

Village of Scottsville
Board of Trustees Meeting
Tuesday, March 12, 2019
Meeting Minutes

Call to Order Mayor Hansen called the meeting to order at 6:42 pm.

Pledge of Allegiance to the Flag

Roll Call

Present: Eileen Hansen, Mayor
Kathie Carl, Deputy Mayor
Christie Offen, Trustee
Todd Shero, Trustee
Leslie Wagar, Trustee

Also Present: Thomas Rzepka, Attorney
Katie Garner, Treasurer
Anne Hartman, Village Clerk
Kenny Bohn, DPW Labor Foreman
Todd Schwasman, DPW Labor Foreman
Dave Willard, MRB
Emily Palumbo, MRB
Approximately 10 residents

Approval of Minutes

Village Board Meeting Minutes

Tuesday, February 12, 2019

Motion made by Trustee Christie Offen and seconded by Trustee Leslie Wagar to approve the minutes of the *Tuesday, February 12, 2019* Village Board Meeting as submitted.

Vote: Carried (5-0)

Mayor Eileen Hansen	AYE	Trustee Christie Offen	AYE
Deputy Mayor Kathie Carl	AYE	Trustee Leslie Wagar	AYE
Trustee Todd Shero	AYE		

Wednesday, February 20, 2019

Motion made by Deputy Mayor Kathie Carl and seconded by Trustee Christie Offen to approve the minutes of the *Wednesday, February 20, 2019* Village Board Meeting as submitted.

Discussion: Trustee Offen asked for the wording of the donated trees to be verified.

Vote: Carried (5-0)

Mayor Eileen Hansen	AYE	Trustee Christie Offen	AYE
Deputy Mayor Kathie Carl	AYE	Trustee Leslie Wagar	AYE
Trustee Todd Shero	AYE		

Monday, February 25, 2019

Motion made by Deputy Mayor Kathie Carl and seconded by Trustee Christie Offen to approve the minutes of the *Monday, February 25, 2019* Village Board Meeting as submitted.

Vote: Carried (5-0)

Mayor Eileen Hansen	AYE	Trustee Christie Offen	AYE
Deputy Mayor Kathie Carl	AYE	Trustee Leslie Wagar	AYE
Trustee Todd Shero	AYE		

Wednesday, March 6, 2019

Motion made by Trustee Christie Offen and seconded by Trustee Todd Shero to approve the minutes of the *Wednesday, March 6, 2019* Village Board Meeting as submitted.

Vote: *Carried (5-0)*

Mayor Eileen Hansen	AYE	Trustee Christie Offen	AYE
Deputy Mayor Kathie Carl	AYE	Trustee Leslie Wagar	AYE
Trustee Todd Shero	AYE		

MRB Dave Willard

Scott Crescent drainage update

Part of the issue is on private property in the Town of Wheatland

Any grant money will need to be used in the Village

Roadside drainage – Village has a right of way, can put in/repair catch basins

Water overflows the mill race at 22 Caledonia Ave – the bank can be raised without causing other issues

Waste Water Survey Grant, Village pays 20% (about \$6,000) this can include the grant administration done by MRB and the DPW labor to assist – looking at sanitary sewer – this will give data to pursue other grants to do the work

Construction funding grants deadline is July 2019 for money to be disbursed in 2020

VILLAGE OF SCOTTSVILLE

Engineering Planning Grant

Resolution of Authorization and Project Costs for Award Allocations

WHEREAS, the Village of Scottsville submitted and was awarded an Engineering Planning Grant (EPG) under the Consolidated Funding Application (CFA) process on behalf of the Village, for a sewer improvement study; and

WHEREAS, the New York State Department of Environmental Conservation and the New York State Environmental Facilities Corporation offer a competitive statewide reimbursement grant programs for local governments, administered through the New York Clean Water State Revolving Fund; and

WHEREAS, that the Village of Scottsville Board of Trustees, accepts the EPG program grant award on behalf of the Village for the sewer improvement study; and

NOW THEREFORE BE IT RESOLVED, that Mayor Eileen Hansen is authorized to execute a Grant Agreement with the NYS Environmental Facilities Corporation and any and all other contracts, documents and instruments necessary to bring about the project and to fulfill the Village of Scottsville’s obligations under the Grant Agreement; and

BE IT FURTHER RESOLVED, that the Village of Scottsville authorizes and appropriates a minimum 20% local match as required by the Engineering Planning Grant Program for the Sewer Improvements Study. Under the EPG program, this local match must be at least 20% of the EPG grant award of up to \$30,000. The source of the local match, and any amount in excess of the required match, shall be provided through the general fund. The maximum local match shall not exceed \$6,000 based upon a total

estimated maximum project cost of \$30,000. The Mayor may increase this local match through the use of in-kind services without further approval from the Village Board.

Motion made by Trustee Christie Offen and seconded by Trustee Leslie Wagar to approve the above resolution.

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

Mayor Eileen Hansen	AYE	Trustee Christie Offen	AYE
Deputy Mayor Kathie Carl	AYE	Trustee Leslie Wagar	AYE
Trustee Todd Shero	AYE		

VILLAGE OF SCOTTSVILLE

Engineering Planning Grant

Resolution of SEQR for Award Allocations

WHEREAS, the Village of Scottsville submitted and was awarded an Engineering Planning Grant (EPG) under the Consolidated Funding Application (CFA) process on behalf of the Village, for a sewer improvement study; and

WHEREAS, the New York State Department of Environmental Conservation and the New York State Environmental Facilities Corporation offer a competitive statewide reimbursement grant programs for local governments, administered through the New York Clean Water State Revolving Fund; and

WHEREAS, that the Village of Scottsville Board of Trustees, accepts the EPG program grant award on behalf of the Village for sewer improvements; and

WHEREAS, Title 6 of the New York Code of Rules and Regulations (6 NYCRR) Section 617.5 under the State Environmental Quality Review Act (SEQR) provides that certain actions identified in subdivision (c) of that section are not subject to environmental review under the Environmental Conservation Law; and

NOW THEREFORE BE IT RESOLVED, that the Village of Scottsville hereby determines that the proposed Sewer Improvements Study is a Type II action in accordance with 6 NYCRR Section 617.5(c) (24) and (27) which constitute “information collection including basic data collection and research, water quality and pollution studies, traffic counts, engineering studies, surveys, subsurface investigations and soils studies that do not commit the agency to undertake, fund or approve any Type I or Unlisted action; conducting concurrent environmental, engineering, economic, feasibility and other studies and preliminary planning and budgetary processes necessary to the formulation of a proposal for action, provided those activities do not commit the agency to commend, engage in or approve such action” and is therefore not subject to further review under 6 NYCRR Part 617.

Motion made by Trustee Christie Offen and seconded by Trustee Leslie Wagar to approve the above resolution.

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

Mayor Eileen Hansen	AYE	Trustee Christie Offen	AYE
Deputy Mayor Kathie Carl	AYE	Trustee Leslie Wagar	AYE
Trustee Todd Shero	AYE		

Sewer Improvement Study Engineering Planning Grant

Motion made by Trustee Christie Offen and seconded by Trustee Todd Shero to authorize the Mayor to sign the agreement with MRB for professional services to the Village of Scottsville for the sewer improvement study engineering planning grant not to exceed \$22,000.00.

Vote: *Carried (5-0)*

Mayor Eileen Hansen	AYE	Trustee Christie Offen	AYE
Deputy Mayor Kathie Carl	AYE	Trustee Leslie Wagar	AYE
Trustee Todd Shero	AYE		

Sewer Improvement Study Engineering Planning Grant Administration

Motion made by Trustee Christie Offen and seconded by Trustee Leslie Wagar to authorize the Mayor to sign the agreement with MRB for professional services to the Village of Scottsville for the administration of the sewer improvement study engineering planning grant not to exceed \$2,500.00.

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

Mayor Eileen Hansen	AYE	Trustee Christie Offen	AYE
Deputy Mayor Kathie Carl	AYE	Trustee Leslie Wagar	AYE
Trustee Todd Shero	AYE		

Public Before the Board

No Public

Fire Department New Members

Motion made by Trustee Christie Offen and seconded by Trustee Todd Shero to approve Thomas Travis and Jaelyn Wihlen as new members to the Scottsville Fire Department.

Vote: *Carried (5-0)*

Mayor Eileen Hansen	AYE	Trustee Christie Offen	AYE
Deputy Mayor Kathie Carl	AYE	Trustee Leslie Wagar	AYE
Trustee Todd Shero	AYE		

Reports - Attorney Thomas Rzepka

Meeting with Mayor

Revising the agreement with Tom Perkins to include Fire Marshal

Reviewing Village code and law

Department Reports

Treasurer – Katie Garner

Pay Bills:

Motion made by Trustee Christie Offen and seconded by Trustee Todd Shero to approve payables on the AP Check Register through March 12, 2019, with General Payables totaling \$22,700.48.

Vote: *Carried (5-0)*

Mayor Eileen Hansen	AYE	Trustee Christie Offen	AYE
Deputy Mayor Kathie Carl	AYE	Trustee Leslie Wagar	AYE
Trustee Todd Shero	AYE		

Prepaid Bills:

Motion made by Trustee Leslie Wagar and seconded by Deputy Mayor Kathie Carl to approve the prepaid bills through March 4, 2018, with totaling \$18,603.84.

Vote: Carried (5-0)

Mayor Eileen Hansen	AYE	Trustee Christie Offen	AYE
Deputy Mayor Kathie Carl	AYE	Trustee Leslie Wagar	AYE
Trustee Todd Shero	AYE		

2018-2019 Budget Amendments

Reduce SF3410.2 Equipment from \$74,267 to \$69,267
 Reduce SF3410.4 Contractual from \$100,000 to \$90,000
 To reduce the budget deficit for 2019-2020

Motion made by Trustee Christie Offen and seconded by Deputy Mayor Kathie Carl to approve the 2018-2019 Budget amendments as listed above.

Vote: Carried (5-0)

Mayor Eileen Hansen	AYE	Trustee Christie Offen	AYE
Deputy Mayor Kathie Carl	AYE	Trustee Leslie Wagar	AYE
Trustee Todd Shero	AYE		

Budget Hearing

Motion made by Trustee Todd Shero and seconded by Deputy Mayor Kathie Carl to rescind the motion made on February 12, 2019 to set a public hearing March 20, 2019 at 6:15 pm to consider approval of the proposed 2019 / 2020 budget.

Vote: Carried (5-0)

Mayor Eileen Hansen	AYE	Trustee Christie Offen	AYE
Deputy Mayor Kathie Carl	AYE	Trustee Leslie Wagar	AYE
Trustee Todd Shero	AYE		

Motion made by Trustee Leslie Wagar and seconded Trustee Todd Shero by to set a public hearing April 12, 2019 at 7:00 pm to consider approval of the proposed 2019 / 2020 budget.

Vote: Carried (5-0)

Mayor Eileen Hansen	AYE	Trustee Christie Offen	AYE
Deputy Mayor Kathie Carl	AYE	Trustee Leslie Wagar	AYE
Trustee Todd Shero	AYE		

DPW – Ken Bohn

May 4 Electronic Recycling

Dig re-retired (2/15)
 Brandon returned (2/7)
 Kenny out/returned (2/4-2/25)
 Todd R. returned (2/5)
 Purchased new Garbage truck
 Automated/Packer
 Power washed
 New hose installed
 Hose maintenance/repair
 Hydraulic oil leak fixed
 Snow removal (plow/salt/shovel)
 Replaced lower bar on plow truck wing

Repair/Maintenance on Plow truck and Sidewalk tractor
 Wind Storm
 Preparation
 Oversight
 Brush/debris cleanup
 Mailbox repair Wyvil Ave. & Briarwood Ln.
 Briarwood Lane stake-outs/communication for electrical work
 Residential tree removal (four trees)
 Chainsaw maintenance
 Street flagging
 Removed on Beckwith Ave., Rochester St., and Main St.
 Multiple instances of shop maintenance and cleaning
 Power washed floors
 Washed all vehicles, accordingly (removed salt)
 Removed and stored winter decorations from Main St. triangle
 Turned over leaf pile and condensed brush pile
 Repaired/replaced multiple street signs in several locations
 Trimmed back stamped walkway path in Briarwood track
 Cutback Main St. staircase overhanging sidewalk
 Johnson Park
 Tree removal (three pines)
 Cut trees
 Hauled trees
 Raking and cleanup
 Filled wood stock in pavilion
 Plowed parking lot (entirety) for Volleyball tournament
 Salted courts for Volleyball tournament
 Removed ice around pavilion for Volleyball tournament
 Put together cost figures for Volleyball leagues and ensuing meeting
 Recycling – people are getting the hang of the new totes and every other week pick up
 Sidewalk on Second St will be done as soon as the weather permits
 Manhole abandonment to start by Randsco. It will take 2 Saturdays, the DPW will plow and clean up as needed

The Lions Club wanted to thank the DPW for the work done for their volleyball tournament.

Building Inspector/Code Enforcement Officer

Coopervision starting a new phase. They are putting in a lab.

Clerk – Anne Hartman

Park Permits

Wheatland Rec East Egg Hunt	Saturday, April 13, 2019
Tricia Haenle	Sunday, April 28, 2019
Jasmine Agosto	Saturday, July 13, 2019
Pat Strassner	Sunday, August 18, 2019
Tom Nersinger	Saturday, September 7, 2019

Motion made by Trustee Leslie Wagar and seconded by Deputy Mayor Kathie Carl to approve the above Johnson Park Permits as listed.

Vote: Carried (5-0)

Mayor Eileen Hansen	AYE	Trustee Christie Offen	AYE
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Deputy Mayor Kathie Carl AYE Trustee Leslie Wagar AYE
Trustee Todd Shero AYE

Trustee Reports:

Deputy Mayor Kathie Carl

Liaison to: Village Office – working on the Employee Handbook and audit policies

Trustee Christie Offen

Liaison to: Community Organizations
Planning Board/Zoning Board of Appeals – 2 vacancies need to be filled
Forestry Board

Trustee Todd Shero

Liaison to: DPW – the new totes left the Village clean during the windstorm, it was nice to not see recycling blown all over.
Parks

Trustee Leslie Wagar

Liaison to: Dog Park – waiting for nice weather to check out location near the fire department
Public Relations – getting together with Anne to work on Facebook policy

Mayor's Reports - Eileen Hansen

Liaison to: Fire Department
Code Enforcement Officer
Hometown Heroes – 12 active service WC grads

Old Business

Earth Day – May 4

Volleyball – the DPW will till the courts just once to get them ready to play, the leagues will maintain for the rest of the season, put cheap brooms in closet for their use

Planning and Zoning - Will look into combining when we have a permanent attorney

New Business

No new business

Adjournment

Motion made by Trustee Leslie Wagar and seconded by Deputy Mayor Kathie Carl to adjourn the Village Board meeting at 8:13 pm.

Vote: *Carried (5-0)*

Mayor Eileen Hansen	AYE	Trustee Christie Offen	AYE
Deputy Mayor Kathie Carl	AYE	Trustee Leslie Wagar	AYE
Trustee Todd Shero	AYE		

Respectfully submitted by,



Anne Hartman
Village Clerk