

The regular meeting of the Village of Arcade (VOA) Board of Trustees, Wyoming County, New York was held on Tuesday, August 2, 2011 at 7:00 pm there were:

PRESENT

Mayor Jay May, Trustee Ken Rule, Trustee Jim McGarvey, Trustee Robert Davis, Superintendent of Public Works Larry Kilburn, Clerk/Treasurer Jennifer Kraft, Police Chief John Laird, Deputy Clerk Treasurer Michelle Karpinski.

ABSENT

Trustee Donna Schiener

ALSO PRESENT

Carole Jones, Ann McDonnell

PLEDGE OF ALLEGIANCE

Mayor May opened the meeting with the Pledge of Allegiance.

LGRMIF RECORDS GRANT UPDATE

Ann McDonnell updated the board regarding the LGRMIF Records Management grant which is offered by the NYS Archives. The current grant is for organizing the paper records and creating an electronic data base. In the final report Ann will recommend converting our critical paper records to microfilm or electronic or both and they should be stored off site. In the future we should consider our need for a secure record storage site. Ann recommends we establish a Records Advisory Board that would establish policies and procedures for records management. Clerk Treasurer Kraft is the Records Management Officer and as such is responsible for all records, including police and court. She should be on the Advisory Board along with two others.

OPEN BID FOR CONCRETE WORK AT COUNTY LINE SUBSTATION

This meeting having been duly advertised to receive bids for concrete work at the County Line Substation, the following bids were received:

NAME AND ADDRESS	AMOUNT
Fisher Concrete 741 Welch Rd Java Center NY 14082	\$49,758
Frontier Concrete Inc PO Box 65 Boston NY 14025-0065	\$11,300
Abrams Brothers	\$14,500

Motion by Trustee McGarvey and seconded by Trustee Rule to turn the bids for the concrete work 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		Yes		No		Abstain	X	Absent
VOTE TOTAL:	4	Yes	0	No	0	Abstain	1	Absent
RESULTS	X	PASS					FAIL	

WORK SESSIONS FOR REVIEWING ZONING LAW

The board agreed to meet on August 9th and August 22nd at 6:00 pm for a maximum of two hours for the purpose of reviewing the current Zoning regulations on signage throughout the Village. The board has requested zoning officer Marv Zielonka attend the meetings.

APPROVE MINUTES

Motion by Trustee McGarvey and seconded by Trustee Davis, the minutes from the regular meeting held on July 19, 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		Yes		No		Abstain	X	Absent	
VOTE TOTAL:									
	4	Yes	0	No	0	Abstain	1	Absent	
RESULTS		X	PASS				FAIL		

ANSWERING SERVICE ISSUES

Chief Laird reported problems with customers calling the Sheriff’s department to report power outages during the last power outage on July 24, 2011. Superintendent of Public Works Kilburn and Clerk Treasurer Kraft will be speaking with the owner of the answering service on Thursday, August 4, 2011 to discuss problems which occur during a power outage.

NO PARKING SIGNS

“No Parking” signs have been ordered for Park Street. There are some concerns regarding the enforcement of the parking rules on Main Street near Doogies and the corner of Park Street.

HOCKEY RINK

Superintendent of Public Works Kilburn obtained pricing from Agens on full color print signs, 2X5 signs will cost approximately \$95 and 3X6 signs will cost approximately \$135, both fully installed. Superintendent of Public Works will contact Justin Tillow, he is in charge of the adult hockey league, to discuss this with him and ask him to attend the meeting on August 9, 2011.

AWARD BID FOR COMPOST SHREDDER

Motion by Trustee Rule and seconded by Trustee McGarvey by to approve, per the recommendation of Superintendent of Public Works Kilburn the bid for the Compost Shredder to Screen Machine Industries in the amount of \$49,280.

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		Yes		No		Abstain	X	Absent	
VOTE TOTAL:									
	4	Yes	0	No	0	Abstain	1	Absent	
RESULTS		X	PASS				FAIL		

PERMISSION TO DESTROY RECORDS

Motion by Mayor May 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		Yes		No		Abstain	X	Absent
VOTE TOTAL:								
	4	Yes	0	No	0	Abstain	1	Absent
RESULTS								
	X	PASS					FAIL	

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 at a cost of \$530. This agreement covers model number 3515M for the period 7/24/2011 through 7/24/2012.

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		Yes		No		Abstain	X	Absent
VOTE TOTAL:								
	4	Yes	0	No	0	Abstain	1	Absent
RESULTS								
	X	PASS					FAIL	

2011 NYCOM FALL TRAINING SCHOOL

Motion by Trustee McGarvey and seconded by Trustee Rule to authorize Clerk Treasurer Kraft to attend the New York Conference of Mayors (NYCOM) Fall Training School in Saratoga Springs, NY. The training will take place September 19, 2011 through September 23, 2011 and will cost \$240 registration fee, \$283.05 per day hotel costs (\$1372.20), and this includes all meals. Clerk/Treasurer Kraft will drive her own vehicle therefore she will be entitled to mileage reimbursement.

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		Yes		No		Abstain	X	Absent
VOTE TOTAL:								
	4	Yes	0	No	0	Abstain	1	Absent
RESULTS								
	X	PASS					FAIL	

ZONING APPLICATION CHANGES

Motion by Trustee McGarvey and seconded by Trustee Rule to change the signature line on the Zoning Compliance Application to the version dated 8/33/2008 thus allowing the applicant to be either the contractor (agent) or the property owner.

This 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		Yes		No		Abstain	X	Absent
VOTE TOTAL:								
	4	Yes	0	No	0	Abstain	1	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		Yes		No		Abstain	X	Absent
VOTE TOTAL:								
	4	Yes	0	No	0	Abstain	1	Absent
RESULTS								
	X	PASS				FAIL		

PEER REVIEW

Mayor May would like to hold performance reviews on the board members, by the board members and the salaried employees. This will take place during a future executive session.

EXECUTIVE SESSION

Motion by Trustee Rule and seconded by Trustee McGarvey to enter into Executive Session at 9:08 pm for the purpose of discussing:

Contract negotiations.

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		Yes		No		Abstain	X	Absent
VOTE TOTAL:								
	4	Yes	0	No	0	Abstain	1	Absent
RESULTS								
	X	PASS				FAIL		

Motion by Trustee Rule and seconded by Trustee McGarvey, the Board exit executive session at 9:46 pm.

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		Yes		No		Abstain	X	Absent
VOTE TOTAL:								
	4	Yes	0	No	0	Abstain	1	Absent
RESULTS								
	X	PASS				FAIL		

ADJOURN

There being no further business to come before the Board the meeting duly adjourned at 9:50 pm upon motion by Mayor May and seconded by Trustee Rule.

Clerk/Treasurer

VENDOR	AMOUNT	VENDOR	AMOUNT
AFLAC NEW YORK	\$ 1,623.46	MARTIN BROS CHEVROLET INC	\$ 64.90
AT&T	\$ 754.29	MAYNARDS ELECTRIC SUPPLY IN	\$ 12,988.54
BANK OF NEW YORK	\$ 2,629.68	MESSINGER'S SALES AND SERVI	\$ 204.60
BEACON EQUIPMENT LEASING	\$ 249.00	MEYERS HOME APPL INC	\$ 11,072.92
BENEFLEX INC	\$ 180.00	MIDLAND ASPHALT MATERIALS I	\$ 4,683.00
BENNETT, DIFILIPPO & KURZHA	\$ 285.50	MILLER, JAMES	\$ 100.00
BLACKBURN MANUFACTURING	\$ 112.86	MOORE MEDICAL, LLC	\$ 384.78
BRASS' SHURFINE	\$ 139.58	NATIONAL FUEL GAS DISTRIB	\$ 20.20
BURTON, BRIAN	\$ 21.76	NATIONAL GRID	\$ 56,464.62
CID DIVISION OF WASTE MANAGE	\$ 9,980.70	NEW HORIZON COMMUNICATIONS	\$ 612.31
CINTAS CORPORATION #782	\$ 282.74	NORTH EAST SCIENTIFIC	\$ 1,729.09
CLARK PATTERSON LEE	\$ 4,200.00	NYS & LOCAL RETIRE SYSTEM	\$ 4,260.86
COLLINS, JOSEPH	\$ 172.50	NYS INCOME TAX	\$ 4,529.65
CRABB OIL & PROPANE INC.	\$ 11,010.57	NYS SALES TAX	\$ 10,741.34
CSEA	\$ 729.68	NYSAMCC INC	\$ 35.00
CSEA BENEFIT UNIT	\$ 1,119.30	O'BRIEN, JONATHAN DBA ACTIV	\$ 1,497.50
CSEA POLICE UNIT	\$ 143.96	OFFICE OF STATE COMPTROLLER	\$ 5,627.25
D & H EXCAVATING INC	\$ 4,020.25	PARKIN, BRIANCA	\$ 100.00
DANNY HEINEMAN & SONS INC	\$ 200.63	PIONEER FORD/MERCURY INC.	\$ 218.81
DELIGHTFULL'S	\$ 155.82	PROLIFT	\$ 350.00
DFT COMMUNICATIONS/SECURITY	\$ 587.15	R.C. FIRE EQUIPMENT INC.	\$ 504.00
EATON OFFICE SUPPLY CO INC	\$ 104.54	S & C ELECTRIC CO.	\$ 76,735.00
EVENFLO COMPANY, INC	\$ 413.95	S & S WORLDWIDE INC.	\$ 216.35
FASTENAL COMPANY	\$ 243.73	SELPHS FIRE SERVICE	\$ 237.25
FIRST REHABILITATION LIFE	\$ 457.60	SOUTER & SONS PRINTING CO	\$ 160.00
FISHER, ELAINE	\$ 100.00	STAPLES ADVANTAGE	\$ 84.60
FRED ROBERTS AUTO PTS INC	\$ 34.73	STUART C IRBY CO	\$ 3,295.99
G/FLRPC	\$ 1,667.23	TECHNICAL ASSISTANCE AND	\$ 5,444.28
GAME TIME	\$ 264.67	THE STRONG	\$ 783.00
GERNATT ASPHALT PRODUCTS, I	\$ 22,245.30	TRACTOR SUPPLY CO	\$ 7.99
GRAINGER, INC.	\$ 667.47	TRI-COUNTY SUPPLY INC	\$ 21.00
HALEY CONCRETE INC	\$ 3,080.00	UNIVAR USA INC.	\$ 1,835.80
HARP SERVICES, INC	\$ 1,804.62	UPSTATE STEEL	\$ 2,156.00
HOLIDAY INN	\$ 765.00	UTZ TIRE SERVICE OF ARCADE,	\$ 1,980.30
INDEPENDENT HEALTH CORP	\$ 28,094.91	VELLANO BROTHERS, INC	\$ 268.83
INDEPENDENT HEALTH PREMIUMS	\$ 25,864.56	VERIZON	\$ 54.38
IRS - FEDERAL PAYROLL TAX PA	\$ 22,728.19	VERIZON COMMUNICATIONS	\$ 35.51
J & S AGEN, INC	\$ 70.00	VERIZON WIRELESS	\$ 794.49
JAMESTOWN SOAP & SOLVENT	\$ 716.87	VILLAGE OF ARCADE	\$ 90.00
JONES, LOIS	\$ 100.00	WESCO DISTRIBUTION INC.	\$ 9,735.78
KENNERLY, AARON, PLS LLC	\$ 1,500.00	WILD SPIRIT EDUCATION	\$ 75.00
KISTNER CONCRETE PROD INC	\$ 2,785.00	WITTMAYER, JO ANN	\$ 100.00
LANDESIGN INC	\$ 1,450.00	WYOMING CO. HEALTH DEPT.	\$ 110.00
LAWSON PRODUCTS, INC.	\$ 350.94	YORKSHIRE BATTERY & TIRE	\$ 10.00
LETCHWORTH STATE PARK	\$ 98.00	ZEE MEDICAL SERVICE CO. #12	\$ 43.80
MAPLE GROVE CORP	\$ 137.00	TOTAL COLUMN 2	\$ 220,464.72
TOTAL COLUMN 1	\$ 154,343.74	OVERALL TOTAL	\$ 374,808.46

PURGING INVENTORY FOR VILLAGE OF ARCADE -Board Meeting 8/2/2011

RECORD SERIES DESCRIPTION	RETENTION PERIOD	RECORD BEGIN/ END DATE
SUBJECT FILE	6	1980-1999
EXCLUSION FOR INDEBTEDNESS SBUSIDIARY LEDGER	6	1988-1999
SUBSIDIARY LEDGER, CLOSED SPEC FUNCTIONS	6	1987-1996
DEED TRANSFER, TENT. TAX ROLL	6	1979-2002
DEED TRANSFER, TENT. TAX ROLL	6	1955-1972
FEDERAL TAX WITHHOLDINGS, SOCIAL SECURITY, QUARTERLY	6	1957-2000
ELECTRONIC DATA PROCESSING	6	09/2010-06/2011
SUBSIDIARY LEDGER, ELEC DATA PROC.	6	1980-2004
TAXI CAB LICENSE, VENDORS, SOLICITORS DUPLICATE COPY OF RECORDS	1	1948-2004
MONTHLY POLICE REPORT, ELECTION NOMINATION, & FINANCING	6	

PURGING INVENTORY FOR VILLAGE OF ARCADE -Board Meeting 8/2/2011

RECORD SERIES DESCRIPTION	RETENTION PERIOD	RECORD BEGIN/ END DATE
GENERAL LEDGER	6	1972-1981
SUBSIDIARY LEDGER, WATER, SEWER	6	1966-1984
GENERAL LEDGER	6	1939-1953
CORRESPONDENCE, CLERK, BOLLAM & SHEEDY	6	1987-2001
CORRESPONDENCE, CLERK	6	1995-2001
COLLECTION LETTERS	6	1993-2003
ELECTRIC DATA PROCESSING	6	2010
EXCLUSION FOR INDEBTEDNESS SUBSIDIARY LEDGER	6	1977-1986
MISC INVOICE BILLING	6	1992-2001
ASSESSOR'S FIELD BOOK	4	1966
INTERMEDIARY FISCAL RECORDS	6	2003-2004
SUBSIDIARY LEDGERS, WATER, SEWER	6	1983-1991
DEPOSIT BOOKS	6	1975-1985
BUDGET PREPARATION FILE	6	1985-2003
APPLICATION FOR PUBLIC PROPERTY	6	2003-2004
SETTLE CLAIMS & BANKRUPTCY PAST DUE BILLS, WATER, ELECTRIC	6	1979-1999