

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

**Monday, December 15, 2014 at 6:00 PM in the Village Hall**

The meeting was opened promptly at 6:00 PM.

The minutes of the December 1, 2014 meeting were accepted and approved by Trustee Nazemetz and seconded by Trustee Gleason. All-ayes, Nay-none.

The payment of bills was approved. Trustee Cummins asked about contracts and when they expire, especially the contracts with utilities. He also questioned late payments. Trustee Cummins requested that all bills be paid and Trustee Davis seconded. All-ayes, Nay-none.

### **New Business**

Aaron Weise of Protocol 80 presented a summary and update of the virus that happened in October. He explained that the particular virus our computers were exposed to was a crypto-wall, crypto-blocker virus that no longer allows us to read or open files. He explained that the virus comes from a Russian hacker who demands money to unlock the code and law enforcement agencies are aware of him and his tactics. The virus began on Chief Papasergi's computer and traveled to the former Deputy Clerk's computer (Athena Silluzio). The Clerk's computer was not affected, but all of the data on the Deputy Clerk's was lost. The hard drive should be intact.

Aaron suggested the use of E-set Antivirus systems that uses behavior analysis and costs about \$80 for three computers for one year. The MOZY Cloud service being used accepted the infected files and sent them to the cloud. The recommendation to deal with that concern was NAS (mini-computer that backs up the entire service for about \$1200 or ACRONYS at about \$800 a year. Both will allow for about 10 days of backup at any given time. Chief Papasergi mentioned that Rena used to take home an external hard drive and he will contact her to see if any of that data is retrievable.

The Mayor asked if this issue should be reported to an agency and Aaron stated that we could but that this virus has been around for a while. Aaron will write a brief paragraph and provide the lost of file names that were arranged on an "old" computer. He also suggested that the new server be used with three backups - one copy in the office, 1 copy with Aaron and one on a memory stick. We would need two NAS systems and he will provide a quote for the NAS and E-set. Aaron also felt it important to provide and maintain consistency in our software and additions.

The Sexual Harassment Policy was discussed and it was agreed that the policy would include members of the Police Department. A Trustee questioned the need to have a section on consensual relationships and pointed out that we do not have an anti-nepotism policy. The Chief of Police/ DPW Superintendent and the Clerk/Treasurer are the only two people who are supervisors. The policy will be put into effect

with a sign-off sheet acknowledging that each employee was given a copy and is responsible for the contents. The signed form will be placed in the employees file. A training program will be held and the policy will be distributed by a board member when weekly and monthly paychecks are given out. A copy of the policy will go the Chief Librarian and Bob Parker for the Library and they can share with their employees if they choose. A resolution was made by Trustee Gleason, seconded by Trustee Nazemetz. All-ayes, Nay-none (Resolution 2014 – 170).

A resolution (Resolution 2014 – 171) was proposed by Trustee Gleason and seconded by Trustee Nazemetz, and was passed to allow the sale of our village refuse tickets at the new Market on Main operated by Anne Capozzi. The clerk will contact Ms. Capozzi explain the process of buying the tickets outright from the village and then selling the tickets in her business. All-ayes, Nay-none.

A resolution (Resolution 2014 – 172) was proposed by Trustee Nazemetz, seconded by Trustee Gleason that the electric bill for the Main Office be paid in full, minus the cost of the two fixtures not completed. The light bulbs were picked up and it is now time to pay the bill (without any interest or penalties). All-ayes, Nay-none.

Regarding the court, a resolution (Resolution 2014 – 173) was passed to spend up to \$600. to have the SEI licenses on the laptop to be used in court and the purchase of a printer to produce documents in court (Rather than writing down all of the information and typing it in later. The temporary clerk will check with the judge and the state to understand the costs and permissibility of changing the programs to a laptop. The laptop will be provided by the state. Trustee Gleason moved on the resolution, seconded by Trustee Davis. All-ayes, Nay-none.

The certificate of deposit renewal is due on 1/8/15. Trustee Gleason provided a resolution (Resolution # 174) to renew the certificate for one year. The resolution was seconded by Trustee Nazemetz. All-ayes, Nay-none.

Applications were reviewed by Trustee Nazemetz and the Mayor for the two part-time positions and the interviews will begin after the first of the year.

The Clerk's pending vacation was discussed and coverage will be provided by Rhea Carls, the Mayor and Trustee Gleason. The time period to be covered is December 19, 22, 23 and 26.

The Clerk provided a copy of the tentative meeting dates for the year.

The training needed for the Sexual Harassment can be completed with the former leader, Laurel Phillips. Alex will ask her if she is available and what the cost to the village would be. He will also ask if it is possible to record the training for those unable to attend. The Clerk will review any training offered by PERMA.

A request of Matt Finch to canvas the village for sales of DirecTV was discussed. Matt would have to bring in a copy of his driver's license and the hours must be between 10 am and 8 pm. The cost of a solicitor's license is \$35. per day.

The next Board meeting date is January 5, 2015 at 4:30 pm.

### **DPW**

Superintendent Papasergi stated that he had ordered the foam pieces to be used as insulation and the Door work was completed. The repairs are to be charged to the building funds and capital projects. He mentioned the trap door had been completed in the ceiling of the little building and the front shop should be finished in two weeks. The angle iron and the old skin is attached but there was a concern about the way the angle iron attached to the building and it is attached to the concrete.

Superintendent Papasergi mentioned need to have the Route 417 storm drains cleaned.

Lance Jobe was to ask Carrollton if they would share in the cost of his training to maintain his license. He did not have an answer.

Attorney Fodor added that 4 entities had received grant funds and the realty clerk for Cattaraugus County would not accept the recording of the deed for the property near the Town Park next to the river due to the confusing wording. The information does not match the county's maps. A survey will be needed to ensure the easement is correct. Superintendent Papasergi must engage a surveyor. Attorney Fodor believes that the grant written by Mary George would have funds to cover the cost of a survey.

Attorney Fodor also asked about the FOIL request for the infrastructure information. The Superintendent stated that the information had been sent.

### **Police**

Chief Papasergi was asked the last date that a team meeting of the police had been held. He was not sure but believed they should have the meetings.

Trustee Gleason spoke about the need to approach the owners of the scrap recycling place. He feels there is an ordinance that prevents them from operating at 4:30 am. They have not completed the blacktopping they promised and the fence is not solid and items can be observed inside the fence. The Trustee asked Lance Jobe, Code Enforcement Officer, if anything could be done. He stated that they are permitted to operate until the Special Use Permit of ten years expires. The Board agreed the current owners would be approached about the timing of operations and the repair items they have not yet completed. The police hours to cover the area could be staggered to keep the peace.

The quote to replace the 2009 Dodge Durango was \$39,102.76. Trustee Cummins mentioned that some of the police officers mentioned that getting in and out of the new car was difficult due to the belt they have to wear, the metal wall and the general size of the sedan. The Clerk will look at what funds are left for the purchase of an SUV.

There was a discussion on the need to spend down on the uniform costs and the question was asked if it was possible to lease vehicles on state bid? Chief Papasergi will look at advertising on cars. The three year old car needs new winter tires already.

A resolution was introduced by Trustee Cummins to add two part-time police officers to the crew on a regular basis. There was no second to the resolution. The mayor did ask for a list of those who have not worked.

### **Correspondence**

1. Time Warner Cable changes and rate increases
2. Brochure for single family housing offered by the USDA – to be posted in hallway bulletin board
3. Cattaraugus County worksite agreement - there should be painting of the shop and well houses that could use this form of help
4. Kathi Ward Foundation – file – available to anyone who may want to make a contribution
5. Census information request - given to Lance Jobe

### **Old Business**

1. The Mayor will call Mr. Braccio regarding the union contract to meet after the first of the year
2. SCADA - Mayor left word with Dale Walker of the Olean crew and asked if he could help after the first of the year
3. The Williamson Law Book Co. products were reviewed and were user-friendly. There was a request to use the key fobs for attendance. The company felt they would be interested in using the key fobs in developing a time and attendance system. The programs are very detailed, though simple to use. The company strives to maintain the features and benefits while being respondent to the user's needs. A letter of termination will have to be completed for KVS and for the Harris Group (Impact). There was discussion on the KVS contract and if the contract can be voided since they do not appear to be interested in showing the product that we purchased to the Clerk and Trustee Cummins. There may be a penalty according to Attorney Fodor. Resolution 2014 – 175 was submitted to purchase the new set of software by Trustee Nazemetz, seconded by Trustee Cummins. All-ayes, Nay-none.

4. The Code of Ethics - names are needed to be approved to the three person board – Attorney Fodor and the Mayor are to contact people
5. Job duties review and approval – needs to be completed for all jobs
6. Fee Schedule for office and water and sewer use - was sent to the Planning Board and their meeting was delayed until the first of the year per Lance Jobe. The Clerk contacted three municipalities to obtain their information and will submit that information to the Planning Board for their use. The Planning Board is to be scheduled after the first of the year.
7. Trustee Cummins to research the First Aid box and the purchase of an AED since the Board felt it was a good idea to have an AED in a public location. There was a suggestion to look for a grant for the purchase of an AED and training to use the system. Replacing the items in the first aid box can be done through the Gall's catalog.
8. The CO reporting was submitted by Lance Jobe

A motion was made by Trustee Gleason, seconded by Trustee Cummins at 8:42 pm to go into Executive Session to discuss a personnel matter. All-eyes, Nay-none.

Executive Session ended at 9:56 PM with a motion to end by Trustee Cummins, seconded by Trustee Nazemetz. All-eyes, Nay-none.

Trustee Cummins made a motion to adjourn the meeting, seconded by Trustee Davis at 8:58 PM. All-eyes, Nay-none.

Respectfully Submitted,

Lorrie B. Fisher

Village of Allegany Clerk/Treasurer