

Village of Scottsville  
Board of Trustees Meeting  
Tuesday, November 10, 2020 6:30 pm  
Wheatland Municipal Building  
Meeting Minutes

**Call to Order** Mayor Eileen Hansen called the November 10, 2020 Village of Scottsville Board of Trustees to order at 6:30 pm.

**Pledge of Allegiance to the Flag**

**Roll Call**

Present: Eileen Hansen, Mayor  
Kathie Carl, Deputy Mayor  
Christie Offen, Trustee  
Leslie Wagar, Trustee  
Nikki Whitmarsh, Trustee

Also Present: Thomas Rzepka, Attorney  
Anne Hartman, Village Clerk  
Katie Garner, Treasurer  
Todd Schwasman, DPW  
0 Residents

**Approval of Minutes**

**Village Board Meeting Minutes**

*Tuesday, October 13, 2020*

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Kathie Carl to approve the minutes of the *Tuesday, October 13, 2020* Village Board Meeting as submitted.

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

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

*Monday, October 26, 2020 Special Meeting: Budget Amendment*

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Nikki Whitmarsh to approve the minutes of the *Monday, October 26, 2020* Special Meeting as submitted.

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

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

**Public Before the Board**

No public

**Reports - Attorney Thomas Rzepka**

Working with Mr. DiRaddo on the Fire District

**Department Reports**

**Building Inspector/Code Enforcement Officer**

Two issues that need to be approved by the Village Board.  
Trevor Ott, currently owns 0 Maple Ave shown on the survey map as lot #2. He would like for it to be converted to an approved Building Lot. Its zoning area is R1-6 and the lot size is appropriate

for a single family Residential House. At this time there is no plans to build, he is possibly looking to sell the lot in the future. I have no issues with this conversion.

Discussion: This should go to the Planning and Zoning Boards for change in designation. Then the Village Board will assign it a street address.

Robin Stewart 7 Main Street would like approval for an apartment in the back of this location. She sent a letter which I have attached. My concerns are this is only a single story and there is no parking designated for this parcel.

Discussion: The property does not have its own parking space – an apartment cannot be put in. Village Board against the idea. This will go back to the Planning Board.

A building permit for a shed was submitted for 35 Rochester Street in the Historical District, I sent it off to Carl Schoenthal for review but no one at this current time actually knows who is on the Historical Board. Do we still have one?

### **Building Permits Issued**

20-045 8 Chili Ave Interior Renovation

20-046 119 Heather Lane Generator

20-047 75 West Cavalier Roof

Pending Historical Board approval 35 Rochester Street

CooperVision Phase five is about Halfway complete, working with them weekly during the construction process.

Old outstanding building permits, Letters will be sent out for expired permits that have not been completed so residents can apply for an extension.

Some concern had been brought up about the Assessor not receiving building permits, I send over a list of completed permits at the end of each year and he was fine with that process.

### **Fire Marshal:**

Annual inspections are being completed; no major issues found.

### **Code Enforcement:**

Just one quick reminder to Residents, I try and follow up on each complaint in a timely fashion, but with no follow up phone numbers or emails it's very hard to get to the bottom of some of these.

Knock on wood, Parking issues along main street have been quiet.

Working with the DPW and will be sending out letters for any residents that have brush left out at the street past the pickup deadline.

As always feel free to contact me with any questions or concerns you may have.

Doug Barber

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

- Known drainage issue on Maple St. Water pools at the end of driveway, it will be first on list in the Spring. This will be dangerous with freezing, DPW will keep an eye on it and salt as needed.
- Also, corner of Chili and Hanford – another drainage issue to look at.
- Hanford Ave – residents are dumping leaves and brush in the drainage ditch on the opposite side of the street. DPW will clean it up this winter and letters will be sent to the residents.
- Refuse and Recycling pickup

- American Legion – Hold Harmless or Legion needs to get the totes to the road, Trustee Offen offered to do that for the Legion
- 810 North Rd. – vacant lot, residence is in the Town, invoice for pick up
- General public not following the guidelines, extra items and bags around the tote
- Change recycling back to every week starting Dec. 2, send out a notice to residents in the recycling calendar.
- Did some fine tuning on the arm of the garbage truck, works much smoother
- Johnson Park floor – professionally finished, and before start renting again get it professionally cleaned, there is money in the budget
- COVID-19 Emergency Plan
- North Rd should be done by Friday, Schwasman will walk through with the County to be sure everything is satisfactory, attention to sidewalks, manhole covers were done nicely, and the mailboxes are up.
- Need the 1-Ton truck, \$50,000-60,000 money from CHIPS and sewer reserve.
- Old garbage truck going to Auction International
- Two plows list for sealed bid
- One employee out for a few weeks for a personal injury – not Workers’ Comp
- Tree Removal budget \$7,000, emergency tree trimming and removal bill \$8,200, \$1,000 in Shade Tree

#### **Executive session**

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Christie Offen to enter into executive session at 7:54 pm to discuss employee compensation and a legal matter.

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

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

**Motion** made by Trustee Kathie Carl and seconded by Deputy Mayor Leslie Wagar to adjourn executive session and return to regular session at 8:55 pm.

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

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

#### **DPW Surplus Equipment**

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Kathie Carl to declare the 2007 Freightliner garbage truck VIN 1FVHCYDJ67HV08705 and the 1997 Fisher 10ft snowplow and 2005 Fisher 8.5ft. snowplow, both in poor condition, the garbage truck going out to bid at Auction International and the snowplows put out for sealed bids due December 4, 2020.

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

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

#### **Treasurer – Katie Garner**

*Pay Bills:*

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Christie Offen to approve payables on the AP Check Register Report through November 10, 2020 and November prepaid bills with General Payables totaling \$112,804.61.

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

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

Treasurers Report:

Monroe County Consolidated Plan Consortium

Monroe County intends to contract with the Village of Scottsville for the period of September 1, 2020, through August 31, 2025, for membership in the County's energy aggregation group. If you do not wish to continue membership, please let me know.

In order to compile this agreement, I will need a copy of the village board's resolution approving the use of these services. Once that is received, an agreement will be routed through the ContractHQ system. Please let me know if there have been any changes to the signatory so we can update it.

**MOTION:** made by Trustee Kathie Carl and seconded by Trustee Christie Offen to allow the extension of membership in the Monroe County Consolidated Plan Consortium for an additional 5-year period from September 1, 2020 through August 31, 2025.

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

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

Accrue Vacation Policy

For employees hired after (DATE) to eliminate paying out unused vacation hours if someone leaves, more discussion needed

Fire Budget Amendment

Meeting next week with District to discuss

Updates

**Suggested Budget Amendments:**

SF.1620.41	Fire Facility		5,421	
SF.3410.2	Equipment		3,973	
SF.3410.4	Contractual	27,938		
SF.1910.4	Insurance	21,000		
	SF.2262.12		58,333	
			\$ 58,333	\$ 58,333

Budget amendment lower SFD budget for anticipated revenue shortfall for 01/01/21 - 05/31/21

**Suggested Board Resolution:**

Public Hearing for 12/08/2020 to use \$7,800.00 Storm Sewer Reserve for Skanex invoice

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Kathie Carl to schedule a public hearing on December 8, 2020 at 7:00 pm to consider the release of monies already on deposit in the Storm Sewer Fund for the payment of the Skanex invoice for clearing the storm sewer on Briarwood Lane in an amount not to exceed \$7,800.

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

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

**Updates:**

Submitted paperwork for CDBG (Community Development Block Grant) reimbursement

Received payment from town for fire service thru 09/30/2020 \$11,666.66

BOND Sale for Garbage Truck & fire radios 1.2925% interest

Working on Fire District items

Retirement Gold Certification

**Clerk – Anne Hartman****Tax Surrender**

16 parcels surrendered to the County totaling \$13,050.50, will be paid to Village in April 2021.

**Holiday Office Hours**

Wednesday, November 25, 2020	close at Noon using Personal or Vacation
Thursday, November 26, 2020	closed - Holiday
Friday, November 27, 2020	closed - Holiday
Thursday, December 24, 2020	close at Noon using Personal or Vacation
Friday, December 25, 2020	closed - Holiday
Thursday, December 31, 2020	close at Noon using Personal or Vacation
Friday, January 1, 2020	closed - Holiday

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Christie Offen to close the Village Office for the holidays as listed above.

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

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

**Old Office Copier**

**MOTION:** made by Deputy Mayor Leslie Wagar and seconded by Trustee Nikki Whitmarsh to declare the Toshiba copier #CTH820615 as surplus with no value and authorize the disposal of said copier.

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

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

**Trustee Reports:****Deputy Mayor Leslie Wagar – Communications**

Collected information from two companies for redesign of the website, will meet with the Mayor and Clerk

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

Forestry Board was denied the tree planting grant  
Chamber is having a 12 Days of Christmas fund raiser

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

Chairman sent out a recommendation to change their meeting time to 7 pm. ZBA followed immediately by PB, recommending going to a 5-member board, local law needed to change the number of members

Trustee Kathie Carl - Finance

**Mayor's Reports - Eileen Hansen**

COVID ZOOM meeting with County Exec  
Emergency Operational Plan due April 1 – determine essential DPW duties

**Old Business**

**New Business**

**Adjournment**

**Motion** made by Deputy Mayor Leslie Wagar and seconded by Trustee Kathie Carl to adjourn the Village Board meeting at 9:41 pm.

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

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

Respectfully submitted by,



Anne Hartman  
Village Clerk