

The regular meeting of the Village of Arcade (VOA) Board of Trustees, Wyoming County, New York was held on Tuesday, July 5, 2011 at 7:00pm there were:

**PRESENT**

Mayor Jay May, Trustee Ken Rule, Trustee Jim McGarvey, Trustee Donna Schiener, Superintendent of Public Works Larry Kilburn, Clerk/Treasurer Jennifer Kraft, Police Chief John Laird.

**ABSENT**

Trustee Davis

**ALSO PRESENT**

Jason Hoffman, Joanne Offers, Sandy Dutton, Joan Harrison, Carole Jones, Bill Arlow and Gillian Moore.

**PLEDGE OF ALLEGIANCE**

Mayor May opened the meeting with the Pledge of Allegiance.

**PRESENTATION OF CERTIFICATE OF APPRECIATION**

Mayor May presented former Trustee Joanne Offers with a certificate of appreciation for her time spent on the VOA Board from April 2009 through March 2011

**PRESENTATION OF PROCEEDS TO UTZ TIRE SERVICE OF ARCADE, INC.**

Mayor May presented a check in the amount of \$30,000.00 to Utz Tire Service of Arcade Inc. This check represents proceeds from the Economic Development Loan program.

**MAIN STREET GRANT UPDATE**

Bill Arlow presented an update to the VOA board on the progress of the Main Street Grant program. Five properties have been signed off by State Historic Preservation Organization (SHPO), Phils' TV, Marco's, Gray Fox, Marissa Sanders Building and Doogie's. The week of July 18<sup>th</sup> the designs will be reviewed by the Beautification Committee for approval. Mayor May will work with the Beautification Committee.

**PERMISSION FOR COURT CLERK TO ATTEND NYSAMCC ANNUAL CONFERENCE**

Motion by Trustee McGarvey and seconded by Trustee Schiener to authorize the court clerk to attend the New York State Association of Magistrate's Court Clerk's Inc annual Conference to be held September 25, 2011 through Wednesday September 28, 2011 at the Holiday Inn Niagara Falls, NY at a total cost of \$926.42, which includes registration fee, room, meals, mileage, tolls and OT for travel on Sunday.

The motion was passed upon the following vote:

<b>VOTE</b>								
Mayor Jay May	X	Yes		No		Abstain		Absent
Trustee Robert Davis		Yes		No		Abstain	X	Absent
Trustee Jim McGarvey	X	Yes		No		Abstain		Absent
Trustee Ken Rule	X	Yes		No		Abstain		Absent
Trustee Donna Schiener	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>	4	Yes	0	No	0	Abstain	1	Absent
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>					<b>FAIL</b>	

**REVIEW USE OF FACILITY POLICY**

Motion by Trustee McGarvey and seconded by Trustee Schiener to accept the changes to the facility use policy as presented.

The motion was passed upon the following vote:

<b>VOTE</b>								
Mayor Jay May	X	Yes		No		Abstain		Absent
Trustee Robert Davis		Yes		No		Abstain	X	Absent
Trustee Jim McGarvey	X	Yes		No		Abstain		Absent
Trustee Ken Rule	X	Yes		No		Abstain		Absent
Trustee Donna Schiener	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>	4	Yes	0	No	0	Abstain	1	Absent
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>				<b>FAIL</b>		

**ZONING FOR SIGNS**

Superintendent of Public Works Kilburn and Trustee Schiener have been reviewing the zoning for signs, in particular the sandwich board signs and the size of billboard signs. Another area of concern was the zoning for signs in the R3B district (which runs on the north side of Rt. 39, from Church to West Streets). Trustee Schiener has proposed the zoning be similar to the zoning for signs that is in effect on the south side of Rt.39, in the same area. Superintendent of Public Works Kilburn will work on wording and return to the board with the changes for review.

**INCIDENT REPORT**

Superintendent of Public Works Kilburn has developed an incident report to be used for the reporting of any employee incidents that take place during the work day in which he should be apprised and if necessary disciplinary action will be taken based on the facts presented in the form. When necessary the incident report will be placed in the employee’s personnel folder.

**BIDS ON SURPLUS DUMP TRUCK**

No bids have been received to date; the board has requested Superintendent of Public Works Kilburn post the vehicle on GovDeals.com.

**AUTHORIZE MAYOR TO SIGN COSI MAINTENANCE AGREEMENT**

Motion by Trustee McGarvey and seconded by Trustee Rule to authorize the Mayor to sign the Annual Maintenance agreement with COSI which covers office copier 9922D for the period of 6/10/2011 through 6/10/2012 at a cost of \$580.00

The motion was passed upon the following vote:

<b>VOTE</b>								
Mayor Jay May	X	Yes		No		Abstain		Absent
Trustee Robert Davis		Yes		No		Abstain	X	Absent
Trustee Jim McGarvey	X	Yes		No		Abstain		Absent
Trustee Ken Rule	X	Yes		No		Abstain		Absent
Trustee Donna Schiener	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>	4	Yes	0	No	0	Abstain	1	Absent
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>				<b>FAIL</b>		

**AUTHORIZE MAYOR TO SIGN MUNICIPAL SOLUTIONS CONTRACT**

Motion by Trustee McGarvey and seconded by Trustee Rule to authorize the Mayor to sign the agreement with Municipal Solutions, Inc to act as Financial Consultants in connection with our recent bond issue.

The motion was passed upon the following vote:

<b>VOTE</b>								
Mayor Jay May	X	Yes		No		Abstain		Absent
Trustee Robert Davis		Yes		No		Abstain	X	Absent
Trustee Jim McGarvey	X	Yes		No		Abstain		Absent
Trustee Ken Rule	X	Yes		No		Abstain		Absent
Trustee Donna Schiener	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>	4	Yes	0	No	0	Abstain	1	Absent
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>				<b>FAIL</b>		

**PERMISSION TO DESTROY RECORDS**

Motion by Trustee Rule and seconded by Trustee Schiener to grant permission to destroy records per the Purging Inventory Schedule for the Village of Arcade as presented by Access Systems Inc. (attached)

The motion was passed upon the following vote:

<b>VOTE</b>									
Mayor Jay May	X	Yes		No		Abstain		Absent	
Trustee Robert Davis		Yes		No		Abstain	X	Absent	
Trustee Jim McGarvey	X	Yes		No		Abstain		Absent	
Trustee Ken Rule	X	Yes		No		Abstain		Absent	
Trustee Donna Schiener	X	Yes		No		Abstain		Absent	
<b>VOTE TOTAL:</b>									
	4	Yes	0	No	0	Abstain	1	Absent	
<b>RESULTS</b>									
	X	<b>PASS</b>					<b>FAIL</b>		

**AUDIT BILLS**

Motion by Mayor May and seconded by Trustee McGarvey the Village bills be audited and paid and that the Clerk be authorized to transfer funds from the money market accounts to the checking accounts to cover such bills.

The motion was passed upon the following vote:

<b>VOTE</b>									
Mayor Jay May	X	Yes		No		Abstain		Absent	
Trustee Robert Davis		Yes		No		Abstain	X	Absent	
Trustee Jim McGarvey	X	Yes		No		Abstain		Absent	
Trustee Ken Rule	X	Yes		No		Abstain		Absent	
Trustee Donna Schiener	X	Yes		No		Abstain		Absent	
<b>VOTE TOTAL:</b>									
	4	Yes	0	No	0	Abstain	1	Absent	
<b>RESULTS</b>									
	X	<b>PASS</b>					<b>FAIL</b>		

**SUMMER RECREATION UPDATE**

Summer recreation began and appears to be running smoothly. To date we have 125 registered children.

**SALARIED EMPLOYEE POLICY**

Trustee McGarvey has requested a review of the policy, specifically the area of comp time.

**BEAUTIFICATION COMMITTEE UPDATE**

The Beautification Committee has requested a review of the village plans for the area around the Crystal Inn patio. The Committee would like to have input on any development or improvements that might take place in this area. The Committee will be purchasing four (4) new sugar maples for the park.

**EXECUTIVE SESSION**

Motion by Trustee McGarvey and seconded by Trustee Rule, the Board enter into executive session to discuss the following topic(s) at 8:25 pm:

- Contract negotiations

The motion was passed upon the following vote:

<b>VOTE</b>									
Mayor Jay May	X	Yes		No		Abstain		Absent	
Trustee Robert Davis		Yes		No		Abstain	X	Absent	
Trustee Jim McGarvey	X	Yes		No		Abstain		Absent	
Trustee Ken Rule	X	Yes		No		Abstain		Absent	
Trustee Donna Schiener	X	Yes		No		Abstain		Absent	
<b>VOTE TOTAL:</b>									
	4	Yes	0	No	0	Abstain	1	Absent	
<b>RESULTS</b>									
	X	<b>PASS</b>					<b>FAIL</b>		

Motion by Trustee McGarvey and seconded by Trustee Rule, the Board exit executive session at 9:19 pm.

The motion was passed upon the following vote:

<b>VOTE</b>								
Mayor Jay May	X	Yes		No		Abstain		Absent
Trustee Robert Davis		Yes		No		Abstain	1	Absent
Trustee Jim McGarvey	X	Yes		No		Abstain		Absent
Trustee Ken Rule	X	Yes		No		Abstain		Absent
Trustee Donna Schiener	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>								
	4	Yes	0	No	0	Abstain	1	Absent
<b>RESULTS</b>								
	X	<b>PASS</b>					<b>FAIL</b>	

**ADJOURN**

There being no further business to come before the Board the meeting duly adjourned at 9:19 pm upon motion by Trustee Rule and seconded by Trustee Schiener.

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Clerk/Treasurer

VENDOR	AMOUNT	VENDOR	AMOUNT
ACCESS SYSTEMS	\$ 5,000.00	MEUA OF N.Y.S.	\$ 8,485.00
ACCESS SYSTEMS	\$ 14,000.00	MEYERS HOME APPL INC	\$ 3,973.60
ACCESS SYSTEMS	\$ 6,520.00	MOUNTAINVIEWS BUILDERS	\$ 50.00
ALTEC INDUSTRIES INC	\$ 831.33	MURPHY, KARIN HUGHES	\$ 175.00
ARCADE HERALD	\$ 193.31	NGT CORPORATION	\$ 82.50
ARLOW III, WILLIAM J.	\$ 600.00	NY POWER AUTHORITY	\$ 3,765.39
BANK OF NEW YORK	\$ 2,615.37	NYS INCOME TAX	\$ 3,902.63
BENCHMARK ANALYTICS, INC	\$ 102.50	NYSID	\$ 918.60
BROWN WOOD PRESERVING CO, I	\$ 10,282.38	O'BRIEN, JONATHAN DBA ACTIV	\$ 147.50
BURKETT, STEVE	\$ 125.33	OFFICE OF STATE COMPTROLLER	\$ 3,799.50
CID DIVISION OF WASTE MANAGE	\$ 10,176.40	PARTS ASSOCIATES, INC.	\$ 1,679.96
CINTAS CORPORATION #782	\$ 306.76	PEARSON, CHRISTINIA	\$ 750.00
CONRAD, CAROL	\$ 100.00	PIONEER MANUFACTURING CO.	\$ 1,995.00
CSEA	\$ 729.68	PLM	\$ 494.31
CSEA POLICE UNIT	\$ 143.96	STUART C IRBY CO	\$ 3,184.19
DIVAL SAFETY & SUPPLIES FOR	\$ 2,436.00	TIME WARNER CABLE	\$ 122.95
DRAPER, PAMELA	\$ 100.00	TRACTOR SUPPLY CO	\$ 36.77
EATON OFFICE SUPPLY CO INC	\$ 344.08	TRI-COUNTY SUPPLY INC	\$ 8.51
EJ PRESCOTT, INC	\$ 392.00	TRI-COUNTY TOOL RENTAL & SA	\$ 5,389.00
FORBES, EDITH E	\$ 70.00	UNITED CHURCH OF CHRIST	\$ 100.00
FREEDOM TIRE	\$ 80.00	UNITED UNIFORM CO INC	\$ 158.16
HODGSON RUSS LLP	\$ 334.60	UPSTATE REBAR	\$ 3,660.00
INDEPENDENT HEALTH CORP	\$ 180.00	USA BLUEBOOK	\$ 654.40
IRS - FEDRAL PAYROLL TAX PA	\$ 19,556.00	VERIZON WIRELESS	\$ 654.37
LAURA'S COUNTRY OVEN	\$ 35.34	VILLAGE OF ARCADE	\$ 90.00
LAWSON PRODUCTS, INC.	\$ 307.77	WARD & KUTZUBA	\$ 1,010.00
MANUFACTURERS & TRADERS TRU	\$ 16,285.00	WEEDS NO MORE INC	\$ 1,575.00
MAYNARDS ELECTRIC SUPPLY IN	\$ 3,790.87	WILD SPIRIT EDUCATION	\$ 275.00
MCDONNELL, ANN	\$ 989.00	WYOMING COUNTY CLERK	\$ 60.00
<b>COLUMN 1</b>	<b>\$ 96,627.68</b>	<b>COLUMN 2</b>	<b>\$ 47,197.34</b>
		<b>OVERALL TOTAL</b>	<b>\$ 143,825.02</b>

**PURGING INVENTORY FOR VILLAGE OF ARCADE**

<b>RECORD SERIES DESCRIPTION</b>	<b>RETENTION PERIOD</b>	<b>RECORD BEGIN/ END DATE</b>
PO'S	6	2/05-5/05
BANK STATEMENT	6	1999-2000
PO LOGS	6	1988-1992
BUDGET STATUS REPORTS-APPROPOATIONS	6	1984-1994
CORRESPONDENCE-HOMEOWENER AGREE- MENT TO MINIMUM INSULATION & HAETING SYSTEM STANDARDS	6	1981-1989
INTERNAL REPORTS AND ANALYSTS	6	1987-2003
WATER/ELECTRIC BILLING-COPIES-2 CU FT	6	1990-1992
GENERAL FUND BALANCE SHEET-REVENUE CONTROL BUDGET CONTROL	6	1986-1989
ELECTRIC / WATER INVENTORY CARD	6	1966-1971
ELECTRIC INVENTORY RECORDS	6	1990-1997
INDUSTRIAL APPRAISAL	AFTER UPDATED INVENTORY	2002-2010
INDUSTRIAL APPRAISAL & FIXED ASSETS	AFTER UPDATED INVENTORY	1991-2000
WATER PRODUCTION REPORTS DAILY-MONTHLY	5	1997-2004

GENERAL CORRESPONDENCE	6	1991-1997
CLERK'S OFFICE FILES-ROUTINE ACTIVITY	6	1975-1990
WORKERS COMP/SAFETY	18	1957-1973
GENERAL LEDGER CARDS STEAM	6	1956-1980
MAYOR'S OFFICE FILES-ROUTINE ACTIVITY	6	1954-1960
SCHOOL STEAM METERING & LOGS	6	1956-1979
WORK ORDERS, GENERAL & SEWERS	6	1985-1994
SUBSIDIARY LEDGER	6	1985-1999
SUBJECT FILE	6	1955-1976
INDUSTRIAL APPRAISAL	AFTER UPDATED INVENTORY	1980-1990
SUBJECT FILE	6	1960-1986
OFFICE GENERAL M-Z	6	1964-1985
SUBJECT FILE-PUBLIC WORKS	6	1972-1987
TIME SHEETS	6	2004
GENERAL LEDGER	6	1997-2004
SUBJECT FILE	6	1985-1996
CORRESPONDENCE, HOMEOWNER INSULATION STANDARDS	6	1989-1994
SUBJECT FILE	6	1991-1998
PURCHASING FILE BIDS	6 YRS AFTER EXP	1951-1980

SUBJECT FILE	6	1960-1988
SUBSIDIARY LEDGER/DEBIT TICKETS	6	1954-1974
SUBJECT FILE	6	1992-2000
SUBJECT FILE	6	1963-1991
SUBJECT FILE	6	1986-1991
SUBJECT FILE	6	1988-1991
SUBJECT FILE	6	1968-1990
WORKORDERS-HIGHWAY STREET OPENING PERMITS/SNOW REMOVAL	6	1959-2004
SUBJECT FILE	6	1986-1994
WORK ORDER CLOSING, LABOR RESOURCE ENTRIES, RECONCILIATIONS	6	1997-2004
SUBJECT FILE	6	1980-1999
SUBJECT FILE	6	1990-1998
PAYROLL - LABOR DISTRIBUTION	6	1990-2004
EMPLOYEE BENEFIT REGISTER	6	1990-2004
PERIODIC PAYROLL REPORTS-NOT INCLUDING DETAIL INFORMATION	6	1990-2004
0135- SERIES 245 GENERAL LEDGER SEWER	6	1956-1983
WORK ORDERS-HIGHWAY REPAIR BRUSHTRIMMING, CLEANING, SNOW REM	6	1985-1998