

The annual organization meeting, public hearing and regular meeting of the Village of Arcade Board of Trustees, Wyoming County, New York was held on Tuesday, April 3, 2012 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, Deputy Clerk Michelle Karpinski.

ALSO PRESENT

Carole Jones. Sheri Bell-Beyer, Gillian Moore, Andrew Koerner, Joanne Offers, Lori and Bob Koerner, Brian Lane

PLEDGE OF ALLEGIANCE

Mayor May opened the meeting with the Pledge of Allegiance.

RESIGNATION OF TRUSTEE DAVIS

The Mayor has accepted the resignation of Trustee Robert Davis; he indicated his resignation was due to health reasons.

APPOINTMENT OF TRUSTEE TO FILL VACANCY

Mayor May appointed Andrew Koerner to fill the remaining term of office of Trustee vacated by Robert Davis. His term will expire March 2013.

OATH OF OFFICE TO NEWLY ELECTED OFFICIALS

Justice Sheri Bell-Beyer administered the oath of office to Trustee Donna Schiener, Trustee Ken Rule and Trustee Andrew Koerner.

PUBLIC HEARING –PROPOSED 2012 - 2013 VILLAGE BUDGETS

Mayor May opened the public hearing at 7:04 pm and read the following budget summaries on the proposed 2012-2013 Village budgets:

2012 - 2013 VILLAGE BUDGETS

The budgets for all Village departments for the 2012-13 fiscal year have been thoroughly reviewed by the Village Board. They have been placed on file and are available for public review at the Village of Arcade office, 17 Church Street, Arcade.

The Water **Fund** is balanced at \$569,605 and does not require a rate increase.

The Sewer **Fund** is balanced at \$511,600 and does not require a rate increase.

The Electric **Fund** is balanced at \$7,633,790 and does not require a rate increase

The General **Fund** is balanced at \$2,165,308.

* There is a 2.0% tax rate increase for Village property this year, resulting in an assessed rate of \$13.84 per thousand dollars of assessed valuation as compared to last year's rate of \$13.5691.

The allowable Tax Levy at the 2% Cap is \$1,282,268; our actual Tax Levy as a result of this budget is approximately \$40,000 less at \$1,243,514.64.

Comments regarding the General Fund Budget:

The General Fund covers costs and revenues associated with the Streets and Parks Department, Recreation and Civic Celebrations, Police and Village Justice, Arcade Fire Department and Rescue Squad, as well as the Planning Board and Zoning Board of Appeals. It also covers approximately 25% of the costs associated with the Village Board and Village Office.

- 1 A tax rate increase of 2.0% is required for this year's Budget to close the budget to the various inflation rates published by the Federal Government over the last year. These have been recorded as being between 2.4% and 4.1%.
- 2 We have budgeted for significant sidewalk and roadway repairs. There is funding to complete a sidewalk replacement project on Prospect Street and Allen Street. In addition, we will be repairing sidewalks where we have received complaints.
- 3 The cost of our sidewalk replacement plan requires the work to be spread over several years while staying current on repair complaints. We will continue to budget for the replacement of major sections of sidewalks each year.
- 4 Street mill and pave projects will be completed on Prospect and Allen Streets while slurry seal projects will be undertaken on Maple, Madison and Pearl Streets.
- 5 The Liberty Street parcel purchased by the Village a few years ago will be graded level and the base material for a future parking lot will be installed.
- 6 The Summer Youth Recreation Program, Senior programs and our contribution to the Library are all supported again in this year's budget.
- 7 The Fire and Rescue Squad budget is funded at over \$141,000, including \$58,000 to be placed in the equipment replacement reserve fund for the future purchase of fire truck. An additional \$27,000 is the debt service for the most recently acquired equipment. Roughly two thirds of the total fire and rescue squad budget is paid for by revenues received from the Towns of Arcade and Freedom.
- 8 A new Police Department SUV will be purchased with the use of \$14,000 from the Equipment Replacement reserve fund.
- 9 The Police Chief will be retiring after 30 years of service to the Village and County police forces. Another Chief will be hired from within the existing police force; however that vacated officer spot will not be filled.
- 10 We have \$13,100 in contingency, with the intent of carrying this amount over to help decrease the tax rate the following fiscal year

Comments regarding the Water Fund:

- 1 Revenues from sales have been down about \$24,000 per year and are projected to stay down; therefore cost cutting measures have been put in place
- 2 The Water Department Foreman is retiring after 33 years of service with the Village. Another full time employee will not be hired in this department at this time.
- 3 Time and funding has also been set aside for routine maintenance of the wells, springs and water towers and includes items such as leak detection, miscellaneous meter change outs, exercising main line valves, and the flushing, maintenance, and replacement (where necessary) of fire hydrants.

Comments regarding the Sewer Fund:

- 1 Revenues from sales are down about \$11,000 and are expected to stay that way next year.
- 2 The budget funds the normal day to day operations of the sewer system and the Wastewater Treatment Plant. Resources have been allocated for various replacement and repair projects.
- 3 The sludge composting operation has proven to eliminate the need for and costs associated with hauling sludge to an offsite waste landfill for disposal.
- 4 No major equipment replacement purchases are needed in this department this year, although \$10,000 are set aside to fund the construction of a de-chlorination facility next year
- 5 We will continue to monitor progress and act to protect the rights of Village residents in regards to water and sewer extensions proposed for new Business developments outside the Village. The most significant of these are the Industrial Park proposal located on Rt. 98 North of the Village and a second one located in the southern corner of Erie County in

Chaffee. We will consider how such projects will impact the capacity of our systems and ensure the costs are properly charged to the new users.

Comments regarding the Electric Fund:

- 1 The major project for the Electric Fund is the work associated with construction additional distribution feeders from the recently constructed County Line Substation.
- 2 The Electric Project Coordinator and the Meter Reader are retiring after 41 years and 37 years of service, respectively.
- 3 From the annual Noble/Bliss Wind farm revenues, \$280,000 will be placed into the Equipment Depreciation Reserve
- 4 Other expenditures in the Electric department include the normal maintenance replacement costs for metering equipment, poles, wire, transformers and the miscellaneous line materials that will be needed throughout the year.

In Summary, the Village of Arcade will continue to provide services to residents as it has in the past. Emergency services remain intact, youth and senior activities along with library aide have been funded, streets, sidewalks and our Utility systems continue to be maintained. The activity associated with our Noble Wind Farm's contract has been planned. All utility rates remain as is with no increase and the property tax increase has been kept below 2.7%.

PUBLIC COMMENTS

Joanne Offers inquired as to how many new employees will be hired to replace the four retirees.

Mayor: two new employees in the electric department will be hired.

Robert Koerner: What does this water project in southern Erie County entail?

Larry Kilburn: A developer purchased the old Gernatt Gravel pit in Yorkshire and he has plans to turn that into a commercial business park. The plan includes getting utilities from the Village of Arcade, electric, water and sewer, We want to make plans to get those facilities out there, that does not mean we will do it this year but we want to plan in that direction.

Robert Koerner: The private individual/developer would need to come up with the capitol to extend the utilities?

Larry: Yes either privately or with grant money.

Robert Koerner; Then that would not cost the Village of Arcade anything for the expansion.

Larry Kilburn: That is correct but there are areas we could serve to pick up new customers. To get to the commercial park would be a huge expense that we would not expect to take on.

ADOPT 2012 - 2013 BUDGET

The adoption of the budget will take place at the April 17, 2012 VOA board meeting.

ADJOURN

There being no further questions or comments there was a motion by Trustee McGarvey and seconded by Trustee Rule to close the Public Hearing at 7:17pm.

The motion was passed upon the following vote

VOTE								
Mayor Jay May	X	Yes		No		Abstain	Absent	
Trustee Andrew Koerner	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	
RESULTS		X	PASS				FAIL	

The annual organization meeting of the Village of Arcade Board of Trustees, Wyoming County, New York was held on Tuesday, April 3, 2012 at 7:17 pm. There were:

PRESENT

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

ALSO PRESENT

Sheri Bell-Beyer, Brian Lane, Gillian Moore, Carole Jones

APPOINT DEPUTY MAYOR

In accordance with Village Law §4-400, Mayor May hereby appointed Ken Rule to serve as Deputy Mayor, who will serve in the Mayor's absence or inability to serve. This appointment is not subject to Board approval.

ANNUAL APPOINTMENTS

The following appointments were made by Mayor May:

2012 ANNUAL APPOINTMENTS		DATE TERM EXPIRES
Deputy Mayor	Ken Rule	04/2013
Clerk/Treasurer	Jennifer Kraft	04/2013
Deputy Clerk/Treasurer	Michelle Karpinski	04/2013
Acting Village Justice	Brian Lane	04/2013
Registrar of Vital Statistics	Jennifer Kraft	04/2013
Village Assessors	Jay May	04/2013
	Jim McGarvey	04/2013
Budget Officers	Larry Kilburn	04/2013
	Jennifer Kraft	04/2013
Board of Assessment Review	Jay May	04/2013
	Jim McGarvey	
	XXXXX	
	XXXXX	
Records Access Officer	Jennifer Kraft	04/2013
Zoning Officer	Chris Lexer	04/2013
Enforcement Officer Under the Multiple Residence Law and Assistant Zoning Officer	Larry Kilburn	04/2013
Fair Housing Officer	Jay May	04/2013
Official Depositories	M & T Bank	04/2013
	Bank of Castile	
	Community Bank	

2012 ANNUAL APPOINTMENTS			DATE TERM EXPIRES
	Five Star Bank		
	Chase		
Official Newspaper	Arcade Herald		04/2013
Department Liaisons			04/2013
Beautification Committee	Jim McGarvey		04/2013
Electric	Ken Rule		04/2013
Fire/Ambulance	Andy Koerner		04/2013
Justice	Jay May		04/2013
Office	Jim McGarvey		04/2013
Police	Jay May		04/2013
Recreation Commission	Donna Schiener		04/2013
Sewer	Donna Schiener		04/2013
Streets & Parks	Andy Koerner		04/2013
Town of Arcade	Jim McGarvey		04/2013
Water	Donna Schiener		04/2013
Revitalize Arcade Committee	Jay May		04/2013
	Joanne Offers		04/2013
Health Insurance Committee (one (1) representative nominated by each of the CSEA General Unit and Police Unit and two (2) representatives will work with the Insurance Broker to research and recommend a contract for insurance coverage)	Jay May		04/2013
	Jennifer Kraft		04/2013
Sick Bank Committee (Mayor (or his/her designee), one (1) member of the administrative staff and two (2) representatives from the CSEA)	Jay May		04/2013
	Jennifer Kraft		04/2013
Noble Environmental Negotiation Committee	Jay May		04/2013
	Ken Rule		04/2013
	Larry Kilburn		04/2013
Village Board Regular Meeting Schedule	1st and 3rd Tuesdays of each month @ 7:00pm		04/2013
Planning Board Regular Meeting Schedule	2nd Wednesday of each month @ 7:00pm		
Zoning Board of Appeals Regular Meeting Schedule	3rd Monday of each month @ 7:00pm		
Planning Board Member Appointments (5 year term)	Paul Bijhouwer, Chairman	05/18/2004	04/2015
	Tom Mason	12/04/2007	04/2013
	Rich Kosmerl (temporary)	09/15/2009	04/2014
Zoning Board of Appeals Appointments (5 year term)	Gordon Cramer	04/03/2012	04/2017
	Paul Sanders	04/21/2009	04/2014

Motion by Trustee McGarvey and seconded by Trustee Schiener, the appointments listed above be approved as presented by Mayor May.

The motion was passed upon the following vote

VOTE									
Mayor Jay May	X	Yes		No		Abstain		Absent	
Trustee Andrew Koerner	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		

ESTABLISH NEXT ORGANIZATIONAL MEETING

Mayor May scheduled the next organizational meeting for April 2, 2013.

ADVANCE APPROVAL OF CLAIMS

The following resolution was offered by Mayor May and seconded by Trustee Rule:

RESOLUTION

WHEREAS, pursuant to Village Law §5-524(6), the Board has determined to authorize payment in advance of audit of claims for utility bills, postage, freight, payroll, sales tax, bond debt, authorized travel advance and fees for registration and attendance at pre-approved meetings, conferences, schools, seminars, and workshops, and any other payment deemed necessary with authority of the Clerk/Treasurer; and

WHEREAS, all such claims must be presented at the next regular meeting for audit; and

NOW THEREFORE BE IT RESOLVED, that this resolution is effective immediately.

The motion was passed upon the following vote

VOTE									
Mayor Jay May	X	Yes		No		Abstain		Absent	
Trustee Andrew Koerner	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		

MILEAGE REIMBURSEMENT

The following resolution was offered by Trustee Rule and seconded by Mayor May:

RESOLUTION

WHEREAS, pursuant to Village Law §5-524(7), the Board has determined to pay mileage as reimbursement to officers and employees of the Village who use their personal vehicles while performing their official duties on behalf of the Village.

WHEREAS, the Board approves reimbursement to such officers and employees at the approved IRS business mileage rate in effect at the time of such travel.

NOW THEREFORE BE IT RESOLVED, that this resolution is effective immediately.

VOTE									
Mayor Jay May	X	Yes		No		Abstain		Absent	
Trustee Andy Koerner	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		

ATTENDANCE AT MEETINGS, CONFERENCES, SCHOOLS, SEMINARS, WORKSHOPS

The following resolution was offered by Trustee Schiener and seconded by Trustee McGarvey:

RESOLUTION

WHEREAS, pursuant to General Municipal Law §77-b, the Board has determined that there is to be held during the coming official year meetings, conferences, schools, seminars, workshops; and

WHEREAS, the Board has determined that attendance by the Mayor, Deputy Mayor, Trustees, Superintendent of Public Works, Chief of Police, Police Sergeant, Justice, and Acting Justice, Clerk/Treasurer, and Deputy Clerk/Treasurer to such meetings, conferences, schools, seminars, workshops be necessary for the betterment of the VOA;

WHEREAS, the Board approves travel expenses for such meetings, conferences, schools, seminars, workshops as included in the respective Department budget, are within New York State, are not in excessive of \$200, are not in excessive of one day in duration, and are performed utilizing a cost effective and reasonable method of travel;

WHEREAS, the Board requires that upon return from the meeting, conferences, schools, seminars, workshop a written statement must be made to the Board within thirty (30) days of the meeting, conference, school, seminar, workshop that summarizes what was discussed and demonstrates what was gained by participating in the meeting, conference, school, seminar, workshop.

NOW THEREFORE BE IT RESOLVED, that this resolution shall take effect immediately.

The motion was passed upon the following vote

VOTE								
Mayor Jay May	X	Yes		No		Abstain		Absent
Trustee Andrew Koerner	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 at the annual organizational meeting, the meeting duly adjourned at 7:26 pm upon motion by Trustee McGarvey and seconded by Trustee Koerner.

The motion was passed upon the following vote

VOTE								
Mayor Jay May	X	Yes		No		Abstain		Absent
Trustee Andrew Koerner	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		

The regular meeting of the Village of Arcade Board of Trustees, Wyoming County, New York was held on Tuesday, April 3, 2012 at 7:27 pm there were:

PRESENT

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

ALSO PRESENT

Sheri Bell-Beyer, Brian Lane, Gillian Moore, Carole Jones

ADMINISTER OATH TO ACTING JUSTICE

Justice Sheri Bell-Beyer administered the oath of office to Acting Justice Brian Lane.

REQUEST TO ATTEND TRAINING BY COURT CLERK

Court Clerk Gillian Moore has requested to attend the Southern Tier West Training on May 9, 2012.

Motion by Mayor May and seconded by Trustee McGarvey for Court Clerk Gillian Moore to attend the Southern Tier West Training on May 17, 2012.

The motion was passed upon the following vote

VOTE								
Mayor Jay May	X	Yes		No		Abstain		Absent
Trustee Andrew Koerner		Yes		No	X	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:	4	Yes	0	No	1	Abstain	0	Absent
RESULTS	X	PASS				FAIL		

APPROVE MINUTES

Motion by Trustee McGarvey and seconded by Trustee Schiener, the minutes of the regular meeting dated March 27, 2012 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 Andrew Koerner		Yes		No	X	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:	4	Yes	0	No	1	Abstain	0	Absent
RESULTS	X	PASS				FAIL		

POST POSITION OF SARGEANT

Motion by Trustee McGarvey and seconded by Mayor May to authorize Chief Laird to post the position of Sergeant to fill the vacancy which will occur when Sergeant Biscaro begins his duties as Chief of Police on May 30, 2012. There is not a civil service list at this current time.

The motion was passed upon the following vote

VOTE								
Mayor Jay May	X	Yes		No		Abstain		Absent
Trustee Andrew Koerner	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		

MAIN STREET GRANT UPDATE

Superintendent of Public Works Kilburn gave an update to the board regarding the Main Street Grant. There are two more projects under construction, two projects are out for bid with a date in the future to open the bids, one

project has been withdrawn, there are two more that are nearly ready to go out for bid and two more are obtaining scopes of work. There will be fourteen projects in total. It is believed we will meet the time line

WYOMING COUNTY VILLAGE ASSOCIATION DINNER

Board members were given a copy of the invitation to attend the Wyoming County Village Association dinner, it will be held Monday April 23, 2012 at the Charcoal Corral, Castile NY.

DOOGIE’S SNACK SHACK

Danielle Kopinski sent a proposal for use of the park concession stand again this summer. This will be discussed at the meeting on April 17, 2012.

SOUTHERN TIER WEST WORKSHOP

Clerk/Treasurer Kraft informed the board of the upcoming Southern Tier West Workshop being held May 9, 2012, both the Clerk Treasurer and Deputy Clerk Treasurer will be attending the workshops.

BST AUDIT

Clerk Treasurer Kraft informed the board she has received the engagement letter for services from BST. They will work in the office the week of August 7th. They will not be doing an audit but will be completing the AUD and PSC report.

AUDIT BILLS

Motion by Trustee McGarvey and seconded by Trustee Schiener bills be audited and paid and that the Clerk be granted permission 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 Andrew Koerner	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		

PARK STREET

Trustee Rule discussed a possible water leak or spring under the road on the upper part of Park Street. Superintendent of Public Works Kilburn will have the highway department investigate.

SALE OF PROPERTY

The board requested Clerk/Treasurer Kraft order a one sided 4X6 sign from Agen’s. The sign should state “Commercial Lot For Sale, 4.8 acres, VOA phone number”.

ADJOURN

There being no further business to come before the Board the meeting duly adjourned at 7:54pm upon motion by Trustee McGarvey and seconded by Trustee Rule.

Clerk/Treasurer

VENDOR	AMOUNT
ARCADE HERALD	\$ 55.50
C3-ILEX, LLC	\$ 1,275.00
CID DIVISION OF WASTE MANAGEM	\$ 9,980.70
O'BRIEN, JONATHAN DBA ACTIVE	\$ 1,565.00
SOUTER & SONS PRINTING CO	\$ 160.00
UNITED STATES POSTAL SERVICE	\$ 86.00
VERIZON	\$ 188.65
VERIZON COMMUNICATIONS	\$ 34.99
VERIZON WIRELESS	\$ 645.84
ZEE MEDICAL SERVICE CO. #126	\$ 70.70
TOTAL	14,062.38