

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

Agenda

1. **Call to Order** Mayor Maggie Ridge called the August 9, 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, July 12, 2022

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

Vote: Carried (-)

Mayor Maggie Ridge

Trustee AJ Peck

Trustee Wayne LaVair

Deputy Mayor Andy Fraser

Trustee Nikki Whitmarsh

5. **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.

6. **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****Updates****Hire Full-Time Laborer**c) **Treasurer – Katie Garner****Pay Bills:**

Motion made by Trustee _____ and seconded by Trustee _____ to approve payables as listed on the AP Check Register Report through August 9, 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 August 2022 Treasurers Report.

Vote: Carried (-)

Mayor Maggie Ridge
Trustee AJ Peck
Trustee Wayne LaVair

Deputy Mayor Andy Fraser
Trustee Nikki Whitmarsh

Motion made by Trustee _____ and seconded by Trustee _____ to authorize Mayor Maggie Ridge to sign the Municipal Solutions contract renewal to the Village to assist with Continuing Disclosure filings and regulations.

Vote: Carried (-)

Mayor Maggie Ridge
Trustee AJ Peck
Trustee Wayne LaVair

Deputy Mayor Andy Fraser
Trustee Nikki Whitmarsh

d) **Clerk – Anne Hartman**

Facebook: what content do we want to share?

Deputy Clerk position open

7. **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

8. **Mayor’s Reports - Maggie Ridge**

- Submitted the grant application for the County ARPA money for improvements to Johnson Park including converting septic to sewer, more mobility accessible accommodations, new playground, better site design, a reflection/memorial garden, and an outdoor performance venue.
- Met with Linda Dobson, Andy Fraser, Josh Davis, and Chuck Hazelton to discuss ways to discourage vandalism/parking in Canawaugus Park and George Bridge. Follow up meeting with Josh, Linda, and Kristine Uribe to discuss options, and responsibilities across the municipalities. Met with Todd to discuss putting a split rail fence on the grass area near the sidewalk and move some boulders into the access under the bridge. He’s going to get pricing and project can be completed by the DPW.
- John Mancuso and I met with the Fire District Commissioners, the Fire Company, and Ray DiRaddo to discuss next steps needed to take for their mandatory referendum.
- Met with Forestry Board – they are concerned about the care of the trees in Canawaugus Park. Todd, Emily, and Peter dug out the weeds and put mulch circles around all the trees. They also put gator bags around the trees that were planted last fall. Brandon put forth an idea of creating a “tree nursery” where we could grow our own trees.
- Met with Ryan at CooperVision to ask about additional sponsorship opportunities. He said CooperVision doesn’t help fund any capital type improvements, but they do seek out opportunities to sponsor events. (Summer Concerts in the Park?)
- Spoke with Kevin Allen about the car show on Aug 13. Would like the Village to provide some extra garbage totes for the day.
- Met with Andy Walsh from Parkitects. I’ll get quotes from him if we get the grant. His firm will include a site map – a \$12,000 value.
- Going to the mayor’s bi-monthly meeting on the 18th and will ask about speed safety signs. The sheriff posted a decoy car and will put us on the rotation for their sign. Manpower is an issue for them as well.

9. **Old Business**

CDL Training Policy

10. **New Business**

Subdivision

Fire Marshall

Office Hours

Rochester Street safety from resident Dan Murray: have “rumble strips” pressed into the roadway at two points during the decline on Rochester Street. Or install a steel girder “shoulder” on the side of the road where that bend is.

Mileage Allowance:

WHEREAS the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to village officers and employees who use their personal automobiles while performing their official village duties;

NOW THEREFORE BE IT RESOLVED:

That the Board of Trustees will approve reimbursement to such officers and employees at the rate of **62.5 cents per mile**.
That this resolution is effective immediately.

Vote: Carried (-)

Mayor Maggie Ridge

Trustee AJ Peck

Trustee Wayne LaVair

Deputy Mayor Andy Fraser

Trustee Nikki Whitmarsh

11. **Executive session**

Motion made by Trustee _____ and seconded by Trustee _____ to enter into executive session at _____ pm to discuss employee matters of two employees and a legal matter.

Vote: Carried (-)

Mayor Maggie Ridge

Trustee AJ Peck

Trustee Wayne LaVair

Deputy Mayor Andy Fraser

Trustee Nikki Whitmarsh

Motion made by Trustee _____ and seconded by Trustee _____ to adjourn executive session and return to regular session at _____ pm.

Vote: Carried (-)

Mayor Maggie Ridge

Trustee AJ Peck

Trustee Wayne LaVair

Deputy Mayor Andy Fraser

Trustee Nikki Whitmarsh

12. **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 July 12, 2022 Village of Scottsville Board of Trustees to order at 6:30pm.

Pledge of Allegiance to the Flag

Mayoral Appointment of Andrew J. Peck

Roll Call

Present: Maggie Ridge, Mayor
Andy Fraser, Deputy Mayor
Wayne LaVair, Trustee
AJ Peck, Trustee
Nikki Whitmarsh, Trustee

Also Present: Lauren Baron, Attorney
Katie Garner, Treasurer
Anne Hartman, Village Clerk
Dave Willard, MRB
0 resident

Approval of Minutes

Village Board Meeting Minutes

Tuesday, June 14, 2022

Motion made by Mayor Maggie Ridge and seconded by Deputy Mayor Andy Fraser to approve the minutes of the *Tuesday, June 14, 2022* Village Board Meeting as submitted.

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

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	ABSTAIN	Trustee Nikki Whitmarsh	AYE
Trustee Wayne LaVair	AYE		

MRB, Dave Willard

Village of Scottsville Sewer project report completed. The current cost of the project is \$1.4 million. Monroe County has \$144 million ARPA money to dole out to local municipalities.

Motion made by Mayor Maggie Ridge and seconded by Deputy Mayor Andy Fraser to authorize the mayor to sign the proposal for professional services for grant writing services for Monroe County RFP ARPA request – Bring Monroe Back with the MRB Group subject by attorney approval in an amount not to exceed \$4,00.00.

Discussion: Mayor Ridge states that we have this complete study ready to submit as is. Only require endorsement letters.

Deputy Mayor Fraser states that when he reads the guidelines of the grant, he does not believe the sewer project qualifies. He would like to see improvements to Johnson Park.

Vote: *Denied (2-3)*

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	NAY
Trustee AJ Peck	NAY	Trustee Nikki Whitmarsh	AYE
Trustee Wayne LaVair	NAY		

Village of Scottsville
Monroe County's ARPA Request Program

**RESOLUTION NO. 2022 – 054: SUPPORT FOR SUBMISSION OF AN
APPLICATION TO THE MONROE COUNTY RFP ARPA REQUEST – BRING
MONROE BACK PROGRAM**

WHEREAS, the Village of Scottsville Village Board (hereinafter referred to as Village Board) intends for the Village to submit an application through the Monroe County's ARPA Request Program for funding to support the Village's sanitary sewer project; and
WHEREAS, the rehabilitation of the sanitary sewers will greatly improve the system, ultimately delivering better services and protect water resources for the future; and
WHEREAS, The Village Board intends to classify the above-referenced action to be a Type II Action under the New York State Environmental Quality Review (SEQR) regulations, wherein Type II actions are not subject to further environmental review; and
NOW THEREFORE BE IT RESOLVED, that the Village of Scottsville recognizes and fully supports the submission of the 2022 Bring Monroe Back application submission for the sanitary sewer project improvements; and
BE IT FURTHER RESOLVED, that the Village Board identifies the Village Mayor as the authorized representative for the project, able to execute necessary documents relative to and as required for this application and grant; and
BE IT FINALLY RESOLVED, that the Village Clerk is hereby directed to provide a copy of this resolution to the Village Mayor and grant writer.

NO ACTION NEEDED

Motion made by _____ and seconded by Trustee _____ to approve the above resolution in support for submission of an application to the Monroe County RFP ARPA request – Bring Monroe Back program.

Vote: Carried (-)

Mayor Maggie Ridge
Trustee AJ Peck
Trustee Wayne LaVair

Deputy Mayor Andy Fraser
Trustee Nikki Whitmarsh

Public Before the Board

GUIDELINES FOR PUBLIC COMMENT:

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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.

No public

Department Reports

Building Inspector/Code Enforcement Officer

Building Dept:

CooperVision Addition- Moving along at a fast pace now demolition and movement of machines on the inside portion of the renovation has been completed. Rough plumbing for new machines and sinks is complete. Foundation has been poured for the new addition and block has been started. Chiller has been moved to the new location on the outside southwest corner of the property. Been working with the GC via phone or onsite and the project is going smooth.

Briarwood place apartments- Two of the buildings have been completed with their renovations and certificate of occupancy has been issued. Parking lot and driveway will be replaced in phases starting in August look for temporary entrance closures while this is being done. FD will be notified when this happens.

Closed out a second-floor addition on Wyvil that was started and not closed out by the previous BI.

Two shed permits have been issued for Scott Cres Residences

Fence permits have been a hot commodity around the village.

Repair shop on Rochester Street at North Rd seems to have closed. Will be working with and tracking down owner to get rid of some of the left-over cars and Junk.

Code:

Hanford and Main trying to contact owner to cut the bushes at the corner blocking the view of traffic.

Handful of residents received notices about long grass or unregistered cars.

Heany noise issue from a few months ago has seemed to stop. Talked to the Manager on site and he thinks it was a bad bearing in a fan that has been replaced.

Noise/Neighbor complaint on Browns Ave that resulted in an altercation and PD to respond is being handled by the MCSO and the Building owner.

Fire Marshal:

Would like to remind residents that during this dry time please make sure all recreational fires are contained and put out completely when done.

Fire inspections have been going well with very minimal violations found through the village.

No request for PB or ZB at this time.

I will be out of town on a Family Vacation from 7/16-7/24. I will have my phone in case of emergencies but will not be able to respond in person.

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

Motion made by Deputy Mayor Andy Fraser and seconded by Mayor Maggie Ridge to hire Emily Clarke as seasonal laborer for the DPW at \$14.00 an hour.

Vote: Carried (5-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Wayne LaVair	AYE		

Treasurer – Katie Garner**Pay Bills:**

Motion made by Mayor Maggie Ridge and seconded by Trustee Wayne LaVair to approve payables as listed on the AP Check Register Report through July 12, 2022 and prepaid bills with General Payables totaling \$35,054.02.

Vote: Carried (5-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Wayne LaVair	AYE		

Treasurers Report:**General Fund Reserve Transfers:**

After a review of the 2021-22 year end fund balances, the Board resolves to transfer \$ of the 2021-2022 unassigned general fund balance A909; into the following reserves as of May 31, 2022;

General Fund			
A230-EQ	General Equipment Reserve		\$50,000
A230-RP	Park		\$10,000
A-230-SS	Sanitary Sewer Reserve		\$40,000
A-230-SL/P	Village Street Project Reserve		\$100,000

Budget Transfers:

Motion made by Deputy Mayor Andy Fraser and seconded by Mayor Maggie Ridge to approve the budget transfers as listed above from the July 2022 Treasurers Report in the amount of \$200,000.

Vote: Carried (5-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Wayne LaVair	AYE		

Budget Amendment:

Motion made by Mayor Maggie Ridge and seconded by Trustee Nikki Whitmarsh to amend the 2022-2023 budget to increase the Refuse Contractual A8160.4 in an amount of \$10,000 using unassigned General Fund Balance from 2021-2022 year end.

Vote: Carried (5-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Wayne LaVair	AYE		

Suggested Year End Budget Transfers:

Account Code	Descriptions	To	From
A.1440.4	Engineering Contractual	\$	5,388.36
A.1620.4	Municipal Building Contractual		5,388.36

\$ 5,388.36 \$ 5,388.36

Motion made by Mayor Maggie Ridge and seconded by Deputy Mayor Andy Fraser to approve the year end budget transfers as listed above from the July 2022 Treasurers Report in the amount of \$5,388.36.

Vote: Carried (5-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Wayne LaVair	AYE		

Suggested Year End Budget Amendment:

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

Motion made by Mayor Maggie Ridge and seconded by Trustee Nikki Whitmarsh to amend the budget in an amount not to exceed \$16,707.53 for use of ARPA funds for expenses as listed on the July 12, 2022 Treasurer's report for the fiscal year ending May 31, 2022.

Vote: Carried (5-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Wayne LaVair	AYE		

Clerk – Anne Hartman

Park Application

Motion made by Deputy Mayor Andy Fraser and seconded by Trustee Nikki Whitmarsh to amend the Johnson Park Permit and adopt the Johnson Park Usage Permit as drafted by the attorney.

Vote: Carried (5-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Wayne LaVair	AYE		

Tax payments about 43 delinquent taxes, the last day to pay to the Village is October 31, then they will be surrendered to the County.

Employee Health Benefits Renewal on September 1

NYCOM

Motion made by Mayor Maggie Ridge and seconded by Trustee Wayne LaVair to approve the expense to send two people to the NYCOM Fall Training in Saratoga Springs September 12-16, 2022.

Vote: Carried (5-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Wayne LaVair	AYE		

Trustee Updates:

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

Planning Board meeting on Thursday

Will work with the Mayor on Bring Monroe Back grant to develop and improve Johnson Park.

Trustee AJ Peck – Procurement and ARPA

Will look into playground equipment and speed safety monitoring devices

Trustee Wayne LaVair – DPW

Working on a prioritized list of repairs and replacement of vehicles and equipment

Trustee Nikki Whitmarsh – Social Media and Communications

Will look at the website to find ideas to make it more user friendly

Mayor's Reports - Maggie Ridge

Went to CooperVision groundbreaking – spoke with Ryan Debarros – he asked if I could look into a bus route to Scottsville. Made a few calls to RTS and it is possible, but not now. They have an “on-demand” system that will put people to suburban hubs (Marketplace Mall for example) and get on a smaller bus to the destination. They are short drivers and vehicles.

CooperVision received a PILOT Agreement (payment in lieu of taxes) from COMIDA that impacts the Village, Town and WCCSD.

Met with Marci McCall regarding the Mid-Week Farmers Market. Very helpful conversation with some good insights. She will forward all her notes so we can discuss the viability of starting that back up again.

Attended the Mayors' bi-monthly dinner in East Rochester. Was very informative – Howard Maffuci did a presentation regarding Monroe County finances. I made some very good connections there and reached out to other mayors with questions.

Walked with Wendy Marks (Forestry Board) through Canawaugus Park and identified trees that need some TLC. DPW will take care of that.

Meeting with the Fire Commissioners next week (July 19) to put the final touches on the Mandatory Referendum.

Old Business

Extra Garbage Tote – The Village will leave the extra fee as it is without grandfathering residents who may have purchased totes long ago.

Letchworth Gateway Villages Initiative invoice – Received an invoice in the amount of \$5,000 to be shared with the Town and Chamber. We do not see the benefit to the Village, only 2 businesses are highlighted, money may be better spent in our own parks.

ARPA Spending – We will hold a workshop dedicated to this at a later date.

New Business

Grant Writer – Mayor Maggie interviewed 2 grant writing firms. There is a lot of money available. Deputy Mayor Fraser likes the idea of hiring a writer on an as needed basis. He knows of individuals and another local firm. He will pass that information to the Mayor.

CDL Training Policy – Federal guidelines now require CDL applicants to attend a 40 hour approved training. No longer can the training be done in house. In looking at 3 different courses we found that Monroe @ BOCES offers the cheapest and most appropriate for the Village. A policy needs to be adopted if the Village wants to pay for the course and retain the employee.

Noise Ordinance – a complaint came in about a very loud and very late party, complainant asked that the Village make the quiet hours earlier. Currently 11pm-7am. At this time the Board chooses to leave it as is.

Standard Work Resolution

MOTION: made by Deputy Mayor Andy Fraser and seconded by Trustee AJ Peck to approve the following resolution:

BE IT RESOLVED, that the Village of Scottsville (40389 location code) hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on a seven (7) hour work day and their record of activities: Trustee LaVair filled out a working time calendar for April, May and June 2022 to be used in determining his retirement days credited each quarter. The average came out to .81 days per quarter.

Vote: Carried (4-0-1 Abstention)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Wayne LaVair	ABSTAIN		

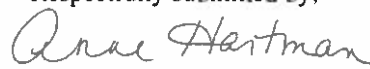
Adjournment

Motion made by Deputy Mayor Andy Fraser and seconded by Mayor Maggie Ridge to adjourn the Village Board meeting at 9:02 pm.

Vote: Carried (5-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	AYE	Trustee Nikki Whitmarsh	AYE
Trustee Wayne LaVair	AYE		

Respectfully submitted by,


Anne Hartman
Village Clerk

CDL TRAINING POLICY

(Amendment to Article XIII.D of Personnel Policy Manual)

General Policy/Eligibility:

Upon proper authorization, the Village will provide Commercial Driver's License (CDL) training to all full-time Village employees provided that: (1) the employee has worked for the Village for a period of three months without interrupted prior to enrolling in an approved CDL training course; and (2) the employee is on Village payroll upon completion of the CDL training course. Notwithstanding anything to the contrary contained herein, the Village will not provide any CDL training or reimbursement to any qualified employee who has received a written reprimand regarding performance deficiencies, or a violation of a policy, rule, regulation, or procedure of the Village, within three months prior to seeking approval or at any time after approval has been granted but before the CDL training course is completed.

Requirements:

1. Employees seeking approval for CDL training under this policy must make a formal request by completing the appropriate forms provided by the Village Clerk. Employees must first obtain approval from the appropriate department head before starting a CDL training course, otherwise the Village will not provide reimbursement.
2. Employees must complete any approved CDL training coursework outside of scheduled working hours. Notwithstanding the foregoing, the appropriate department head may approve completion of approved CDL training coursework during an employee's scheduled working hours provided that there is no substantial disruption in the routine operations of the employing department.
3. Upon proper authorization, an eligible employee will be reimbursed for any tuition and/or application registration fees, books and supplies, and one extra road test (as applicable) associated with CDL training under this policy. A voucher with all required documentation and corresponding receipts must be submitted to the Finance Director in order for the reimbursement to be processed.

Renewal

Upon proper authorization and subject to the requirements contained in this policy, an eligible employee will be reimbursed for the cost of CDL renewal.

Employee Repayment Obligation

Any employee who resigns from employment within one (1) year from the date of CDL issuance or renewal shall reimburse the Village in an amount equal to 50% of the training and/or renewal costs, as applicable.

July 24, 2022

Maggie Ridge, Mayor
Village of Scottsville
22 Main Street
Scottsville, New York 14546

Dear Mayor Ridge:

When the Village of Scottsville issued certain bonds and notes with an Official Statement, it agreed to disclose information on a periodic and continuing basis to the investing public for the life of the issue, pursuant to the provisions of Securities and Exchange Commission (SEC) Rule 15c2-12, as amended (the "Rule"). This information is described in the Disclosure Undertaking section of the issue's Official Statement.

Municipal Solutions, Inc. is submitting this contract renewal to the Village to assist with Continuing Disclosure filings and regulations pursuant to the Rule, which supersedes any prior disclosure filing currently in place. This information must be disclosed through filings on the Municipal Securities Rulemaking Board's (MSRB) Electronic Municipal Market Access (EMMA) system, the Nationally Recognized Municipal Securities Information Repository (NRMSIR), in the following manners:

- **Limited Disclosure** – Annual Financial Statement filings are required for original Serial Bond issues over \$1,000,000 sold with an Official Statement.
- **Material Event Notice** – Filings are required anytime a material event occurs for any Bond Anticipation Note or Serial Bond issue sold with an Official Statement, whether over or under \$1,000,000. A listing of such Material Events can be found in each issue's Official Statement. These filings **MUST** occur with ten (10) days of such event per the Rule.
- **Full Disclosure** – Statements of Annual Financial Information and Operating Data are required to be prepared and filed for original bond issues over \$1,000,000 prepared with an Official Statement, if at the time of issuance, the Village had \$10,000,000 or more of outstanding debt.

If a municipality fails to complete the required filings on the MSRB EMMA website, it is very unlikely that underwriters will bid on any future borrowings due to potential fines by the Securities Exchange Commission.

The following filings can be completed by Municipal Solutions, Inc. as needed. Please review and indicate your preferences as to whether or not you wish Municipal Solutions, Inc. to post the required filings to EMMA on your behalf.

Municipal Solutions, Inc. is a Member of the National Association of Municipal Advisors

62 Main Street, LeRoy, NY 14482 Phone: 585-768-2136 Fax: 585-394-4092
2528 State Route 21, Canandaigua, NY 14424 Phone: 585-394-4090 Fax: 585-394-4092
www.municipalsolution.com

I. Transmission and electronic filing in a word searchable pdf format of the Village's **Limited Disclosure of Annual Financial Statements and adopted budgets to EMMA.**

The Village will provide full and complete copies of the annual adopted budget, annual update documents and/or audited annual financial statements to Municipal Solutions, Inc. within six (6) / months of the subsequent fiscal year. If audited financial statements are prepared, but not available within the six (6) month period, the Village agrees to provide a copy of the annual update document to be filed within the six (6) month period, and to provide a copy of the audit within sixty days from the date of its receipt, but in no event, not later than the end of its next fiscal year.

The filing fee is \$225 per filing.

Yes, please file Annual Financial Statements and budgets on EMMA on our behalf.

No, we will file our own Annual Financial Statements on EMMA.

II. Preparation and filing of **Material Event Notices on the MSRB EMMA website, including bond insurer downgrades, will be filed within 10 days of each event per the Rule.**

The Village will notify Municipal Solutions, Inc. immediately upon the occurrence or immediately upon the Village's knowledge of an occurrence of each Event or noncompliance with the Rule, and will immediately provide all information necessary for preparation of the notice of occurrence of each such Event or noncompliance with the Rule.

The Village shall review and provide approval of the content and form of all material event notices, with the exception of the following: bond or note calls, defeasances, rating changes and other required material event notices required to meet timely notice requirements. These exceptions will be filed automatically on the Village's behalf, unless the Village has notified Municipal Solutions, Inc. otherwise in writing.

The filing fee is \$225 per filing.

Yes, please prepare and file Material Event Notices on EMMA on our behalf.

No, we will file our own Material Event Notice on EMMA.

III. Preparation and filing of Statements of Annual Financial Information and Operating Data for those Villages subject to **Full Disclosure. The statements will be prepared and filed on EMMA within six (6) months of the end of the fiscal year per the Rule.**

In addition to the filings of the Annual Financial Statements included in Section I. above, the Village agrees to provide to Municipal Solutions, Inc. all information required for preparation of each Statement of Annual Financial Information and Operating Data no later than 30 days prior to the due date of each statement.

The Village shall have the sole responsibility for determining the disclosure to be made in all cases. The Village shall review and provide approval of the content and form of all the information contained within the Statement of Annual Financial Information and Operating Data.

A Full Disclosure filing is NOT required by the Village at this time.

[N/A] Yes, please prepare and file Statements of Annual Financial Information and Operating Data on EMMA on our behalf.

[N/A] No, we will file our own Statements of Annual Financial Information and Operating Data on EMMA.

IV. Conflicts of Interest and Other Required Disclosures

The Village agrees to hold harmless and to indemnify Municipal Solutions, Inc. and its employees from any and all claims, damages, losses, liabilities, reasonable costs and expenses whatsoever (including attorney's fees and expenses) which Municipal Solutions, Inc. may incur by reason of, or in connection with, disclosure information and the distribution of such information in the disclosure reports in accordance with this Agreement, except to the extent such claims, damages, losses, liabilities, costs and expenses results directly from Municipal Solutions, Inc.'s willful misconduct or gross negligence in the distribution of such information.

Municipal Solutions, Inc. is registered as a recognized municipal advisor with the Securities and Exchange Commission (MS ID #867-00383) and the Municipal Securities Rule Making Board (MS ID #K0173) as mandated by the Dodd-Frank Wall Street Reform and Consumer Protection Act (the Dodd-Frank Act).

Rule G-42 of the Municipal Securities Rulemaking Board requires us to provide you with certain disclosures regarding conflicts of interest and other required disclosures (the "Disclosures"). Those Disclosures are attached hereto in Appendix A. We further covenant and agree to provide to the Village updated Disclosures as required by Municipal Securities Rulemaking Board Rule G-42 to the extent any arise after the date of this letter. The Disclosures, and each delivery thereof, as provided from time to time, shall be incorporated by reference as of the date thereof into this letter to the same extent as if set forth herein.

We at Municipal Solutions, Inc. operate with a core value of honesty and integrity in all aspects of our business. We pride ourselves in our competent and friendly staff and our services go above and beyond what our contracts call for. We do our very best to keep costs down and pass any savings back to our clients. If you have any concerns that are not addressed in this contract, we would be happy to discuss them with you at your convenience.

The fees may be adjusted annually based on the U.S. Bureau of Labor and Statistics Consumer Price Index – All Urban Consumers.

V. Miscellaneous

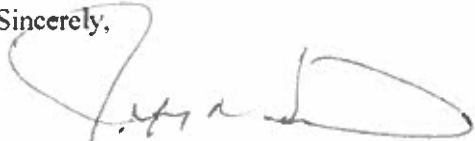
Upon acceptance of this proposal, please execute and return one copy to our LeRoy office located at 62 Main Street, LeRoy, New York 14482 following the next Board meeting. The terms set forth above are

subject to change if we do not receive a signed contract within 30 days. This contract will remain in effect until terminated by either party. You have the right to terminate this contract for any reason at any time.

We agree to promptly amend or supplement this letter to reflect any material changes or additions to the agreement evidenced by this letter.

If you should have any questions concerning this contract, please do not hesitate to contact me. We look forward to our continued working relationship with the Village.

Sincerely,



Jeffrey R. Smith, President
Certified Independent Professional Municipal Advisor

JRS/slw

**Village of Scottsville, New York
Contract Dated July 24, 2022
MSRB Continuing Disclosure Updates
and EMMA Filings
Accepted by:**

Signature: _____

Name/Title: _____

Date: _____

APPENDIX A

VILLAGE OF SCOTTSVILLE, NEW YORK Contract Dated July 24, 2022 MSRB Continuing Disclosure Updates and EMMA Filings

DISCLOSURE OF CONFLICTS OF INTEREST

Municipal Securities Rulemaking Board Rule G-42 requires us, as your municipal advisor, to provide written disclosure to you about material conflicts of interest.

We have determined, after exercising reasonable diligence, that we have no known material conflicts of interest that would impair our ability to provide advice to the Village in accordance with our fiduciary duty to municipal entity clients. The attached paragraphs outline areas of potential conflicts of interest we have reviewed to make this no material conflict of interest determination.

FORMS OF COMPENSATION AS POTENTIAL CONFLICTS

The forms of compensation for municipal advisors vary according to the nature of the engagement and requirements of the client, among other factors. Various forms of compensation present actual or potential conflicts of interest because they may create an incentive for an advisor to recommend one course of action over another if it is more beneficial to the advisor to do so. This document discusses various forms of compensation and the timing of payments to the advisor.

Fixed fee - Under a fixed fee form of compensation, the municipal advisor is paid a fixed amount established at the outset of the transaction. The amount is usually based upon an analysis by the client and the advisor of, among other things, the expected duration and complexity of the transaction and the agreed-upon scope of work that the advisor will perform. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, the advisor may suffer a loss. Thus, the advisor may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. There may be additional conflicts of interest if the municipal advisor's fee is contingent upon the successful completion of a financing, as described below.

Hourly fee - Under an hourly fee form of compensation, the municipal advisor is paid an amount equal to the number of hours worked by the advisor times an agreed-upon hourly billing rate. This form of compensation presents a potential conflict of interest if the client and the advisor do not agree on a reasonable maximum amount at the outset of the engagement, because the advisor does not have a financial incentive to recommend alternatives that would result in fewer hours worked. In some cases, an hourly fee may be applied against a retainer (e.g., a retainer payable monthly), in which case it is payable whether or not a financing closes. Alternatively, it may be contingent upon the successful completion of a financing, in which case there may be additional conflicts of interest, as described below.

Fee contingent upon the completion of a financing or other transaction - Under a contingent fee form of compensation, payment of an advisor's fee is dependent upon the successful completion of a financing or other transaction. Although this form of compensation may be customary for the client, it presents a conflict because the advisor may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the client. For example, when facts or circumstances arise that could cause the financing or other transaction to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

Fee paid under a retainer agreement - Under a retainer agreement, fees are paid to a municipal advisor periodically (*e.g.*, monthly) and are not contingent upon the completion of a financing or other transaction. Fees paid under a retainer agreement may be calculated on a fixed fee basis (*e.g.*, a fixed fee per month regardless of the number of hours worked) or an hourly basis (*e.g.*, a minimum monthly payment, with additional amounts payable if a certain number of hours worked is exceeded). A retainer agreement does not present the conflicts associated with a contingent fee arrangement (described above).

Fee based upon principal - Under this form of compensation, the municipal advisor's fee is based upon a percentage of the principal amount of an issue of securities (*e.g.*, bonds). This form of compensation presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the advisor's compensation.

From time to time, Municipal Solutions, Inc. does provide municipal advisory assistance to surrounding municipalities including, but not limited to, the Town of Wheatland and the Wheatland-Chili Central School District. Municipal Solutions, Inc. is not aware of any material conflicts of interest that this relationship would bring to our fiduciary responsibility to the Village as of the date of this Agreement. If Municipal Solutions, Inc. becomes aware of any conflict of interest that could interfere with our fiduciary obligations to the Village, Municipal Solutions, Inc. will notify the Village that a conflict has been identified and we will meet with the Village to discuss the impacts of the conflict and possible methods to resolve the identified conflict areas.

RELIANCE ON OUTSIDE INFORMATION

In formulating our recommendations as it comes to the issuance of municipal securities, we often have to rely on information provided by outside sources such as engineering firms, architectural firms, CPAs, attorneys, and other professional entities, as well as the municipality itself. We must rely on the expertise and professional knowledge of these entities in that the information they are providing is reasonable and correct. As part of our fiduciary duty to our clients, we will do our best to make sure this is the case. If we feel that the information provided to us is inaccurate, inconsistent or incomplete, we will ensure to tell you before providing any recommendations based on the material.

LEGAL OR DISCIPLINARY EVENTS

Municipal Solutions, Inc. is registered as a “municipal advisor” pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the United States Securities and Exchange Commission (“SEC”) and the Municipal Securities Rulemaking Board (“MSRB”). As part of this registration, we are required to disclose to the SEC information regarding criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving Municipal Solutions, Inc. Pursuant to MSRB Rule G-42, Municipal Solutions, Inc. is required to disclose any legal or disciplinary event that is material to the Village’s evaluation of Municipal Solutions, Inc. or the integrity of its management or advisory personnel.

We have determined that no such event exists.

Copies of Municipal Solutions, Inc. filings with the United States Securities and Exchange Commission can currently be found by accessing the SEC’s EDGAR Company Search Page which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Municipal Solutions, Inc. or for our CIK number which is 0001612999.

The MSRB has made available on its website (www.msrb.org) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority.

APPENDIX B

VILLAGE OF SCOTTSVILLE, NEW YORK Contract Dated July 24, 2022

MATERIAL EVENTS

Events that ALWAYS must be disclosed:

- **Principal and interest payment delinquencies (even if 1 day late)**
- **Unscheduled draws on debt service reserves reflecting financial difficulties**
- **Unscheduled draws on credit enhancements (ex. bond insurance) reflecting financial difficulties**
- **Substitutions of credit or liquidity providers (ex. Bond insurers), or their failure to perform**
- **IRS issuance of proposed or final determination of taxability or of a Notice of Proposed Issue (IRS Form 5701 TEB)**
- **Tender offers**
- **Defeasances**
- **Rating changes (including insured rating changes)**
- **Bankruptcy, insolvency, receivership or similar event of your municipality**
- **Default, event of acceleration, termination event, modification of terms or other similar events under a financial obligation of your municipality, if any such event reflects financial difficulties (effective February 27, 2019)**

Events that must be disclosed IF MATERIAL:

- **Adverse IRS tax opinions or other material notices of determination by the IRS with respect to the tax status of the Notes or Bonds (unless as described above) or other material events affecting the tax status of the Notes or Bonds**
- **Modifications to the rights of the Note or Bond holders**
- **Optional, unscheduled or contingent Note or Bond calls**
- **Release, substitution or sale of property securing repayment of the Notes or Bonds.**
- **Non-payment related defaults**
- **The consummation of a merger, consolidation or acquisition involving your municipality, or the sale of substantially of your municipality's assets, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions**
- **The consummation of a merger, consolidation or acquisition involving your municipality, or the sale of substantially of your municipality's assets, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions**
- **Appointment of a successor or additional trustee, or the change of name of a trustee**
- **Incurrence of a financial obligation or agreement to covenants, events of default, remedies, priority rights or other similar terms of a financing obligation, any of which affect Note or Bond holders. This most likely means any bank loans, NYS Environmental Facilities Corporation loans, USDA Rural Development loans, installment purchase contracts, or energy performance contract leases your municipality issues (effective February 27, 2019).**