

MINUTES of a Regular Meeting of the Village Board of Trustees held Tuesday evening, May 21, 2013 at 6:00 PM, Village Hall, 111 Elm Street, Room 202, Penn Yan, NY 14527

PRESENT Deputy Mayor W. Allison; M. Christensen; D. Reeve; R. Stewart; B. Winslow; Attorney Ed Brockman; Clerk/Treasurer G. Meeks; Director of Public Works B. Bodine; Assistant Director of Public Works B. Jensen; Police Chief Hulse; Parks Director D. Doyle; CEO B. Lyon;

ABSENT: Mayor Church, Trustee C. Christensen; Fire Chief J Housel

News Media present: Gwen Chamberlain, Chronicle Express; David Specksgoor, Dundee Observer

PUBLIC: Helen Dunlop, Mark Morris

At 6:03 PM Deputy Mayor Allison called the Village Board meeting to order.

PUBLIC HEARING- Water and Sewer rates

At 6:03PM **MOTION** by Trustee M. Christensen, seconded by Trustee Winslow to open the Public Hearing

Deputy Mayor asked if there were any comments or concerns from the public regarding the water and sewer rates. No comments.

At 6:09 PM **MOTION** by Trustee Reeve, seconded by Trustee M. Christensen to close the Public Hearing.

MOTION by Trustee Winslow, seconded by Trustee Reeve to authorize Resolution No 37 -2013 Water and Sewer Rent Rates and Fees.

WHEREAS, provisions of §154-2 and §154-7 of the Sewer Rents Chapter of the Code of the Village of Penn Yan establish the sewer rent rate computation and review of charges; and

WHEREAS, provisions of §198-16.1 of the Water Rents Chapter of the Code of the Village of Penn Yan establish the water rent computation; and

WHEREAS, the Municipal Utility Board of the Village of Penn Yan has reviewed the annual budgets for the 2013-2014 fiscal year and reviewed information relative to the existing rates and fees charged for water and sewer and has determined the same should be modified; and

WHEREAS, the Municipal Utility Board of the Village of Penn Yan has recommended to the Board of Trustees of the Village of Penn Yan that the following rates for water and sewer customers of the Village of Penn Yan be established; and

NOW THEREFORE BE IT RESOLVED that the following rates and fees are hereby established, effective June 1, 2013 until the same shall be modified or amended by subsequent resolution of the Village of Penn Yan

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow

Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

CALL FOR EXECUTIVE SESSION:

MOTION by Trustee Winslow, seconded by Trustee M. Christensen to authorize to have an Executive Session regarding legal issues. (we hold the Executive Session after the Attorney’s portion)

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow

Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

MINUTES:

No update

GUESTS, PUBLIC REQUEST & COMMENTS:

Helen Dunlap, Project Coordinator for Tobacco Action Coalition of the Finger Lakes thanked and presented a Certificate of Appreciation to the Village Board for their support and ongoing efforts in helping kids stay free from second hand smoke.

MOTION by Trustee Winslow, seconded by Trustee Reeve to authorize the Yates County Chamber Commerce 16th Annual Cruisin’ Night & Block party on Main Street from 4:00 PM – 9:30 PM on Friday June 14, 2013.

Discussion: Trustee M. Christensen mentioned Chief Hulse and Mike Linehan discussed there will not be a parade this year. Asking to have Street closed by 3:30 PM.

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow

Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

MAYOR:

MOTION by Trustee Reeve, seconded by Trustee Winslow to authorize the annual payment to the Yates County Historical Society for \$3,500 for June 1, 2013.

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow

Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

ATTORNEY:

MOTION by Trustee M. Christensen, seconded by Trustee Winslow to authorize Resolution No 38 -2013 Adoption of Proposed Local Law Annexing Territory to the Village of Penn Yan and Assigning Zoning District Classification to that Territory.

WHEREAS, a draft of the proposed Local Law was previously distributed to the Board of Trustees of the Village of Penn Yan; and

WHEREAS, a draft Short environmental Assessment Form (SEAF) FEF was previously adopted and a draft Negative Declaration issued; and

WHEREAS, a public hearing was held before the Board of Trustees of the Village of Penn Yan regarding the proposed Local Law on April 16, 2013; and

WHEREAS, the matter was previously referred to the Yates County Planning Board and was subsequently approved thereby.

NOW THEREFORE BE IT RESOLVED, THAT

1. The Board of Trustees of the Village of Penn Yan adopts the proposed Local Law as a Local Law, thereby annexing the subject territory and assigning zoning district classifications thereto.
2. The draft SEAF herein is adopted as the final SEAF and Negative Declaration shall be issued and that the Negative Declaration be posted upon the Village website and duly filed.
3. The Village Clerk, through the Village Attorney, is directed to file such Local Law with the Secretary of State of the State of New York and provide for the requisite publication and posting of the Notice of Adoption of such local law together with such other acts that are customarily associated with the adoption and implementation of a Local Law and amendment of the Village Code.

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow

Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

Atty. Brockman explained The Village has agreed to help out the Township of Benton after the recent death of an employee.

MOTION by Trustee Reeve, seconded by Trustee M. Christensen to authorize Attorney Brockman drafts a Hold Harmless Agreement with regard to the assistance being offered to the Town of Benton.

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow

Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

Edmunds our software company asked us to donated money to an organization which they are very committed to and in return would credit our account the same amount. Atty. Brockman stated if we want to donate would take up a collection from employees and/or use the sunshine fund. Cannot use tax payer's money for this.

MOTION by Trustee Reeve, seconded by Trustee M. Christensen to authorize Resolution No 45-2013

At 6:15 PM **MOTION** by Trustee Winslow, seconded by Trustee M. Christensen to enter into Executive Session to discuss a legal issue. Will invite Rom French, Chairman for Municipal Board, Director of

Public Works B. Bodine; Assistant Director of Public Works B. Jensen and Chief Hulse to join the Board in Executive Session.

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow

Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

At 7:10PM Atty. Brockman was dismissed from the Village Board Meeting.

MOTION by Trustee Winslow, seconded by Trustee M. Christensen to leave Executive Session and return to the regular Village Board meeting.

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow

Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

At 7:20PM **MOTION** by Trustee Winslow, seconded y Trustee M. Christensen to adjourn from Executive Session and return to the regular Village Board meeting.

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow

Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

COMMUNITY REVITALIZATION:

No update

MUNICIPAL:

MOTION by Trustee M. Christensen, seconded Trustee Reeve to authorize the Village of Penn Yan to assist immediately with the Town of Benton for Benton’s Water District #2.

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow

Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

MOTION by Trustee Winslow, seconded y Trustee Stewart to hire TRT Masonry to replace the sanitary sewer line on Chapel Street between Keuka Street and Liberty Street per their estimate of \$25,592.

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow

Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

MOTION by Trustee Allison, seconded by Trustee M. Christensen to authorize submitting the full grant application and accompanying Resolutions to DEC for a proposed composting facility to be located at the WWTP.

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow

Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

MOTION by Trustee M. Christensen, seconded by Trustee Allison to authorize Mayor Church be designated as the authorized representative for the Village on the DEC grant application regarding the proposed composting facility.

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow

Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

MOTION by Trustee Reeve, seconded by Trustee M. Christensen to award the 2013-2014 fiscal year contract for Liquid Aluminum Sulfate (Alum) to Holland Company, Inc. per their bid of \$0.085/gallon.

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow

Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

MOTION by Trustee Stewart, seconded by Trustee Reeve to authorize the attendance of one (1) employee, Ben Sward, at the NYRWA ‘Pump Station Basics’ training session being held June 12th in Canandaigua, NY at a cost of \$23.

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow
 Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

MOTION by Trustee M. Christensen, seconded y Trustee Reeve to authorize the attendance of two (2) employees, Brent Bodine and Jef Bodine, at the MEUA Western Regional Meeting being held June 11th in Fairport, NY. The cost will be \$50 for Electric Crew Chief Bodine; as an MEUA Board member, Director Bodine will be attending at no charge to the Village.

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow
 Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

MOTION by Trustee M. Christensen, seconded y Trustee Reeve to authorize the attendance of two (2) employees, Brent Bodine and possibly one other employee, at the MEUA Central Regional Meeting being held June 26th in Skaneateles, NY. The cost would be \$50 for the second attendee; as an MEUA Board member, Director Bodine will be attending at no charge to the Village.

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow
 Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

MOTION by Trustee M. Christensen, seconded by Trustee Reeve to approve Utility Payment Agreements in the amount of \$19882.53.

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow
 Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

FINANCE & ADMINISTRATION:

MOTION: by Trustee Winslow, seconded by Trustee Stewart to pay current Village and Municipal bills as submitted.

AUDIT:

	Amount:
Paid Before Audit:	
General	44,196.43
Electric	291,515.72
Sewer	8,993.60
Water	8,961.71
Capital Projects	
Total Paid Before Audit	\$ 353,667.46
Current Audit:	
General	\$ 159,562.00
Community Development - CRC	-
Electric	23,372.23
Sewer	82,297.35
Water	11,169.27
Capital Projects	-
Total Current Audit Items	\$ 276,400.85
TOTAL AUDIT	\$ 630,068.31

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow
 Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

MOTION by Trustee Winslow, seconded by Trustee Stewart to authorize Resolution No 39-2013 Make Determinations required by Section 1402 (3) (d) of the real Property Tax Law.

WHEREAS, the Village of Penn Yan has by Local Law No. 8 of 1989, adopted pursuant to Section 1402 (3) (a) of the Real Property Tax Law, ceased to be an assessing unit, and

WHEREAS, the Village tax levy must henceforth be allocated among the portions of the Village located in the Towns of Milo, Benton and Jerusalem, pursuant to the provisions of Section 1402 (3) (d) of the Real Property Law, and

WHEREAS, this Board has secured from the New York State Board of Equalization and Assessment (the "SBEA") a certificate stating the latest state equalization rates established by the SBEA for each Town in which the Village of Penn Yan is partially situated as follows:

TOWN	FINAL RATE
Benton	100.00
Jerusalem	98.00
Milo	100.00

and

WHEREAS, this Board is to determine what proportion of the 2013-2014 taxes to be levied in the Village shall be levied upon each part of a town included in the Village by dividing the full valuation of taxable property, in the appropriate part of each town, by the total in the Village.

NOW, THEREFORE, BE IT RESOLVED that this Board, pursuant to Section 1402(3)(d) of the Real Property Tax Law, hereby makes the following determinations:

1. Based upon the assessment roll provided by the several towns, the assessed valuation of taxable real property located in each portion of the Village is as follows

Benton	\$ 17,138,381
Jerusalem	4,575,347
Milo	<u>154,748,475</u>
	\$ 176,462,203

2. Dividing the above assessed valuations by the aforementioned equalization rates, the full valuation of taxable real property located in each portion of the Village is as follows:

Benton	\$ 17,138,381
Jerusalem	4,668,721
Milo	154,748,475

for a total Village full valuation of \$ 176,555,577

3. The proportion of the 2013-2014 tax to be levied upon each portion of the Village (expressed to the nearest exact ten thousandth as required by Section 1402 (3) (d), obtained by dividing the town full valuation totals by the Village full valuation total, is as follows:

Benton	.097071
Jerusalem	.026443
Milo	.876486

And be it further

RESOLVED that the 2013-2014 Village tax levy shall be levied upon each part of each town included in the Village in the following proportions:

Benton	9.562 %
Jerusalem	2.666 %
Milo	<u>87.771 %</u>
	100.00 %

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow

Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

MOTION by Trustee Winslow, seconded by Trustee Stewart to authorize Resolution No 40-2013, 2013-2014 Tax Levy

WHEREAS, THE Village Board of Trustees has adopted a budget for the fiscal year 2013-2014 pursuant to Section 5-508 of the Village Law.

NOW, THEREFORE BE IT RESOLVED, that the following tax levy be adopted levying the total taxes and other charges extended and levied against each parcel of real property shown on the roll prepared by several town assessors for the fiscal year 2013-2014:

General Fund Tax Levy	\$ 2,751,962.05
TOTAL TAXES FOR 2013-2014 BUDGET	2,751,962.05
Delinquent Water Rents & Charges	2,223.37

Delinquent Sewer Rents & Charges	2,321.22
Delinquent Public Works Charges	885.00
TOTAL TAX LEVY	\$ 2,757,391.64

and be it further

RESOLVED, that there be levied and assessed against taxable real property located in each part of a town included in the Village of Penn Yan, pursuant to Section 1402(3)(d) of the Real Property Tax Law and the determinations made by this Board, in accordance with said law, in its Resolution No. 39 - 2013, the following sums for the operation of Village government for the fiscal year beginning, June 1, 2013, at the following rates per thousand dollars of assessed valuation:

<u>Town</u>	<u>% Tax Levy</u>	<u>Tax Levy</u>	<u>Assessed Valuation</u>	<u>Tax Rate per 1000</u>
Benton	9.7071	267,134.88	17,138,381	15.586936
Jerusalem		2,644.3	72,770.66	15.904945
Milo	<u>87.6486</u>	<u>2,412,056.51</u>	<u>154,748,475</u>	15.586948
	100.000	2,751,962.05	176,462,203	

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow

Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

MOTION by Trustee Winslow, seconded by Trustee Stewart to authorize Resolution No 41 -2013 Tax Warrant

YOU ARE HEREBY COMMANDED to receive and collect from the several persons names in the tax roll hereunto annexed, the several sums stated in the last column hereof opposite their respective names, being a total of \$2,757,391.64 for the following purposes:

<i>Town of:</i>	<i>Benton</i>	<i>Jerusalem</i>	<i>Milo</i>	<i>Total</i>
2013-14 Tax Levy	267,134.88	72,770.66	2,412,056.51	\$2,751,962.05
Re-levied Water Rents	-	-	2,223.37	2,223.37
Re-levied Sewer Rents	-	-	2,321.22	2,321.22
Re-levied Public Works Charges	-	-	885.00	885.00
	267,134.88	72,770.66	2,417,486.10	\$2,757,391.64

YOU ARE FURTHER COMMANDED to receive and collect such sums without additional charges between the first day of June and the first day of July, 2013, both inclusive; and thereafter to collect with such sums as have not theretofore been collected, and additional interest charge of five per centum for the first month or fraction thereof, at the annual rate as set by the State Tax Commissioner, which has been divided by twelve and rounded to the nearest hundredth of a percent.

YOU ARE FURTHER COMMANDED to return the tax roll and warrant to your office on or before the thirty-first of October 2013, and to deliver to the Board of Trustees at the same time an account of the taxes remaining due and unpaid, what each parcel of real property is assessed for and showing as to each parcel the amount of tax unpaid. Transmittal of delinquent village taxes shall be, with resolution, made to the County Treasurer by November 15, 2013.

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow

Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

MOTION by Trustee Winslow, seconded by Trustee Stewart to request a Special Village Board meeting on Friday, May 31, 2013 at 9:00 AM for approval of year-end invoices.

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow

Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

MOTION by Trustee Winslow, seconded by Trustee to authorize Mayor Church signs the contract with Municipal Solutions, Inc. to provide financial advisory service to the village for Waterfront Revitalization Sewer project.

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow

Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

MOTION by Trustee Winslow, seconded by Trustee Stewart to authorize Brent Bodine signs the yearly contract with SCT Computers.

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow

Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

MOTION by Trustee Winslow, seconded by Trustee Stewart to amend Resolution No 25 -2013 Procurement Policy.

WHEREAS, General Municipal law (GML) §104-b requires every municipality to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML §103 or any other law; and

WHEREAS the Board of Trustees of the Village of Penn Yan has reviewed the within proposed procurement policy; and

NOW THEREFORE BE IT RESOLVED:

1. The Board of Trustees of the Village of Penn Yan does hereby adopt the following procurement policies and procedures.
2. This resolution is effective immediately.”

Procurement Policy

Purpose

Goods and services that are not required by law to be procured pursuant to competitive bidding must be procured in a manner as to assure the prudent and economical use of public moneys in the best interest of the taxpayers; to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and to guard against favoritism, improvidence, extravagance, fraud, and corruption. To further these objectives, the governing board is adopting an internal policy and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, section 103 or of any other general, special, or local law.

Procedures for Determining Whether Procurements are Subject to Bidding

The procedures for determining whether a procurement of goods or services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law is as follows:

- A. Procedure:
 1. Purchase Contract above \$20,000*. Purchase Contract – procurement of commodities (e.g. equipment, materials, supplies) Minor service aspect; significant purchase aspect.
 2. Contract for public work above \$35,000*. Public Works Contract – contracts from services labor or construction. Minor purchase aspect; significant service aspect.If it is difficult to determine which bid limit applies, refer to the municipal official (Clerk-Treasurer) (*reasonably anticipated aggregate amount of similar goods in a fiscal year)
- B. Documentation: written quotations or proposals.

Please Note: All competitive bids require a public notice in all official newspapers and a Non-Collusive Bidding Certificate – See Bid Procedures List

Statutory Exceptions from Policy and Procedures

Except for procurements made pursuant to General Municipal Law, § 103(3) (through county contracts) or § 104 (through State contracts), State Finance Law, § 162, Correction Law, § 184 and 186 (from “preferred sources,” including articles manufactured in correctional institutions), or the items excepted herein (see below), alternative proposals or quotations for goods and services shall be secured by use of either written requests for proposals, written quotations, verbal quotations or any other method of procurement that furthers the purposes of the General Municipal Law, section 104-b.

- A. Emergencies – unanticipated and threaten the health, safety, or welfare of the Village of Penn Yan’s property or residents. (still work to obtain the lowest cost available)
- B. Professional Services – service that requires special skill and expertise
- C. State, County and Other public sector Contracts (such as National Joint Power Alliance - NJPA)
- D. Surplus and secondhand materials and equipment from other governments
- E. Leases and Licenses/Concessions
- F. Sole Source – good or service is in the public interest and available from only one possible source for which there is no equivalent; demonstrate the unique benefits arising from the particular good or service as compared to different good or service, that no other provides substantially similar benefits and that the cost is reasonable.
- G. Installment Purchase Contracts

Methods of Completion for Non-Bid Procurement

The methods of procurement to be used are as follows:

- A. County Contracts
- B. Emergencies
- C. Professional Service
- D. Insurance
- E. Secondhand equipment from other governments
- F. Other public sector contracts (such as National Joint Power Alliance - NJPA)

Adequate Documentation

Documentation of actions taken in connection with each such method of procurement is required as follows:

- A. \$1,000 to \$5,000: two verbal quotes
- B. \$5,001 to \$20,000 (\$35,000 Public Work Contracts): three written quotes

Awards to Other than the Lowest Responsible Dollar Offered

Whenever any contract is awarded to other than the lowest responsible dollar offered, the reasons that such an award furthers the purpose of General Municipal Law, section 104-b, as set forth herein above, shall be documented as follows:

- A. There must be documentation and justification of the reason why the purchase is in the best interest of the Village of Penn Yan.

Items Excepted From This Policy and Procedures by the Board

The board sets forth the following circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the Village of Penn Yan.

- A. Emergencies
- B. Small procurement under \$1,000
- C. Local Contractor Preferential Treatment - Goods and Services not subject to bidding requirements or Goods and Services less than \$20,000 and Public Works Contract less than \$35,000, preferential treatment may be given to local contractors within the best interest of the municipality
- D. The Village of Penn Yan encourages businesses owned or managed by women or minorities to provide proposals and/or quotations.
- E. In the event the purchaser has made a good faith effort to obtain the required number of proposals or quotations and is unable to meet the requirement, the purchaser shall document the attempt(s)

Input from Officers

Comments concerning the policies and procedures shall be solicited from officers of the Village of Penn Yan therein involved in the procurement process prior to the enactment of policies and procedures, and will be solicited from time to time hereafter.

Annual Review

The Village Board shall annually review these policies and procedures. The mayor shall be responsible for conducting and annual review of the procurement policy and for an evaluation of the internal control structure established to ensure compliance with the procurement policy. Recommend to include in the Organizational Meeting on the first Monday in April of each year.

Unintentional Failure to Comply

The unintentional failure to fully comply with the provisions of General Municipal Law § 104-b shall not be grounds to void action taken or give rise to a cause of action against the municipality any officer or employee thereof.

Individual(s) Responsible for Purchasing

- Gary Meeks, Clerk-Treasurer
- Mark Hulse, Police Chief
- Brent Bodine, Director of Public Works
- William Jensen, Assistant Director of Public Works
- Don Rapalee, Working Supervisor of Streets Department
- Jef Bodine, Electric Line Crew Chief
- Ron Keech, Water/Sewer Maintenance Supervisor
- Matt Yonts, Water Treatment Plant Chief Operator
- Ben Sward, Wastewater Treatment Plant Chief Operator
- Dan Doyle, Recreation & Facility Director
- Bill Knauss, Building Maintenance Mechanic
- Bruce Lyon, Code Enforcement Officer
- Lynn Axtell, Cemetery Superintendent
- Tami Marchionda, Senior Account Clerk Typist

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow

Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

MOTION by Trustee Winslow, seconded by Trustee Stewart to authorize Resolution No 42-2013 Budget Transfers 2012-2013

TO:			Fund
Account Id	Description	Date	Totals
3-ES-8120-1-100	Sanitary Sewer-Personal Services	26,500	
3-ES-8120-4-400	Sanitary Sewer-Engineering	1,550	
3-ES-8120-4-417	Sanitary Sewer-Maintenance on Vehicles	500	
3-ES-8120-4-420	Sanitary Sewer-Phone/Internet/Utilities	500	
		29,050	
		General	-
		Electric	-
		Sewer	29,050
		Water	-
		-	29,050
FROM:			
Account Id	Description	Date	
3-ES-8120-4-413	Sanitary Sewer-I&I Correction	7,550	
3-ES-8120-4-414	Sanitary Sewer-Maintenance on Mains	21,500	
3-ES-8120-4-416	Sanitary Sewer-Maintenance Meters		
3-ES-8120-4-417	Sanitary Sewer-Maintenance on Vehicles		

3-ES-8120-4-418	Sanitary Sewer-Maintenance on Buildings/		
3-ES-8120-4-420	Sanitary Sewer-Phone/Internet/Utilities		
3-ES-8120-4-450	Sanitary Sewer-Computer Maintenance		
3-ES-8120-4-460	Sanitary Sewer-Conference/Training/Travel		
3-ES-8120-4-480	Sanitary Sewer-Prof Fees/Publications		
3-ES-8120-4-500	Sanitary Sewer-Supplies & Materials		
3-ES-8120-4-510	Sanitary Sewer-Computer Supplies		
3-ES-8120-4-550	Sanitary Sewer-Waddell Pump		
		<u>29,050</u>	
			General -
			Electric -
			Sewer 29,050
			Water -
			<u>29,050</u>

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow

Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

MOTION by Trustee Winslow, seconded by Trustee Stewart to authorize Resolution No 43-2013 Budget Transfers 2012-2013

TO:			Fund
3-EW-8320-4-400	Pumping & Purification-Engineering Fees	4,250	
		<u>4,250</u>	
			General -
			Electric -
			Sewer
			Water <u>4,250</u>
			<u>4,250</u>
FROM:			
3-EW-8320-4-418	Pumping & Purification-Maint on Plant	4,250	
		<u>4,250</u>	
			General -
			Electric -
			Sewer
			Water <u>4,250</u>
			<u>4,250</u>

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow

Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

MOTION by Trustee Winslow, seconded by Trustee Stewart to authorize Resolution No 44-2013 Budget Transfers 2012-2013

TO:			Fund
3-A -5110-4-415	Street Maintenance-Landscaping/Tree Removal	775	
3-A -5110-4-420	Street Maintenance-Phone/Internet/Utilities	1,200	
		<u>1,975</u>	
			General 1,975
			Electric -
			Sewer -
			Water -
			- <u>1,975</u>
FROM:			
Account Id	Description		Date
3-A -5110-1-120	Street Maintenance-Part Time	350	
3-A -5110-2-250	Street Maintenance-Cold Patch	500	
3-A -5110-4-500	Street Maintenance-Supplies & Materials	775	
3-A -5110-4-520	Street Maintenance-Salt & Sand	350	
		<u>1,975</u>	
			General 1,975

Electric	-
Sewer	-
Water	-
	1,975

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow
 Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

PERSONNEL:

MOTION by Trustee Winslow, seconded by Trustee M. Christensen to hire C. Andrew Moesch as a part time Police Officer effective May 26, 2013 for his field training at \$ 16.00 per hour.

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow
 Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

PUBLIC SAFETY:

POLICE DEPARTMENT:

Trustee M. Christensen mentioned the Dodge Durango was sold on e-bay for \$3,150.00.

Trustee M. Christensen stated the Memorial Day parade will be held on Monday May 27 at 10:00am. Starting on East Main and proceeding up Main Street to the Court House lawn.

Trustee M. Christensen explained the Police Department is looking into WEX gas cards. The County is already using them. The Officers can use this at any gas station – use a pin number, the card will keep track how much is purchased, who is purchasing gas and the mileage. More flexibility.

MOTION by Trustee M. Christensen, seconded by Trustee Winslow to authorize Clerk/Treasurer Gary Meeks to proceed with the application for the WEX cards.

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow
 Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

FIRE DEPARTMENT:

Monthly Fire Department report

Year to Date Fire Department

CODE ENFORCEMENT:

MOTION by Trustee M. Christensen, seconded by Trustee Winslow to authorize Bruce Lyon to attend the Energy Codes and Standards Program on Monday June 24 from 10:30am-3:00pm in Albany, NY, plus mileage reimbursement. No cost for overnight accommodation- staying with friends.

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow
 Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

PUBLIC WORKS:

MOTION by Trustee Reeve, seconded by Trustee Winslow to authorize going out for bids, for the first phase of milling and paving work for fiscal year 2013.

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow
 Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

Trustee Reeve mentioned the DPW will be replacing 20 sidewalks throughout the Village this year. Feels this is a good number and a great improvement for the Village.

PARKS & RECREATION:

No update

PLANNING & DEVELOPMENT:

PLANNING BOARD:

COMMENTS

Deputy Mayor asked for a moment of silences for the victims, families and residents along with the responders of last week's tornados in Oklahoma.

Trustee M. Christensen thanked Rom French, Chairman for the Municipal board it's nice to have a Municipal Representative at the Village Board meeting in case we have questions.

ADJOURNMENT:

At 7:40 PM **MOTION** by Trustee M. Christensen, seconded by Trustee Reeve to adjourn the regular.

ADOPTED Ayes 5 Deputy Mayor Allison, M. Christensen, Reeve, Stewart and Winslow

Nays 0 Abstain 0 Absent Mayor Church and Trustee C. Christensen

Mary Ann Martin, Deputy Clerk

ANNOUNCEMENTS: