

Board of Trustees: Maggie Ridge, Mayor
Andy Fraser, Deputy Mayor
Kathie Carl, Trustee
Wayne LaVair, Trustee
Nikki Whitmarsh, Trustee

Agenda

1. **Call to Order** Mayor Maggie Ridge called the June 14, 2022 Village of Scottsville Board of Trustees to order at pm.

2. **Pledge of Allegiance to the Flag**

3. **Roll Call**

4. **Approval of Minutes**

Village Board Meeting Minutes

Tuesday, April 12, 2022

Motion made by Trustee _____ and seconded by Trustee _____ to approve the minutes of the *Tuesday, April 12, 2022* Village Board Meeting as submitted.

Vote: *Carried (-)*

Mayor Maggie Ridge

Trustee Kathie Carl

Trustee Wayne LaVair

Deputy Mayor Andy Fraser

Trustee Nikki Whitmarsh

Tuesday, May 10, 2022

Motion made by Trustee _____ and seconded by Trustee _____ to approve the minutes of the *Tuesday, May 10, 2022* Village Board Meeting as submitted.

Vote: *Carried (-)*

Mayor Maggie Ridge

Trustee Kathie Carl

Trustee Wayne LaVair

Deputy Mayor Andy Fraser

Trustee Nikki Whitmarsh

5. **MRB – Dave Willard**

Sewer Report

Scott Crescent

6. **Public Before the Board**

GUIDELINES FOR PUBLIC COMMENT:

- The public may speak only during the Public Comment period of the meeting (limited to a total of thirty (30) minutes) and during any public hearing public comment section, or at such other time as a majority of the Board allows.
- Speakers must step to the front of the room.
- Speakers must give their name, address and organization, if any.
- Speakers must be recognized by the presiding officer.
- Speakers must limit their remarks to three minutes on a given topic.
- Speakers may not yield any remaining time they may have to another speaker.

- Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
- All remarks must be addressed to the Board as a body and not to any member thereof.
- Speakers must observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
- Interested parties or their representatives may address the Board by written communications.

7. Department Reports

a) Building Inspector/Code Enforcement Officer

Building Inspector:

- six new permits issued for sheds, decks and fences
- Closed out and issued Certificate of Compliance letters for 10 open permits.
- CooperVision expansion project is moving along as planned. Currently they are working on the inside portion of demolition.
- Briarwood Place Apartments building renovations are underway; four units are fully complete.

Planning Board:

- Subdivision of the Everts Parcel 2 Genesee Street

Fire Marshal:

- Public assembly inspections are underway

Code Enforcement:

- Working with a few residents regarding trash and overgrown grass complaints.

b) DPW – Ken Bohn & Todd Schwasman

Updates

c) Treasurer – Katie Garner

Pay Bills:

Motion made by Trustee _____ and seconded by Trustee _____ to approve payables on the AP Check Register Report through June 14, 2022 and prepaid bills with General Payables totaling \$ _____.

Vote: Carried (-)

Mayor Maggie Ridge
Trustee Kathie Carl
Trustee Wayne LaVair

Deputy Mayor Andy Fraser
Trustee Nikki Whitmarsh

Treasurers Report:

Budget Transfers:

Motion made by Trustee _____ and seconded by Trustee _____ to approve the budget transfers as listed above from the June 2022 Treasurers Report.

Vote: Carried (-)

Mayor Maggie Ridge
Trustee Kathie Carl
Trustee Wayne LaVair

Deputy Mayor Andy Fraser
Trustee Nikki Whitmarsh

d) Clerk – Anne Hartman

Taxes
Food Collection for Buffalo
Extra garbage tote payments

8. **Trustee Updates:**

Deputy Mayor Andy Fraser – Grants and Planning Board/Zoning Board of Appeals

Trustee Kathie Carl – Procurement and ARPA

Trustee Wayne LaVair – DPW

Trustee Nikki Whitmarsh – Social Media and Communications

9. **Mayor’s Reports - Maggie Ridge**

10. **Old Business**

11. **New Business**

Juneteenth

12. **Adjournment**

Motion made by Trustee _____ and seconded by Trustee _____ to adjourn the Village Board meeting at _____ pm.

Vote: Carried (-)

Mayor Maggie Ridge
Trustee Kathie Carl
Trustee Wayne LaVair

Deputy Mayor Andy Fraser
Trustee Nikki Whitmarsh

Call to Order Mayor Maggie Ridge called the April 12, 2022 Village of Scottsville Board of Trustees to order at 6:30 pm.

Pledge of Allegiance to the Flag

Roll Call

Present: Maggie Ridge, Mayor
Kathie Carl, Trustee
Andy Fraser, Trustee
Wayne LaVair, Trustee
Nikki Whitmarsh, Trustee

Also Present: Tom Rzepka, Attorney
Katie Garner, Treasurer
Kenny Bohn, DPW
Todd Schwasman, DPW
Anne Hartman, Village Clerk

Appointment of Deputy Mayor

Motion made by Trustee Kathie Carl and seconded by Trustee Nikki Whitmarsh to approve the appointment of Andy Fraser as Deputy Mayor for a one (1) year term.

Vote: *Carried (3-0-1 Abstention)*

Mayor Maggie Ridge	AYE	Trustee Andy Fraser	ABSTAIN
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Wayne LaVair	ABSENT		

Approval of Minutes

Village Board Meeting Minutes

Tuesday, March 8, 2022

Motion made by Trustee Kathie Carl and seconded by Deputy Mayor Andy Fraser to approve the minutes of the Tuesday, March 8, 2022 Village Board Meeting as submitted.

Vote: *Carried (3-0-1 Abstention)*

Mayor Maggie Ridge	ABSTAIN	Trustee Andy Fraser	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Wayne LaVair	ABSENT		

Tuesday, March 15, 2022

Motion made by Trustee Kathie Carl and seconded by Deputy Mayor Andy Fraser to approve the minutes of the Tuesday, March 15, 2022 Treasurer Meeting as submitted.

Vote: *Motion does not pass*

Mayor Maggie Ridge	ABSTAIN	Trustee Andy Fraser	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	ABSTAIN
Trustee Wayne LaVair	ABSENT		

Monday, April 4, 2022 Organizational Meeting

Motion made by Trustee Nikki Whitmarsh and seconded by Trustee Kathie Carl to approve the minutes of the Monday, April 4, 2022 Organizational Meeting as submitted.

Vote: Carried (4-0-1 Absent)

Mayor Maggie Ridge	AYE	Trustee Andy Fraser	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Wayne LaVair	ABSENT		

Public Before the Board

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- Interested parties or their representatives may address the Board by written communications.

Reports - Attorney Thomas Rzepka

Congratulations to the newly elected officials

Department Reports

Building Inspector/Code Enforcement Officer

PB for review
Special use permit for more apartments located at 32 Main Street

ZB for Review
385 Scottsville Mumford Rd subdivision of property
2 Genesse street

Fire Marshal
No Report at this time

Code Enforcement
Main street parking issue in front of Dr office, working with the MCSO to resolve
Flooded back yard issues on Scott Crescent due to the race per complainant
Reminder to all residents NYS open burning ban in effect till May 14th.

DPW – Ken Bohn & Todd Schwasman

Playground mulch to be ordered and installed at Johnson Park
Drainage issues at 219 Briarwood Lane in the Village easement
Getting quotes to surface treat a number of roads throughout the Village this summer

Updates

Treasurer – Katie Garner

Pay Bills:

Motion made by Trustee Kathie Carl and seconded by Trustee Nikki Whitmarsh to approve payables on the AP Check Register Report through April 12, 2022 and prepaid bills with General Payables totaling \$61,530.60.

Vote: Carried (4-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Wayne LaVair	ABSENT		

Treasurers Report:

Expenses:

	<u>Overspent Lines</u>		<u>Why?</u>
A.7140.4	Parks Contractual	13,008.10	ARPA Funds for JP Flooring
A.1450.4	Elections Contractual	210.25	Election Expenses - Reimbursed by MC
A.3620.1	Code Enforcement Salaries	822.43	Underbudgeted
A.5142.1	Snow Removal Salaries	1,835.34	Underbudgeted
A.1010.1	Board of Trustees Salaries	0.04	Underbudgeted
A.1210.4	Mayor Contractual	6,890.07	Unbudgeted WC Payment to Town
A.5182.4	Street Lighting Contractual	2,343.50	Underbudgeted (Solar Panel Issue)

Budget Transfers:

Suggested Budget Transfers:

<u>Account Code</u>	<u>Descriptions</u>	<u>To</u>	<u>From</u>	<u>Why?</u>
A.5182.4	Street Lighting Contractual	\$ 9,900.00		
A.5110.2	Street Maintenance Equipment		1,500.00	
A.5110.4	Street Maintenance Contractual		8,400.00	
A.1210.4	Mayor Contractual	\$ 6,969.51		
A.1990.4	Contingent Account		6,969.51	
A.5142.1	Snow Removal Salaries	1,835.34		
A.5142.4	Snow Removal Contractual		1,268.44	
A.8160.1	Refuse Collection Salaries		566.90	
A.3620.1	Code Enforcement Salaries	5,825.00		
A.3620.4	Code Enforcement Contractual		1,800.00	
A.8160.1	Refuse Collection Salaries		4,025.00	
A.1010.1	Board of Trustees Salaries	0.04		
A.1010.4	Board of Trustees Contractual		0.04	
		<u>\$ 24,529.89</u>	<u>\$ 24,529.89</u>	

Motion made by Trustee Kathie Carl and seconded by Deputy Mayor Andy Fraser to approve the budget transfers as listed above from the April 2022 Treasurers Report in an amount of \$24,529.89.

Vote: Carried (4-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Wayne LaVair	ABSENT		

Designating Depository Signers

Motion made by Trustee Kathie Carl and seconded by Trustee Nikki Whitmarsh to designate Deputy Mayor Bruce Andrew Fraser as the third signer on the Canandaigua National Bank accounts.

Vote: Carried (3-0-1Abstention)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	ABSTAIN
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Wayne LaVair	ABSENT		

ARPA Expenses	Planned Expenses	Paid to date
Phone System Cloud Conversion	\$ 1,080.00	1,080.00
Johnson Park Flooring	\$ 12,400.00	12,400.00
Johnson Park Furnishings		
Chairs	1,269.12	1,269.12
Tables	1,342.70	1,342.70
Racks	575.68	575.68
	\$ 16,667.50	\$ 16,667.50
	\$ 15,587.50	Parks A.7140.4
	\$ 1,080.00	Village Office A.1620.4

Clerk – Anne Hartman

Newsletter going out soon, if you would like to add a blurb please send that in soon
DMV one more trip to wrap up the fire truck transfers

Liaison Appointments

Mayor Maggie Ridge: Finance, Historic Preservation Committee and Forestry Board

Deputy Mayor Andy Fraser: Grants and Planning and Zoning

Trustee Kathleen Carl: Procurement and ARPA

Trustee Wayne LaVair: DPW

Trustee Nikki Whitmarsh: Social Media and Communications

Motion made by Trustee Kathie Carl and seconded by Trustee Nikki Whitmarsh to approve the liaison appointments as listed above.

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

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Wayne LaVair	ABSENT		

Old Business

Extra Garbage Totes

Motion made by Trustee Kathie Carl and seconded by Mayor Maggie Ridge to refund the additional \$80 per garbage and recycling totes fee multi-family residence that was collected in 2022.

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

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Wayne LaVair	ABSENT		

New Business

Volleyball at Johnson Park

Non-profits using Johnson Park

Discussion on the use of park by outside organizations, there should be an agreement to lay out what is expected by both parties, hold harmless and insurance certificates.

Sexual Harassment Complaint Officers

Motion made by Trustee Kathie Carl and seconded by Mayor Maggie Ridge to refund the additional \$80 per garbage and recycling totes fee multi-family residence that was collected in 2022.

Vote: Carried (4-0-1 Absent)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Wayne LaVair	ABSENT		

Adjournment

Motion made by Trustee Kathie Carl and seconded by Trustee Nikki Whitmarsh to adjourn the Village Board meeting at 8:45pm.

Vote: Carried (4-0-1 Absent)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee Kathie Carl	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Wayne LaVair	ABSENT		

Respectfully submitted by,



Anne Hartman
Village Clerk

Call to Order Mayor Maggie Ridge called the May 10, 2022 Village of Scottsville Board of Trustees to order at pm.

Pledge of Allegiance to the Flag

Roll Call

Present: Maggie Ridge, Mayor
Kathie Carl, Trustee
Andy Fraser, Trustee
Wayne LaVair, Trustee
Nikki Whitmarsh, Trustee

Also Present: John Mancuso, Attorney
Katie Garner, Treasurer
Anne Hartman, Village Clerk
1 resident

Approval of Minutes

- **Village Board Meeting Minutes – *no quorum available for vote***
Tuesday, April 12, 2022

Motion made by Trustee _____ and seconded by Trustee _____ to approve the minutes of the *Tuesday, April 12, 2022* Village Board Meeting as submitted.

Vote: *Carried (-)*

Mayor Maggie Ridge
Trustee Kathie Carl
Trustee Wayne LaVair

Deputy Mayor Andy Fraser
Trustee Nikki Whitmarsh

Public Before the Board

GUIDELINES FOR PUBLIC COMMENT:

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Speakers must observe the commonly accepted rules of courtesy, decorum, dignity and good taste.

Interested parties or their representatives may address the Board by written communications.

Kevin Marks, 10 Beckwith Ave, Historic Preservation Committee is putting together an information letter to residents

Reports - Attorney John Mancuso

Welcome to our new attorney

Working on a contract for recreational use of Johnson Park – sport teams

Unemployment and seasonal help

Department Reports

Building Inspector/Code Enforcement Officer

DPW – Ken Bohn & Todd Schwasman

Sanitary sewer camera inspection was completed by Kenyon Pipeline. Approximately 6,000 feet were cleaned and inspected. Waiting on a report from MRB

This month we will be having a company come in and crack seal the Grenadier and Cavalier neighborhoods in preparation for micro paving later in the year.

Mowing parks, bags and brush are in full swing.

Flags and military banners will be installed in the upcoming weeks in preparation for Memorial Day. We will also be placing out flowerpots along Main St.

Installed new benches in the baseball dugouts at Johnson Park

Treasurer – Katie Garner

Pay Bills:

Motion made by Deputy Mayor Andy Fraser and seconded by Trustee Wayne LaVair to approve payables on the AP Check Register Report through May 10, 2022 and prepaid bills with General Payables totaling \$29,634.30.

Vote: Carried (3-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee Kathie Carl	ABSENT	Trustee Nikki Whitmarsh	ABSENT
Trustee Wayne LaVair	AYE		

Expenses:

	<u>Overspent Lines</u>		<u>Why?</u>
A.7140.4	Parks Contractual	13,965.71	ARPA Funds for JP Flooring/Furnishings Election Expenses - Reimbursed by
A.1450.4	Elections Contractual	210.25	MC
A.1210.4	Mayor Contractual	56.79	WC Payment to Town

Updates:

Submitted 2022-23 Budget/ levy info to MC and county approved

All required reports for bills have been generated I have imported Tax bills into KVS

I have imported 2022-23 budget into KVS for upcoming fiscal year

Submitted ARPA expense reports to Treasury 04/25/22

included revenue recovery as we only had one chance to do so

I will still need to report to treasury what government services funds are used for once spent

Approve Payment for PB/ZB Members for 2021-22 Fiscal Year

Motion made by Deputy Mayor Andy Fraser and seconded by Trustee Wayne LaVair to approve voucher payment for Planning Board and Zoning Board of Appeal members for 2021-2022 Fiscal Year totaling \$2,120.00 as listed on the check register.

Vote: Carried (3-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee Kathie Carl	ABSENT	Trustee Nikki Whitmarsh	ABSENT
Trustee Wayne LaVair	AYE		

Budget Transfers:

Account Code	Descriptions	To	From
		\$	
A.1210.4	Mayor Contractual	56.79	
A.1920.4	Municipal Association Dues		56.79

Motion made by Deputy Mayor Andy Fraser and seconded by Trustee Wayne LaVair to approve the budget transfers as listed above from the May 2022 Treasurers Report in an amount of \$56.79.

Vote: Carried (3-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee Kathie Carl	ABSENT	Trustee Nikki Whitmarsh	ABSENT
Trustee Wayne LaVair	AYE		

We have signed up for Positive Pay from CNB is added security to prevent check fraud

Clerk – Anne Hartman

Tax bills being printed

Newsletter was sent out

DMV/Firetrucks the problem is the 1989 truck, we have no paperwork on it, a title was never obtained and there is no Certificate of Origin on file. Still working with the DMV.

Trustee Updates:

Deputy Mayor Andy Fraser – Grants and Planning Board/Zoning Board of Appeals

Trustee Kathie Carl – Procurement and ARPA

Trustee Wayne LaVair – DPW – meeting with the DPW on Friday to discuss needs, inventory and replacement

Trustee Nikki Whitmarsh – Social Media and Communications

Mayor’s Reports - Maggie Ridge – Finance, Historic Preservation Committee and Forestry Board

Arbor Day was well attended, lots of Scouts helped

NYCOM Conference was very informative, networking with other mayors, attended a seminar on cannabis, at this point a lot is still TBD

Old Business

Scott Crescent – meeting with Dave Willard, MRB, will send a letter to the residents with possible options and explain why each one is not feasible, will have a meeting if necessary

Extra Garbage Totes – working to determine the number of extra garbage totes out there (businesses and multi-dwelling units) an invoice will be sent out and payment collected for all extra totes

New Business

Sewer Commission – found the agreement that states who is on the Commission (Village Trustee, Town Councilmember, Town/Village Assessor, Village Code Enforcement Officer, Town Code Enforcement Officer, DPW Superintendent) A meeting needs to take place before billing the Town by Feb. 1 and payment received by May 1. The Town has agreed to pay the 2022 bill before the meeting and make adjustments as needed.

Memorial Day parade – encourage the Board to march in the parade on Memorial Day. Children included.

Kenny Bohn	40 hours vacation
Anne Hartman	40 hours vacation

Motion made by Deputy Mayor Andy Fraser and seconded by Trustee Wayne LaVair to allow the employees to carryover up to 40 hours of unused vacation time to the 2022-2023 fiscal year, carryover hours must be used by September 1, 2022.

Vote: Carried (3-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee Kathie Carl	ABSENT	Trustee Nikki Whitmarsh	ABSENT
Trustee Wayne LaVair	AYE		

Adjournment

Motion made by Deputy Mayor Andy Fraser and seconded by Trustee Wayne LaVair to adjourn the Village Board meeting at 7:21pm.

Vote: Carried (3-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee Kathie Carl	ABSENT	Trustee Nikki Whitmarsh	ABSENT
Trustee Wayne LaVair	AYE		

Respectfully submitted by,



Anne Hartman
Village Clerk

XIII. TIME OFF

A. Flex Time

At times, an exempt employee's manager may opt to reward an exempt employee with flex time for working extraordinarily long hours such as time beyond 40 in a workweek. It is important to note that flex time is awarded only at the discretion of the manager and is only offered in special circumstances. An exempt employee may use earned flex time to take time off with pay without using their other paid time off (sick, vacation or personal days). Flex time must be used within 30 days of it being awarded or else it will be forfeit. Any available flex time that is available at the time of an employee's separation will be forfeit. Flex time is not offered to a non-exempt employee, as non-exempt employees receive overtime pay to reward them for working extra hours.

B. Birth/Placement of Child

Three days off with pay will be given for the birth of a child or placement of a child for adoption or foster care.

C. Bereavement

All full-time employees receive Bereavement pay for immediate family: up to three (3) days' time with pay allowed due to the death of a Mother, Father, Spouse, Sibling, Child, Grandparent or In-Law upon approval of Supervisor or Mayor. Proof of death may be required. Additional time off may be approved by the mayor which may be covered using available personal days or vacation.

D. Holidays

All full-time employees receive Holiday pay. Unless prior approval is given, the employee must work the day before and after the holiday in order to be paid for the Holiday. If an employee calls in sick the day before or after a holiday, he/she must have a physician's excuse for that day in order to be paid. Both salaried and hourly paid employees will receive one day off to be used on a staggered schedule if he/she works an 8-hour day on the holiday. If a salaried employee works an 8-hour day on the holiday he/she will receive one day off to be used on a staggered schedule. If the employee is paid hourly, he/she will be paid time and a half for the hours worked on the holiday.

The following are the paid holidays for the Village of Scottsville:

New Year's	Labor Day
Martin Luther King	Columbus Day
President's Day	Veteran's Day
Good Friday	Thanksgiving
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Day

DPW personnel who work on a scheduled holiday will be compensated 1 workday at their discretion. This day must be used by the end of the current budget year. Department Heads are responsible for keeping track of comp time for holidays.