

Village of Scottsville
Board of Trustees Meeting
Tuesday, December 13, 2022 6:30 pm
Wheatland Municipal Building

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 December 13, 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, November 8, 2022

Motion made by Trustee _____ and seconded by Trustee _____ to approve the minutes of the *Tuesday, November 8, 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**

Jim Yarrington, Historic Preservation Committee Chair

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

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 December 13, 2022 and prepaid bills with General Payables totaling \$67,094.89.

Vote: Carried (-)

Mayor Maggie Ridge
Trustee AJ Peck
Trustee Wayne LaVair

Deputy Mayor Andy Fraser
Trustee Nikki Whitmarsh

Treasurers Report:

<u>New ARPA Expenses</u>	<u>Check #</u>	<u>Paid to Date</u>	<u>Account</u>
11/8/2022 Traffic Systems Inc.		5,040.00	A.5110.2
7/5/2022 Johnson Park Playground Mulch	25259	252.00	A.7140.4
8/8/2022 Johnson Park Playground Mulch	25279	3,639.95	A.7140.4
Johnson Park Cleaning			
08/08/2022	25284	590.00	A.7140.4
9/12/2022	25320	730.00	A.7140.4
	TOTAL	\$ 11,751.95	

Expenses:

Overspent Lines

A.1450.4 - Elections Contractual
A.1325.2 - Treasurer Equipment

Why?

127.11 MC Reimbursement/Special Election
69.53 KVS Annual Software Maintenance

Updates: As you can see, I am not here tonight because hopefully I have had a baby :)

- I hope Jen was able to make it in my place. Jen will be filling in for me for the next couple of months; so the village is in good hands. Jen will be taking care of month end reconciliations and accounts payable I set Jen up with a computer to be able to do work.
- I trained Anne in payroll so she will be handling that while I am out on leave.
- Submitted CHIPs/Pave-NY reimbursement request for work done earlier this year. Reimbursement should be paid to village on 12/15/2022. Pave-NY 14,606.84 \$ CHIPs 36,433.11 \$ 51,039.95
- I gathered all of the cancelled checks for EPG Grant and submitted to MRB
- Paid board members 4th Quarter Wages
- Updated PTO balances for DPW
- Reviewed Vacation policy with Maggie and provided input/ideas.
- And other random responsibilities I will be back in February I hope everyone enjoys their holidays and new year.

d) Clerk – Anne Hartman

Payroll

Planning Board /Zoning

Recycling Calendar

Holiday Decorating Contest

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

9. Old Business

Clothing Allowance

Motion made by Trustee _____ and seconded by Trustee _____ to approve the amendment to the clothing allowance in the Employee Handbook.

Vote: Carried (-)

Mayor Maggie Ridge

Trustee AJ Peck

Trustee Wayne LaVair

Deputy Mayor Andy Fraser

Trustee Nikki Whitmarsh

Vacation Policy

Motion made by Trustee _____ and seconded by Trustee _____ to approve the amendment to the vacation policy in the Employee Handbook.

Vote: Carried (-)

Mayor Maggie Ridge

Trustee AJ Peck

Trustee Wayne LaVair

Deputy Mayor Andy Fraser

Trustee Nikki Whitmarsh

Historic Certificate of Appropriateness

10. New Business

Hunting on Village property

Second Amendment to the Intermunicipal Agreement with the Town of Wheatland.

Motion made by Trustee _____ and seconded by Trustee _____ to authorize the mayor to sign the second amendment of the Intermunicipal Agreement with the Town of Wheatland for use of the Municipal Building as submitted.

Vote: Carried (-)

Mayor Maggie Ridge

Trustee AJ Peck

Trustee Wayne LaVair

Deputy Mayor Andy Fraser

Trustee Nikki Whitmarsh

Cardboard Dumpster Agreement with the Town of Wheatland.

Motion made by Trustee _____ and seconded by Trustee _____ to authorize the mayor to sign the second cardboard dumpster agreement with the Town of Wheatland as submitted.

Vote: Carried (-)

Mayor Maggie Ridge

Deputy Mayor Andy Fraser

Trustee AJ Peck
Trustee Wayne LaVair

Trustee Nikki Whitmarsh

11. **Executive session**

Motion made by Trustee _____ and seconded by Trustee _____ to enter into executive session at _____ pm to discuss a particular employee 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

Village of Scottsville
Board of Trustees Meeting
Tuesday, November 8, 2022 6:30 pm
Wheatland Municipal Building
UNAPPROVED Meeting Minutes

Call to Order Mayor Maggie Ridge called the November 8, 2022 Village of Scottsville Board of Trustees to order at 6:30 pm.

Pledge of Allegiance to the Flag

Roll Call

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

Absent: AJ Peck, Trustee

Also Present: John Mancuso, Attorney
Katie Garner, Treasurer
Anne Hartman, Village Clerk
Kenny Bohn, DPW Foreman

Approval of Minutes

Village Board Meeting Minutes
Tuesday, October 11, 2022

Motion made by Deputy Mayor Andy Fraser and seconded by Trustee Wayne LaVair to approve the minutes of the *Tuesday, October 11, 2022* Village Board Meeting as submitted.

Vote: *Carried (4-0)*

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

Public Before the Board

Emails read from Nick Pearl and Nick DeStounis requesting the replacement of speed humps on Browns Grove.

Department Reports

Building Inspector/Code Enforcement Officer

Building Inspector:

Temporary Certificate of Occupancy issued to the warehouse addition located at CooperVision. Currently being used for temporary storage while the interior portion is completed.

Certificate of Appropriateness issued by The HB for a shed located at 32 Rochester Street.

Fire Marshal:

34 Scottsville West Henrietta Rd- Tenants in part of the home displaced by a bedroom fire. Apt 1 has been posted for no occupancy. Can only be occupied for removal of belongings and cleanup from 9am- 5pm only. Owner of home working with insurance company.

Code:

Look for 67 Rochester Street to begin cleaning up the property, new tenants moving in possibly soon. They are aware what needs to be cleaned.

DPW – Ken Bohn & Todd Schwasman

Updates

Cole Hannah passed his CDL road test, Emily Clark is scheduling a road test.

Treasurer – Katie Garner

Pay Bills:

Motion made by Trustee Wayne LaVair and seconded by Trustee Nikki Whitmarsh to approve payables as listed on the AP Check Register Report through November 8, 2022 and prepaid bills with General Payables totaling \$33,493.24.

Vote: Carried (4-0)

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

Expenses:

Overspent Lines		Why?
A.5110.2 - Street Maint Equipment	5,040.00	<i>Radar Sign - ARPA</i>
A.5410.1 - Sidewalks Salaries	1,355.00	<i>Underbudgeted</i>
A.1450.4 - Elections Contractual	127.11	<i>MC Reimbursement/Special Election</i>

Suggested Budget Transfers:

Account Code	Descriptions	To	From	Why?
		\$		
A.5410.1	Sidewalks Salaries	1,355.00		<i>Underbudgeted</i>
A.5110.1	Street Maint Salaries		1,355.00	

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 November 2022 Treasurers Report in the amount of \$1,355.00.

Vote: Carried (4-0)

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

Updates:

Submitted CHIPs/Pave-NY reimbursement request for work done earlier this year. Reimbursement should be paid to village on 12/15/2022.

Pave-NY	\$ 14,606.84
	\$ 51,039.95

Motion to amend budget in an amount not to exceed \$5,040.00 for use of ARPA funds for expenses as listed on the October 11, 2022 Treasurers Report.

NEW ARPA Expenses		Check #	Paid to date	
11/8/2022	Traffic Systems Inc.		\$	5,040.00

ARPA Expenses		Check #	Paid to date	Account
11/8/2022	Traffic Systems Inc.		5,040.00	A.5110.2
	Johnson Park Playground			
7/5/2022	Mulch	25259	252.00	A.7140.4
	Johnson Park Playground			
8/8/2022	Mulch	25279	3,639.95	A.7140.4
	Johnson Park Cleaning			
	8/8/2022	25284	590.00	A.7140.4
	9/12/2022	25320	730.00	A.7140.4
			\$ 11,751.95	

Budget Amendments

Motion made by Deputy Mayor Andy Fraser and seconded by Mayor Maggie Ridge to approve the budget amendment as listed above from the November 2022 Treasurers Report in the amount of \$5,040.00

Vote: Carried (4-0)

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

Clerk – Anne Hartman

Designation of Polling Place for Village Election to be held on March 21, 2023

MOTION: made by Trustee Wayne LaVair and seconded by Mayor Maggie Ridge that the designated polling place for the Village of Scottsville Election to be held on March 21, 2023 will be the Senior Center located within the Wheatland Municipal Building, 22 Main Street, Scottsville, New York 14546 between the hours of 12:00 Noon and 9:00 pm.

Vote: Carried (-)

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

Tax Surrender

15 tax parcels surrendered to the County totaling \$8,915.00 will be paid to Village in April 2023.

Sunking Electronics Agreement

Motion made by Deputy Mayor Andy Fraser and seconded by Mayor Maggie Ridge to authorize the mayor to sign the Sunking Electronic Recycling Agreement term ending November 1, 2024.

Vote: Carried (-)

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

Instream Agreement

Motion made by Deputy Mayor Andy Fraser and seconded by Trustee Wayne LaVair to authorize the mayor to sign the Instream Software Support Agreement term ending December 7, 2023 in an amount of \$2,055.00.

Vote: Carried (4-0)

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

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

Mayor's Reports - Maggie Ridge

Arcadia Power

Continuing to Participate in the Hazard Mitigation Planning for potential FEMA Funding.

Met with Fire Company – working on a new lease agreement for the Ball Field.

Participated in ribbon cutting ceremony for the renovated portion of the Greenway - New York State's longest park

Was a guest at the American Legion's annual Veteran's Day Brunch

Participated in the local Mayors meeting – main topics of discussion was how can NYCOM help with some of our unmet needs (assistance with grants was one suggestion) and the possible formation of ambulance district.

Received the permit for vertical crosswalk signs on 383. Need to establish management protocols for signs.

Met with the Historic Preservation Commission and Doug Barber to begin drafting the application for the Certificate of Appropriateness (part of this meeting is to discuss)

Old Business

Vacation Policy: will continue discussion

Clothing Allowance: will continue discussion

ARPA Spending Projects (American Legion gazebo roof, park improvements, doors, lighting)

New Business

Historic District Certificate of Appropriateness: will continue discussion

Volleyball, SAA and Wheatland Rec: will continue discussion

Executive session

Motion made by Deputy Mayor Andy Fraser and seconded by Mayor Maggie Ridge to enter into executive session at 7:44 pm to discuss two particular employee matters.

Vote: *Carried (4-0)*

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

Motion made by Deputy Mayor Andy Fraser and seconded by Mayor Maggie Ridge to adjourn executive session and return to regular session at 8:34pm.

Vote: *Carried (4-0)*

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

Employee Step Wage Increase

Motion made by Deputy Mayor Andy Fraser and seconded by Mayor Maggie Ridge to approve a step up of .50 an hour on the employee's anniversary date based on a satisfactory supervisor performance review.

Vote: *Carried (4-0)*

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

Adjournment

Motion made by Mayor Maggie Ridge and seconded by Deputy Mayor Andy Fraser to adjourn the Village Board meeting at 8:35 pm.

Vote: *Carried (4-0)*

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

Respectfully submitted by,



Anne Hartman
Village Clerk

A. Clothing Allowance:

The Village will contribute an annual allotment for work pants & safety work boots for full time staff at the Department of Public Works. **Monies allowed will be used within the fiscal year calendar. If an employee leaves within three (3) months of any purchase the gear must be returned to the Village.** This amount will be set at \$350.00 per year per employee. The Village will also contribute \$150.00 every 3 years to be used for winter wear.

Discussion:

Wait for a probationary period?

3-6 months for return of gear?

This amount was set years ago, adjust for inflation?

SECOND AMENDMENT TO INTER-MUNICIPAL CONTRACT

THIS CONTRACT is made by the TOWN OF WHEATLAND, a Municipal Corporation with offices at 22 Main Street, Scottsville, New York (hereinafter called the "TOWN"), and the VILLAGE OF SCOTTSVILLE, a Municipal Corporation, with office at 28 Main Street, Scottsville, New York (hereinafter called the "VILLAGE") , collectively the Parties as follows:

WHEREAS the Town and the Village entered a contract dated March 14, 2005, and. And Amendment to the contract dated January 13, 2006, and parties desire to amend the contract and the amendment to the contract as follows;

The Village is to obtain and provide a certificate of liability insurance to the Town annually . in an amount equal to or higher \$1,000,000 in General Liability coverage.

Such certificate shall name the Town of Wheatland as "Additional Insured" by endorsement that provides primary and non-contributory coverage for general liability.

The Village hereby covenants and agrees to indemnify, defend and hold harmless Town and its officers, agents and employees from and against any and all claims, liabilities, obligations, damages, losses and expenses whether contingent or otherwise, including reasonable attorney's fees and costs of defense, incurred by the Town as a result of the Village's acts pursuant to this agreement and any amendments thereto. The Village as part of its obligation to indemnify and hold harmless, as set forth above, agrees to obtain, and maintain in full force and effect, for the term of this agreement, insurance coverage as described above.

The contract terms in the contract dated March 14, 2005, and the amendment to the contract dated January 13, 2006, shall remain the same expect as modified herein.

IN WITNESS WHEREOF, the parties have executed this amendment on the date shown below the signatures.

Town of Wheatland

By Linda Dobson
Linda Dobson
Supervisor

Dated December 5, 2022

Village of Scottsville

By _____
Maggie Ridge
Mayor

Dated _____

THIS AGREEMENT, made this _____ day of _____, 20_____.

BETWEEN TOWN OF WHEATLAND, a municipal corporation with offices at 22 Main Street, Scottsville, New York, party of the first part, and

VILLAGE OF SCOTTSVILLE, a municipal corporation with offices at 22 Main Street, Scottsville, New York, party of the second part.

WITNESSETH, that the said party of the first part has agreed to LET, and hereby does LET to the said party of the second part, and the said party of the second part has agreed to TAKE, and hereby does TAKE from the said party of the first part, the following premises, viz: one assigned parking spot at the west end of the Town parking lot in order that the Village of Scottsville may place a cardboard recycling dumpster for the benefit of an owner of the business on 11 Main Street in said Village, with the privileges and appurtenances for and during the term of one year from the 1st day of January, in the year 2023, which term will end on the 31st day of December, in the year 2023.

And the said party of the second part covenants that they will pay to the party of the first part for the use of said premises the rent of One Dollar and other good and valuable consideration.

That the Village shall keep the area clean of any refuse and other materials. The dumpster will be locked at all times. Failure to keep the area clean will result in a ten-day notice to remove the dumpster and terminate the lease.

WITNESS the hands and seals of the said parties, the day and year first above written.

IN PRESENCE OF

TOWN OF WHEATLAND

Linda M. Dobson, Supervisor

VILLAGE OF SCOTTSVILLE

Maggie Ridge, Mayor