

Village of Scottsville
Board of Trustees Meeting
Tuesday, June 13, 2023 6:30 pm
Wheatland Municipal Building
Meeting Minutes

Call to Order Mayor Maggie Ridge called the June 13, 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
Randall Hess, Trustee
Wayne LaVair, Trustee

Absent: AJ Peck, Trustee

Also Present: Lauren Baron, Attorney
Anne Hartman, Village Clerk
Katie Garner, Treasurer
0 Residents

Approval of Minutes

Village Board Meeting Minutes

Tuesday, May 9, 2023- quorum not available

Public Before the Board

Dave Willard, CFA Grant Application/MRB Proposal
Consolidated Funding Application is a water quality grant due July 28, covers 75% of design and construction. We have the sanitary sewer study that was approved by the DEC, SEQR would need to be completed at the July meeting.

Motion made by Mayor Maggie Ridge and seconded by Deputy Mayor Andy Fraser to retain MRB Group to complete the work as set forth in their proposal for professional services dated May 30, 2023 at an amount not to exceed \$6,500.00 and authorize the Mayor to sign the proposal.

Vote: *Carried (4-0)*

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

Department Reports

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

Building Inspector

- CooperVision will be submitting plans for July PB/ZB meeting for their office expansion in front of the new

warehouse, if approved.

- Met with the new owner of 67 Rochester Street. He is currently cleaning up the property and will be submitting a

plan for the building to the PB/ZB in the near future.

- 15 Rochester Street, new owner working on getting plans and samples of products ready to submit to Historical

Board for a Certificate of Appropriateness for the restoration.

- 19 Maple, Insulation is complete, finishing and site work is being done at this time, final inspection should be

- coming in the next month or so.
 - Hand-full of permits for smaller projects have been issued, along with some being closed out.

Fire Marshal:

- Call out on North Rd for sewage possibly backing up into the townhomes. No sewage into the homes DPW cleared out the main lines on North and fixed the issue. Thanks to Todd and his crew.
- Met with the new owner of 39 Main for a walk through. Sitework on the outside to make it look nicer is being done at this time. Once they are fully moved in with their roofing supplies, a full inspection will take place. Owners are very easy to work with.

Code Enforcement:

- Resident on Rochester Street has been advised about the unnecessary amount of clutter on her property.
- Lawn complaint on Briarwood has been resolved as of 6/7. Resident had cut her entire lawn.

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

Last Month:

- The doors at Johnson Park have been completed.
- Clearing of dead trees at Johnson Park.
- Collecting quotes for tree removal on the Mill Race
- Collected quotes for the sanitary sewer repairs needed.

Upcoming Month:

- Road work to start soon.
- Catch Basin repair.
- Possible summer help employee

c) **Treasurer – Katie Garner**

Pay Bills:

Motion made by Mayor Maggie Ridge and seconded by Deputy Mayor Andy Fraser to approve payables as listed on the AP Check Register Report through June 13, 2023 and prepaid bills with General Payables totaling \$85,335.70 .

Vote: Carried (4-0)

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

Treasurers Report:

Suggested Budget Transfers:

Account Code	Descriptions	To	From
A.1410.1	Clerk Salaries	\$ 224.06	
A.1670.4	Printing & Mailing	137.91	
			\$
A.1410.4	Village Clerk Contractual		361.97
A.8160.41	Recycling Contractual	841.51	
A.8160.11	Recycling Salaries		841.51

\$	1,203.48	1,203.48
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Motion made by Deputy Mayor Andy Fraser and seconded by Trustee Wayne LaVair to approve the budget transfers as listed above from the June 2023 Treasurers Report in the amount of \$1,495.45.

Vote: Carried (4-0)

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

Amend the Budget

Suggested Board Resolution:

****Board Resolution: approve 2023-2024 Budget as amended**

to correct total taxable valuation as incorrect number used on approved budget and lower tax rate per thousand;
and to increase sewer rents receivable and lower appropriated sewer fund balance due to incorrect sewer rent amount sent to county;
2 units out of district not accounted for and one sewer unit over charged

Motion made by Mayor Maggie Ridge and seconded by Deputy Mayor Andy Fraser to amend the 2023-2024 budget as amended.

Vote: Carried (4-0)

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

Suggested Budget Amendments:

		Revenue Increase	Expense Increase
Federal Aid	A.4089	19,555.45	
Parks Contractual	A.7140.4		13,802.40
Street Lighting Contractual	A.5182.2		4,253.05
Board of Trustees Contractual	A.1010.4		1,500.00

6/13/2023	Rochester Door Company	ARPA 2024	\$ 6,850.20	A.7140.4
6/13/2023	Rochester Door Company	ARPA 2024	6,952.20	A.7140.4
			<u>\$ 13,802.40</u>	

MOTION: made by Deputy Mayor Andy Fraser and seconded by Trustee Wayne LaVair to amend 2022-2023 budget in an amount not to exceed \$13,802.40 for use of ARPA funds to be reported in 2024 to Treasury for expenses listed above on the June 13, 2023 Treasurer's Report.

Vote: Carried (4-0)

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

2/14/2023	Rochester Outdoor Lighting	ARPA 2023	4,253.05	A.5182.2
2/14/2023	LGV Initiative (paid through V of Perry)	ARPA 2023	1,500.00	A.1010.4
			\$ 5,753.05	

MOTION: made by Trustee Randy Hess and seconded by Mayor Maggie Ridge to amend 2022-2023 budget in an amount not to exceed \$5,753.05 for use of ARPA funds to be reported in 2023 to Treasury for expenses listed above on the June 13, 2023 Treasurer's Report.

Vote: Carried (4-0)

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

Expenses:

Overspent Lines		Why?
A.1410.1 Clerk Salaries	224.06	<i>Underestimated - year end</i>
A.1670.4 Printing and Mailing	137.91	<i>Underestimated postage needs (stamp costs increased)</i>
A.7140.4 Parks Contractual	12,378.02	<i>ARPA Funds - Amendment Below</i>
A.8160.41 Recycling Contractual	841.51	<i>Underestimated - year end</i>

	ARPA Expenses	Check #	Paid to date	Account	Budget Amended
6/13/2023	Rochester Door Company		6,850.20	A.7140.4	
6/13/2023	Rochester Door Company		6,952.20	A.7140.4	pending
2/14/2023	Rochester Outdoor Lighting		4,253.05	A5182.2	6/1/2023
2/14/2023	LGV Initiative (paid through VofPerry)		1,500.00	A.1010.4	
11/8/2022	Traffic Systems Inc.	25399	5,040.00	A.5110.2	Nov-22
7/5/2022	Johnson Park Playground Mulch	25259	252.00	A.7140.4	Oct-22
8/8/2022	Johnson Park Playground Mulch	25279	3,639.95	A.7140.4	
8/29/2022	GWA Chamber Trail Town Initiative	25307	1,500.00	A.7140.4	
	Johnson Park Cleaning				
	8/8/2022	25284	590.00	A.7140.4	
	9/12/2022	25320		A.7140.4	

730.00

11,751.95McCarthy Tent Rental

Motion made by Mayor Maggie Ridge and seconded by Deputy Mayor Andy Fraser to pre-approve payment in an amount not to exceed \$1,999.25 to McCarthy Rental for a tent and stage rental for SummerFest on August 26, 2023.

Vote: Carried (4-0)

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

Motion made by Mayor Maggie Ridge and seconded by Trustee Wayne LaVair to enter into executive session at 7:41pm to discuss a personnel matter.

Vote: Carried (4-0)

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

Motion made by Mayor Maggie Ridge and seconded by Deputy Mayor Andy Fraser to adjourn executive session and return to regular session at 7:48 pm.

Vote: Carried (4-0)

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

d) **Clerk – Anne Hartman**Johnson Park Friday night discount

MOTION: made by Mayor Maggie Ridge and seconded by Trustee Wayne LaVair to lower the Johnson Park rental fee to \$50.00 for residents and \$100.00 for non-residents on Friday nights when Wheatland Recreation is using the park during the day.

Vote: Carried (4-0)

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

Monroe County Consolidated Plan Consortium

MOTION: made by Mayor Maggie Ridge and seconded by Deputy Mayor Andy Fraser to allow the extension of membership in the Monroe County Consolidated Plan Consortium for an additional 3-year period from October 1, 2023 – September 30, 2026.

Vote: Carried (4-0)

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

Peddler Permit

Guidelines as to what is expected behavior of peddlers.

MOTION: made by Deputy Mayor Andy Fraser and seconded by Mayor Maggie Ridge to issue a peddler permit to Dyson Stephens of Fox Pest Control expiring December 31, 2023.

Vote: Carried (4-0)

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

Planning and Zoning Board Training

MOTION: made by Mayor Maggie Ridge and seconded by Deputy Mayor Andy Fraser to authorize Attorney John Mancuso to conduct training to the Planning Board and Zoning Board of Appeals to satisfy the annual requirement.

Vote: Carried (4-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee Randy Hess	AYE	Trustee AJ Peck	ABSENT
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 Randy Hess – Historic Commission

Mayor’s Reports - Maggie Ridge

NYCOM Conference
 Summer Concert Series
 SummerFest
 Mayors’ Dinner
 Memorial Day Parade
 Park improvements meeting with all interested parties.

Old Business**Vacation Carryover Motion made at the May 9, 2023 meeting**

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.

It should Read:

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 the 100 hours will not carry over and be forfeited at the end of the applicable current fiscal year.

Vote: *Carried (4-0)*

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

Noise Ordinance – send notice for noise outside quiet hours

New Business

Trees along the Race – more complaints, have an arborist assess the risks, contact the DEC about what can be done in the race

Health Insurance – revising the handbook section to align with the current practice

Policy Review – no comments or revisions

- Cash Receipts
- Code of Ethics
- Cell Phone
- Computer

NYS Policy on the Rights of Employees to Express Breast Milk

INTRODUCTION AND PURPOSE Section 206-c of the New York State Labor Law gives all employees in New York the right to express breast milk in the workplace. This law applies to all public and private employers in New York State, regardless of size or the nature of their business

Employers must provide reasonable unpaid break time for their employees to express breast milk. In addition, employees must also be permitted to use their paid break time or meal time to express breast milk. This time must be provided for up to three years following childbirth. Employers must provide unpaid break time at least every three hours if requested by the employee. However, the number of unpaid breaks an employee will need to express breast milk is unique to each employee and employers must provide reasonable break times based on the individual. Employers are prohibited from discriminating in any way against an employee who chooses to express breast milk in the workplace.

An employee must be permitted to work before or after their normal shift to make up any time used as unpaid break time to express breast milk, as long as this time falls within the employer's normal work hours. However, an employee is not required to make up their unpaid break time.

While an employer cannot require that an employee works while expressing breast milk, nothing in Labor Law 206-c prevents an employee from voluntarily choosing to do so. Time working while expressing breast milk must be compensated.

Unpaid breaks provided for the expression of breast milk must be at least twenty minutes. However, if the designated lactation room where such break will be taken is not close to an employee's work station, the provided break must be at least thirty minutes. An employee must be allowed to take a longer unpaid break if needed. Employees may also opt to take shorter unpaid breaks.

Employees who work remotely have the same rights to unpaid time off for the purpose of expressing breast milk, as all other employees who perform their work in-person.

MAKING A REQUEST TO EXPRESS BREAST MILK AT WORK

If an employee wants to express breast milk at work, they need to give employers reasonable advance notice, generally before returning to the workplace if the employee is on leave. This advance notice is to allow employers the time to find an appropriate location and adjust schedules if needed.

Employees wishing to request a room or other location to express breast milk in the workplace should do so by submitting a written request to their direct supervisor or individual designated by their employer for processing requests. Employers must respond to this request for a room or other location to express breast milk in writing within five days.

Employers must notify all employees in writing through email or printed memo when a room or other location has been designated for breast milk expression.

LACTATION ROOM REQUIREMENTS

In addition to providing the necessary time during the workday, employers must provide a private room or alternative location for the purpose of breast milk expression. The space provided for breast milk expression cannot be a restroom or toilet stall.

The room or other location must:

- Be close to an employee's work area
- Provide good natural or artificial light
- Be private – both shielded from view and free from intrusion
- Have accessible, clean running water nearby
- Have an electrical outlet (if the workplace is supplied with electricity)
- Include a chair
- Provide a desk, small table, desk, counter or other flat surface

There does not need to be a separate space for every nursing employee. An employer may dedicate a single room or other location for breast milk expression. Should there be more than one employee at a time needing access to a lactation room, an employer may dedicate a centralized location to be used by all employees.

Any space provided for breast milk expression must be close to the work area of the employee(s) using the space. The space must be in walking distance, and the distance to the location should not significantly extend an employee's needed break time.

Employers located in shared work areas, such as office buildings, malls and similar spaces may work together to establish and maintain a dedicated lactation room, as long as such space(s) are a reasonable distance from the employees using the room. Each employer utilizing this common space is individually responsible for making sure the room meets the needs of their employees.

If there is not a separate room or space available for lactation, an employer may use a vacant office or other available room on a temporary basis. This room must not be accessible to the public or other employees while an employee is using it for breast milk expression.

As a last resort, an available cubicle may be used for breast milk expression. A cubicle can only be used if it is fully enclosed with a partition and is not otherwise accessible to the public or other employees while being used for breast milk expression. The cubicle walls must be at least seven feet tall to insure the employee's privacy.

To ensure privacy, if the lactation room has a window, it must be covered with a curtain, blind or other covering. In addition, the lactation space should have a door equipped with a functional lock. If this is not possible (such as in the case of a fully enclosed cubicle), as a last resort, an employer must utilize a sign advising the space is in use and not accessible to other employees or the public.

If the workplace has a refrigerator, employers must allow employees to use it to store breast milk. However, employers are not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator in the workplace. Employees are required to store all expressed milk in closed containers and bring milk home each evening.

The space designated for expressing breast milk must be maintained and clean at all times.

If an employer can demonstrate undue hardship in providing a space with the above requirements, the employer must still provide a room or other location - other than a restroom or toilet stall - that is in close proximity to the work area where an employee can express breast milk in privacy, that meets as many of the requirements as possible. Undue hardship is defined in the statute as “causing significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the employer’s business.” However, an employer may not deny an employee the right to express breast milk in the workplace due to difficulty in finding a location.

NEW YORK STATE DEPARTMENT OF LABOR RESOURCES

If an employee believes that they are experiencing retaliation for expressing breast milk in the workplace, or that their employer is in violation of this policy, should contact the New York State Department of Labor’s Division of Labor Standards. Call us at 1-888-52-LABOR, email us at LSAsk@labor.ny.gov, or visit the nearest Labor Standards office to personally file a complaint. A list of our offices is available at dol.ny.gov/location/contact-division-labor-standards. Complaints are confidential.

FEDERAL RESOURCES

The federal PUMP Act went into effect in 2023, expanding protections for almost all employees expressing breast milk at work. Under the PUMP Act, any covered workers not provided with breaks and adequate space for up to a year after the birth of a child are able to file a complaint with the U.S. Department of Labor or file a lawsuit against their employers. For more information, please visit dol.gov/agencies/whd/pump-at-work

Motion made by Deputy Mayor Andy Fraser and seconded by Trustee Wayne LaVair to adopt the NYS Policy on the Rights of Employees to Express Breast Milk.

Vote: Carried (4-0)

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

Sexual Harassment Policy for all Employers in New York State

Motion made by Deputy Mayor Andy Fraser and seconded by Trustee Wayne LaVair to adopt the NYS Sexual Harassment Policy.

Vote: Carried (4-0)

Mayor Maggie Ridge	AYE	Deputy Mayor Andy Fraser	AYE
Trustee Randy Hess	AYE	Trustee AJ Peck	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 8:33pm to discuss two particular employee matters and attorney/client privilege.

Vote: Carried (4-0)

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

Motion made by Mayor Maggie Ridge and seconded by Deputy Mayor Andy Fraser to adjourn executive session and return to regular session at 9:16 pm.

Vote: *Carried (4-0)*

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

Motion made by Mayor Maggie Ridge and seconded by Trustee Wayne LaVair to extend an offer of employment to James Luke as a seasonal worker for the DPW.

Vote: *Carried (3-0 – 1 Abstention)*

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

Adjournment

Motion made by Deputy Mayor Andy Fraser and seconded by Trustee Wayne LaVair to adjourn the Village Board meeting at 9:18pm.

Vote: *Carried (4-0)*

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

Respectfully submitted by:



Anne Hartman
Village Clerk