

VILLAGE BOARD OF TRUSTEES

APR. 17, 2017

7 PM

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Mayor Neville opened the meeting at 7 pm.

Present were: Mayor Neville, Trustees Conger, Morey and Holl, Chad Shurtleff-Public Works Supervisor, Steve Teeter-Electric Dept. Supervisor, Mike Andersen-Code Enf. Officer, Lance Coit-Fire Chief, Tim Williams – Police OIC, Kathy Gilbert and Yvonne Dawson

Absent was: Trustee Evener

Trustee Morey made a motion to approve the minutes of the March 20<sup>th</sup> meeting, seconded by Trustee Holl, carried.

Trustee Conger made a motion to approve the claims presented for review, and to adjust the budget as follows:

GENERAL FUND

Appropriated Fund Bal-A599-\$22,535.94

Inc. Expenditures-Interfund Transfers-9950.9-\$22,535.94

From: Contingent Fund-1990.4-\$1,500

To: Celebrations-Other Exp-7550.4-\$1,500

WATER FUND

From: Contingent Fund-1990.4-\$3,000

To: Source of Supply-Other Exp-8320.4-\$1,500

Treatment Plant-Other Exp=8330.4-\$1,500

SEWER FUND

Contingent Fund-1990.4-\$1,500

To: Administration-Other Exp-8110.4-\$1,500

Seconded by Trustee Holl, carried. The above adjustments and claims paid are covered by the following lists of abstracts of audited vouchers:

GENERAL (A11)	\$21,563.09	JOINT RECREATION (J11)	\$374.50
WATER (F11)	2,475.13	CAPITAL – Park Imp. (HP11)	3,711.45
SEWER (G11)	5,812.35	CAPITAL – Storm Sewer Proj (HSS11)	3,503.82
ELECTRIC (E11)	135,255.88	COM DEV (PI4-17)	1,104.48

Fire Dept.- Chief Coit thanked the DPW and Electric Depts. for their assistance in rotating the trucks for their inspections and service. They also helped with the daytime ambulance driving when Chief Coit was out for a week. Chief Coit reviewed the calls year to date and generally described the activity of the Dept. for the first quarter of the year. The new member recorded last month has started. The Dept. will be having a chicken barbeque for Art McLaughlin on April 29. The annual Easter egg hunt drew a large crowd.

Code Enforcement – The garage at 123 Clark St. is down and the owner in control consented to us billing them. The hazardous area on West Cortland St. and Roosevelt Ave. with the open basement is being filled by the DPW. The owner has also agreed to installing a new sidewalk on the east side of Roosevelt. The occupants of 211 Barrows St. moved and left a huge pile of junk. A seven day notification has been sent to the owner stating it must be cleaned up by then. 20 junk car letters were sent out and 10 have responded back. Some sidewalk letters have been issued where there have been complaints. He talked briefly of a need for law on outdoor burning. Mayor Neville said at this point we will leave to the discretion of the Fire Chief.

Kathy Gilbert came before the Board in regards to a letter she received about an unlicensed/unregistered vehicle on her property. She further inquired how a person would know that this is a new State law (International Code) was adopted and went into effect. Discussion followed.

Youth Services – Trustee Conger reported that Monica Dykeman is starting the junior camp counselor program again since a lot of her counselors have moved on. Trustee Conger outlined the many programs going on in both the Elementary and Middle Schools. Summer camp will run July 3 thru August 11 from 9 am to 4 pm. Cost is \$95 per week with additional fees if before and after hours care is needed. They hope to have a free lunch program. The low to moderate income level was just missed in order to qualify for the program. Angela Conger will be picking up the lunches for us again. Workforce NY is looking for kids who want work and worksites.

Joint Recreation – Trustee Conger reported that the summer programming is moving along. One new addition is that in conjunction with the Fire Dept. there will be a Junior Fire Academy for a week. Concerts are all scheduled. Summer jobs have been advertised. Baseball/softball coaches have been selected. Jeff Cronk will be starting youth track after the school spring break. On May 3<sup>rd</sup>, there will be joint meeting with the Youth Commission. A community forum on the results of the needs assessment will be discussed.

Police – Lt. Williams reported that the Dept. has had 685 incidents to date. Part-time officer Chris Austen has resigned. Lt. Williams with the help of part-time officer Bennett are working on Dept. policies. New cameras recently were very helpful in solving a burglary. Officer Forney will be attending

an instructor development school on May 16. The Police Dept. was awarded the "Officer(s) of the month award by the Ithaca Kiwanis.

Sewer – Trustee Morey stated that Alvin Howell said the plant held up well with the recent volume of rain. He has been cleaning contact tanks.

Electric – Supervisor Teeter reported that the annual oil sampling on the substation transformers was completed on March 28<sup>th</sup>. Di-electric tests were conducted on the trucks and equipment on Apr. 10. The last bunch of LED street lights have been installed and completed as of today. A new three-phase service was installed at the bowling alley for Mark's Pizzeria. Brush pickup will be the first week of May. The Dept. will be starting the annual stray voltage testing soon.

Admin. Rankin noted that the negotiating team for MEUA is very close to agreement on extension of our hydro contracts with the New York Power Authority thru 2040.

Public Works – Supervisor Shurtleff noted that they was some cleanup work to perform after the March 14/15 storm. Trucks have been cleaned up for summer use. The roof on the Village Office has been completed. Seamless gutters will be installed soon. All streets have been swept at least once and some twice. Storm drains have been cleaned up. Vicki Marks has been cleaning up the files at the Garage Office. The Dept. removed the garage at 123 Clark St. It took about two and a half days and the Dept. also fixed a small water problem in that area. The Dept. has been filling in the hole where the basement was at 218 West Cortland St. The Dept. has been doing some raking and cleanup around the town. The final grading around the playground equipment will take place as soon as the conditions improve. Topsoil will be added and then the area will be hydro-seeded. Concrete will be poured at the new mini-pavilions tomorrow. Hydrant flushing will take place this week, hope to have them completed by Thursday.

Public comments:

Yvonne Dawson inquired about the Police Dept. surveys. Trustee Holl noted that the consultants will analyze the data from the surveys to make their report. More informational meetings will be held.

Yvonne Dawson stated she was told by the new owners of Farrell's that the police are welcome to visit their establishment any night between 11 and 11:30 pm.

Yvonne Dawson also stated she was glad to see the basement at 218 West Cortland St. filled in.

Mayor Neville appointed KAYLA ESPARZA as the Village rep on the Youth Commission. Trustee Holl made a motion to approve the appointment, seconded by Trustee Conger, carried.

Mayor Neville appointed ASTRID STEED-HUGHES as Clerk, part-time. Trustee Conger made a motion to approve the appointment at a rate of \$13.13 per hour, with 52 weeks of probation, seconded by Trustee Morey, carried.

The Board reviewed the draft policy for sidewalks. It was decided that the Supervisor of Public Works, the Sidewalk Commissioner and Code Enforcement Officer will have the authority to determine 1) where sidewalks are necessary and 2) which sidewalks are in need of repair. With those changes, on a motion by Trustee Holl, the following policy was adopted:

#### **RESIDENTIAL SIDEWALK PROGRAM (4/17)**

- 1) The Village will announce a target area each year in which a special offer (one time) will be made. The Village will remove the old walk and pay for the cost of the concrete. The property owner will have to pay the contractor for their labor and the concrete up front and be reimbursed by the Village for this portion of their bill from the contractor. A copy of the (paid) bill along with the concrete deliver sheet(s) shall be required to obtain reimbursement.
- 2) The Village will announce on or about February 1<sup>st</sup> of each year what streets will be in the target areas during that year. The Village reserves the right to amend the proposed streets to be in the target area at any point.
- 3) The Village will continue to provide 25% grants to residents who replace their sidewalks, who are not eligible for the program above (or outside the target area). We will also remove the old walks before construction of the new walks and provide stone base.
- 4) The Supervisor of Public Works shall provide property owner's with a set of specifications required for sidewalks in the Village and a list of contractors who perform such work. The Supervisor of Public Works will pre-inspect sidewalk installations prior to concrete being installed (poured).
- 5) The Supervisor of Public Works, the Code Enforcement Officer and the Sidewalk Commissioner are authorized to make decisions as to a) which sidewalks that are in need of repair and need to be replaced and b) where a sidewalk does not presently exist that, in their opinion, in the interest of the health, safety and welfare of pedestrians, who may travel in that area by foot, that a sidewalk should be installed.

Seconded by Trustee Conger, carried.

There was discussion in regards to possible landscaping on the Elm St. bank. Carl Cote of the Boy Scouts will be contacted to see if they would be interested.

Admin. Rankin noted that there will be a bidders meeting on the Stormwater Improvement Project on Thurs, April 27<sup>th</sup> at 10 am. Bid Opening will be held on May 9<sup>th</sup> at 11 am. The bid will be awarded at the May meeting.

Trustee Conger made a motion to approve the following travel:

- a) NYCOM Officials Bootcamp-Jean Morey and Betty Conger – East Syracuse- Apr. 27.
- b) NYCOM Officials Responsibilities Workshop – Jean Morey – Orchard Park – May 19.
- c) OSC Advanced Municipal Accounting School – Nancy Niswender – Batavia – Oct 3-5.

Seconded by Trustee Holl, carried.

Trustee Conger made a motion to move into executive session to discuss a general personnel matter, seconded by Trustee Morey, carried.

Trustee Conger made a motion to move out of executive session, seconded by Trustee Morey, carried. There were no votes taken or resolutions adopted during the session.

The meeting was closed at 8:55 pm.



CHARLES V. RANKIN  
Village Clerk