

Village of Scottsville  
Board of Trustees Meeting  
Tuesday, July 9, 2024 6:30 pm  
Wheatland Municipal Building  
Meeting Minutes

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

**Call to Order** Deputy Mayor AJ Peck called the July 9, 2024 Village of Scottsville Board of Trustees to order at 6:30pm.

**Pledge of Allegiance to the Flag**

**Roll Call**

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

Absent: Maggie Ridge, Mayor

Also Present: John Mancuso, Attorney  
Paula Parker, Treasurer  
Anne Hartman, Clerk  
Approx. 2 residents

**Approval of Minutes**

**Village Board Meeting Minutes**

*Tuesday, May 14, 2024*

**Motion** made by Deputy Mayor AJ Peck and seconded by Trustee Wayne LaVair to approve the minutes of the *Tuesday, May 14, 2024* Village Board Meeting as submitted.

**Vote:** *Carried (3-0-1 Abstention)*

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

*Tuesday, June 11, 2024*

**Motion** made by Deputy Mayor AJ Peck and seconded by Trustee Wayne LaVair to approve the minutes of the *Tuesday, June 11, 2024* Village Board Meeting as submitted.

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

|                      |        |                      |     |
|----------------------|--------|----------------------|-----|
| Mayor Maggie Ridge   | ABSENT | Deputy Mayor AJ Peck | AYE |
| Trustee Randy Hess   | AYE    | Trustee Andy Fraser  | 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 Andy Fraser to approve payables as listed on the AP Check Register Report through July 9, 2024 and prepaid bills with General Payables totaling \$161,787.56.

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

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

Treasurers Report:

Expenses: \*Final - May 31, 2024 expenses

| Overspent Lines                   |          | Why?   |
|-----------------------------------|----------|--|
| A.1325.4 Treasurer - Contractual  | 2,385.00 | Budget Software KVS *Final through May 31, 2024    |
| A.1640.4 Garage - Contractual     | 610.00   | general expenses *Final through May 31, 2024       |
| A.5110.4 Streets - Contractual    | 855.00   | general expenses *Final through May 31, 2024       |
| A.7140.1 Parks - Salaries         | 100.00   | work in parks *Final through May 31, 2024          |
| A.7140.4 Parks - Contractual      | 1,455.00 | work in parks/grant *Final through May 31, 2024    |
| A.8160.4 Refuse - Contractual     | 190.00   | rate increase/activity *Final through May 31, 2024 |
| A.8160.41 Recycling - Contractual | 50.00    | activity / budget *Final through May 31, 2024      |
| <b>TOTAL 5,645.00</b>             |          |  |

Suggested Budget Appropriations/Transfers

| Account Code Descriptions                                    | To          | From                               |
|--|-------------|------------------------------------|
| Transfers for above noted accounts:                          |             |                                    |
| Expenses: TO COVER ABOVE ACCOUNTS:                           | \$ 5,645.00 |                                    |
| A.1325.1 Treasurer - Salaries                                |             | \$ 2,385.00 *Final through 5/31/24 |
| A.1440.4 Engineering – Contractual                           |             | \$ 1,935.00 *Final through 5/31/24 |
| A.8160.1 Refuse – Salaries                                   |             | \$ 1,065.00 *Final through 5/31/24 |
| A.8160.11 Recycling – Salaries                               |             | \$ 260.00 *Final through 5/31/24   |
| *Transfer funds to cover overage and balance of fiscal year. |             |                                    |
|  | \$          | \$ 5,645.00                        |

**Motion** made by Deputy Mayor AJ Peck and seconded by Trustee Andy Fraser to approve the budget transfers as listed above from the July 2024 Treasurers Report in an amount of \$5,645.00.

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

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

Monroe County Community Development Grant

**Motion** made by Deputy Mayor AJ Peck and seconded by Trustee Andy Fraser to accept the Monroe County CDBG award of \$50,000.00 to put toward the Phase II gutter replacement project on Briarwood Lane.

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

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

Designating Depository Signers

**Motion** made by Trustee Wayne LaVair and seconded by Trustee Andy Fraser to designate Maggie Ridge, Andrew J. Peck, Paula Parker and Anne Hartman as signers on the Canandaigua National Bank accounts.

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

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

Updates

Received \$65,000 CDBG Funds; \$25,000 Multi-Modal Grant has been filed payment should arrive soon. Gutter/Sidewalk project complete - finalizing claims for CHIPS reimbursement (funds booked in 2023-2024 fiscal year)

Wrapping up closing 2023-2024 Fiscal and preparing to file the Annual Financial Report with NYS Implementing KVS Budget Module - No cost other than annual support and minimal training.

Will also get quotes on an annual audit for the Village.

**Department Reports**

**Building Inspector/Code Enforcement Officer**

Building Dept:

- CooperVision meeting to go over final plans for addition. 7/11/24
- 22 Browns Grove addition, framing inspection completed
- Diana Drive footer inspection completed.
- 7 Caledonia Ave new shed permit
- 80 Diana Drive new pool permit (Project Started)
- 39 Main Street new covered side entrance permit (Project Started)
- Chili Ave new fence permit (Project Started)
- Genesee Street rough framing on new addition complete, insulation inspection completed.
- Closed out 3 open roof permits, 3 open shed permits, 1 fence permits all received CofC.
- 55 Chili Ave demo permit for old shed and deck (Project Started)
- 18 Browns Ave new porch permit issued

HB- 8 Rochester Street will be replacing some exterior windows from the small fire in the spring. Will be contacting the HB

PB/ZB- Nothing at this time

Code Enforcement:

- Final violation notice sent out to the Oatka Hotel regarding property maintenance. I have heard no response in the 60-day notice that was previously sent out. Next step will be an appearance ticket.
- North Rd junk vehicle complaint has been resolved.
- Complaint about garbage and broken beer bottles in the park by George Bridge.
- Complaint about the appearance of the gas station on Rochester Street, I will be talking to the owner.
- 54 Main Street lawn has been mowed.

Maple Street violation notice has been sent for long grass and overgrowth causing mice and snake issue.

Fire Marshal:

- Annual inspections are ongoing with no major violations to report.
- Missing swimmers over the holiday weekend were all found safe by the FD.
- Window board up on Main Street due to MCSO incident.

**DPW – Todd Schwasman**

Garbage tote return trip fee

**Last Month:**

**Upcoming Month:**

**Clerk – Anne Hartman**

Tax Collection

**Motion** made by Deputy Mayor AJ Peck and seconded by Trustee Andy Fraser to remove one sewer unit from the tax bill for 68 Main St. Parcel ID 200.09-1-48.

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

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

6 Genesee St tax bill

**Motion** made by Deputy Mayor AJ Peck and seconded by Trustee Andy Fraser to issue a refund of overpayment of taxes by Brandon Burger and Elizabeth Knipe, 6 Genesee St in an amount of \$46.58.

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

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

**Motion** made by Deputy Mayor AJ Peck and seconded by Trustee Andy Fraser to correct the erroneous tax bill for parcel ID 200.06-1-45 6 Genesee St.

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

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

NYSLRS ROA Reminder to trustees to track their time

SummerFest

Concerts

Open Enrollment for health insurance has started

WCCSD PTO use of Johnson Park – The Board discussed creating a policy to accommodate community groups use of JP.

**Trustee Updates:**

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

Boards have no vacancy, Comprehensive Master Plan

Trustee AJ Peck – Procurement and ARPA

Talked to Flower City Community Cameras – we will need wireless internet for cameras

Trustee Wayne LaVair – DPW

SummerFest cornhole created and posted

Trustee Randy Hess – Historic Commission

Last meeting was cancelled

**Mayor’s Reports - Maggie Ridge**

Absent

**Old Business**

LGV/GVTI 2023-2024 – NO ACTION TAKEN - TABLED

**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.

**New Business**Planning Board and Zoning Board of Appeals Appointment

**Motion** made by Trustee Andy Fraser and seconded by Deputy Mayor AJ Peck to appoint Michael Barton to the Planning Board and Zoning Board of Appeals with a term ending April 2, 2025.

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

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

Tree Memorials – dedicate trees already being planted by the Forestry Board in the Fall

## Parking Lot

**Motion** made by Trustee Wayne LaVair and seconded by Trustee Andy Fraser to authorize the Deputy Mayor to sign the construction agreement with the Town of Wheatland for the replacement of the parking lot at the Wheatland Municipal Building at 22 Main Street, Scottsville, NY of which the Village of Scottsville will commit \$15,000 of ARPA Funds and authorize the Treasurer to make the necessary budget amendment.

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

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

## Breast Feeding Policy

**POLICY ON THE RIGHTS OF EMPLOYEES TO EXPRESS BREAST MILK IN THE WORKPLACE**

**USING BREAK TIME FOR BREAST MILK EXPRESSION**

Employers must provide thirty (30) minutes of paid break time for their employees to express breast milk when the employee has a reasonable need to express breast milk. Employees must be permitted to use existing paid break or meal time if they need additional time for breast milk expression beyond the paid 30 minutes. This time must be provided for up to three years following childbirth. Employers must provide paid break time as often as an employee reasonably needs to express breast milk. The number of paid 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 employer is prohibited from requiring an employee to work before or after their normal shift to make up for any time used as paid break time to express breast milk.

All employers must continue to follow existing federal and state laws, regulations, and guidance regarding mealtimes and paid break time regardless of whether the employee uses such time to express breast milk. For additional information regarding what constitutes a meal period or a break period under state and federal law, please see the following resources:

- NY Department of Labor Website on Day of Rest, Break Time, and Meal Periods: [dol.ny.gov/day-rest-and-meal-periods](https://dol.ny.gov/day-rest-and-meal-periods)
- NY Department of Labor FAQs on Meal and Rest Periods: [dol.ny.gov/system/files/documents/2021/03/mealand-rest-periods-frequently-asked-questions.pdf](https://dol.ny.gov/system/files/documents/2021/03/mealand-rest-periods-frequently-asked-questions.pdf)
- U.S. Department of Labor FLSA FAQ on Meal and Rest Periods: [dol.gov/agencies/whd/fact-sheets/22-flsa-hoursworked](https://dol.gov/agencies/whd/fact-sheets/22-flsa-hoursworked)
- U.S. Department of Labor FLSA Fact Sheet on Compensation for Break Time to Pump Breast Milk: [dol.gov/agencies/whd/fact-sheets/73-flsa-break-timenursing-mothers](https://dol.gov/agencies/whd/fact-sheets/73-flsa-break-timenursing-mothers)

While an employer cannot require that an employee works while expressing breast milk, Labor Law 206-c does not otherwise prevent an employee from voluntarily choosing to do so if they want to.

Paid breaks provided for the expression of breast milk must be 30 minutes. An employee must be allowed to use regular break or meal time to take a longer paid break if needed. Employees may also opt to take shorter paid breaks.

Employees who work remotely have the same rights to paid 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 must give the employer reasonable advance notice, generally before returning to the workplace if the employee is on leave. This advance notice is to allow the employer 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.**

**Motion** made by Trustee Andy Fraser and seconded by Trustee Wayne LaVair to adopt the New York State policy on the rights of employees to express breast milk in the workplace.

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

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

### **Executive session**

**Motion** made by Trustee Andy Fraser and seconded by Trustee Wayne LaVair to enter into executive session at 7:39 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   | ABSENT | Deputy Mayor AJ Peck | AYE |
| Trustee Randy Hess   | AYE    | Trustee Andy Fraser  | AYE |
| Trustee Wayne LaVair | AYE    |                      |     |

**Motion** made by Deputy Mayor AJ Peck and seconded by Trustee Andy Fraser to adjourn executive session and return to regular session at 7:47 pm.

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

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

### **Adjournment**

**Motion** made by Deputy Mayor AJ Peck and seconded by Trustee Andy Fraser to adjourn the Village Board meeting at 7:51 pm.

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

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

Respectfully submitted by:



Anne Hartman  
Village Clerk