

Village of Scottsville
 Board of Trustees Meeting
 Tuesday, June 11, 2024 6:30 pm
 Wheatland Municipal Building
 Meeting Minutes

Call to Order Mayor Maggie Ridge called the June 11, 2024 Village of Scottsville Board of Trustees to order at 6:30pm.

Pledge of Allegiance to the Flag

Roll Call

Present: Maggie Ridge, Mayor
 AJ Peck, Deputy Mayor
 Randall Hess, Trustee
 Wayne LaVair, Trustee

Absent: Andy Fraser, Trustee

Also Present: Lauren Baron, Attorney
 Paula Parker, Treasurer
 Todd Schwasman, DPW Superintendent
 Anne Hartman, Clerk

Approval of Minutes

Village Board Meeting Minutes

Tuesday, May 14, 2024 – No quorum present to vote

Public Before the Board

Arlene Cooper, 19 Maple St: asked the Board to change the Maple Ave. street sign to designate it as St. Although the Village records show it as Maple Ave, 911 and the post office list it as St. The attorney will look into how this can be done.

Treasurer – Paula Parker

Pay Bills:

Motion made by Mayor Maggie Ridge and seconded by Deputy Mayor AJ Peck to approve payables as listed on the AP Check Register Report through July 11, 2024 and prepaid bills with General Payables totaling \$ 450,509.95.

Vote: *Carried (4-0)*

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

Expenses: *Note Preliminary - may not include all May 31, 2024 expenses

Overspent Lines		Why?
A.1210.4 Mayor Contractual	240.00	Conference & cell *
A.1640.4 Garage - Contractual	3,750.00	general expenses *
A.5110.1 Streets - Salaries	8,595.00	work in streets *
A.5110.4 Streets - Contractual	10,490.00	major truck repair *
A.7140.1 Parks – Salaries	2,475.00	work in parks *
A.7140.4 Parks - Contractual	750.00	work in parks/grant *
A.8160.4 Refuse - Contractual	1,035.00	rate increase/activity *
A.8160.41 Recycling - Contractual	4,340.00	activity / budget *

A.8560.4 Shade Trees - Contractual	495.00	activity / budget	*
A.8560.41 Shade Trees - Removal	2,545.00	activity / budget	*
G.9901.9 Transfer to Other Funds	10,000.00	(budget-indirect costs to move funds to	
TOTAL	44,715.00	correct account)	

* Preliminary through May 31, 2024

Suggested Budget Appropriations/Transfers

Account Code	Descriptions	To	From
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Transfers for above noted accounts:

Expenses: TO COVER ABOVE ACCOUNTS: \$ 44,715.00

A.1010.4 Board - Contractual			\$ 240.00	*
A.1325.4 Treasurer - Contractual			\$ 3,750.00	*
A.1640.1 Garage - Salaries			\$ 400.00	*
A.5110.2 Streets – Equipment			\$ 2,000.00	*
A.5142.1 Snow Removal – Salaries			\$ 6,135.00	*
A.5142.4 Snow Removal - Contractual			\$ 4,210.00	*
A.8140.1 Storm Sewers - Salaries			\$ 4,550.00	*
A.8140.4 Storm Sewers - Contractual			\$ 1,790.00	*
A.1440.4 Engineering - Contractual			\$ 3,225.00	*
A.8160.1 Refuse – Salaries			\$ 4,875.00	*
A.8160.11 Recycling - Salaries			\$ 500.00	*
A.1620.4 Municipal Bldg - Contractual			\$ 495.00	*
A.5142.4 Snow Removal - Contractual			\$ 2,545.00	*
G.8110.4 Administration - Contractual			\$ 10,000.00	to move funds to correct account

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

\$ - \$ 44,715.00

Preliminary through May 31, 2024 Treasurers Report:

Budget Transfers:

Motion made by Deputy Mayor AJ Peck and seconded by Trustee Wayne LaVair to approve the budget transfers as listed above from the July 2024 Treasurers Report in an amount of \$44,715.00.

Vote: Carried (4-0)

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

Updates: Sales Tax of \$147,115.56 received for at year-end total of \$620,314.33 down approximately \$10,000 for 2022-2023 Gutter/Sidewalk project complete - working on filing claims for reimbursement (funds will be booked in 2023-2024 fiscal year)

Working on closing 2023-2024 and preparing for audit and filing the Annual Financial Report with NYS National Grid has not been billing for the streetlights since August 2023. That created credits with Monroe County Utility Consortium. That has been straightened out and we are all caught up.

Sewer Charge 2 Genesee St

Motion made by Deputy Mayor AJ Peck and seconded by Mayor Maggie Ridge to authorize the Treasurer to remove the sewer charge associated with a vacant lot at 2 Genesee St Tax Parcel ID 200.06-1-45.2.

Vote: Carried (4-0)

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

Department Reports

Building Inspector/Code Enforcement Officer

Building Dept:

- Meeting with Jamie Wick, new Project Manager from CooperVision.
- 24 Browns Ave issued certificate of compliance for deck project.
- 7 Caledonia Ave issued certificate of compliance for basement remodel.
- 7 Caledonia Ave new shed permit
- 80 Diana Drive new pool permit
- 39 Main Street new covered side entrance permit
- Chili Ave new fence permit
- Genesee Street rough framing on new addition complete, insulation inspection upcoming.
- Kase Ct addition, new deck final complete, addition rough framing complete.
- Closed out 5 open roof permits, 2 open shed permits, 3 fence permits all received CofC.
- 55 Chili Ave demo permit for old shed and deck

PB/ZB- Waiting for response from emails sent about the change in CooperVision siding on upcoming expansion. New elevations sent to respective board members. CooperVision is waiting for a decision so final building plans can be sent and construction to hopefully start in August after the building permit issuance.

Code Enforcement:

- Final violation notice will be sent out to the Oatka Hotel regarding property maintenance. I have had no response in the 60-day notice that was previously sent out. Next step will be an appearance ticket.
- Final violation notice will be sent out to a resident on North Rd regarding junk vehicles. I have had no response in the 60-day notice that was previously sent out. Next step will be an appearance ticket.
- Scottsville Diner sign has been removed
- Lawn has been mowed at the vacant home on Second street. Looking into possible drainage issues also.
- Scottsville Hollow Apartments now has a lawn service and the lawn will be mowed on a regular basis.
- 54 Main Street lawn has been mowed.

Fire Marshal:

- Annual inspections are ongoing with no major violations to report.

DPW – Todd Schwasman

Prioritized catch basin and starting with those that need the most attention

Black top repair starting next week

Suite-Kote coming out for a quote

Crosswalk painting next month

Johnson Park Security

Canawaugus Park Comfort Station – received a request for a comfort station, the Village cannot put this on state property

Clerk – Anne Hartman

Tax Collection started

Sexual Harassment Training Certificates – please send those to me to keep compliance

SummerFest Planning

AFLAC enrollment

MCWA turning water off on Rochester St from Genesee to River Rd on Tuesday, June 18

Village Office being closed

There has been talk in the building that the Village Office is closed a lot.

The office is staffed with one person Mon-Wednesday and two people on Thursday and Friday

If the office is closed it's because I must go to the bank (sometimes do this on my own time after work), pick up supplies, go to the DPW for record storage and tasks, off site meetings, webinars that cannot be interrupted. I do not close for a lunch break; I eat at my desk and assist residents while eating. Many days I do not have back up, If possible, I try to schedule things for when the Deputy Clerk is working. There is always a note on the window when I will return. I am usually the first one in and the last one to leave the building.

Mayor Ridge responded that we are a skeletal crew, a small village with a small staff with lots of turnover. It has been difficult to hire and keep qualified staff. Anne has been here through thick and thin always here, always at the meetings, never complaining, never calling in sick with a good attitude. Tries to take vacations when Sharon is in the office, but the office will need to close to use up vacation time.

Fourth of July

Office and DPW closed on the following days:

July 4, 2024 Holiday

July 5, 2024 PTO

Motion made by Deputy Mayor AJ Peck and seconded by Trustee Wayne LaVair to approve the above holiday schedule.

Vote: *Carried (4-0)*

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

15 Rochester St coming along

Full Committee

Mayor's Reports - Maggie Ridge

Memorial Day parade was successful despite the rain

The weather held out for Blues and BBQ

Received two grants: Phase II of the gutter project and Clean Energy Community

Informational meeting for the Village's part of the Comprehensive Plan

Old Business

15 minute parking on Main St. the attorney will look into the parking ordinance
Enforcement will be impossible for a 15 minute limit
It is a state road which requires more permitting

New Business

LGV/GVTI 2023-24 NO ACTION TAKEN

The Board would like more accountability of the revenue and expenses

What are other communities contributing?

A Memorandum of Understanding is needed to see what the Village is getting out of this contribution.

We have asked and not received for reports on the visitors to the website.

Motion made by Trustee and seconded by Trustee to approve the payment of the Letchworth Gateway Villages in an amount not to exceed \$1,500.00 from the 2023-2024 Fiscal Year and further authorize the Treasurer to make any necessary budgets modifications should an account be overdrawn.

Air BnB

Complaint came on about an Air Bnb

There is nothing in our code about Air BnB (short term rentals) We do have code about traditional BnB. The Village has a couple known Air BnBs, we will search for codes from other municipalities. Other communities are starting to incorporate short term rentals into code. We will look at other examples of code. Permits can be required to run as a short term rental, many considerations can be added to the code.

Johnson Park and SummerFest Planning Workshop

Motion made by Deputy Mayor AJ Peck and seconded by Trustee Wayne LaVair to schedule a Johnson Park and SummerFest Planning Workshop on June 18, 2024 at 6:30 pm to be held at Johnson Park, 3 Browns Ave, Scottsville, NY 14546

Vote: Carried (4-0)

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

Executive session

Motion made by Deputy Mayor AJ Peck and seconded by Trustee Wayne LaVair to enter into executive session at 7:57 pm to discuss the proposed lease or acquisition of real property, publicity of which would substantially affect the value thereof.

Vote: Carried (4-0)

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

Motion made by Deputy Mayor AJ Peck and seconded by Mayor Maggie Ridge to adjourn executive session and return to regular session at 8:16 pm.

Vote: Carried (4-0)

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

Adjournment

Motion made by Deputy Mayor AJ Peck and seconded by Mayor Maggie Ridge to adjourn the Village Board meeting at 8:16 pm.

Vote: *Carried (4-0)*

Mayor Maggie Ridge AYE

Trustee Randy Hess AYE

Trustee Wayne LaVair AYE

Deputy Mayor AJ Peck AYE

Trustee Andy Fraser ABSENT

Respectfully submitted by:



Anne Hartman

Village Clerk