

Call to Order Mayor Hansen called the Village of Scottsville Board of Trustees to order at 6:53 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, Clerk
Kenny Bohn, DPW
Jennifer Talbot, Accountant
Ram Shrivastava, Larsen Engineers
Chris McDonald, Fire Dept. IT
7 Resident

Approval of Minutes

Village Board Meeting Minutes

Tuesday, June 11, 2019

Motion made by Trustee Christie Offen and seconded by Deputy Mayor Kathie Carl to approve the minutes of the *Tuesday, June 11, 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		

Tuesday, June 18, 2019

Motion made by Deputy Mayor Kathie Carl and seconded by Trustee Leslie Wagar to approve the minutes of the *Tuesday, June 18, 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		

Year End Financial Summary – Jen Talbot and Katie Garner

Fund Balance Analysis – General Fund, Fire Fund, Combined and Sewer

Contributing factors to the surplus:

Revenue - Sales tax and CHPS money came in over budget

Expense – unspent \$169,142 – largely due to being short staffed in the office and DPW workers out on disability and short staffed in the DPW allowed fewer projects to be done.

The current budget has already been slimmed down s there will be very little to no surplus next year

This was an anomaly due to short staff; it very easily could have gone the other way.

The surplus money is in the Fund Balance

Recommendations on what to do with this money – these are just opinions; it is up to the Board to decide action.

1. Solar project has a negative Fund Balance of \$236,000, in November the BAN expires, and it cannot be renewed. At least \$100,000 be saved for paying off the BAN, in addition to the

- \$20,000 budgeted (2019-2020) leaves \$116,000 needed come November. Borrow from the Sewer Fund on a 2-3 year payment plan with interest. Must be built into future budgets.
2. General Equipment Reserve is depleted, fund at least \$50,000
 3. \$2,000 replenish the Office Equipment Reserve
 4. Sewer Fund refund at least \$30,000

Executive session

Motion made by Trustee Leslie Wagar and seconded by Deputy Mayor Kathie Carl to enter into executive session at 7:00 pm to discuss a contractual matter.

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 Deputy Mayor Kathie Carl and seconded by Trustee Leslie Wagar to adjourn executive session and return to regular session at 7:09 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		

Larsen Engineers – Ram Shrivastava

There are four inverters – some are shutting down as a failsafe, a request has been put into Snyder Electric to get them running properly.

15-year warranty for the inverters

25-year warranty for the solar panels

Recommends Operations & Maintenance agreement with Solar Liberty at the cost of \$825 annually

National Grid will be out to discuss the production of electricity and where we are being credited.

Public Before the Board

No Public

Public Hearing – Local Law 2-2019 – No Parking

Mayor Hansen opened the Public Hearing at 7:32 pm by reading the notice from the Sentinel.

Legal Notice

Village of Scottsville

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the Scottsville Village Board will be holding a Public Hearing on July 9, 2019 at 7:15 pm held at the Wheatland Municipal Building, 22 Main Street, Scottsville, New York to consider Local Law 2-2019 amending Section 162-9 Article III Stopping, Standing and Parking.

All interested persons will be given an opportunity to speak for or against the above proposed legislation at the time and the place set herein.

A copy of the proposed Local Law will be available in the Village of Scottsville Office, located in the Wheatland Municipal Building, 22 Main Street, Scottsville, New York, during normal business hours.

LOCAL LAW # 2-2019
TO AMEND SECTION 162-9
ARTICLE III. STOPPING, STANDING AND PARKING
CHAPTER 162
PROHIBITING STOPPING, STANDING AND PARKING ON MAIN STREET

Be it enacted by the Board of Trustees of the Village of Scottsville as follows:

Section 1. Section 162-9 of the Village of Scottsville Code as amended by Local Law Number 2-2019 is hereby amended to read as follows:

§ 2. D. Stopping is prohibited on the east side of Route 383 (Main Street) from the intersection of Route 383 (Main Street) and Route 251 (Rochester Street) to a point approximately 120' southwest of the intersection, a distance of 120'.

§ 3. This local law shall become effective upon publication and filing with the Secretary of State.

Mayor Hansen opened Public Comment at 7:33 pm.

Bob Valerio, 105 Briarwood Lane: questioned who will enforce the no parking.
Mayor Hansen will call Monroe County Sheriffs to request involvement

Mayor Hansen closed Public Comment and opened Board Comment at 7:33 pm.

Fine for illegally parking is \$50, signs will be posted, and road will be striped as soon as we get notice from the Secretary of State that the law has been filed. Parking and stopping in that location is dangerous and obstructs view.

Mayor Hansen closed the Public Hearing at 7:39 pm.

Motion made by Trustee Leslie Wagar and seconded by Deputy Mayor Kathie Carl to adopt Local Law 2-2019 amending Section 162-9 Article III Stopping, Standing and Parking.

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		

Fire Department Phone System – Chris McDonald, Fire Dept IT

Motion made by Trustee Todd Shero and seconded by Deputy Mayor Kathie Carl to authorize the Mayor to sign the quote from Ultimate in an amount not to exceed \$3,550.00.

Discussion: Current phones are unreliable; they are out more frequently. Money coming from Fire Department Building Contractual

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		

Fire Department Computer

Motion made by Trustee Christie Offen and seconded by Deputy Mayor Kathie Carl to approve the purchase of a computer for the Assistant Chief in an amount not to exceed \$785.16.

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		

Forestry Board – Tree Inventory Update and Risk Assessment

Whereas, the Village of Scottsville (Village), a municipal corporation in the State of New York, wishes to proceed with an *Inventory Update and Risk Assessment* project that has received funding from the NYSDEC's 2018 Urban and Community Forestry Grant Program, and

Whereas, the Village Forestry Board has been tasked with the management and oversight of the project including the selection of a firm or sole proprietorship to act as a consultant/arborist to help complete the project, and

Whereas, the Forestry Board has consulted with the NYSDEC forester, Garrett Koplun, regarding the project scope of work and potential arborists that are qualified and within a reasonable geographic proximity to Scottsville, and

Whereas, the Forestry Board developed a draft *Request for Proposals (RFP)* to be used in the solicitation of qualifications and price quotes from interested consultants/arborists in accordance with the work plan outlined in the grant application, and

Whereas, the draft RFP was reviewed and accepted by the Village attorney for consistency with Village procurement policy for professional services and NYS law governing the same, and

Whereas, the Village of Scottsville issued RFP's to five (5) prospective consultants/arborists on May 31, 2019, and

Whereas, the Forestry Board made follow-up calls on June 19, 2019 to each of the RFP recipients to remind and encourage them to submit a proposal, and

Whereas, the Village of Scottsville received two (2) proposals on June 21, 2019 in response to the RFP, one from **High Falls Tree Service, LLC** and one from **Davey Resource Group, Inc.**, and

Whereas, each proposal was determined to be responsive to the RFP, the Forestry Board subsequently scheduled and held one-hour interviews with each consultant/arborist on July 1, 2019 from 6 -8 pm at the Wheatland Town Hall conference room, and

Whereas, the Forestry Board, in the conductance of each interview, discussed methodology for conducting risk assessment, experience of the proposed arborist, experience with municipal projects, experience with *i-Tree*™, schedule/ timeline of work to be accomplished and other matters regarding scope of work, and

Whereas, the Forestry Board also reviewed the price quotes for each consultant/ arborist and confirmed that each was within the \$22,500. budget for the project, and

Whereas, after considering the merits of both consultants/ arborists, the Forestry Board recommends the selection of **Davey Resource Group, Inc.** based on their knowledge and proficiency with *Level II and Level III Risk Assessment*; their extensive experience conducting tree inventories for municipalities including the preparation of forest management plans; their experience using the USDA *i-Tree*™ program; their offer to use their proprietary *Tree Keeper*™ software free for one year; the overall cost which was slightly less than the other proposal; and the general “comfort level” the Forestry Board has with the arborist proposed for the work.

Now, therefore be it resolved that the Village Board hereby approves the selection of **Davey Resource Group, Inc.** in accordance with the Forestry Board recommendation and authorizes the Forestry Board, in consultation with the Village attorney, to develop a contract that can be executed by the Village of Scottsville for the purpose of retaining the **Davey Resource Group, Inc.**

Discussion: Work will begin in mid-September and will take approximately three weeks. All trees on municipal property and right of ways. Contract with Davey will be presented at a future meeting. Information will be kept electronically.

Motion made by Trustee Christie Offen and seconded by Deputy Mayor Kathie Carl

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

Best Value Law – Procurement Policy

State law requires a local law to allow municipalities to rely on expertise and other factors instead of awarding to the lowest bid.

Public Hearing – Local Law 3-2019 – Procurement

Motion made by Deputy Mayor Kathie Carl and seconded by Trustee Leslie Wagar to schedule a public hearing on August 13, 2019 at 7:00 pm to adopt Local Law 3-2019.

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		

Department Reports

Building Inspector/Code Enforcement Officer

Working 1-2 days a week

Keeping us caught up on permits

DPW – Ken Bohn

Sidewalk – Second Street

Began removing old sidewalk

Installed new sidewalk (160 ft.)

Retaining Wall – Chili Avenue

Removed old block

Installed new block

Sealed entire wall

Sealed stamped concrete on Main Street, Canal Street, and Rochester Street/River Road Bridge

Painted Village speed humps

Built new dump truck sideboards

Set up water truck (Kubota)

Watered flowers and trees

Updated fire extinguishers

Removed tree on Rochester Street

Removed multiple tree stumps

Soil and seeded Canawaugus Park

Sticker pickups

Brush and bag pickup

Hauled Brush pile from DPW

Mowed/String-trimmed parks and shop

Built tree nursery at DPW

Cleaned catch basins

Automated Garbage Truck repairs (hoses/hydraulics)

Payloader

Treasurer is looking into a second financier.

The amount approved at the June meeting did not include interest and a document fee.

Options: lease to own then buy out at the second year, that allows time to allocate the money during budget planning

Motion made by Trustee Leslie Wagar and seconded by Trustee Christie Offen to rescind the motion made on June 11, 2019 to authorize the Mayor to sign the municipal lease agreement with Liftech for the purchase of JCB 4CX-14 Super payloader in an amount not to exceed \$103,848.00.

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		

New Motion - No motion made; more research needed into financing options.

Treasurer – Katie Garner**Pay Bills:**

Motion made by Trustee Christie Offen and seconded by Deputy Mayor Kathie Carl to approve payables on the APGL Distribution Report and Voucher Detail Report through July 9, 2019, with General Payables totaling \$19,308.78.

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 Christie Offen and seconded by Trustee Leslie Wagar to approve the prepaid bills through July 8, 2019, with totaling \$31,814.50.

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		

Trustee Shero excused at 8:30 pm.

Budget Transfers:

Motion made by Trustee Christie Offen and seconded by Deputy Mayor Kathie Carl to approve the budget transfers as submitted.

Vote: Carried (4-0)

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

Clerk – Anne Hartman**Park Permits**

Leanne Lynch	Sunday, August 4, 2019
Tony DeRomanis	Sunday, July 21, 2019

Taxes – Tax deadline past, about 35 unpaid tax bills, delinquent letters sent.

Health Insurance – We will narrow it down to one carrier and offer two plans for employees to choose. The Village will pay a portion of the high deductible plan and if an employee chooses the more expensive plan employee will pay the difference.

EAP – LifeWorks – This is a new company, fewer bells and whistles but has the essential support, cost to Village went down \$1500.

Trustee Reports:**Deputy Mayor Kathie Carl**

Liaison to: Finance

Trustee Christie Offen

Liaison to: Grants – Forestry Board Inventory Grant ready to interview tree services to perform the work.

Trustee Todd Shero

Liaison to: Equipment

Trustee Leslie Wagar

Liaison to: Communications – met with Carl Schoenthal on the Chamber handling a Community Calendar that will advertise local events.

Mayor's Reports - Eileen Hansen

Liaison to: Departments

- NYS Parks – boardwalk bridge to George Bridge will be fixed by NYS, suggesting solar lights and possibly cameras, Greenway project to put in a kiosk and bench.
- Resident/Monroe County Sheriff meeting well attended, discussed speeding, passing school buses and double lines, vandalism and establishing a Neighborhood Watch.
- Video conference with Social Media Archive – information on Facebook should be strictly Village government information, cannot block anyone or turn off comments – free speech. Comments can be deleted if archived and a policy is in place as to what type of comments are deemed appropriate – everything is FOILable. Village employees should never reply in a thread, the Village response gets deleted if the original poster deletes, always start a new post.
- Adding Paid Family Medical Leave to the Employee Handbook – it will be ready for the August meeting.

New Business**Planning Board and Zoning Board of Appeals Appointment**

Motion made by Deputy Mayor Kathie Carl and seconded by Trustee Leslie Wagar to appoint Kevin Marks as a Planning Board member and an alternate on the Zoning Board of Appeals term ending March 31, 2024.

Vote: Carried (4-0)

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

Trustee Shero returned at 9:07 pm.

Union Presbyterian Church Lease Agreement

Motion made by Deputy Mayor Kathie Carl and seconded by Trustee Leslie Wagar to authorize the mayor to sign the Johnson Park parking lot agreement with Union Presbyterian Church expiring June 30, 2024.

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		

Code Enforcement Officer

Motion made by Trustee Christie Offen and seconded by Deputy Mayor Kathie Carl to appoint Doug Barber as a temporary Code Enforcement Officer, Building Inspector and Fire Marshal for up to 20 hours a week at \$25 per hour until the position is filled permanently.

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		

Sexual Harassment Complaint Officer

Motion made by Trustee _____ and seconded by Trustee _____ to appoint Todd Shero and Eileen Hansen as Sexual Harassment Complaint Officer ending April 6, 2020.

No motion was made. Add to August meeting.

Old Business

Legion and St. Mary’s garbage pick up invoice needs to be sent.
Memorial tree #21 has died.

Adjournment

Motion made by Trustee Leslie Wagar and seconded by Deputy Mayor Kathie Carl to adjourn the Village Board meeting at 9:15 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