			
Municipal Aid			
Mortgage Tax			
Police Contract			
Police Fees			
Pop machine			
Property Taxes			
Property Taxes-Penalty			
Refuse Collection			
Rent-WCB			
Reimbursements	11.00		
Sales Tax			
Scrap metal			
Sewer Payment-Town			
Sidewalks			
Utility Tax			
Unmetered Water			
Vending permit			

Vital Stats
Water-Qtr Town
Water meter
Zoning fees
ZBA/PB Hearing fees

Total **4,649.00**

RESOLUTION #2014-014

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 #64972158 for \$1,793.98 and #64972159 for \$53,903.77. Aye-all. Nay-none.

POLICE

- Papasergi reported that there was a fatal fire in the Town of Allegany which the Allegany Police Dept. discovered. McGraw and Gonska were called to Buffalo today for the autopsy.
- Lamberson asked the town to reach out to the village for problem areas they would like the police department to patrol. Also to provide a schedule of when they would like patrol out; Lamberson said it would be complaint driven.
- Police Contracts with Town of Allegany (Emergency and Shared Police Service) are at the insurance company's legal department for their review.
- Lamberson asked about a dog that bit a person while jogging in the village, Papasergi informed him that a ticket was issued by the State Police, the dog is quarantined.
- Lamberson said many dogs are loose at night; pooper scooper law needs to be enforced.
- Papasergi said the Dog Control Officer enforces laws pertaining to dogs in the town and village. Complaints on dogs are referred to him.

DPW

- Papasergi chose not to plow Saturday morning, had 2 workers come out early this morning to clean up streets.
- He received no complaints and the board did not either.
- Davis received a quote from State Line for ¼" grates for the back shop in the amount of \$1,950.00. He will provide Papasergi with the contact name and number for him to check on the quantity needed.

- Papasergi reported that work is being done by DPW to button up the shop building. Rubber flaps were replaced on the areas around doors.
- Davis wants to walk through the buildings to look at the doors, corner posts, etc. Papasergi said to contact him anytime for a walk through.
- Lamberson said he would like to have the building pressure washed and painted. Install ceiling fans to bring the heat down, new lighting.
- There was a sewer clog recently on Harriet St. Papasergi said sometimes when school has been in recess for a period of time and starts up again; the sewer tends to clog in the Chestnut St. area.
- Papasergi said the root cutter is being rebuilt and possibly replaced, when finished and the weather cooperates, the machine will be used to cut roots in Union St. sewer lines.
- Papasergi said the catch basin needs sealing in the field on the SBU campus across from the area of the old police barracks.
- Lamberson hopes to fix several at once, (go out to bid) to stop infiltration. Davis said there is a procedure of lining the inside of lines with a material, then cutting holes at laterals or where needed.
- Papasergi mentioned a lot of stones/gravel in sewer lines were taken out with a cleanout program started a few years ago.
- Papasergi said it is not always bad to have some infiltration at times as it helps flush out lines and keep odor down.
- Lamberson is attempting to get a meeting scheduled with reps from City of Olean concerning the \$19 million sewer rebuild.
- Lamberson and Jobe visited Tim Nolan at Ben Weitsman of Allegany (metal scrap business) to discuss keeping rubbish off the street in front of his building. Flat tires have been reported near that area and people feel it stems from scrap metal on the street near the business.
- Jobe will check the location daily for scrap metal on the street; Flynn will log Jobe's findings.
- Lamberson said there is no law to cover an untarped load.
- Papasergi said trucks do not need a cover, but if something falls off, a ticket can be issued for travelling with an unsecured load.
- Papasergi will talk with EnCon Officer Don Pleakis to see if there is any other law that could be enforced pertaining to uncovered loads.
- Davis feels a lot of the scrap metal is coming from the scrap pile and not falling from trucks.
- Papasergi said they should not be tracking mud onto the street either.
- Lamberson said to put complaints in the code book.

- Papasergi said to document the meeting they had with Ben Weitsman of Allegany.
- Lamberson and Papasergi will attempt to meet with Pete Rehler on the water loop project.
- Lamberson will contact Lindsay on the Complete Streets project.
- Go out to bid for 2001 Silverado/1989 Ford Bucket truck-bid opening to be Feb. 18 at 4:00 pm. Vehicles are not road worthy.
- Main Street light bulb costs fall under the state/village threshold for sealed bidding.
- Lamberson received complaints about parking on Oak Street, need to get the no parking signs installed.
- Allegany Family Dentistry realizes the parking problem there and asked if the board could work with them until a solution is found.
- They currently have things in the works for a possible relocation.

DIESEL TANK

- There is no containment for the diesel tank that is in the back garage.
- Papasergi is trying to find someone to flush out another tank that has not been used to replace the non-containment tank.
- Use diesel for the backhoe and sidewalk plow.
- Papasergi has a sign in log when diesel is used. Included on log is vehicle using the fuel.
- Papasergi asked if the village could have tanks for both regular gas and diesel.
- Papasergi went to 7-Eleven to talk with the manager on a bid, manager was not there. Also talked with Noco who has the state bid on gas to see if we could use credit cards to charge gas at a state bid price and they advised they couldn't do it that way.
- Lamberson said the county bid price is \$2.69/gallon plus \$.05 (approx 2%) per gallon for fees. There was a recent spill there and we could pay fees for that cleanup also.
- We could have our own tanks as long as we document each piece of equipment, number of gallons. Need containment.
- Lamberson asked if we can do just gasoline, not diesel. Flynn said the diesel was under the state threshold, gasoline was not; therefore bidding was necessary for gasoline.
- Cummins asked what the cost would be for a card system.
- Lamberson said the tank location could affect the water supply.

OTHER

- Legend Group-457(b)Supplemental Retirement Plan information was put on file.
- Information requested by the Board of Elections on the Cattaraugus County Municipal Directory was reviewed and changed where necessary. Flynn to send changes/approval to Board of Elections.

- Flynn will forward NYCLASS Amendment of Municipal Cooperation Agreement to Fodor for her approval.
- Flynn will get vouchers ready on Friday before board meetings in order for board members to come in and sign.
- Flynn said that whenever a quorum is present, a meeting needs to be announced to the public.
- Flynn distributed a packet from Databranch on a server and other computer components.
- Nazemetz will ask at UPB who they use for IT, board would like to research more tech companies for prices.
- Lamberson will contact Judge Brennan on the position of prosecuting attorney and what his opinion is regarding the prosecuting attorney handling V&T's, violations and local laws.
- Papasergi suggested that we get an attorney to prosecute V&T, violations and local laws, not just V&T.
- Village would be able to keep more fine money in the village and not as much would be sent to the state if the prosecutor managed all.
- Send any comments on the union contracts to Fodor by Feb. 3.
- Flynn to send copy of Teamsters letter regarding new business agent to Fodor.
- Flynn drafted a letter to OSC in response to the recent audit. Lamberson wondered if the letter should specifically address the \$1,100 we could have potentially saved by going out to bid. Flynn will contact auditor.

TIME CLOCK

- Cummins wants employees to account for time in and out.
- Cummins asked who is responsible for the cost of the time clock for the library. Do they sign in and out?
- Flynn commented that their time sheets have the daily total hours they work and the board members sign off on them. She is not sure what internal records are kept at the library.
- Lamberson said as long as there is a record of their in and out times, that should be sufficient, they don't need to punch a time clock.
- Cummins said that the village does the clerical work for the library, should the town be paying more in annual compensation than the village after taking this into consideration?

JOB DESCRIPTIONS

- Job descriptions for all village positions were distributed to the board and attorney.
- Board asked about job descriptions and who was in particular positions.
- Cummins asked if these are required positions and if we have to have them if they are listed. And do the specific positions need special training.
- Papasergi suggested the board members review the GOP, organizational structure, and job descriptions; then ask questions.
- Board approved the Police GOP in 2006.
- Lamberson wants to look at positions to see if they are needed.
- Lamberson said in the future he would like a police chief that patrols during the day.
- Cummins asked about a probationary period for patrols, Papasergi said it is controlled by Civil Service.
- Nazemetz asked if there was someone for all positions, Papasergi said mainly but some officers wear more than one hat. If you look at the job descriptions, they are responsible for the various duties anyway.
- Some officers have to sign off after a certain point to a senior officer.
- Regarding the job descriptions for DPW, Nazemetz asked if there is someone to fill in for positions and Papasergi said yes for all positions.
- Silluzio discussed her job description with the board and mentioned some of the duties that she did not perform or had questions on.
- Papasergi and Cummins met with Jobe on his Code responsibilities; he has until March 15, 2014 to submit his description, procedures.
- Lamberson would like to get a monthly report on code items, i.e. forms pending, open building permits, etc.

SCADA

- Papasergi reported that Crawford of the Catt. Co Health Department has been reviewing equipment and working robustly to get the procedures completed.
- Some parts are giving unacceptable reads.
- The SCADA system has found several issues with water equipment that was thought to be working properly but was not.
- Papasergi said they are still working on set points.
- Not all the equipment was hooked up properly when the SCADA was installed, this was discovered after the SCADA was installed.
- Papasergi was to get a procedure in place so everyone in the DPW can operate the system correctly. No procedure should be changed unless there is a valid reason.

The following correspondence was reviewed and put on file:

1. Planning Board Minutes #239, #240, #241, #242, #243
2. Allegany Public Library-2014 Board of Trustees
3. NYSDOH-approval of Water Supply Emergency Plan
4. Time Warner Cable-expiring agreements

RESOLUTION #2014-015

ADOPT UPDATED CATTARAUGUS COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

On motion made by Trustee Cummins, second by Trustee Davis resolved to adopt the updated Cattaraugus County Multi-Jurisdictional Hazard Mitigation Plan whereas the village will be covered until January, 2019. Aye-all. Nay-none.

RESOLUTION #2014-016

APPROVAL FOR ATTORNEY TO PUT AN AD IN THE NEWSPAPER FOR PROSECUTING ATTORNEY

On motion made by Trustee Cummins, second by Trustee Nazemetz resolved to approve the attorney to put an ad in the newspaper for a prosecuting attorney. Aye-All. Nay-none.

RESOLUTION #2014-017

APPROVAL TO PURCHASE STEEL GRATES UP TO \$1,950.00

On motion made by Trustee Cummins, second by Trustee Davis resolved to approve the purchase of steel grates for the back shop for up to \$1,950.00. Aye-All. Nay-none.

RESOLUTION #2014-018

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 9:43 pm to discuss personnel and the union contracts. Aye-all. Nay-none.

RESOLUTION #2014-019

CLOSE EXECUTIVE SESSION

On motion made by Trustee Davis, second by Trustee Cummins resolved to close the Executive Session at 10:52 pm. Aye-all. Nay-none.

RESOLUTION #2014-020

APPROVAL TO HIRE A COUNSELOR FOR UP TO \$1,000 TO OFFER SESSION TO DPW AND OFFICE STAFF

On motion made by Trustee Cummins, second by Trustee Nazemetz resolved to hire a counselor for up to \$1,000 to offer a session to DPW and office staff. Group session and individual session will be available if desired. Aye-all. Nay-none.

RESOLUTION #2014-021

ADJOURN MEETING

On motion made by Trustee Nazemetz, second by Trustee Davis resolved to adjourn the meeting at 11:00 pm. Aye-all. Nay-none.

Respectfully submitted,

Rena Flynn, Clerk Treasurer