

**Call to Order** Deputy Mayor AJ Peck called the April 9, 2024 Village of Scottsville Board of Trustees to order at 6:33pm.

**Pledge of Allegiance to the Flag**

**Roll Call**

Present: AJ Peck, Deputy Mayor  
Randall Hess, Trustee  
Wayne LaVair, Trustee  
Andy Fraser, Trustee

Absent: Maggie Ridge, Mayor

Also Present: Lauren Baron, Attorney  
Kenny Bohn, DPW Foreman  
Anne Hartman, Village Clerk  
Approximately 10 Residents

**Approval of Minutes**

**Village Board Meeting Minutes**

*Tuesday, March 12, 2024*

**Motion** made by Trustee Andy Fraser and seconded by Trustee Wayne LaVair to approve the minutes of the *Tuesday, March 12, 2024* Village Board Meeting as submitted.

**Vote:** Carried (4-0)

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

*Tuesday, March 19, 2024*

**Motion** made by Deputy Mayor AJ Peck and seconded by Trustee Andy Fraser to approve the minutes of the *Tuesday, March 19, 2024* Budget Meeting as submitted.

**Vote:** Carried (4-0)

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

**Public Before the Board**

No public

**Treasurer – Paula Parker**

**Pay Bills:**

**Motion** made by Deputy Mayor AJ Peck and seconded by Trustee Randy Hess to approve payables as listed on the AP Check Register Report through April 9, 2024 and prepaid bills with General Payables totaling \$ 921,711.88.

**Vote:** Carried (4-0)

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

Kenyon Pipeline Inspection

**Motion** made by Deputy Mayor AJ Peck and seconded by Trustee Andy Fraser to authorize the Treasurer to prepay the invoice from Kenyon Pipeline Inspection for prep work done on Maple Street and Wyvil Ave. in an amount of \$8,188.45.

**Vote:** Carried (4-0)

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

Expenses:

<u>Overspent Lines</u>	<u>Why?</u>
A.1640.1 Garage Salaries	1,428.38 PTO time posted to this account

Suggested Budget Appropriations/Transfers

Account Code	Descriptions	To	From
Transfers			
Expenses:			
A.1640.1	Garage Salaries	\$ 5,000.00	
A.5110.1	Streets Salaries		\$ 5,000.00
		\$ 5,000.00	5,000.00

\*Transfer funds to cover overage and balance of fiscal year.

Budget Transfers:

**Motion** made by Trustee Andy Fraser and seconded by Trustee Wayne LaVair to approve the budget transfers as listed above from the April 2024 Treasurers Report in the amount of \$5,000.00.

**Vote:** Carried (4-0)

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

Updates:

Budget Transfer for March and estimated for remainder of the year.  
 Debt Service for April for payment in full of the Firehouse Bond and interest only for the Garbage Truck Bond. Both payments are due May 1, 2024 \$880,000 principal & \$14,321.88 interest.  
 Principal on Firehouse; Interest \$13,656.25 on Firehouse and \$665.63 on Garbage truck  
 Depository Trust Company and the EMMA events have been filed.

**Public Hearing**

*Deputy Mayor AJ Peck opens public hearing at 7 pm by reading the notice published in the Sentinel.*

PLEASE TAKE NOTICE that the Village of Scottsville Board of Trustees will hold a Public Hearing on Tuesday, April 9, 2024 at 7:00 pm to consider the adoption of the proposed 2024-2025 Budget.

A copy of the Tentative Budget is available on the Village website [www.scottsvilleny.org](http://www.scottsvilleny.org).

*Public Comment open at 7:01pm*

Greg Bates, 5 Genesee St: Questioned the increase in salaries of the Clerk, Snow Removal and Playground and Recreation

Andrea Barnhoorn, 71 Main St: Shocked by the high percentage of salary increases, that money should be used to clean up the Village

Julie Bowers, 24 Scott Crescent: Concern about the increase of the Clerk salary and the almost doubled Transportation line

Lynda Brunner, 76 Main St: Recommends a mailing to go out about the budget for greater transparency, Facebook and the website are not enough

Pam Merritt, 24 Beckwith: difficult to accept the large increase in salaries without improvements to Main St. Put in some effort to make the Village a little more prideful

Nancy Berl, 37 Browns Ave: What is the breakdown of the Transportation line

Linda Morrison, 30 Hanford Ave: How can you approve something (Transportation) when you don't understand what it is?

*Public comment closed and Board comment opened at 7:16pm.*

Trustee Fraser responded the Transportation that includes a lot of items (street maintenance, sidewalks, snow removal and other projects) salaries go up because of the time needed to accomplish work, we are listening to the comments, we live here and are trying to make things better. We prepared the budget to accomplish the work to make it better. With regard to salaries, there has been a lot of turnover of staff, duties and responsibilities have changed that has contributed to the budget.

As far as transparency, all meetings are open to the public, wish we got this feedback during the budget meetings. We want residents to be involved, before I joined the Board, I attended meetings for 10 years and participated on volunteer committees to stay informed. I love this community, I want my kids to grow up here, we hear what you are saying.

Deputy Mayor Trustee, I feel the same way, I've been here for 7 years and I saw that there needed to be change, I ran for mayor to make a difference. Maggie is trying and she is doing a pretty good job.

Trustee Fraser, we are dealing with a lot of deferred maintenance. Large planters on Main St were purchased with the hope that they would hold more water.

Grants are reimbursement, Village has to commit the money, pay for the work as it is being completed then the grant money reimburses.

Trustee LaVair, I am a penny pincher and work with the DPW to organize projects and stretch the dollar, try to extend the life of the vehicles.

*Board Comment and Public Hearing closed at 7:30pm.*

**Motion** made by Deputy Mayor AJ Peck and seconded by Trustee Andy Fraser to table the discussion on the preliminary budget for fiscal year 2024-2025 to the May 14, 2024 meeting.

**Vote:** *Carried (4-0)*

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

**Department Reports**

**Building Inspector/Code Enforcement Officer**

- Building Department:
- New permits
    - 4 Case Ct - residential addition
    - 24 Browns – pool deck
    - 51 East Cavalier- fence
    - 221 Briarwood - shed

- 12 Maple St - home renovation
- Current Permits
  - 6 Genesse - foundation inspection
  - 15 Rochester Street - interior framing ongoing
  - Plan Review for 12 Maple
- Working with residents on applications
  - Cemetery by DPW possible storage barn
  - CooperVision privacy fence to the west

Still waiting on building plans for CooperVision addition  
 New Permit Fees in effect after last month's approval  
 PB/ZB – 22 Caledonia Ave review.

**Fire Marshal:**

- Fire inspection complete Union Presbyterian Church
- 6 Rochester St. - working on interior fire renovation.
- FD call out, located at 705 North Rd. for water in the electrical box. National Grid pulled the power and maintenance working on repairs. 4/3
- Setting up a meeting with Cabot Group who runs North Rd Townhomes to talk about current issues and no response from maintenance during an emergency.
- Parade permit issued for Memorial Day Parade May 27<sup>th</sup> @9:30 am

**Code:**

- Ongoing parking issues on Main Street, placing notices on overnight and over two hr. parked vehicles. Tickets will be issued for repeat offenders.
- Junk vehicles on North Rd following up with owner for removal
- Certified letter sent to 17 Main about the needs for repair on the exterior.
- No new business for Historical Board.

**DPW – Todd Schwasman**

- Clearview Farms
- Maple St/Ave
- Kenyon Pipeline came in late today to start work on Wyvil and Maple. Notified bus garage because that is a main cut through for the buses.
- Suite-Kote was in last week to discuss a game plan for the roadwork
- Still waiting on Himes for a quote for the gutterwork
- Mowers are ready to go, started mowing today
- SSA starts this week – they are requesting multiple keys
- Jim Luke starts next week
- Question about mowing the library, we have no liability agreement
- Short staffed, still looking for a replacement

**Clerk – Anne Hartman**

Camp Good Days and Special Times submitted a Raffle Consent Form from the NYS Gaming Commission

Because of the Enhanced reporting, ROAs are needed from Board members for NYSLRS

Monroe County sent in the delinquent tax check

NYPIRG – not for profit survey group coming into the Village April 29-August 31

**Motion** made by Deputy Mayor AJ Peck and seconded by Trustee Wayne LaVair to add an emergency contact information sheet to the new hire packet as submitted.

**Vote:** Carried (4-0)

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

**Trustee Updates:**

Deputy Mayor AJ Peck – Procurement and ARPA

Trustee Andy Fraser – Grants and Planning Board/Zoning Board of Appeals

Working on the noise code and investigating a Master Plan update, we will need a committee

Trustee Wayne LaVair – DPW

Repairing leaf boxes, organizing gutterwork and paving on Diana and Heather, repair and pave

Trustee Randy Hess – Historic Commission

**Mayor’s Reports - Maggie Ridge - Absent**

**Old Business**

Radar Signs

We have two battery powered radar signs and ordered two more that have not shipped yet. The batteries are becoming expensive to replace, especially during the winter cold. The company has held shipment of the signs, we can cancel that order to place a new order for solar.

**Motion** made by Deputy Mayor AJ Peck and seconded by Trustee Wayne LaVair to cancel the order of two battery operated speed radar signs from Traffic Systems Incorporated.

**Vote:** Carried (4-0)

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

**Motion** made by Deputy Mayor AJ Peck and seconded by Trustee Andy Fraser to purchase two solar speed radar signs from Traffic Systems Incorporated in an amount not to exceed \$6,790.00.

**Vote:** Carried (4-0)

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

Schedule Budget Meeting

**Motion** made by Deputy Mayor AJ Peck and seconded by Trustee Randy Hess to revise the previous motion for the preliminary 2024-2025 budget a special meeting to Tuesday, April 16, 2024 at 6:00 pm to consider the adoption of the 2024-2025 Budget.

**Vote:** Carried (4-0)

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

Trustee Wayne LaVair AYE

**New Business**

**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, **Andy Fraser, Trustee** of the **Village of Scottsville**, do hereby proclaim*

**Saturday, May 4, 2024** 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 Deputy Mayor AJ Peck and seconded by Trustee Wayne LaVair to approve the proclamation of Arbor Day.

**Vote:** Carried (4-0)

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

**Benchmarking Requirements for certain municipal buildings**

**ESTABLISHING ENERGY BENCHMARKING REQUIREMENTS FOR CERTAIN MUNICIPAL BUILDINGS**

**WHEREAS**, buildings are the single largest user of energy in the State of New York. The poorest performing buildings typically use several times the energy of the highest performing buildings—for the exact same building use; and

**WHEREAS**, collecting, reporting, and sharing building energy data on a regular basis allows municipal officials and the public to understand the energy performance of municipal buildings relative to similar buildings nationwide, and equipped with this information the Village of Scottsville is able to make smarter, more cost-effective operational and capital investment decisions, reward efficiency, and drive widespread, continuous improvement; and

**WHEREAS**, the Village of Scottsville Board of Trustees desires to use Building Energy Benchmarking - a process of measuring a building’s energy use, tracking that use over time, and comparing performance to similar buildings - to promote the public health, safety, and welfare by making available good, actionable information on municipal building energy use to help identify opportunities to cut costs and reduce pollution in the Village of Scottsville; and

**WHEREAS**, the Village of Scottsville Board of Trustees desires to establish procedure or guideline for Village of Scottsville staff to conduct such Building Energy Benchmarking; and

**NOW THEREFORE, IT IS HEREBY RESOLVED AND DETERMINED**, that the following specific policies and procedures are hereby adopted;

### **BUILDING ENERGY BENCHMARKING POLICY/PROCEDURES**

#### **§1. DEFINITIONS**

(A) “Benchmarking Information” shall mean information generated by Portfolio Manager, as herein defined including descriptive information about the physical building and its operational characteristics.

(B) “Building Energy Benchmarking” shall mean the process of measuring a building’s Energy use, tracking that use over time, and comparing performance to similar buildings.

(C) “Commissioner” shall mean the head of the Department.

(4) “Covered Municipal Building” shall mean a building or facility that is owned or occupied by the Village of Scottsville that is 1,000 square feet or larger in size.

(5) “Department” shall mean the Village Clerk who will be responsible to enforce the Benchmarking Policy.

(6) “Energy” shall mean electricity, natural gas, steam, hot or chilled water, fuel oil, or other product for use in a building, or renewable on-site electricity generation, for purposes of providing heating, cooling, lighting, water heating, or for powering or fueling other end-uses in the building and related facilities, as reflected in Utility bills or other documentation of actual Energy use.

(7) “Energy Performance Score” shall mean the numeric rating generated by Portfolio Manager that compares the Energy usage of the building to that of similar buildings.

(8) “Energy Use Intensity (EUI)” shall mean the kBtUs (1,000 British Thermal Units) used per square foot of gross floor area.

(9) “Gross Floor Area” shall mean the total number of enclosed square feet measured between the exterior surfaces of the fixed walls within any structure used or intended for supporting or sheltering any use or occupancy.

(11) “Portfolio Manager” shall mean ENERGY STAR Portfolio Manager, the internet-based tool developed and maintained by the United States Environmental Protection Agency to track and assess the relative Energy performance of buildings nationwide, or successor.

(12) “Utility” shall mean an entity that distributes and sells Energy to Covered Municipal Buildings.

(13) “Weather Normalized Site EUI” shall mean the amount of Energy that would have been used by a property under 30-year average temperatures, accounting for the difference between average temperatures and yearly fluctuations.

#### **§2. APPLICABILITY**

(1) This policy is applicable to all Covered Municipal Buildings as defined in Section 2 of this policy.

(2) The Commissioner may exempt a particular Covered Municipal Building from the benchmarking requirement if the Commissioner determines that it has characteristics that make benchmarking impractical.

#### **§3. BENCHMARKING REQUIRED FOR COVERED MUNICIPAL BUILDINGS**

(1) No later than May 1, 2017, and no later than May 1 every year thereafter, the Commissioner or his or her designee from the Department shall enter into Portfolio Manager the total Energy consumed by each Covered Municipal Building, along with all other descriptive information required by Portfolio Manager for the previous calendar year.

(2) For new Covered Municipal Buildings that have not accumulated 12 months of Energy use data by the first applicable date following occupancy for inputting Energy use into Portfolio Manager, the Commissioner or his or her designee from the Department shall begin inputting data in the following year.

#### **§4. DISCLOSURE AND PUBLICATION OF BENCHMARKING INFORMATION**

(1) The Department shall make available to the public on the internet Benchmarking Information for the previous calendar year:

- (a) no later than September 1, 2017 and by September 1 of each year thereafter for Covered Municipal Buildings; and

(2) The Department shall make available to the public on the internet and update at least annually, the following Benchmarking Information:

- (a) Summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information; and
- (b) For each Covered Municipal Building individually:
  - (i) The status of compliance with the requirements of this Policy; and
  - (ii) The building address, primary use type, and gross floor area; and
  - (iii) Annual summary statistics, including site EUI, Weather Normalized Source EUI, annual GHG emissions, and an Energy Performance Score where available; and
  - (iv) A comparison of the annual summary statistics (as required by Section 5(2)(b)(iii) of this Policy) across calendar years for all years since annual reporting under this Policy has been required for said building.

#### **§5. MAINTENANCE OF RECORDS**

The Department shall maintain records as necessary for carrying out the purposes of this Policy, including but not limited to Energy bills and other documents received from tenants and/or Utilities. Such records shall be preserved by the Department for a period of three (3) years.

#### **§6. ENFORCEMENT AND ADMINISTRATION**

(1) The Commissioner or his or her designee from the Department shall be the Chief Enforcement Officer of this Policy.

(2) The Chief Enforcement Officer of this Policy may promulgate regulations necessary for the administration of the requirements of this Policy.

(3) Within thirty days after each anniversary date of the effective date of this Policy, the Chief Enforcement Officer shall submit a report to the Board of Trustees including but not limited to summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information, a list of all Covered Municipal Buildings identifying each Covered Municipal Building that the Commissioner determined to be exempt from the benchmarking requirement and the reason for the exemption, and the status of compliance with the requirements of this Policy.

#### **§7. EFFECTIVE DATE**

This policy shall be effective immediately upon passage.

#### **§8. SEVERABILITY**

The invalidity or unenforceability of any section, subsection, paragraph, sentence, clause, provision, or phrase of the aforementioned sections, as declared by the valid judgment of any court of competent jurisdiction to be unconstitutional, shall not affect the validity or enforceability of any other section, subsection, paragraph, sentence, clause, provision, or phrase, which shall remain in full force and effect.

**Motion** made by Trustee Andy Fraser and seconded by Trustee Wayne LaVair

The vote on the foregoing resolution was as follows:

Maggie Ridge, Mayor

Absent



AJ Peck, Deputy Mayor	Aye
Andy Fraser, Trustee	Aye
Randy Hess, Trustee	Aye
Wayne LaVair, Trustee	Aye

This resolution was adopted.

**Adjournment**

**Motion** made by Deputy Mayor AJ Peck and seconded by Trustee Andy Fraser to adjourn the Village Board meeting at 7:54 pm.

**Vote:** *Carried (4-0)*

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