

The regular meeting of the Village of Arcade (VOA) Board of Trustees, Wyoming County, New York was held on Tuesday, July 19, 2011 at 7:00 pm there were:

PRESENT

Mayor Jay May, Trustee Ken Rule, Trustee Jim McGarvey, Trustee Donna Schiener Trustee Robert Davis, Superintendent of Public Works Larry Kilburn, Clerk/Treasurer Jennifer Kraft, Sergeant Anthony Biscaro .

ABSENT

Police Chief John Laird

ALSO PRESENT

Carole Jones, Paul Burkett, Mark Saladyga

PLEDGE OF ALLEGIANCE

Mayor May opened the meeting with the Pledge of Allegiance

PRESENTATION OF CERTIFICATE OF APPRECIATION

Mayor May presented former Trustee and Mayor, Paul Burkett with a certificate of appreciation along with an aerial view of the Village of Arcade, for his time spent on the VOA Board. He was a Trustee from April 2004 to April 2009 and the Mayor from April 2009 to April 2011.

OPEN BID FOR COMPOST EQUIPMENT

This meeting having been duly advertised to receive bids for compost equipment, the following bids were received:

Name and Address	Amount
Screen Machine Industries, Inc. 10685 Columbus Pkwy Pataskala OH 43062	\$38,480 Trommel \$10,800 Conveyor

Motion by Trustee McGarvey and seconded by Trustee Rule, the bid(s) for the compost equipment be turned over to Superintendent of Public Works Kilburn for review, evaluation, and recommendation to the Board.

The motion was passed upon the following vote:

VOTE								
Mayor Jay May	X	Yes		No		Abstain		Absent
Trustee Robert Davis	X	Yes		No		Abstain		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
VOTE TOTAL:	5	Yes	0	No	0	Abstain	0	Absent
RESULTS	X	PASS				FAIL		

OPEN BIDS FOR DUMP TRUCK

This meeting having been duly advertised to receive bids for a medium duty single axle dump truck, the following bids were received:

Name and Address	Amount
Fleet Maintenance 67 Ransier Drive West Seneca NY 14224	\$117,720.77 Freightliner w/Everest Equip \$116,939.00 Freightliner w/Viking Cives Equip \$2,500.00 Viking Cives Sander Control

Name and Address	Amount
Regional International 1007 Lehigh Station Rd Henrietta NY 14467	\$104,419.00 International w/Viking Equip \$2,500 Viking Cives Sander Control \$105,200 International w/ Everest Equip Option: \$59,761.00 Tenco Dump and Plow

Motion by Trustee McGarvey and seconded by Trustee Rule, the bid(s) for the dump truck be turned over to Superintendent of Public Works Kilburn for review, evaluation, and recommendation to the Board.

The motion was passed upon the following vote:

VOTE									
Mayor Jay May	X	Yes		No		Abstain		Absent	
Trustee Robert Davis	X	Yes		No		Abstain		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	
VOTE TOTAL:	5	Yes	0	No	0	Abstain	0	Absent	
RESULTS	X	PASS					FAIL		

APPROVE MINUTES

Motion by Trustee Schiener and seconded by Trustee Rule, the minutes from regular meeting held on June 21, 2011 be approved as presented by Clerk/Treasurer Kraft.

The motion was passed upon the following vote:

VOTE									
Mayor Jay May	X	Yes		No		Abstain		Absent	
Trustee Robert Davis	X	Yes		No		Abstain		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	
VOTE TOTAL:	5	Yes	0	No	0	Abstain	0	Absent	
RESULTS	X	PASS					FAIL		

APPROVE MINUTES

Motion by Trustee Rule and seconded by Trustee Schiener, the minutes from the regular meeting held on July 5, 2011 be approved as presented by the Clerk/Treasurer Kraft.

The motion was passed upon the following vote:

VOTE									
Mayor Jay May	X	Yes		No		Abstain		Absent	
Trustee Robert Davis	X	Yes		No		Abstain		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	
VOTE TOTAL:	5	Yes	0	No	0	Abstain	0	Absent	
RESULTS	X	PASS					FAIL		

HOCKEY RINK

Superintendent of Public Works Kilburn and Mark Saladyga have been discussing options for the advertising signs at the hockey rink. The colors suggested for the signs are red, black, blue and yellow and a size of 2'x6'. It was felt the VOA should have the final approval of the design used. Superintendent of Public Works Kilburn will investigate what the set up fees involved would be and the cost of the signs.

PERMISSION TO SEND THREE LINEMEN TO POWERCON COMPANY

Motion by Trustee McGarvey and seconded by Trustee Schiener to authorize Superintendent of Public Works Kilburn to send three linemen, Andy Bartz, Mike McElheny and Brian Lane, to the Powercon Company in Severn Maryland to witness test switch gear for the Countyline substation.

The motion was passed upon the following vote:

VOTE									
Mayor Jay May	X	Yes		No		Abstain		Absent	
Trustee Robert Davis	X	Yes		No		Abstain		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	
VOTE TOTAL:									
	5	Yes	0	No	0	Abstain	0	Absent	
RESULTS									
	X	PASS					FAIL		

MUNICIPAL ELECTRIC UTILITIES ASSOCIATION (MEUA) ANNUAL CONFERENCE

Motion by Mayor May and seconded by Trustee Rule, Superintendent of Public Works Kilburn be hereby authorized to attend the 2011 MEUA annual conference. The training is being held September 13 - 16, 2011 at the Holiday Inn, Saratoga Springs NY. MEUA member registration costs are \$110.00 per person. Hotel accommodations at the Holiday Inn are \$228.00 per day per person and include the cost of all meals.

The motion was passed upon the following vote:

VOTE									
Mayor Jay May	X	Yes		No		Abstain		Absent	
Trustee Robert Davis	X	Yes		No		Abstain		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	
VOTE TOTAL:									
	5	Yes	0	No	0	Abstain	0	Absent	
RESULTS									
	X	PASS					FAIL		

RESOLUTION - DESIGNATE ACCREDITED DELEGATE TO THE MEUA ANNUAL MEETING

The following resolution was offered by Trustee Rule and seconded by Trustee McGarvey.

RESOLUTION

WHEREAS, the Board of Trustees of the Village of Arcade, New York, is a municipal member of the Municipal Electric Utilities Association (MEUA) of New York State, and

WHEREAS, the Annual Conference of the MEUA has been called on September 13, 14, 15, and 16, 2011, to be held at the Holiday Inn, Saratoga Springs New York, and,

WHEREAS, in accordance with the bylaws of the MEUA, each municipal member may cast one vote on each transaction properly brought before this meeting,

NOW THEREFORE BE IT RESOLVED, that Superintendent of Public Works Larry A. Kilburn be and is hereby designated as the accredited delegate of the Village of Arcade, New York.

The motion was passed upon the following vote:

VOTE									
Mayor Jay May	X	Yes		No		Abstain		Absent	
Trustee Robert Davis	X	Yes		No		Abstain		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	
VOTE TOTAL:									
	5	Yes	0	No	0	Abstain	0	Absent	
RESULTS									
	X	PASS					FAIL		

PERMISSION TO BID LABOR FOR FOUNDATION COUNTYLINE SUBSTATION

Motion by Trustee Rule and seconded by Trustee McGarvey to authorize Superintendent of Public Works Kilburn to bid the labor costs for pouring the concrete foundations for transformers at the Countyline Substation.

The motion was passed upon the following vote:

VOTE								
Mayor Jay May	X	Yes		No		Abstain		Absent
Trustee Robert Davis	X	Yes		No		Abstain		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
VOTE TOTAL:								
	5	Yes	0	No	0	Abstain	0	Absent
RESULTS								
	X	PASS				FAIL		

APPOINT SENIOR ACCOUNT CLERK

Motion by Trustee McGarvey and seconded by Trustee Schiener to appoint Brian Burton to the position of Senior Account Clerk, at an hourly rate of \$18.48 effective July 25, 2011

The motion was passed upon the following vote:

VOTE								
Mayor Jay May	X	Yes		No		Abstain		Absent
Trustee Robert Davis	X	Yes		No		Abstain		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
VOTE TOTAL:								
	5	Yes	0	No	0	Abstain	0	Absent
RESULTS								
	X	PASS				FAIL		

INCODE TRAINING

Motion by Trustee McGarvey and seconded by Trustee Rule to authorize Clerk Treasurer Kraft and Deputy Clerk Treasurer Karpinski to participate in Financial Web Training with Incode at an hourly rate of \$150, for a total of 8 hours.

The motion was passed upon the following vote:

VOTE								
Mayor Jay May	X	Yes		No		Abstain		Absent
Trustee Robert Davis	X	Yes		No		Abstain		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
VOTE TOTAL:								
	5	Yes	0	No	0	Abstain	0	Absent
RESULTS								
	X	PASS				FAIL		

PERMISSION TO DESTROY RECORDS

Motion by Trustee Schiener and seconded by Trustee McGarvey 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:

VOTE									
Mayor Jay May	X	Yes		No		Abstain		Absent	
Trustee Robert Davis	X	Yes		No		Abstain		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	
VOTE TOTAL:									
	5	Yes	0	No	0	Abstain	0	Absent	
RESULTS	X	PASS					FAIL		

FIRE DEPARTMENT MEMBERSHIP

Per a report from Claudia Miller, Acting Secretary, the following individuals were voted into the AFD at the July 2011 meeting:

- Michael Landis
Eric Daugherty
Jennifer Graham

Motion by Trustee McGarvey and seconded by Trustee Rule, the Board approves the changes to the fire department membership as presented above.

The motion was passed upon the following vote:

VOTE									
Mayor Jay May	X	Yes		No		Abstain		Absent	
Trustee Robert Davis	X	Yes		No		Abstain		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	
VOTE TOTAL:									
	5	Yes	0	No	0	Abstain	0	Absent	
RESULTS	X	PASS					FAIL		

FY 2011-2012 BUDGET AMENDMENT

Motion by Trustee Schiener and seconded by Trustee McGarvey, the FY 2011-2012 budget be amended as follows because funds have been received from summer recreation employees for the purchase of additional tee shirts.

INCREASE REVENUE	INCREASE EXPENDITURE
001-4-2001-0100	001-5-7320-400-4000
In the amount of \$45.00	

The motion was passed upon the following vote:

VOTE									
Mayor Jay May	X	Yes		No		Abstain		Absent	
Trustee Robert Davis	X	Yes		No		Abstain		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	
VOTE TOTAL:									
	5	Yes	0	No	0	Abstain	0	Absent	
RESULTS	X	PASS					FAIL		

AUDIT BILLS

Motion by Trustee Rule 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:

VOTE									
Mayor Jay May	X	Yes		No		Abstain		Absent	
Trustee Robert Davis	X	Yes		No		Abstain		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	
VOTE TOTAL:									
	5	Yes	0	No	0	Abstain	0	Absent	
RESULTS									
	X	PASS					FAIL		

SCHEDULE PUBLIC HEARING FOR CHANGES IN CHAPTER 64 ZONING

Motion by Trustee Schiener and seconded by Trustee McGarvey to schedule a public hearing on August 16, 2011 regarding the proposed changes to VOA law Chapter 64 Zoning.

The motion was passed upon the following vote:

VOTE									
Mayor Jay May	X	Yes		No		Abstain		Absent	
Trustee Robert Davis	X	Yes		No		Abstain		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	
VOTE TOTAL:									
	5	Yes	0	No	0	Abstain	0	Absent	
RESULTS									
	X	PASS					FAIL		

ADJOURN

There being no further business to come before the Board the meeting duly adjourned at 8:07 pm upon motion by Trustee McGarvey and seconded by Trustee Rule.

Clerk/Treasurer

PURGING INVENTORY FOR VILLAGE OF ARCADE -Board Meeting 7/19/2011

RECORD SERIES DESCRIPTION	RETENTION PERIOD	RECORD BEGIN/ END DATE
EMPLOYEE BENEFIT REGISTER	6	1990-2004
PERIODIC PAYROLL REPORTS NOT INCLUDING DETAIL INFORMATION	6	1990-2004
GENERAL LEDGER-SEWER	6	1956-1983
DAILY WATER LEVEL CHARTS	1	1992-2007
GENERAL LEDGER-WATER	6	1953-1984
DAILY WASTE WATER TREATMENT PLANT LOGS	5	1967-1979
CHECK REGISTERS	6	1989-1993
SEWER, WATER BALANCE SHEET REVENUE CONTROL, BUDGET CONTRON	6	1986-1993
METER READING & BILLING RECORDS WATER & ELECTRIC	6	1984-2004
ELECTRIC METER ORDERS		1/06-8/2006
WATER SAMPLE LAB REPORT	5	1955-1997
SUBJECT FILES, SIDEWALKS STEAM PLANT, WORKERS COMP	6	1920-1975
GENERAL LEDGER, BALANCE SHEET	6	1991-2003

ELECTRIC TROUBLE CALLS & WATER PHONE LOGS	6	1988-2004
TIME SHEETS-LABOR DISTRIBUTION	6	1974-1980
GENERAL FUND, BALANCE SHEET, REVENUE CONTROL, BUDGET CONTROL	6	1983-1986
BUDGET WORK PAPERS	6	1966-1974
CORRESPONDENCE	6	1950-1990
WATER, ELECTRIC BILLING	6	1963-1990
SUBJECT FILE	6	1965-1995
PERIODIC PAYROLL REPORTS, NOT INCLUDING DETAIL INFORMATION	6	1998-2003
PAYROLL-LABOR DISTRIBUTION, TIME SHEETS	6	1974-1989
PAYROLL-LABOR DISTRIBUTION	6	1995-2004
EMPLOYEE TIME SHEETS	6	1944-1952/ 1971-1984
WATER & SEWER BILLING REGISTERS	6	1987-2004
JOURNAL ENTRY REGISTERS	6	1984-2005
SUBSIDIARY LEDGER WATER & SEWER	6	1951-1958
WATER, SEWER, STEAM	6	1929-1961
GENERAL LEDGER	6	1953-1956
SUBSIDIARY LEDGER, WATER, SEWER	6	1953-1956
GENERAL LEDGER	6	1966-1972/1959-1960

SUBSIDIARY LEDGER- ELECTRIC	6	6/1/57-5/31/60 1983-2004
SUBSIDIARY LEDGER	6	6/74-5/76
GENERAL LEDGER	6	1970-71/ 1963-1966
PASNY PURCHASE POWER	6	1960-2004
CORRESPONDENCE-PASNY	6	1965-2004
SUBJECT FILES- PUBLIC WORKS	6	1957-2004
WATER TREATMENT LAB RESULTS	5	1947-2005
APPLICATIONS FOR EMPLOYMENT	6	1979-2004
SUBJECT FILE	6	1946-1990
LABOR DISTRIBUTION	6	1952-1959
TIME SHEETS	6	1971-1981