

Village of Scottsville
Board of Trustees Meeting
Tuesday, March 14, 2023 6:30 pm
Wheatland Municipal Building

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

Agenda

1. **Call to Order** Mayor Maggie Ridge called the March 14, 2023 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, February 14, 2023

Motion made by Trustee _____ and seconded by Trustee _____ to approve the minutes of the *Tuesday, February 14, 2023* Village Board Meeting as submitted.

Vote: Carried (-)

Mayor Maggie Ridge

Deputy Mayor Andy Fraser

Trustee AJ Peck

Trustee Paul Meabon

Trustee Wayne LaVair

Tuesday, February 21, 2023

Motion made by Trustee _____ and seconded by Trustee _____ to approve the minutes of the *Tuesday, February 21, 2023* Budget Meeting as submitted.

Vote: Carried (-)

Mayor Maggie Ridge

Deputy Mayor Andy Fraser

Trustee AJ Peck

Trustee Paul Meabon

Trustee Wayne LaVair

Tuesday, March 7, 2023

Motion made by Trustee _____ and seconded by Trustee _____ to approve the minutes of the *Tuesday, March 7, 2023* Budget Meeting as submitted.

Vote: Carried (-)

Mayor Maggie Ridge

Deputy Mayor Andy Fraser

Trustee AJ Peck

Trustee Paul Meabon

Trustee Wayne LaVair

5. **Public Before the Board**

Ram Shrivastava, Larson Engineers

6. **Department Reports**

- a) **Building Inspector/Code Enforcement Officer**

19 Maple has started construction

b) **DPW – Ken Bohn & Todd Schwasman**

Updates

c) **Treasurer – Interim Jen Talbot**

Pay Bills:

Motion made by Trustee _____ and seconded by Trustee _____ to approve payables as listed on the AP Check Register Report through March 14, 2023 and prepaid bills with General Payables totaling \$ _____.

Vote: Carried (-)

Mayor Maggie Ridge

Trustee AJ Peck

Trustee Wayne LaVair

Deputy Mayor Andy Fraser

Trustee Paul Meabon

Treasurers Report:

Budget Transfers:

Motion made by Trustee _____ and seconded by Trustee _____ to approve the budget transfers as listed above from the March 2023 Treasurers Report.

Vote: Carried (-)

Mayor Maggie Ridge

Trustee AJ Peck

Trustee Wayne LaVair

Deputy Mayor Andy Fraser

Trustee Paul Meabon

d) **Clerk – Anne Hartman**

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 Paul Meabon –

8. **Mayor’s Reports - Maggie Ridge**

9. **Old Business**

Noise Complaints

10. **New Business**

Building Permit

Motion made by Trustee
Permit application as submitted.

and seconded by Trustee

to approve the revised Building

Vote: Carried (-)
Mayor Maggie Ridge
Trustee AJ Peck
Trustee Wayne LaVair

Deputy Mayor Andy Fraser
Trustee Paul Meabon

Park Designation

RESOLUTION

WHEREAS, the Village of Scottsville owns a 0.68 acre parcel of land on Rochester Street in the Village of Scottsville (Tax Map No. 187.18-2-38) (the "Parcel"); and

WHEREAS, the Board of Trustees of the Village of Scottsville (the "Board of Trustees") desire to dedicate the Parcel as parkland in connection with the anticipated improvement of the Parcel as a memorial garden.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF VILLAGE OF SCOTTSVILLE AS FOLLOWS:

Section 1. The Board of Trustees determines that the dedication of previously-acquired property as parkland is a Type II action under the New York State Environmental Quality Review Act and is exempt from environmental review.

Section 2. The Board of Trustees hereby dedicates the Parcel as dedicated parkland under the care and control of the Board of Trustees.

The adoption of the foregoing Resolution was moved by _____, seconded by _____, and duly put to vote, which resulted as follows:

	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Absent</i>
Mayor Maggie Ridge	[]	[]	[]	[]
Trustee Andy Fraser	[]	[]	[]	[]
Trustee Wayne LaVair	[]	[]	[]	[]
Trustee A.J. Peck	[]	[]	[]	[]
Trustee Paul Meabon	[]	[]	[]	[]

The Resolution was thereupon duly adopted.

11. Adjournment

Motion made by Trustee
pm.

and seconded by Trustee

to adjourn the Village Board meeting at

Vote: Carried (-)
Mayor Maggie Ridge
Trustee AJ Peck
Trustee Wayne LaVair

Deputy Mayor Andy Fraser
Trustee Paul Meabon

Call to Order Mayor Maggie Ridge called the February 14, 2023 Village of Scottsville Board of Trustees to order at 6:30 pm.

Pledge of Allegiance to the Flag

Roll Call

Present: Maggie Ridge, Mayor
Wayne LaVair, Trustee
Paul Meabon, Trustee
AJ Peck, Trustee

Absent: Andy Fraser, Deputy Mayor

Also Present: John Mancuso, Attorney
Todd Schwasman, DPW Superintendent
Anne Hartman, Village Clerk
0 Residents

Approval of Minutes

Village Board Meeting Minutes

Tuesday, January 10, 2023

Motion made by Mayor Maggie Ridge and seconded by Trustee Paul Meabon to approve the minutes of the *Tuesday, January 10, 2023* Village Board Meeting as submitted.

Vote: *Carried (4-0)*

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	ABSENT
Trustee AJ Peck	AYE	Trustee Paul Meabon	AYE
Trustee Wayne LaVair	AYE		

Public Before the Board

Kevin Marks, Trail Town Initiative is applying for a grant to make enhancements to Canawaugus Park. Up to \$15,000 with a 15% in kind match. Monies will be used to install signage to the businesses, bike repair station and make improvements to parking. Mayor Ridge will write the grant with advisement from the Trail Town Committee. Recommend creating a separate committee to create a Canawaugus Park Comprehensive Plan.

Jim Yarrington, Chair Historic Preservation Commission: education letter has been sent to residents on Rochester St. The Commission has created an application for a Certificate of Appropriateness, approval or denial will be communicated via a letter explaining decision using bullets citing code. The Commission has compliance concerns, projects have been completed without going through proper channels. Commission would like to see enforcement of code. Guidelines will be included in the annual recycling calendar.

Motion made by Mayor Maggie Ridge and seconded by Trustee AJ Peck to the Rochester Street Historic District application for a Certificate of Appropriateness as submitted.

Vote: *Carried (4-0)*

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	ABSENT
Trustee AJ Peck	AYE	Trustee Paul Meabon	AYE
Trustee Wayne LaVair	AYE		

Public Hearing

Mayor Ridge opened the public hearing by reading the notice from the Sentinel at 7:02 pm.

**Legal Notice
Notice of Public Hearing
Village of Scottsville**

PLEASE TAKE NOTICE that a Public Hearing will be held by the Village of Scottsville Board of Trustees on Tuesday, February 14, 2023 at 7:00 pm to consider Property Tax Cap Local Law #1-2023 to Override the Tax Cap Levy Limit established in the General Municipal Law 3c for the 2023-2024 Fiscal Budget.

The Proposed Local Law can be reviewed at the Village of Scottsville Office, in the Wheatland Municipal Building, 22 Main Street, Scottsville, NY during regular business hours.

Public Comment opened at 7:03pm.

Public Comment:
No public

Public Comment closed and Board Comment opened at 7:04 pm.

Board Comment:
No comments

Public Hearing closed at 7:04 pm.

Motion made by Mayor Maggie Ridge and seconded by Trustee AJ Peck to adopt the Property Tax Cap Local Law #1-2023 to Override the Tax Cap Levy Limit established in the General Municipal Law 3c for the 2023-2024 Fiscal Budget.

Vote: *Carried (4-0)*

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	ABSENT
Trustee AJ Peck	AYE	Trustee Paul Meabon	AYE
Trustee Wayne LaVair	AYE		

Department Reports**Building Inspector/Code Enforcement Officer****Building Department**

- BP #22-011 CooperVision warehouse addition is completed Certificate of Occupancy issued on 1/27/23
- BP # 23-004 Issued for Gerber Homes to build a new residential home located next to 17 Maple Ave. Construction to start within the next month or so. Lot has been an approved building lot.
- Need the Board to issue a number for the new build on Maple, thinking 19 Maple makes the most sense.
- Need Board approval for an application received for a chicken permit located at 20 Chili Ave. Meets all requirements per code.
- CooperVision is working on finalizing plans for another expansion project to be submitted to the Planning Board this spring.

Fire Marshal:

- Permit# 23-002 issued for fire restoration located at 34 Scottsville West Henrietta Rd
- Small fire located at 8 Church Street during the afternoon of 1/23/23. Minor smoke and electrical damage to the home. Residents able to move back once electrical service has been repaired and turned back on.
- Monroe County Fire Dispatch has been having issues with contacting me when needed by FD. After numerous attempts to make sure they have the correct number it finally has been resolved.

Code Enforcement:

- Heany Industries, working with Mayor Ridge and the Village attorney to resolve all the noise complaints.
- Spoke to the gas station at 69 Rochester about plowing snow and blocking the sidewalk during snow events.

Special Permit - Chickens

Motion made by Mayor Maggie Ridge and seconded by Trustee Paul Meabon to grant a special permit for 20 Chili Ave to harbor chickens with the condition that the applicant shall comply with all requirements contained in Chapter 54-26 of the Village Code.

Building Inspector should verify setbacks and that coop is enclosed.

Vote: Carried (4-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	ABSENT
Trustee AJ Peck	AYE	Trustee Paul Meabon	AYE
Trustee Wayne LaVair	AYE		

DPW – Todd Schwasman

Last Month:

- Final delivery of salt to fill the shed.
- Cleaned and trimmed the Johnson Park parking lot.
- Various truck repairs.
- Trimmed back trees on sidewalks and streets around the Village.
- Hauled brush from the pile to the transfer station.
- 12 stakeouts completed.
- Compiled radar sign data from both sides of North Road.
- Cleaned and flushed 2500 ft of sewers.
- Cold patch around the Village, fixing potholes.

Upcoming Month:

- Tree trimming right away on Hanford Ave.
- Continue with cold patching.
- Preparing for shop inspection.
- Sign straightening and repair around the Village.

Updates

- WCCSD contacted the Village to do a sidewalk project at TJ Connor school. The Village will do the entire project or nothing. This will be a good job to train our new employees. The school will need to write up an IMA to proceed.
- Received a quote from Rochester Door Company to install four doors at Johnson Park.
- We have no back up garbage totes. We found Cascade Industries; they will sell 54 totes.
- Himes quote for gutter work in the big track.
- Town of Henrietta will come in to sweep streets.

Treasurer – Jennifer Talbot

Pay Bills:

Motion made by Trustee Wayne LaVair and seconded by Trustee AJ Peck to approve payables as listed on the AP Check Register Report through February 14, 2023 and prepaid bills with General Payables totaling \$49,535.95.

Vote: Carried (4-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	ABSENT
Trustee AJ Peck	AYE	Trustee Paul Meabon	AYE
Trustee Wayne LaVair	AYE		

Treasurers Report:

Expenses:

<u>Overspent Lines</u>		<u>Why?</u>
A.1325.2	838.91	Purchase of Board approved laptop
A.1450.4	140.61	Will be reimbursed by County
A.9045.8	845.41	Under-budgeted life insurance

Budget Transfers:

Suggested Budget Transfers:

<u>Account Code</u>	<u>Descriptions</u>	<u>To</u>	<u>From</u>	<u>Why?</u>
A1325.2	Clerk Equipment	\$ 839.00		
A1325.4	Clerk Contractual		\$ 839.00	
A.9045.8	Life Insurance	\$ 900.00		
A9060.8	Health Insurance		\$ 900.00	

Motion made by Trustee AJ Peck and seconded by Mayor Maggie Ridge to approve the budget transfers as listed above from the February 2023 Treasurers Report.

Vote: Carried (4-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	ABSENT
Trustee AJ Peck	AYE	Trustee Paul Meabon	AYE
Trustee Wayne LaVair	AYE		

Suggested Budget Adjustments:

		Expense Increase	Revenue Increase
A.1010.4	Board Contractual	\$ 1,025.00	
A.5182.2	Streets Equipment	\$ 4,254.00	
A.7140.4	Parks Contractual	\$ 270.00	
A.4089	Federal revenue - ARPA		\$ 5,549.00
<i>To amend budget for expenditure of ARPA funds</i>			
A.5110.4	Streets Contractual	\$ 51,040.00	
A.3501	CHIPS state aid		\$ 51,040.00
<i>To recognize CHIPS aid for street repairs</i>			

Motion made by Mayor Maggie Ridge and seconded by Trustee Paul Meabon to approve the budget amendments as listed above from the February 2023 Treasurers Report.

Vote: *Carried (4-0)*

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	ABSENT
Trustee AJ Peck	AYE	Trustee Paul Meabon	AYE
Trustee Wayne LaVair	AYE		

Updates:

Note that we have budgeted \$7,500 for a stump grinder with current year funds, and equipment has not been purchased yet. Status?

We had another meeting with Canandaigua Nat'l Bank and are moving forward with implementing positive pay ASAP

We also will add Maggie, and possibly Jen as online users to implement dual approval controls.

We have tiered our certificate of deposit maturity dates and terms better to insulate from long term interest rate changes.

Clerk – Anne Hartman

Made another call to Avon Ford to get documentation on the last fire vehicle.
Cleared up some NYRLR reporting errors
Attending and assisting at Planning Board meetings
Working on training schedules
Looking for another CDL training option

Trustee Updates:

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

Trustee AJ Peck – Procurement and ARPA
Working with different vendors for Johnson Park equipment. Need a map of Village owned property for placement.

Trustee Wayne LaVair – DPW
Meeting with DPW to discuss 2023-2024 projects and budget.

Trustee Paul Meabon –
No report

Mayor's Reports - Maggie Ridge

- Facilitated the kickoff meeting for our "Summer Concert Series." Lots of great ideas and input. First concert is scheduled to coincide with the Legion's Chicken Barbeque on June 10th, and will featuring Joe Beard, a legendary Blues guitarist and vocalist. He's toured the United States, and sat in with Muddy Waters, BB King and John Lee Hooker. He was inducted into the Rochester Music Hall of Fame in 2017. More dates and music to be scheduled over the next few months.
- Solicited letters of support for a capital improvement grant for the Smith Warren American Legion Post 367 to repave the parking lot and replace the roof on the Gazebo.

- Met with Carl Schoenthal, Kevin Marks, Linda Dobson and Pauline Burnes (Landscape Architect) to discuss kiosk placements from the 2022 PTNY award. Will be working with the Trail Town Committee on the next round of the PTNY grant funding, due March 31, 2023. This round of funding will be 100% dedicated towards improvements to Canawaugus Park.
- Finishing Community Block Grant Application due Friday, Feb 17. Awaiting some quotes for street gutter repair/replacements on Diana/Heather/Briarwood track.
- Met with Lisa Wasson regarding relaunching Parade of Lights and Summerfest. Still a work in progress but do-able.

Old Business

Garbage - Still getting numbers on garbage, we will discuss that during budget meeting.
Sanitary Sewer – Worst part is the triangle at Rochester, Main and River.

New Business

Motion made by Mayor Maggie Ridge and seconded by Trustee AJ Peck to designate Tax Parcel No. 200.05-3-1.2 as 19 Maple Avenue in the Village of Scottsville, Monroe County, New York.

Vote: Carried (4-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	ABSENT
Trustee AJ Peck	AYE	Trustee Paul Meabon	AYE
Trustee Wayne LaVair	AYE		

Festivals/Concerts – would like to add a budget line item to help bring back some of the events that residents have enjoyed.

Arbor Day Proclamation

Whereas, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, Maggie Ridge, Mayor of the Village of Scottsville, do hereby proclaim Saturday, May 6, 2023 as in the Village of Scottsville, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Motion made by Trustee Paul Meabon and seconded by Mayor Maggie Ridge to approve the proclamation of Arbor Day as drafted.

Vote: Carried (4-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	ABSENT
Trustee AJ Peck	AYE	Trustee Paul Meabon	AYE
Trustee Wayne LaVair	AYE		

CDBG Grant Resolution

A **RESOLUTION** authorizing the submittal of the 2023 Community Development Block Grant (CDBG) application to the Monroe County (New York) Community Development Organization by *Mayor Maggie Ridge* and the subsequent appropriation of *Scottsville, New York* grant funds for the Briarwood Lane, Diana Drive and Heather Lane Gutter Project.

WHEREAS the *Village of Scottsville* believes itself to be qualified, and is willing and able to carry out all activities described in the CDBG grant application; and

WHEREAS in this action the *Village of Scottsville of Board Trustees* has declared its intent to conduct the Briarwood Lane, Diana Drive and Heather Lane Gutter Project described in the application; and,

WHEREAS in this action the *Village of Scottsville* will, upon an award and acceptance of the grant, agree to the terms of the grant;

IT IS THEREFORE RESOLVED THAT: The *Village of Scottsville Board of Trustees* requests the funds and assistance available from the Monroe County New York Community Development Organization under the Community Development Block Grant (CDBG) Program and will comply with county rules for the program, and,

HEREBY AUTHORIZES the authorized representative *Mayor* to act on behalf of the *Village of Scottsville* to submit and sign an application to Monroe County for financial aid for the Briarwood Lane, Diana Drive and Heather Lane Gutter Project purposes, sign related documents, and,

HEREBY AUTHORIZES the authorized representative *Mayor* to act on behalf of the *Village of Scottsville* to sign the grant agreement if the grant funds are awarded.

Motion made by Trustee Wayne LaVair and seconded by Trustee Paul Meabon to authorize the above CDBG resolution.

Vote: Carried (4-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	ABSENT
Trustee AJ Peck	AYE	Trustee Paul Meabon	AYE
Trustee Wayne LaVair	AYE		

Executive session

Motion made by Trustee Wayne LaVair and seconded by Trustee AJ Peck to enter into executive session at 7:46 pm to discuss a particular employee matter.

Vote: Carried (4-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	ABSENT
Trustee AJ Peck	AYE	Trustee Paul Meabon	AYE
Trustee Wayne LaVair	AYE		

Motion made by Mayor Maggie Ridge and seconded by Trustee AJ Peck to adjourn executive session and return to regular session at 8:03 pm.

Vote: Carried (4-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	ABSENT
Trustee AJ Peck	AYE	Trustee Paul Meabon	AYE
Trustee Wayne LaVair	AYE		

Adjournment

Motion made by Trustee Wayne LaVair and seconded by Mayor Maggie Ridge to adjourn the Village Board meeting at 8:03 pm.

Vote: *Carried (4-0)*

Mayor Maggie Ridge AYE

Trustee AJ Peck AYE

Trustee Wayne LaVair AYE

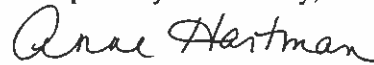
Deputy Mayor Andy Fraser

Trustee Paul Meabon

ABSENT

AYE

Respectfully submitted by,



Anne Hartman
Village Clerk

Village of Scottsville
Board of Trustees Budget Meeting
Tuesday, February 21, 2023
Wheatland Municipal Building
2023-2024 Budget Meeting
UNAPPROVED Meeting Minutes

Call to Order Mayor Ridge called the meeting to order at 6:31 pm.

Pledge to the Flag

Roll Call

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

Absent: Paul Meabon, Trustee

Also Present: Anne Hartman, Village Clerk

Rochester Door Company

Received an invoice for 50% of the cost of the job. The Board did not approve paying anything before the work is done. Would like a contract stating a time frame for completion of work. Clerk will discuss other options with the company.

Executive session

Motion made by Deputy Mayor Andy Fraser and seconded by Trustee Wayne LaVair to enter into executive session at 6:37 pm to discuss a particular employee matter.

Vote: Carried (4-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	ABSENT
Trustee AJ Peck	AYE	Trustee Paul Meabon	AYE
Trustee Wayne LaVair	AYE		

Motion made by Mayor Maggie Ridge and seconded by Trustee Wayne LaVair to adjourn executive session and return to regular session at 6:48 pm.

Vote: Carried (4-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	ABSENT
Trustee AJ Peck	AYE	Trustee Paul Meabon	AYE
Trustee Wayne LaVair	AYE		

2023-2024 Budget Discussion

2023-2024 Budget

Discussion

Budget was run at 1.66%

Sales tax revenue coming in high for 2022

Keep in mind assessments going up so we should be aware of increasing

ARPA project ideas

- Johnson Park improvements
- Main St. sidewalks
- Create a park at village land on Rochester St and exchange memorial trees at JP for memorial bricks
- Dog park
- Create more parking lot at Canawaugus Park

Fund reserves – as long as we have a plan, a project we are saving for.

Outsourcing garbage – we will gather numbers and compare

Adjournment

Motion made by Trustee Wayne LaVair and seconded by Mayor Maggie Ridge to adjourn the Village Board meeting at 8:14 pm.

Vote: *Carried (4-0)*

Mayor Maggie Ridge AYE

Trustee AJ Peck AYE

Trustee Wayne LaVair AYE

Deputy Mayor Andy Fraser

Trustee Paul Meabon

ABSENT

AYE

Respectfully submitted by,



Anne Hartman

Village Clerk

Village of Scottsville
Board of Trustees Budget Meeting
Tuesday, March 7, 2023
Wheatland Municipal Building
2023-2024 Budget Meeting
UNAPPROVED Meeting Minutes

Call to Order Mayor Ridge called the March 7, 2023 Budget Meeting to order at 6:32 pm.

Pledge to the Flag

Roll Call

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

Absent: Paul Meabon, Trustee

Also Present: Anne Hartman, Village Clerk

2024 Congressional Appropriations Community Project

Motion made by Trustee Wayne LaVair and seconded by Trustee AJ Peck to allow the Mayor to pursue grant funding from the 2024 Congressional Appropriations Community Project Funding Program to be used for sanitary sewer projects in the Village.

Vote: Carried (4-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	AYE	Trustee Paul Meabon	ABSENT
Trustee Wayne LaVair	AYE		

Motion made by Trustee Wayne LaVair and seconded by Trustee AJ Peck to engage MRB to submit grant for the 2024 Congressional Appropriations Community Project Funding Program to be used for sanitary sewer projects in the Village.

Vote: Carried (4-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	AYE	Trustee Paul Meabon	ABSENT
Trustee Wayne LaVair	AYE		

Executive session

Motion made by Mayor Maggie Ridge and seconded by Deputy Mayor Andy Fraser to enter into executive session at 6:41 pm to discuss a particular employee matter.

Vote: Carried (4-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	AYE	Trustee Paul Meabon	ABSENT
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 7:08 pm.

Vote: Carried (4-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	AYE	Trustee Paul Meabon	ABSENT
Trustee Wayne LaVair	AYE		

2023-2024 Budget Discussion**2023-2024 Budget****Discussion**

Projected payroll with a 4% raise and .50 at anniversary dates.

Garbage numbers show Casella will charge \$180,000 with recycling every other week. Other providers have not given an estimate.

Our current costs come out to about \$247 per household. Once the debt is paid off cost will be less.

Jen Talbot recommends looking at new accounting software. KVS has been sold off a few times and support may cease. New software costs about \$30,000 plus annual support.

DPW looking to replace the dump box on the 1Ton to extend the truck life.

Trustee LaVair was up to the DPW last week and the shop looks great.

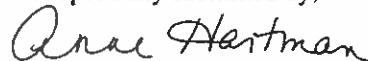
Adjournment

Motion made by Deputy Mayor Andy Fraser and seconded by Trustee Wayne LaVair to adjourn the Village Board meeting at 7:15 pm.

Vote: Carried (4-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	AYE	Trustee Paul Meabon	ABSENT
Trustee Wayne LaVair	AYE		

Respectfully submitted by,



Anne Hartman
Village Clerk



Village of Scottsville Building Permit

PLEASE REVIEW BUILDING PERMIT REQUIREMENTS:

1. The applicant shall notify the Code Enforcement Officer (CEO) of any changes in the information contained in the building permit application during the period for which the building permit is in effect.
2. A permit will be issued when the application has been determined to be complete and the proposed work is determined to be in compliance with all requirements of New York State Building Code.
3. A building permit may be revoked or suspended if it is determined that the work to which it pertains is not in accordance with the information contained in the building permit application; OR is not in conformance with the NYS Building Code; OR if there has been a misrepresentation or falsification of a material fact or condition connected with the application for a building permit.
4. Any deviation from the approved plans must be authorized by the licensed professional who affixed the NYS seal to the original plans prior to the issuance of a Certificate of Occupancy.
5. The applicant shall notify the CEO 24 hours in advance for all required inspections and receive approval before any building element, equipment or system is covered or enclosed.
6. Prior to the issuance of a Certificate of Occupancy, the licensed professional who affixed the NYS seal to the original plans must certify that the completed construction is in compliance with the plans and specifications as submitted for the building permit.
7. A building permit shall expire one (1) year from the date of issuance or upon the issuance of a Certificate of Occupancy whichever comes first. A building permit that has expired prior to the issuance of a Certificate of Occupancy shall require the issuance of a new building permit and the payment of all building permit fees. A building permit may, upon written request, be renewed for successive one-year periods provided that: the original permit has not been revoked or is suspended at the time of renewal request; and the information contained in the original application is relevant and correct; and the renewal fee is paid.
8. The undersigned assumes responsibility for the cleanup of all debris generated by construction activities and the removal of same to a legal off-site location.
9. By law, applicant or demolition contractor is required to contact Dig Safely New York 800-962-7962 prior to starting any digging. Allow two full working days for response.
10. All electrical work must be inspected by an authorized agent and produce a certificate of approval. The following are Village approved electrical inspectors: Commonwealth Electrical Inspection Service 585-624- 2380; New York Board of Underwriters 800-595-9600; Genesee Star Agency 585-768-6696; New York Atlantic- Inland 607-753-7118; Middle Department Inspection Agency 518-273-0861. It is the permit holder's responsibility to arrange for all required electrical inspections.
11. Any work located in the Village of Scottsville Right of Way (land located outside of property and adjacent to Public Street) must be issued a ROW Work Permit by the Village of Scottsville. Address questions to the Village Administrator.
12. Any third party contractor must show proof of Workers compensation, liability, and disability insurance in accordance with New York State Law.

PROPERTY ADDRESS: _____ Email Address: _____

OWNER/BUSINESS NAME: _____ DATE: _____

INSTRUCTIONS FOR BUILDING PERMIT APPLICATIONS

1. Submit one plot plan (instrument survey) at original scale showing:

- All property lines with dimensions
- All existing and proposed structure(s) with dimensions
- Existing easements

2. Submit two sets of building plans complete with:

- Floor Plan (s)
- Foundation Plan
- Cross Sections
- All Elevations
- Truss Drawings (normally obtained from the truss manufacturer or where you are buying the trusses)

Registered Architect's or Engineer's stamp & signature required under any of the following conditions:

- Residential construction with cost exceeding \$20,000
- New residential single-family dwelling(s) that are 1,500 square feet or larger
- Any commercial construction

4. Submit one copy of NYS Energy Conservation Compliance Form and Inspector Form with professional stamp and signature. Contact: www.energycodes.gov for downloadable version of "Res-check" or "Mec-check". Most current version available to be submitted.

5. Submit proof of Contractor's valid Workers Compensation Insurance Policy must be submitted and approved or Form BP-1 stating that Workers Compensation is not required before issuance of any building permit.

6. Appropriate building permit fee with check made payable to Village of Scottsville.

7. A permit must be obtained prior to beginning any construction work. Application is subject to review before issuance of a valid permit for construction.

Supplemental Documents Submitted (check appropriate boxes):

- Construction Drawings (___ Elevations, ___ Plan View, ___ Sprinkler Plan, ___ # of copies)
- Instrument Survey
- Site Plan
- Board Approval (___ Planning, ___ Zoning, ___ Village)
- RES Check / COM Check
- Proof of Insurance (___ Liability, ___ Disability, ___ Workers Comp, ___ Exemption)
- Safeguards During Construction (___ Chapter 33 NYSBC, ___ Chapter 14 NYSFC)

Project Description:

Estimated Cost \$ _____



For Office Use Only Village Fee(s) \$ _____ Permit Number: _____

BUILDING PERMIT APPLICATION

Property where work will be performed:

Address: _____

Historic District: Yes No

Certificate of Appropriateness: Yes No

Owners Name: _____

Owners Address: _____

Email Address: _____

Phone: _____

Contractor Information:

Name: _____ Email Address: _____

Address: _____ Phone: _____

Estimated Cost of Project: \$ _____

Square Footage: _____ Zoning District: _____

Project Description: _____

Permit Type:

- | | | |
|--|--|--|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Commercial | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Industrial Use | <input type="checkbox"/> New Construction | <input type="checkbox"/> Generator |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Interior Renovation | <input type="checkbox"/> Roof Repair/Replace |
| <input type="checkbox"/> Change of Use | <input type="checkbox"/> Demolition | <input type="checkbox"/> Solar |
| <input type="checkbox"/> Accessory Structure | <input type="checkbox"/> Shed | <input type="checkbox"/> New Swimming Pool |
| <input type="checkbox"/> Deck | <input type="checkbox"/> New Furnace | <input type="checkbox"/> In Ground Pool |
| <input type="checkbox"/> Fireplace Insert | <input type="checkbox"/> Wood/Pellet Stove | <input type="checkbox"/> Above Ground Pool |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Porch | <input type="checkbox"/> Excavation/Fill/Site Work |
| <input type="checkbox"/> Mechanical | <input type="checkbox"/> Sign/Awning | |
| <input type="checkbox"/> Other _____ | | |

63.11.A:

No person, firm or corporation shall commence erection, construction, enlargement, alteration, removal, improvement, demolition, conversion, or installation therein of any building or structure or change in use or occupancy of any building or structure without first obtaining appropriate required permits from the Building Inspector or Fire Marshal. No permit shall be required for construction work which is not structural in nature and does not entail installation of plumbing, electrical, heating or ventilation systems or components in addition to such systems already in use. No permit shall be required for work of an ordinary replacement or maintenance nature, except as otherwise stated in this article.

CERTIFICATION:

Application is hereby made to the Village of Scottsville for the issuance of a Building Permit, Pursuant to the Zoning Ordinance of the Village of Scottsville as herein described. I acknowledge that no construction activities shall be commenced prior to the issuance of a valid building permit. I affirm that I have read the instructions and that the application, plans and supporting documentation are true and a complete statement and description of the work proposed and that all work will be performed in accordance with the NYS Building Code, local laws and ordinances and with local zoning regulations whether specified herein or not. I authorize access to the Code Enforcement Officer or representative during all phases of construction for the purpose of inspections. I agree to prominently display on the premises the building permit issued and abide by all Planning Board and Zoning Board of Appeals approvals and all plan amendments made by the Building Department. I further acknowledge and agree that prior to occupying the facilities governed by this building permit, I or my agents will obtain a Certificate of Occupancy.

Make checks payable to:

Village of Scottsville

Mail or deliver to:

22 Main Street, Suite 3, Scottsville, NY 14546

Homeowners Signature:

Date: _____

Contractor Signature:

Date: _____

Code Enforcement Officer Signature:

Date: _____

Building Inspector Notes:

