

Board of Trustees Meeting Minutes

3/17/2014 7:00 PM

- A quorum of Board of Trustee members met in the board room at 6:40 PM to sign vouchers.

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 Lamberson, Trustees: Alex Nazemetz, and Jerry Cummins

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

Absent: Trustee John Davis (was present to sign vouchers)

RESOLUTION #2014-044

ACCEPT MINUTES OF MARCH 3, 2014

On motion made by Trustee Nazemetz, second by Trustee Cummins resolved to accept the minutes of March 3, 2014. Aye-all. Nay-none.

RESOLUTION #2014-045

ACCEPT MINUTES OF MARCH 11, 2014

On motion made by Trustee Cummins, second by Trustee Nazemetz resolved to accept the minutes of March 11, 2014. Aye-all. Nay-none.

TREASURERS REPORT

As of March 13, 2014

	CHECKING	SAVINGS	CD	
GENERAL	\$1,664.00	\$612,773.00	\$301,061.00	
WATER	\$996.00	\$323,554.00	\$ 50,202.00	
SEWER	\$1,195.00	\$524,212.00	\$ 50,202.00	
LIBRARY	\$8,614.00			
T&A	\$17,007.00			
WATER BOND		\$6,310.00		
TOTALS	\$29,476.00	\$1,466,849.00	\$401,465.00	
	RESERVES	RESERVES	RESERVES	TOTAL
	GENERAL	WATER	SEWER	
EQUIPMENT	\$175,071.00	\$	\$ 14,394.00	\$235,505.00

		46,040.00		
POLICE UNIFORMS	\$5,456.00			\$5,456.00
		\$		
NEW BUILDING & BLDG REPAIR	\$38,376.00	39,797.00	\$ 23,106.00	\$101,279.00
POLICE EQUIPMENT	\$33,318.00			\$33,318.00
CURBING & STORM SEWER	\$39,408.00			\$39,408.00
		\$		
WELL HOUSE PUMP/ROUTINE MAINT		11,024.00		\$11,024.00
WELL & WATER TANK BLDGS/TANK		\$		
MAINT		10,399.00		\$10,399.00
		\$		
METER PITS		14,174.00		\$14,174.00
LIFT STATION, PITS, PUMP MAINT			\$ 14,055.00	\$14,055.00
		\$		
ENGINEERS		10,038.00	\$ 3,507.00	\$13,545.00
		\$		
	\$291,629.00	131,472.00	\$ 55,062.00	\$478,163.00

RECEIPTS:			DISBURSEMENTS: from 6/1/13 to present	
AIM State Aid			GENERAL	\$ 508,799.00
Building/Sign/Pool permit			WATER	\$ 142,774.00
Bid Deposit/Award			SEWER	\$ 278,528.00
Backflow testing			LIBRARY	\$ 25,780.00
Clerk fees			TOTAL	\$ 955,881.00
CHIPS				
Code Violation fees				
Court Security				
Court Fines/fees	8,649.00			
Calibration-Pressure Bldg				
Donation				
DWI funds				
Equipment sales				
Franchise Fees				
Fire Inspections	25.00			
Gaming License				
Grants				
Inspections-c/o	80.00			
Insurance refund				
Lawn mowing				
Municipal Aid				
Mortgage Tax				
Police Contract				
Police Fees	5.00			
Pop machine				
Property Taxes				
Property Taxes-Penalty				
Refuse Collection				
Rent-WCB				

Reimbursements
Sales Tax
Scrap metal
Sewer Payment-Town
Sidewalks
Utility Tax
Unmetered Water
Vending permit
Vital Stats 10.00
Water-Qtr Town
Water meter
Zoning fees
ZBA/PB Hearing fees

Total 8,769.00

RESOLUTION #2014-046

ACCEPT TREASURERS REPORT AND PAY CURRENT BILLS

On motion made by Trustee Nazemetz, second by Trustee Cummins resolved to accept the Treasurers Report and pay the current bills. Bills paid by abstract #64972169 for \$11,724.37 and #64972170 for \$16,172.16. Aye-all. Nay-none.

DPW

- All is going well in DPW.
- Papasergi will call Eagle Radio to check on the frequencies for DPW radios.
- Papasergi was reviewing past minutes and found that one person was scheduled for backflow testing. Plans to implement one person doing backflow testing in the future as in the past.
- Papasergi spoke with Chris Crawford of the Catt. Co. Health Dept. and it looks as though the SCADA is correct, our equipment could be wrong. They would like City of Olean to possibly do testing on our water to see what the numbers are for comparison purposes.
- Lamberson wants Papasergi to make sure the DPW called out for work have enough work to do to keep them busy for 3 hours. He wants them to start immediately. Also when they work on village time, they need to use village vehicles.
- Papasergi will put the 2001 Silverado and 1989 Bucket Truck out to bid as soon as the weather breaks, will put vehicles up front for visibility.
- Lamberson said that the village will share engineering costs with the town in the upcoming sewer grant application. DEC will meet with grant applicants in April.

- Because of the many frozen water lines village property owners have had this winter, it is necessary to educate the public on what to do, put something in an upcoming newsletter (October). Papasergi said village has to supply them with water, may need to mandate that they run water to keep problematic lines thawed, possibly granting a cost break. Wanted board to think about following other municipalities by granting a break in water bill. We do not have this type of problem very often but they do occur, and we were much better off this winter than most communities.

POLICE

- Police are out now for St. Patrick's Day, quiet so far today.
- Criminal mischief incidents over the weekend; tires slashed.
- Cannot order car yet per Chief Papasergi as bids have expired, will call later next week to see if order can be placed as new bids are supposed to be coming out in a few weeks.

OTHER

- Notes from the Respectable Workplace session held here recently was put in the correspondence file. It was suggested that all board members and mayor attend in the future.
- Flynn reviewed the server proposals with an outside source and he hopes to have further information to her in the near future. Two proposals received are far apart in pricing.
- Nazemetz was selected to compose an ad for the upcoming Clerk Treasurer vacancy.
- Fodor and Brennan will be interviewing candidates for the Prosecuting Attorney position on Tuesday at Wagner & Hart.
- Provided board members and Fodor with Papasergi's 90 day work log for retirement reporting purposes.
- Provided Fodor with DPW pay information for Papasergi's retirement that was sent to NYS Retirement.
- Flynn reminded board members that the corrective action plan needs to be submitted to the Office of the State Comptroller by the end of April.
- Reorganization meeting will be held April 7, 2014 at 4:20 pm with the regular board meeting following at 4:30 pm.

WORKPLACE VIOLENCE PREVENTION PROGRAM POLICY

- Papasergi provided board members and attorney with a Workplace Violence Prevention Program Policy.
- Cummins and Nazemetz were very pleased with the policy as written.

- Cummins said we need educational materials to protect us.
- Fodor said if a policy is written it needs to be followed. Papasergi said all personnel should follow through with it as written as any written policy should be followed.
- Fodor asked what the definitions of and questioned what was meant by criminal activity and serious conduct and asked if definitions were included.
- Papasergi advised that definitions could be included if needed but that criminal activity would be someone committing a crime with their actions.
- Fodor commented that there are misdemeanors and there are felonies; Papasergi explained that any misdemeanors or felonies are considered criminal conduct and would be considered a crime per law and someone committing a violation type offense would not be committing a crime.
- Will there be a form to complete with witness inclusion-Papasergi said yes.
- Lamberson said an annual schedule of training should be included.
- Papasergi asked that Fodor read the entire policy first then come back with her comments.

LOOP WATER LINE N 1ST TO N 2ND

- Lamberson has spoken with Rehler and he is now hesitant to give the right of way on the right hand side of his property.
- Fodor said it is hard to get the state to relinquish a right of way.
- Fodor said a 30' right of way is necessary in order to get equipment in.
- Papasergi will check with the surveyor to see if the plan can be changed to go down the town road, which is believed to be in the state right of way.
- Eric Wohlers of the Cattaraugus County Health Department will need to review engineering plans if changes are made to the project.

The following correspondence was read and put on file:

1. The Respectful Workplace-notes from presentation
2. Flynn-retirement letter
3. Cattaraugus County Summit agenda and notes
4. Allegany Engine Co-wine and beer license

RESOLUTION #2014-047

ACCEPT FLYNN RESIGNATION EFFECTIVE 6/12/2014

On motion made by Trustee Cummins, second by Trustee Nazemetz resolved to accept resignation with regrets of Rena Flynn to be effective 6/12/2014. Aye-all. Nay-none.

RESOLUTION #2014-048

POST AD WITH MINIMUM QUALIFICATIONS FOR VILLAGE CLERK POSITION

On motion made by Trustee Nazemetz, second by Trustee Cummins resolved to post an ad with minimum requirements for the position of Village Clerk. Aye-all. Nay-none.

RESOLUTION #2014-049

APPROVE WATER SUPPLY CONTRACT FOR AQUARIUS WATER SUPPLY

On motion made by Trustee Nazemetz, second by Trustee Cummins resolved to approve the Water Supply Contract for Aquarius Water for 2014. Aye-all. Nay-none.

RESOLUTION #2014-050

APPROVE THE CONTRACT (WITH NYS OFFICE OF GENERAL SERVICES) WITH WEX FOR FUEL CARD SERVICES

On motion made by Trustee Cummins, second by Trustee Nazemetz resolved to approve the contract (NYS OGS) with WEX for fuel card services. Aye-all. Nay-none.

RESOLUTION #2014-051

ENTER EXECUTIVE SESSION TO DISCUSS PERSONNEL AND UNION CONTRACTS

On motion made by Trustee Cummins, second by Trustee Nazemetz resolved to enter executive session at 8:00 pm to discuss personnel and union contracts. Aye-all. Nay-none.

RESOLUTION #2014-052

CLOSE EXECUTIVE SESSION

On motion made by Trustee Cummins, second by Trustee Nazemetz resolved to close executive session at 8:47 pm. Aye-all. Nay-none.

BUDGET

- Increase Mayor, Trustees, Justice, and Attorney salaries by \$300 each per year.
- Increase the Legal fees for Police to \$2,000.00 for union negotiation expense.
- Reviewed Clerk's budget-use fund balance for remaining costs of KVS software.

- Flynn advised she budgeted a Server for \$6,000 (A1325.200). Need to purchase server before having KVS software installed.
- Panic Alarms, Security Alarms, & Electronic Access Control for \$6,900 (A1620.200) were budgeted, this includes 60 months of service support.
- Board recommended an increase in wages of 1% across the board. Flynn will adjust accordingly and provide the board with final budget figures.
- Water budget revenues have been adjusted for the increase in St. Elizabeth's billing for new meters. This would affect sewer revenues as well.
- New truck-portion for water budget will be \$52,500. \$25,000 to be from capital reserve, balance of \$27,500 from fund balance.
- New truck-portion of sewer fund will be 10%. Use capital equipment fund.
- Board agreed to the budget with revisions as stated above and will set the Public Hearing for April 7, 2014 at 4:10 pm.
- Flynn will provide board with final budget numbers.

RESOLUTION #2014-053

ACCEPT \$3,000 GRANT FOR CORNELL COOPERATIVE EXTENSION COMPLETE STREETS PROGRAM FOR SIDEWALK REPLACEMENT AND COMPLETE STREET POLICY

On motion made by Trustee Nazemetz, second by Trustee Cummins resolved to accept a \$3,000 grant from Cornell Cooperative Extension Complete Streets Program for replacement of sidewalks and to accept the Complete Street Policy. Aye-all. Nay-none.

RESOLUTION #2014-054

PAY BACK GENERAL FUND \$35,000 FROM SEWER FUND FOR DUE TO/DUE FROM

On motion made by Trustee Cummins, second by Trustee Nazemetz resolved to pay back the general fund from the sewer fund for due to/due from. Aye-all. Nay-none.

RESOLUTION #2014-055

ADJOURN MEETING

On motion made by Trustee Cummins, second by Trustee Nazemetz resolved to adjourn the meeting at 9:45 pm. Aye-all. Nay-none.

Respectfully submitted, Rena Flynn, Clerk Treasurer