

The regular meeting of the Village of Arcade (VOA) Board of Trustees, Wyoming County, New York was held on Tuesday, April 16, 2013 at 7:00 pm there were:

PRESENT

Mayor Jay May, Trustee Ken Rule, Trustee Jim McGarvey, Trustee Donna Schiener Trustee Andrew Koerner, Superintendent of Public Works Larry Kilburn, Police Chief Anthony Biscaro, Deputy Clerk/Treasurer Michelle Karpinski.

ABSENT

Clerk/Treasurer Jennifer Kraft

ALSO PRESENT

Shane Allen, Kristen Krowczynski, Carol Jones

PLEDGE OF ALLEGIANCE

Mayor May opened the meeting with the Pledge of Allegiance.

NORTH STREET DRAINAGE

Shane Allen addressed the board with pictures of his property at 403 North Street and asked the Village to look into additional drainage for North Street. Superintendent of Public Works Kilburn will meet with Highway Foreman Dan Laird to find resolution.

ADOPT 2013-2014 BUDGET

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

RESOLUTION

WHEREAS, the Village Budget Officers prepared the tentative General, Water, Sewer and Electric funds budgets for the fiscal year (FY) commencing June 1, 2013 and ending May 31, 2014; and

WHEREAS, the Board of Trustees have reviewed the tentative budget; and

WHEREAS, the said tentative budget included a columned table of comparative information showing expenditures and revenues of the last completed FY, appropriations and revenues to date for the current FY and recommended appropriations and revenues for the ensuing FY, a budget summary showing the proposed amount to be raised by taxes including the proposed tax rate per 1,000 of assessed value, schedule of estimated cash surplus at the end of 2012-2013 fiscal year, schedule of estimated special reserve funds, schedule of salaries and wages, schedule of debt summary, a 5-year vehicle replacement schedule, and a tax exemption report.

WHEREAS, the said tentative budget was summarily printed and made available for public inspection; and

WHEREAS, the Board of Trustees have met at the time and place specified in the notice of public hearing (April 2,2013) on the tentative budget and opportunity was given to all present to comment upon the same; and

WHEREAS, the Board of Trustees are satisfied that the FY 2013-14 budgets, as proposed, are reasonable, accurate, and adequately represents the revenue and expense projections of each fund.

NOW, THEREFORE BE IT RESOLVED, the Board of Trustees hereby adopts the General, Water, Sewer, and Electric funds budgets and hereinafter stated in the **ADOPTED** column. (A complete copy of the budget is on file in the Village Clerk's Office.)

BE IT FURTHER RESOLVED that it is the express intent of the Board of Trustees that the above budgets shall be adopted and managed by appropriation accounts.

The motion was passed upon the following vote:

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		

APPROVE MINUTES

Motion by Trustee McGarvey and seconded by Trustee Rule, the minutes from the public hearing, annual organizational meeting and regular meeting held on April 2, 2013 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 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		

REVIEW PROCUREMENT POLICY

General Municipal Law §104-b requires municipalities to adopt procurement policies for goods and services which are not required by law to be publicly bid. Accordingly, the procurement policy must be reviewed annually.

Motion by Trustee McGarvey and seconded by Trustee Rule,, the Board reviewed the Procurement Policy, Rev. 6, dated December 4, 2012 and determined that no changes were required at this time.

The motion was passed upon the following vote:

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		

REVIEW FIXED ASSETS CAPITALIZATION THRESHOLD POLICY

Governing boards are required to establish capitalization thresholds that assets must exceed before they are reported in financial statements; hence, the VOA adopted the Fixed Asset Capitalization Threshold Policy. Accordingly, the policy must be reviewed annually.

Motion by Trustee Schiener and seconded by Trustee McGarvey, the Board reviewed the Fixed Asset Capitalization Threshold Policy, Rev. 0, dated November 17, 2009 and determined that no changes were required at this time.

The motion was passed upon the following vote:

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		

ZONING OFFICER SALARY

Motion by Trustee Rule and seconded by Trustee McGarvey to authorize the salary of the Zoning Officer at \$7200.00 per year.

The motion was passed upon the following vote:

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		

ZONING AND PLANNING BOARD MEMBERS SALARY

Motion by Trustee Rule and seconded by Trustee McGarvey to authorize increase of the salary of each Zoning Board and Planning Board member to \$40.00 per meeting attended with the Chairperson receiving \$50.00 per meeting attended.

The motion was passed upon the following vote:

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		

ZONING AND PLANNING BOARD SECRETARY SALARY

Motion by Trustee Rule and seconded by Trustee McGarvey to authorize the increase of the salary of the Zoning and Planning Board secretary to \$3000.00 per year.

The motion was passed upon the following vote:

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		

MAIN STREET TRAFFIC STUDY

The Village received a letter stating the DOT has been pulled off the traffic study because of other projects, they will resume in May 2013.

PROPERTY AT 339 NORTH STREET

Larry was advised by Robert Kutzuba that we have no authority to take any action on the property. We would need to get a County Inspection done. After the inspection we can contact the owner and give a time limit. Then an Architect or Engineer or a Practical Builder would need to do a report on the house. After that has all happened then we can start legal action to get it torn down. The Board agreed to start the process.

CREEK EROSION BEHIND 123 EAST MAIN STREET

Larry is checking on the Creek Project but does not think that the project will include this part of the creek. The Board had a discussion on planting some willow trees along the creek bed to help combat the erosion.

PERMISSION TO DESTROY RECORDS

Motion Trustee McGarvey and seconded by Trustee Schiener to authorize Clerk Treasurer Kraft to destroy the attached list of records in accordance with the NYS MU1 Schedule.

The motion was passed upon the following vote:

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		

FIRE DEPARTMENT MEMBERSHIP

Per a report from Debby Austin-LaCerai, Secretary, membership applications were received from the following individual and will be considered at the AFDs May 2013 meeting:

- Justin Brisely, Arcade NY

Motion by Trustee Schiener and seconded by Trustee McGarvey, 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 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		

AUDIT BILLS

Motion by Mayor May and seconded by Trustee Rule, the Village bills be audited and paid in the amount of \$619,896.06 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 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		

CLERK’S ATTENDANCE AT NYSMFO MEETING

Clerk Treasurer Kraft will be attending a meeting for the New York State Municipal Finance Officers on May 2, 2013 in Owego NY. She was chosen to be a director for the organization and this is one of the meetings she must attend.

Motion by Jay May and seconded by Jim McGarvey to authorize Clerk/ Treasurer Kraft to attend a meeting for New York State Municipal Finance Officers on May 2, 2013.

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		

EXECUTIVE SESSION

Motion by Trustee Rule and seconded by Trustee McGarvey , the Board enter into executive session to discuss the following topic(s) at 8:26 pm:

- Negotiations

The motion was passed upon the following vote:

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		

Motion by Trustee Schiener and seconded by Trustee McGarvey, the Board exit executive session at 9:20 pm.

The motion was passed upon the following vote:

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	

ADJOURN

There being no further business to come before the Board the meeting duly adjourned at 9:20 pm upon motion by Trustee Rule and seconded by Mayor May.

Deputy Clerk/Treasurer

Permission to Destroy Record on April 16, 2013

BOX #	CONTENTS	RETENTION
22	DAILY CASH RECEIPTS 6/06-12/06	6 YEARS
21	DAILY CASH RECEIPTS 6/06-12/06	6 YEARS
46	TROUBLE CALL 2001-2006	6 YEARS
29	JOURNAL ENTRIES 2000-2006	6 YEARS
194	PERIODIC PAYROLL REPORTS 2006-2006	6 YEARS
195	PERIODIC PAYROLL REPORTS 2006-2006	6 YEARS
193	PAYROLL LABOR DISTRIBUTION 2006-2006	6 YEARS
176	TIME SHEETS 2006-2006	6 YEARS
703	ELECTRIC RECEIPTS 9/18/06-11/30/06	6 YEARS
704	ELECTRIC RECEIPTS 12/1/06-2/16/07	6 YEARS
705	ELECTRIC RECEIPTS 2/20/07-2/28/07	6 YEARS
731	MONTHLY BALANCE LEDGER 2005-2006	6 YEARS
732	MONTHLY BALANCE LEDGER 2006-2006	6 YEARS

762	VOUCHER DETAIL REPORT 2006-2006	6 YEARS
791	DEPOSIT SLIPS 2004-2006	6 YEARS
733	PO DETAILED REPORT 2004-2006	6 YEARS
734	PO DETAILED REPORT 2004-2005	6 YEARS
735	PO DETAILED REPORT 2004-2006	6 YEARS
409	GL 2005-2006	6 YEARS
408	GL 2004-2005	6 YEARS
395	UB CORRESPONDENCE 9/06-3/07	6 YEARS
229	WATER & SEWER BILLING 2004-JULY 2006	6 YEARS
245	SUB LEDGER	6 YEARS