

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

Agenda

1. **Call to Order** Mayor Maggie Ridge called the July 12, 2022 Village of Scottsville Board of Trustees to order at pm.
2. **Pledge of Allegiance to the Flag**
3. **Mayoral Appointment of Andrew J. Peck**
4. **Roll Call**

5. **Approval of Minutes**

Village Board Meeting Minutes
Tuesday, June 14, 2022

Motion made by Trustee _____ and seconded by Trustee _____ to approve the minutes of the *Tuesday, June 14, 2022* Village Board Meeting as submitted.

Vote: Carried (-)

Mayor Maggie Ridge
Trustee AJ Peck
Trustee Wayne LaVair

Deputy Mayor Andy Fraser
Trustee Nikki Whitmarsh

6. **MRB**

7. **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.

8. **Department Reports**

a) **Building Inspector/Code Enforcement Officer****Permits Issued****Permits Finalized****Code Enforcement****Developments/Projects****New Items****Ongoing Items/Concerns****Upcoming**b) **DPW – Ken Bohn & Todd Schwasman**

- Rear drainage project at 219 Briarwood in the Village easement
- Catch basin repair at 34 Chili Ave.
- Catch basin repair at 2 Sanhurst and 8 West Grenadier
- Replaced collapsed driveway culvert at 47 E. Grenadier

c) **Treasurer – Katie Garner***Pay Bills:*

Motion made by Trustee _____ and seconded by Trustee _____ to approve payables on the AP Check Register Report through July 12, 2022 and prepaid bills with General Payables totaling \$ _____.

Vote: Carried (-)

Mayor Maggie Ridge

Trustee AJ Peck

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 July 2022 Treasurers Report.

Vote: Carried (-)

Mayor Maggie Ridge

Trustee AJ Peck

Trustee Wayne LaVair

Deputy Mayor Andy Fraser

Trustee Nikki Whitmarsh

d) **Clerk – Anne Hartman***Park Permits**Tax payments*9. **Trustee Updates:**

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

Trustee AJ Peck – Procurement and ARPA

Trustee Wayne LaVair – DPW

Trustee Nikki Whitmarsh – Social Media and Communications

10. **Mayor’s Reports - Maggie Ridge**

11. **Old Business**

Extra Garbage Tote

Trail Town invoice

12. **New Business**

Grant Writer

CDL Training Policy

13. **Adjournment**

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

Vote: Carried (-)

Mayor Maggie Ridge

Trustee AJ Peck

Trustee Wayne LaVair

Deputy Mayor Andy Fraser

Trustee Nikki Whitmarsh

Call to Order Mayor Maggie Ridge called the June 14, 2022 Village of Scottsville Board of Trustees to order at 6:30pm.

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
Dave Willard, MRB
0 resident

Approval of Minutes

Village Board Meeting Minutes

Tuesday, April 12, 2022

Motion made by Deputy Mayor Andy Fraser and seconded by Trustee Wayne LaVair to approve the minutes of the *Tuesday, April 12, 2022* Village Board Meeting as submitted.

Vote: Carried (4-0)

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

Tuesday, May 10, 2022

Motion made by Deputy Mayor Andy Fraser and seconded by Trustee Kathie Carl to approve the minutes of the *Tuesday, May 10, 2022* Village Board Meeting as submitted.

Vote: Carried (3-0)

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

MRB – Dave Willard

Sewer Report – Kenyon surveyed the sanitary sewer lines, total cost of repairs (at this time) \$1.38 million dollars. The report ranks areas in the Village as the condition and the need to repair. Clean water revolving fund deadline to file is this Friday, everything is ready to submit. Funding announced in August. It is a 20% matching grant, the Village should apply for the whole 1.38 million.

Scott Crescent – Although the Village cannot do anything to remedy the drainage in the backyards, drainage at the street can be done to mitigate some of the problem.

Public Before the Board

No public

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.

Department Reports

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
Attorney Mancuso added the current code states that any boundary adjustments must go before the PB/ZBA, Scottsville does not have large parcels to be split, a minor code amendment can be made to forego the public hearing to make these instances go smoothly.

Fire Marshal:

- Public assembly inspections are underway

Code Enforcement:

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

DPW – Ken Bohn & Todd Schwasman

- Crack seal has been completed in the Cavalier and Grenadier neighborhoods.
- Browns Grove received an oil and stone treatment. Hoping to get the final treatment added to finish the roads this month.
- 100 yards of certified playground mulch has been delivered, prepping the area and filling almost done.
- 3 emergency sewer plugs in our troubled areas.
- Line-of-sight tree trimming done for safety.

- Newly permitted CDL driver in the process of training for road test.
- Trustee LaVair met with the DPW to put together an inventory of equipment and replacement schedule

CDL Training Policy – CDL training can no longer be done in house, the applicant must attend a certified driving school. If the Village is going to pay the tuition for drivers, a policy needs to be put in place in regard to time of service and reimbursement should an employee leave after receiving a Village paid CDL

Treasurer – Katie Garner

Pay Bills:

Motion made by Trustee Kathie Carl and seconded by Mayor Maggie Ridge to approve payables on the AP Check Register Report through June 14, 2022 and prepaid bills with General Payables totaling \$148,543.65.

Vote: Carried (5-0)

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

Expenses:

	<u>Overspent Lines</u>		<u>Why?</u>
A.1210.4	Mayor Contractual	1,000.29	Underbudgeted
A.1410.1	Village Clerk Salaries	1,890.40	Underbudgeted
A.1440.4	Engineer Contractual	2,963.50	MRB
		71.9	Underbudgeted
A.3620.1	Code Enforcement Salaries	5	Underbudgeted
A.5110.1	Street Maintenance Salaries	6,578.16	Underbudgeted
A.7140.4	Parks Contractual	14,196.83	ARPA
A.8160.4	Refuse Contractual	1,893.95	Underbudgeted

Updates:

Closing out year

Received payment from town for sewer billing

Received Q1 Monroe County Sales Tax

\$146,960.10

Received annual Aim Aid from state

Suggested Budget Transfers:

<u>Account Code</u>	<u>Descriptions</u>	<u>To</u>	<u>From</u>
		\$	
A.1210.4	Mayor Contractual	1,000.29	
A.1010.4	Board of Trustees Contractual		449.96
A.1325.4	Treasurer Contractual		

			550.33
		\$	
A.1410.11	Village Clerk Salaries	1,890.40	
A.1410.4	Village Clerk Contractual		1,890.40
A.1440.4	Engineer Contractual	2,963.50	
A.1420.4	Law Contractual		2,963.50
A.3620.1	Code Enforcement Salaries	71.95	
A.1990.4	Contingent Account		30.49
A.1640.1	Village Garage Salaries		41.46
A.5110.1	Street Maint Salaries	6,578.16	
A.8160.11	Recycling Salaries		6,578.16
A.8160.4	Refuse Contractual	1,893.95	
A.8160.41	Recycling Contractual		1,893.95
		\$ 14,398.25	\$ 14,398.25

Budget Transfers:

Motion made by Trustee Kathie Carl and seconded by Mayor Maggie Ridge to approve the budget transfers as listed above from the June 2022 Treasurers Report in the amount of \$14,398.25.

Vote: Carried (5-0)

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

ARPA Expenses	Planned Expenses	Paid to date
	\$	
Phone System Cloud Conversion	1,080.00	1,080.00
	\$	
Johnson Park Flooring	12,440.00	12,440.00
Johnson Park Furnishings		
Chairs	1,269.12	1,269.12
Tables	1,342.70	1,342.70
Racks	575.71	575.71
	\$	\$
	16,707.53	16,707.53

\$	
15,627.53	Parks A.7140.4
\$	
1,080.00	Village Office A.1620.4

Deputy Mayor Fraser asked about the ARPA money.

K. Garner responded that we received \$96,000, it has been filed as revenue loss, second payment of \$96,000 will come this summer.

Clerk – Anne Hartman

- Taxes being collected
- Food Collection for Buffalo completed, Phyllis Wickerham from Senator Gallivan's office came to pick up a trunk load of items.
- Extra garbage tote payments slowly catching up. We see some pushback.
- Johnson Park application for weekend rentals and sport team uses revisions being made. We will continue this discussion.
- Civil Service MAX complete

Trustee Updates:

Deputy Mayor Andy Fraser – Grants and Planning Board/Zoning Board of Appeals
Looking into sanitary sewer grants

Trustee Kathie Carl – Procurement and ARPA
No update

Trustee Wayne LaVair – DPW
Already been discussed

Trustee Nikki Whitmarsh – Social Media and Communications
No update

Mayor's Update- Maggie Ridge

Forestry Board – trees in Canawaugus Park need attention, applying for another grant, need Board approval to submit. Will put together a letter to residents for care of trees are planted on property. Make the triangle a park, memorial trees dying, replace with engraved bricks in park.

Historic Preservation Commission sent out a letter to residents explain the importance of the Historic District. An application for a Certificate of Appropriateness needs to be created.

Met with Captain Fey and Deputy Chambry, for the people hanging out at George Bridge we can only call 911, asked for the speeding monitor.

Met with CHS to review the quarterly report. Mentioned an ambulance district.

Old Business

No old business

New Business

Juneteenth

Motion made by Trustee Wayne LaVair and seconded by Mayor Maggie Ridge to add Juneteenth to the list of scheduled paid holidays.

Vote: *Carried (5-0)*

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

Resignation of Trustee Kathie Carl – Mayor Ridge announced the resignation of Trustee Carl and thanked her for her time and talents.

Adjournment

Motion made by Trustee Kathie Carl and seconded by Trustee Nikki Whitmarsh to adjourn the Village Board meeting at 8:12 pm.

Vote: *Carried (5-0)*

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

Respectfully submitted by,



Anne Hartman
Village Clerk



VILLAGE OF SCOTTSVILLE
Johnson Park Permit Application

Park Use Fee \$95.00 Non-Refundable Rental Fee + \$50.00 Refundable Key Deposit for Village Residents
\$145.00 Non-Refundable Rental Fee + \$50.00 Refundable Key Deposit for Non-Residents
The Non-Refundable Rental Fee must be paid at the time of the reservation.

Name _____ Application Date _____ Phone No. _____

Address _____ Email _____

I hereby request the use of the Village of Scottsville's **JOHNSON PARK PAVILION** for the purpose of

_____ on _____, _____
Day of the Week Date (MM/DD/YY)

Your rental period is for one day. No early admittance allowed.

Permission for a keg of beer or temporary bar set-up must be obtained from Village Board.

Use of glass beverage containers is prohibited.

Consumption of alcoholic beverages by those under 21 years of age is PROHIBITED.

Other people may have use of the bathrooms and recreation areas in the Park at the time of rental.

Use of Fireplace: Yes No Alcohol: None Cooler Keg Bar

Please Note: Firewood will be provided by the Village.

Number of People expected _____ Applicant Signature _____

PARK RULES:

- 1) CONTAINERS: No glass containers can be used in the Park.
- 2) PARKING: No cars are to be parked by the lodge. Park only in the lot behind Church.
- 3) GARBAGE: Must be put in bags provided by you - Bags must be placed in dumpster.
- 4) PICNIC TABLES: All tables must be put into building and locked before leaving.
- 5) PARK CLOSES: at 10:00 P.M.
- 6) CONSUMPTION OF ALCOHOLIC BEVERAGES BY THOSE UNDER THE AGE OF 21 IS PROHIBITED.
- 7) DAMAGES: Any damage to Village facilities shall be promptly repaired at the user's expense.
- 8) REVOCATION: Permits may be revoked at any time.
- 9) **FOLLOW ALL CDC GUIDELINES, INCLUDING OCCUPANCY.**
- 10) Keys for the pavilion rental must be picked up at the Village office Thursday 7:30 am -4:00 pm or Friday 7:30 am-noon The keys should be returned the following Monday 7:30 am -8:00 pm.
- 11) The Village is not responsible for personal items brought to the park.

The undersigned is over 21 years of age, and accepts responsibility and at the undersigned's sole cost and expense indemnifies, protects, and holds harmless the Village of Scottsville from and against any and all loss, damages, claims, liabilities, penalties, demands, judgments, suits, proceedings, actions, costs, disbursements, or expenses (including, without limitation, attorneys' fees) to the fullest extent permissible by law, of any kind or nature whatsoever relating to, resulting from, arising out of, or in connection with the actual or proposed use of Johnson Park. I do hereby agree to leave the building and grounds in good condition. I understand that the bathrooms and recreation areas in the park may be used by other people while I am renting the pavilion. The undersigned agrees to pay the Village of Scottsville for any damage to Village property, facilities, or equipment arising from the use of the Johnson Park.

Applicant's Signature

Please Note: Until the Village Clerk receives your pavilion permit and **non-refundable rental fee** and you received confirmation, do not assume the pavilion is yours to rent. It is advised that you turn in your request ASAP to ensure your date is reserved. You may mail, email or drop it off during business hours. Until your form is received and processed the Johnson Park Pavilion rental will be first come first served. Thank you.



VILLAGE OF SCOTTSVILLE
Johnson Park Usage Permit Application

Name of Organization _____ Application Date _____

Contact Person _____ Phone No. _____

Address _____ Email _____

I hereby request the use of the following recreation area located at Village of Scottsville's **JOHNSON PARK** for the following dates and purpose:

Location _____

Date(s) for Activity — Beginning _____ Ending _____

Day(s) of the Week _____

Beginning Time _____ Ending Time _____

Use of glass beverage containers or kegs on park grounds during games is prohibited.

Consumption of alcoholic beverages by those under 21 years of age is PROHIBITED.

The Village of Scottsville agrees to allocate one key to the bathrooms located in the Johnson Park Pavilion to the contact person listed above, or to a third party disclosed to the Village of Scottsville. The keys will be collected at the end of the ending date identified above. The Village of Scottsville will clean the bathrooms 3 times a week on Monday, Wednesday, and Friday, at the Village of Scottsville's expense for the calendar year 2022, and thereafter the Village of Scottsville will be assessing a fee for bathroom cleaning to be determined by the Village of Scottsville.

Number of People expected _____ Applicant Signature _____

PARK RULES:

- 1) CONTAINERS: No glass containers can be used in the Park.
- 2) PARKING: No cars are to be parked by the lodge. Park only in the lot behind Church.
- 3) GARBAGE: Must be put in bags provided by you - Bags must be placed in dumpster.
- 4) PICNIC TABLES: All tables must be put into building and locked before leaving.
- 5) PARK CLOSES: at 10:00 P.M.
- 6) CONSUMPTION OF ALCOHOLIC BEVERAGES BY THOSE UNDER THE AGE OF 21 IS PROHIBITED.
- 7) DAMAGES: Any damage to Village facilities shall be promptly repaired at the user's expense.
- 8) REVOCATION: Permits may be revoked at any time.
- 9) **FOLLOW ALL CDC GUIDELINES, INCLUDING OCCUPANCY.**
- 10) The Village is not responsible for personal items brought to the park.

The organization must provide a copy of a certificate of insurance in an amount not less than \$1,000,000, naming the Village of Scottsville as an additional insured, to protect the Village of Scottsville from any liability arising from the use of the Johnson Park and damage to Village property.

The undersigned is over 21 years of age, and accepts responsibility and at the undersigned's sole cost and expense indemnifies, protects, and holds harmless the Village of Scottsville from and against any and all loss, damages, claims, liabilities, penalties, demands, judgments, suits, proceedings, actions, costs, disbursements, or expenses (including, without limitation, attorneys' fees) to the fullest extent permissible by law, of any kind or nature whatsoever relating to, resulting from, arising out of, or in connection with the actual or proposed use of Johnson Park by the organization or their respective agents, invitees, employees, members, or participants. I do hereby agree to leave the building and grounds in good condition. The undersigned agrees to pay the Village of Scottsville for any damage to Village property, facilities, or equipment arising from the use of the Johnson Park.

Applicant's Signature



6/10/22

Dear Mayor/Supervisor/Friend,

It is with pride that I can share some updates from our ongoing partnership work via Letchworth Gateway Villages and Genesee Valley Geotourism Initiative. Work continues on numerous things thanks to partner community contributions and grant monies. We've worked to bolster the "exploregeneseevalley.com" platform, develop key relationships with partner organizations, survey our local visitors, use traditional, social media and other marketing efforts to drive page views towards building this regional destination recognition, and support the development of the Genesee Valley Trail Towns (GVTT) Initiative. This pilot program (funded jointly with support from the USDA and the NBRC and matched with LGV member contributions) resulted in the completion of 10 Trail Town Community Action plans, a toolkit for communities, and we're now wrapping up a GVTT branding, signage and wayfinding guide. The NBRC grant also provided \$5500 in direct funding to five communities to activate recommendations from those plans, plus \$18,500 for trail enhancements along the GVG. But wait, there's more!

Last year, Parks and Trails New York (PTNY) joined LGV, Friends of the Genesee Valley Greenway (FOGVG) and GVG State Park to assist with the Trail Towns Initiative. PTNY with support from the Wilson Foundation provided another \$50,000 in funding to communities to address priorities in their Action Plan.

These initiatives - and their funding - will be wrapped up in the first half of 2022. Good news is that Parks and Trails NY (PTNY) has funds to continue the GV Trail Towns Initiative, provide staff support, and fund round 2 mini-grants in 2023.

ExploreGeneseeValley.com (EGV) is the manifestation of 5 years of collaborative efforts to establish Letchworth and the Genesee Valley as a sustainable, outdoor recreation destination.

Hundreds of thousands of dollars have been spent to survey target visitors, invent and build the brand, the platform and the partnerships, onboard and support businesses through EGV, Adopt-a-business and Digital Main Street, identify sustainable food tourism opportunities, and develop terrific Genesee Valley trail mapping tools, maps and routes that will be unveiled this spring. Countless hours have been spent developing content, itineraries, destinations, events, and quality images, traditional and social media outreach efforts and other marketing that drive page views and build regional destination recognition.

These investments are the base upon which we will continue to build this next year. Participating partner communities will continue to be showcased on ExploreGeneseeValley.com, and be part of the story going forward via new content, mapping, articles, and newsletters.

We are also excited to announce that FOGVG was recently awarded a grant from the State Parks-PTNY Parks and Trails Partnership Program. This, combined with your funding commitment, ensures that we can engage a full-time Trail Town Coordinator, managing and growing EGV over the coming year, as well as helping communities leverage the capacity of their volunteer Trail Town Committees and accelerate the implementation of that Action Plan. Staying in the program also ensures the opportunity to apply again for round 2 of those mini-grants through PTNY.

With ongoing PTNY support for the Trail Towns Initiative this next year, your community's contributions for our fiscal year **starting July 1, 2022** will go towards staff and overhead to operate, maintain, expand and market EGV. That means working with our partner communities, volunteers and businesses to grow their digital presence — and the overall value of EGV — for visitors and residents choosing the Genesee Valley for outings.

Municipal pledges will also be used to support match requirements for funding opportunities with multiple grantors and foundations for the next fiscal year. Any grants we receive will help us leverage our contribution and support broader Trail Towns goals over the coming year and beyond.

NEXT STEPS

Please sign the attached annual funding commitment, and return to me. The attached invoices are due for villages and their non-municipal partners within 30 days. If a portion of contributions are from a Town whose budget year commences January 1st, please indicate that and we can send invoices for that portion on January 1st.

Looking forward to telling the story of the Genesee Valley and to partnering with you in the coming year!

Sincerely,



Rick Hauser, Chair
LGV Executive Committee
Mayor, Village of Perry



6/10/22

INVOICE

Town of Wheatland
attn: Town Clerk

Village of Scottsville
attn: Village Clerk

Wheatland Area Chamber of Commerce

**2022-23 Annual Membership Fee for the
LGV and Genesee Valley Geotourism Initiative**

Total contribution for LGV's 2022-23 fiscal year: \$5,000*

**Please advise how this is being divided between Town, Village and any community organizations. Village contribution requested within 30 days.*

Checks can be mailed to:

**attn:
Christina Slusser, Village Clerk
Village of Perry
46 N Main Street
Perry NY 14530**

Please note LGV/GVGI on memo or reference.
Perry will be collecting revenue, registering payment and sending on to LGV/GVGI's fiscal sponsor

www.letchworthgatewayvillages.org