

Village of Scottsville
Board of Trustees Meeting
Tuesday, May 9, 2023 6:30 pm
Wheatland Municipal Building
Meeting Minutes

Call to Order Mayor Maggie Ridge called the May 9, 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
Andy Fraser, Deputy Mayor
AJ Peck, Trustee

Absent: Randall Hess, Trustee
Wayne LaVair , Trustee

Also Present: John Mancuso, Attorney
Anne Hartman, Village Clerk
Doug Barber, Code Enforcement Officer

Approval of Minutes

Village Board Meeting Minutes

Tuesday , April 11, 2023

Motion made by Mayor Maggie Ridge and seconded by Deputy Mayor Andy Fraser to approve the minutes of the *Tuesday, April 11, 2023* Organizational Meeting as submitted.

Vote: *Carried (3-0)*

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	AYE	Trustee Randy Hess	ABSENT
Trustee Wayne LaVair	ABSENT		

Tuesday, April 11, 2023

Motion made by Mayor Maggie Ridge and seconded by Deputy Mayor Andy Fraser to approve the minutes of the *Tuesday, April 11, 2023* Village Board Meeting as submitted.

Vote: *Carried (3-0)*

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	AYE	Trustee Randy Hess	ABSENT
Trustee Wayne LaVair	ABSENT		

Public Before the Board

No Public

Department Reports

Building Inspector/Code Enforcement Officer – Doug Barber

Building:

- 21 Main Street, working with the homeowner on what is needed for a possible rear addition permit.
- 620 North Rd framing inspection completed.
- 19 Maple, framing and rough plumbing inspection passed, next inspection will be insulation before drywall.
- 18 Rochester Street, application received for above ground pool permit. Waiting on

HB for their approval before a permit is issued. No concerns on my end. Also, the office received an application for a Certificate of Appropriateness for a logger from PA to remove some trees in the backyard. Under further investigation, the logger did not have the consent of the homeowner to apply on her behalf. In talking to the homeowner, she said the logger was very forceful and intimidating. CEO has filed a complaint with the Better Business Bureau.

- Few other permits issued throughout the village for fences, above ground pools and decks.
- Working on tracking down open permits that have been open for over a year to see if they are completed or extensions are needed.
- Upcoming project to review the fee schedule.

Code Enforcement:

- 675 North Rd apartments, received a complaint regarding bad lighting and broken sidewalks.
- Following up on previous letters sent to a couple of residents on Rochester Street regarding projects done without HB approval.
- Heany has been in contact with me regarding the noise. They are actively working on solutions for noise reduction.
- Elonoc Towing has moved out of 67 Rochester Street due to new owners of the building raising rent over 100 percent. They are currently parking their equipment behind 39 Main Street with owner's approval. No cars will be stored there, just their fleet for the time being.
- CooperVision are possibly looking to meet with the PB/ZB at the June meeting.

Fire Marshal:

Nothing to report at this time.

DPW – Todd Schwasman

Last Month:

Planted four new trees.
 Flushed approximately 8000 feet of sewer.
 Started mowing and weed-whacking the parks.
 Mulched trees in Canawaugus Park.
 Painted the plows for next winter.
 Maintenance of the garbage truck.

Upcoming Month:

Putting down speed humps.
 Putting up flags and banners on Main Street.
 Planting and putting flowerpots and boxes on Main Street.
 Door installation at Johnson Park.
 Repairing the culvert pipe in a driveway on Grenadier Rd.
 Training another employee for the garbage truck.

Treasurer – Katie Garner

Pay Bills:

Motion made by Trustee AJ Peck and seconded by Mayor Maggie Ridge to approve payables as listed on the AP Check Register Report through May 9, 2023 and prepaid bills with General Payables totaling \$36,507.57.

Vote: Carried (3-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	AYE	Trustee Randy Hess	ABSENT
Trustee Wayne LaVair	ABSENT		

Overspent Lines		Why?
A.1410.1 Clerk Salaries	3,200.00	<i>Estimated by year end - under budgeted raises</i>
A.1670.4 Printing and Mailing	46.14	<i>Underestimated postage needs (stamp costs increased)</i>
A.3620.1 Code Enforcement Salaries	1,800.00	<i>Estimated by year end - under budgeted raise</i>
A.5110.1 Street Maintenance Salaries	15,000.00	<i>Estimated by year end - raises mid year</i>
A.8160.41 Recycling Contractual	3,973.00	<i>Estimated by year end - rates increased</i>

Treasurers Report:
Budget Transfers:

Suggested Budget Transfers:

Account Code	Descriptions	To	From
		\$	
A.1410.1	Clerk Salaries	3,200.00	
A.1670.4	Printing & Mailing	\$ 50.00	
			\$
A.1910.4	Unallocated Insurance		50.00
			\$
A.1990.4	Contingent Expenses		4,500.00
		\$	
A.3620.1	Code Enforcement Salaries	1,800.00	
		\$	
A.5110.1	Street Maintenance Salaries	15,000.00	
			\$
A.5142.1	Snow Removal Salaries		2,600.00
			\$
A.5142.4	Snow Removal Contractual		3,440.00
		\$	
A.8160.41	Recycling Contractual	4,000.00	
			\$
A.9060.8	Health Insurance		13,460.00
		\$	
		24,050.00	24,050.00

Motion made by Deputy Mayor Andy Fraser and seconded by Mayor Maggie Ridge to approve the budget transfers as listed above from the May 2023 Treasurers Report in the amount of \$24,050.00.

Vote: Carried (3-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	AYE	Trustee Randy Hess	ABSENT
Trustee Wayne LaVair	ABSENT		

Suggested Budget Adjustments:	Expense Increase	Revenue Increase
Federal Aid - A4089		\$

(5,549.00)

\$

Streets Contractual - A5110.4 (5,549.00)

Motion made by Deputy Mayor Andy Fraser and seconded by Mayor Maggie Ridge to approve the budget adjustments as listed above from the May 2023 Treasurers Report in the amount of \$5,549.00.

Vote: *Carried (3-0)*

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	AYE	Trustee Randy Hess	ABSENT
Trustee Wayne LaVair	ABSENT		

Updates:

After reviewing the year end submission for the ARPA reporting required, the funds are truly geared for larger, significant community projects. Because the Village has upcoming projects for the parks, sewer, and gutters, as well as the need for new software, I recommend reclassing the expenses we had earmarked as ARPA expenses. There are sufficient budget lines to cover these expenses elsewhere.

Health Insurance

The Handbook needs to be updated to reflect what we are currently doing for employees and retirees.

One option is not to be so specific in the handbook about the Village's contribution. If we do that it would need to be reviewed by July each year to meet the Sept 1 plan year for the health insurance. Attorney recommended having the Handbook updated by a company to develop a municipal handbook.

Insurance Reserve Fund

Resolved, that pursuant to Section 6-n of the General Municipal Law, as amended, there is hereby established an Insurance Reserve Fund. The purpose of the Reserve Fund is to fund certain uninsured losses, claims, etc. for which the local government is authorized or required to purchase or maintain insurance, with a number of exceptions (noted in the law).

Except as otherwise provided by law, expenditures from the Reserve Fund shall be made only for the purpose for which the Reserve fund is established (as described in GML Section 6-n). No expenditure or funding shall be made from or to this reserve without the approval of the governing board.

Whereas the Village has additional surplus from an unexpected class action settlement and the workers compensation surplus refund, the Board resolves to fund this reserve \$50,000 as of the year ended May 31, 2023.

Resolution made by Deputy Mayor Andy Fraser and seconded by Mayor Maggie Ridge to establish the Insurance Reserve Fund as listed above.

Vote: *Carried (3-0)*

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	AYE	Trustee Randy Hess	ABSENT
Trustee Wayne LaVair	ABSENT		

Clerk – Anne Hartman

Archive Social one company that saves social media posts for retention purposes.
More research to be done to evaluate our responsibility of archiving social media posts.

Taxes and sewer units have been sent to the County

County will send it off to ABS for printing and sent out.
Sewer Commission meeting still needs to happen

Peddler Permit

A national company called for information and thought our code was lenient. We should look at tightening it.

Vacation Carryover

The goal is for employees to take earned vacation, but with staffing shortages sometimes the employees give up vacation. We currently allow employees to carry over 40 hrs vacation with no payouts.

Motion made by Deputy Mayor Andy Fraser and seconded by Mayor Maggie Ridge to amend the vacation policy fourth paragraph second sentence to read the following: "Employees may request up to five (5) days' pay in lieu of vacation or employees may carry over a maximum of 100 hours of vacation from the previous year which must be used by the first quarter of the next fiscal year. Unused vacation beyond 100 hours would be forfeited at the end of the first quarter of the fiscal year.

Vote: Carried (3-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	AYE	Trustee Randy Hess	ABSENT
Trustee Wayne LaVair	ABSENT		

Out of District Garbage and Recycling Pickup

Motion made by Mayor Maggie Ridge and seconded by Trustee AJ Peck to raise the fees for out of district pick up to \$350.00 annually starting June 1, 2023.

Vote: Carried (3-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	AYE	Trustee Randy Hess	ABSENT
Trustee Wayne LaVair	ABSENT		

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

We will be approving Richard Kegler,, a new member to the Planning and Zoning Boards.

Trustee AJ Peck – Procurement and ARPA

Getting prices on playground equipment, discovered we need to increase our budget, very expensive.

Meeting at he park tomorrow with the Mayor and other local groups that use the park to get improvement ideas.

Trustee Wayne LaVair – DPW

Absent

Trustee Randy Hess – Historic Commission

Absent

Mayor's Reports - Maggie Ridge

- Arbor Day and Electronic Recycling May 6
- Deputy Mayor Fraser and I met with the Fire Company – Fire District waiting on subdivision approval from the Planning Board – that was approved in June 2022 with 3 conditions: 1 engineering and 2 for the Village Board to act upon, but those conditions have not been presented

- by the District. The expectation was that the District would bring the completed conditions to the Village when satisfied.
- Concerts at the Gazebo schedule set. Working out more details for the SummerFest, Lions Club is doing the food, creating application for vendors
 - Met with Toby Polito about a village-wide garage sale event – probably 2024
 - Preliminary approval for CDBG of \$65,000 for gutter project in the big tract. It is a matching grant.
 - Received the PTNY grant for \$5,800.
 - Memorial Day Parade – we ordered a banner for the Village and Town to walk behind together

Old Business

No old business

New Business

Eclipse 2024 – the Village has no plans to host an event

Planning Board and Zoning Board of Appeals Appointment

Motion made by Deputy Mayor Andy Fraser and seconded by Mayor Maggie Ridge to appoint Richard Kegler as a member of the Village of Scottsville Planning Board and Zoning Board of Appeals with a term ending April 2024.

Vote: *Carried (3-0)*

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	AYE	Trustee Randy Hess	ABSENT
Trustee Wayne LaVair	ABSENT		

Policy Review

A schedule of policies to be reviewed throughout the year.

Dunkin Donut advertising

This is not allowed on Village property.

Forestry Board Tree Planters

New planters for plants on Main St. purchased

Main St. sidewalks

Some spots on Main St. are broken up and may be dangerous. Use Fund Balance to make repairs.

Executive session

Motion made by Mayor Maggie Ridge and seconded by Trustee AJ Peck to enter into executive session at 8:15 pm to discuss a particular employee matter and attorney/client privilege.

Vote: *Carried (3-0)*

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	AYE	Trustee Randy Hess	ABSENT
Trustee Wayne LaVair	ABSENT		

Motion made by Trustee AJ Peck and seconded by Mayor Maggie Ridge to adjourn executive session and return to regular session at 8:45pm.

Vote: *Carried (3-0)*

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee AJ Peck	AYE	Trustee Randy Hess	ABSENT
Trustee Wayne LaVair	ABSENT		

Adjournment

Motion made by Deputy Mayor Andy Fraser and seconded by Mayor Maggie Ridge to adjourn the Village Board meeting at 9:04 pm.

Vote: *Carried (3-0)*

Mayor Maggie Ridge	AYE
Trustee AJ Peck	AYE
Trustee Wayne LaVair	ABSENT

Deputy Mayor Andy Fraser	AYE
Trustee Randy Hess	ABSENT

Respectfully submitted by:



Anne Hartman
Village Clerk