

Village of Scottsville  
Board of Trustees Meeting

Tuesday, February 9, 2021 6:30 pm

Due to COVID-19, the meeting is held remotely.

To enter, dial 585-532-5318 and enter 986 138 560#

Meeting Minutes

**Call to Order** Mayor Eileen Hansen called the February 9, 2021 Village of Scottsville Board of Trustees to order at 6:30 pm.

**Pledge of Allegiance to the Flag**

**Roll Call**

Present: Eileen Hansen, Mayor  
Leslie Wagar, Deputy Mayor  
Kathie Carl, Trustee  
Christie Offen, Trustee  
Nikki Whitmarsh, Trustee (*arrived at 6:45 pm*)

Also Present: Thomas Rzepka, Attorney  
Katie Garner, Treasurer  
Anne Hartman, Village Clerk  
Don Reynolds, Fire company  
Approximately 2 residents

**Approval of Minutes**

**Village Board Meeting Minutes**

*Tuesday, January 12, 2021*

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Christie Offen to approve the minutes of the *Tuesday, January 12, 2021* Village Board Meeting as submitted.

**Vote:** *Carried (4-0-1 Absent)*

Mayor Eileen Hansen	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	ABSENT
Trustee Christie Offen	AYE		

**Public Before the Board**

Don Reynolds, Vice President, Fire Company Land the pavilion sits on, the Fire Company would prefer that go to WSJFD and the Fire Company will enter into a lease with the WSJFD. Attorney Rzepka will discuss this with the WSJFD attorney. The lease should be ready by March.

Dan Murray, Principal, TJ Connor School sent a letter in asking for no parking signs to be placed along the south side of Beckwith Ave. to make it safer for cars turning left out of the school driveway. This may require a local law.

**Public Hearing – Tax Cap Override 2021-2022**

*Mayor Hansen opened the public hearing by reading the notice from the Sentinel at 7:01 pm.*

**PLEASE TAKE NOTICE** that a Public Hearing will be held by the Village of Scottsville Board of Trustees on Tuesday, February 9, 2021 at 7:00 pm to consider Property Tax Cap Local Law #3-2021 to Override the Tax Cap Levy Limit established in the General Municipal Law 3c for the 2021-2022 Fiscal Budget.

The Proposed Local Law can be reviewed at the Village of Scottsville Office, in the Wheatland Municipal Building, 22 Main Street, Scottsville, NY during regular business hours.

The Board of Trustees Meeting starts at 6:30 pm. Due to current health concerns, this meeting will be held remotely. Participants may dial in at 585-532-5318 and enter Phone Conference ID: 986 138 560# and be given an opportunity to speak for or against this proposed legislation.

*Public Comment opened at 7:02 pm.*

**Public Comment:**

No public

*Public Comment closed and Board Comment opened at 7:02 pm.*

**Board Comment:**

*Public Hearing closed at 7:05 pm.*

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Kathie Carl to Property Tax Cap Local Law #3-2021 to Override the Tax Cap Levy Limit established in the General Municipal Law 3c for the 2021-2022 Fiscal Budget.

**Vote:** *Carried (5-0)*

Mayor Eileen Hansen	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Christie Offen	AYE		

**Public Hearing – General Equipment Reserve Chainsaw**

*Mayor Hansen opened the public hearing by reading the notice from the Sentinel at 7:16 pm.*

**PLEASE TAKE NOTICE** that a Public Hearing will be held by the Village of Scottsville Board of Trustees on Tuesday, February 9, 2021 at 7:15 pm to consider release of monies already on deposit in the General Equipment Reserve for the purchase of a chainsaw in an amount not to exceed \$1,400.00.

The Board of Trustees Meeting starts at 6:30 pm. Due to current health concerns, this meeting will be held remotely. Participants may dial in at 585-532-5318 and enter Phone Conference ID: 986 138 560# and be given an opportunity to speak for or against this proposed legislation.

*Public Comment opened at 7:17 pm.*

**Public Comment:**

Can the money from the increased tax cap be used to purchase the chainsaw?

Mayor Hansen responded the money for the chainsaw is coming from this year's budget.

*Public Comment closed and Board Comment opened at 7:18 pm.*

**Board Comment:**

No Board comment

*Public Hearing closed at 7:19 pm.*

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Nikki Whitmarsh to release of monies already on deposit in the General Equipment Reserve for the purchase of a chainsaw in an amount not to exceed \$1,400.00.

**Vote:** *Carried (5-0)*

Mayor Eileen Hansen	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Christie Offen	AYE		

**Reports - Attorney Thomas Rzepka**

## **Department Reports**

### **Building Inspector/Code Enforcement Officer – Doug Barber**

New permits issued,  
 15 Diana Drive – Solar Permit  
 862 North Rd – Inground Pool Permit

Closed Permits,  
 11 Rochester Street has been given its Final Certificate of Occupancy, permit has been open since 2016 for a full gut and remodel. It is now complete, and owners are moving in.  
 Compiling a list of open permits over 1 year old, and reminders sent out that the permit has expired, and renewals are needed.

Fire Marshal:  
 Resident on North Rd with a furnace issue last month has been resolved. Occupants are back in the home with a repaired furnace.

Code Enforcement:  
 Working with a few different neighbor complaints within the Village regarding storage issues.

### **DPW – Ken Bohn & Todd Schwasman**

#### **Updates**

##### **Purchase of a 1 - Ton Dump**

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Christie Offen to purchase 1 Ton dump truck for the DPW on state bid from VanBortel in amount of \$69,557.70.

##### **Vote:** *Carried (5-0)*

Mayor Eileen Hansen	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Christie Offen	AYE		

### **Treasurer – Katie Garner**

#### **Contents**

1. Treasurers Report
2. AP Checking Rec
3. Bank-Book Activity
4. MM Reserve Accounts
5. AP Check Listing Prepaids
6. AP Check Listing Payables
7. Revenue Report
8. Expense Report

Pay Bills:

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Nikki Whitmarsh to approve payables on the AP Check Register Report through February 9, 2021 and prepaid bills with General Payables totaling \$39,057.71.

**Vote:** Carried (5-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Christie Offen	AYE		

Treasurers Report:**Updates**

Accounting services

Billed Town of Wheatland for annual joint sewer district bill

Received reimbursement for Forestry Board grant tablet expense only - \$503.97

\$3,300.00 was submitted to Michelle Higgins for reimbursement but she forgot to submit that expense with the tablet. Anne emailed her and questioned this.

Mailed out 1099s in January

2021-2022 Budget Preparations

**Revenues:**

SF.2410	Rent - Other Governments	949.00
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**Expenses:**

	Overspent Lines		Why?
A.1410.19	Records Inventory	(520.00)	Records Management Software
A.1910.4	Unallocated Insurance	(110.73)	Underbudgeted
A.8140.1	Storm Sewers Salaries	(2,728.68)	Catch Basins Grant?
	Storm Sewers		
A.8140.4	Contractual	(1,024.46)	Catch Basins Grant?
A.8560.41	Shade Trees Removal	(1,278.56)	Underbudgeted
A.8730.4	Forestry Contractual	(3,303.97)	EFC Grant

**Suggested Budget Transfers:**

Account Code	Descriptions	To	From	Why?
A.1410.49	Records Management Supplies	1,820.00		<i>Should have been budgeted in Contractual</i>
A.1410.19	Records Inventory Clerk		1,300.00	<i>Underbudgeted</i>
A.1410.4	Village Clerk Contractual		520.00	
A.1910.4	Unallocated Insurance	110.73		<i>Underbudgeted</i>
A.1440.4	Engineer Contractual		110.73	
A.8560.41	Shade Trees Removal Project	1,278.56		
A.5410.4	Sidewalks Contractual		1,278.56	

\$	\$
3,209.29	3,209.29

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Christie Offen to approve the above listed Budget Transfers in the amount of \$3,209.29.

**Vote:** Carried (5-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Christie Offen	AYE		

**Suggested Budget Amendments:**

		Revenue	Expense
Federal Aid, Other Health	A.4489	671.59	
Village Clerk Contractual	A.1410.4		27.26
Municipal Building	A.1620.4		481.97
Village Garage	A.1640.4		112.69
Street Maint Contractual	A.5110.4		49.67
		\$ 671.59	\$ 671.59

*To adjust budget for Coronavirus Relief AID*

		Revenue	Expense
Other Government AID	A.3089	503.97	
Forestry Board Contractual	A.8730.4		503.97
		\$ 503.97	\$ 503.97

*To adjust budget for Forestry Board Grant*

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Nikki Whitmarsh to approve the Budget Amendment as listed on Treasurers Report for Coronavirus Relief AID for an amount not to exceed \$671.59.

**Vote:** Carried (5-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	ABSENT
Trustee Christie Offen	AYE		

**Motion** made by Trustee Nikki Whitmarsh and seconded by Trustee Christie Offen to approve the Budget Amendment as listed on Treasurers Report for Forestry Board Grant for an amount not to exceed \$503.97.

**Vote:** Carried (5-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	ABSENT
Trustee Christie Offen	AYE		

**Clerk – Anne Hartman**

Volleyball – Thursday nights, cleaning fees or locked bathrooms

Local Laws filed with the state  
Staples NYS contract

### **Trustee Reports:**

#### **Deputy Mayor Leslie Wagar – Communications**

Meeting with Kevin Patrick from Genesee Valley PennySaver soon.

#### **Trustee Christie Offen – DPW and Forestry Board**

No report

#### **Trustee Nikki Whitmarsh – Planning Board/Zoning Board of Appeals**

No report

#### **Trustee Kathie Carl - Finance**

No report

### **Mayor's Reports - Eileen Hansen**

Reviewed street light lighting costs before and after LED conversion, seeing a savings

Asking the Board for budget items

- Trustee Carl – Look into having the seasoned DPW workers document procedures of the repairs they do to keep that knowledge for future laborers
- Prioritize the sewers to maintain
- Mayor Hansen replied that sewer maintenance will be completed this summer
- Trustee Offen – look into getting a grant writer
- Shana Fraser – repairs to Diana, Heather and Briarwood streets
- Mayor Hansen replied that the DPW had plans for this summer
- Electronic board for noticing meetings and events
- Emergency Operational Plan almost ready to go out to the Trustees

### **Old Business**

#### **Policy Review**

Online Banking – No comments

Petty Cash – No comments

IT – Equipment log

### **New Business**

Trustee Offen asked Attorney Rzepka to look into naming the small triangle of land down toward the traffic light on Rochester St. and designating it as a park.

### **Executive session**

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Kathie Carl to enter into executive session at 7:49 pm to discuss a legal matter.

**Vote:** Carried (5-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Christie Offen	AYE		

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Nikki Whitmarsh to adjourn executive session and return to regular session at 8:15pm.

**Vote:** Carried (5-0)

Mayor Eileen Hansen	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Christie Offen	AYE		

**Adjournment**

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Nikki Whitmarsh to adjourn the Village Board meeting at 8:16 pm.

**Vote:** *Carried (5-0)*

Mayor Eileen Hansen	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Christie Offen	AYE		

Respectfully submitted by,



Anne Hartman  
Village Clerk