

The regular meeting of the Village of Arcade (VOA) Board of Trustees, Wyoming County, New York was held on Tuesday, July 1, 2014 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, Clerk/Treasurer Jennifer Kraft, Deputy Clerk/Treasurer Michelle Karpinski.

ABSENT

Chief Anthony Biscaro

ALSO PRESENT

Gillian Koerner, Carole Jones, Chris Lexer, Sandie Dutton,

PLEDGE OF ALLEGIANCE

Mayor May opened the meeting with the Pledge of Allegiance.

SIDEWALK BIDS

The following bids for sidewalk work were received:

Fisher Concrete 741 Welch Rd Java Center NY 14082	\$3.89 per square foot
Abram Brothers Concrete 3918 Maple Valley Rd Machias NY 14101	\$2.80 per square foot

Upon review and recommendation by Superintendent of Public Works Kilburn a motion was offered by Trustee McGarvey and seconded by Trustee Schiener to award the sidewalk work (not related to the SRTS grant) to Abram Brothers Concrete at a rate of \$2.80 p/sq. ft. Trustee McGarvey requested a pre-construction meeting with at least one board member present, either Trustee McGarvey or Trustee Rule.

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		

COURT CLERK TRAINING

Motion by Mayor May and seconded by Trustee Rule to authorize Court Clerk Gillian Koerner to attend the following trainings:

Potsdam Conference NYSAMCC	July 28 th – July 30 th	No cost to VOA
Annual Conference in Albany	September 28 th – October 1st	Approximately \$1,245.06
Livingston Cty Stop DWI training	July 23rd	Mileage to and from/wages

The motion was passed upon the following vote:

VOTE								
Mayor Jay May	X	Yes		No		Abstain		Absent
Trustee Andy 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		

WYOMING COUNTY MAGISTRATE AND COURT CLERKS MEETINGS

Court Clerk Gillian Koerner requested permission to attend monthly meetings in Warsaw held by the Wyoming County Magistrate and Court Clerks Association. Motion by Trustee McGarvey and seconded by Trustee Schiener to authorize Court Clerk Gillian Koerner to attend the monthly meetings. Travel expenses will be reimbursed if a Village Vehicle is not used.

The motion was passed upon the following vote:

VOTE								
Mayor Jay May	X	Yes		No		Abstain		Absent
Trustee Andy 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		

SUMMER RECREATION STAFF

The following summer recreation staff introduced themselves to the board: Joshua Pierce, Recreation Activities Specialists and Sam Schasel, recreation aide.

APPROVE MINUTES

Motion by Trustee Schiener and seconded by Trustee Koerner, the minutes from the regular meeting held on June 16, 2014 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		Yes		No	X	Abstain		Absent
Trustee Donna Schiener	X	Yes		No		Abstain		Absent
VOTE TOTAL:	4	Yes	0	No	1	Abstain	0	Absent
RESULTS	X	PASS				FAIL		

SALE OF POLICE VEHICLE

Motion by Trustee McGarvey and seconded by Trustee Koerner to authorize the Police Chief Biscaro to advertise the sale of the 2009 Chevrolet Trailblazer.

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		

LABORER POSITIONS

Superintendent of Public Works Kilburn distributed a proposal, for review, to hire two year round laborers that would be used across departments. These employees would be paid by the department they work for. This would spread the work load and train individuals for future openings if appropriate. There will be further discussion at the meeting scheduled for July 15, 2014

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		

HIGHWAY DEPARTMENT LOADER

Superintendent of Public Works Kilburn requested permission to bid the loader for the highway department. Monies for this purchase were budgeted in the current fiscal year. This loader would replace the 2012 John Deere Loader.

Motion by Trustee McGarvey and seconded by Trustee Koerner to authorize Superintendent of Public Works Kilburn to bid the loader for the highway department.

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		

CONTINUATION OF INFILTRATION AND INFLOW (I&I) STUDY

Motion by Trustee McGarvey and seconded by Trustee Rule to authorize Superintendent of Public Works Kilburn to bid for the continuation of the I&I study for the East end of town, approximately 16,000 feet. This study will include all the side roads as well as Main Street. We had budgeted \$30,000 in the current fiscal year budget for this study.

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		

WASTE WATER TREATMENT PLANT (WWTP)

In a letter from the NYS DEC regarding a recent inspection at the Village WWTP it was noted that “the plant continues to be operated and maintained to a high standard.”

FLOW OF TRAFFIC AT VOA PARK

Superintendent of Public Works Kilburn requested a change in the flow of traffic in the VOA Park. The road is not wide enough for two way traffic and it would be too costly to widen the road. The North side is wide enough for two way traffic but the south side is not. The north side would remain two way, the south side would be one way and the road in the middle will be one way going north. New traffic signs will be needed to direct traffic. Police will have to monitor traffic and issue warnings for the next month. This will be discussed further at the July 15, 2014 meeting.

CLEAR CREEK/CATTARAUGUS CREEK STREAMBANK STABILIZATION

Superintendent of Public Works Kilburn met with the engineers from the NYS DEC today. The work on the stream banks has an approximate date to begin in mid to late August.

WAIVE FACILITY USE FEES

Motion by Trustee Mayor May and seconded by Trustee Koerner to authorize Clerk Treasurer Kraft to waive the facility use fee for the Canter for Cancer event to be held at the fire hall on October 18, 2014.

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-LaCerais, Secretary, the following individual was removed from membership:

- Carl Draper
- George Francis
- Roger Hanley
- Jeremy Klever
- Ashley Wheeler

Membership applications were received from the following individual and will be considered at the next AFDs meeting:

- Jake Pearl 11796 Sparks Road Freedom NY
- Joshua Tucker 11472 Rt 98 Sandusky NY
- Chad Becker 12100 County Line Road Arcade NY

The following new members have been voted on:

Jacob Anderson 100 Liberty Street Arcade NY
 Kim Cheimis PO Box 241 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		

PERMISSION TO DESTROY RECORDS

Motion by Trustee Rule and seconded by Mayor May to authorize Clerk Treasurer Kraft to destroy the following records in accordance with the NYS MU1 records retention schedule:

Vehicle records, retention 6 years after sold

Vehicle #16 2001 Chevy Blazer	Sold 4/1/2008
Vehicle #19 1997 Chevy Lumina	Sold 10/24/2007
Vehicle #24 2007 John Deere Loader	Traded 6/1/2008
Vehicle #78 2000 Chevy Pickup	Sold 6/5/2008
Vehicle #712 1994 Chevy Pickup	Sold 6/5/2008

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		

SAFETY DEPOSIT BOX

Clerk Treasurer Kraft would like to rent a safety deposit box with M&T Bank for the purpose of storage of the backup hard drive for the server as well as records that are on DVD's. Clerk Treasurer Kraft as well as Deputy Clerk Treasurer Karpinski would have rights to the safety deposit box. The annual cost would be \$105 which will automatically be deducted from the VOA operating checking account.

Motion by Trustee Schiener and seconded by Mayor May to authorize Clerk Treasurer Kraft to rent a safety deposit box with M&T bank at an annual cost of \$105 which will be automatically deducted from the VOA operating checking account. Clerk Treasurer Kraft and Deputy Clerk Treasurer Karpinski will be authorized signers for the safety deposit box.

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		

VOA CERIFICATE OF DEPOSIT (CD)

M&T informed Clerk Treasurer Kraft that the VOA CD that is currently with M&T Bank needs new signers. Motion by Trustee McGarvey and seconded by Trustee Rule to authorize the Clerk Treasurer and the Mayor be the authorized signers on the VOA certificate of deposit and requests two signers on all transactions.

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		

FY 2013-2014 BUDGET AMENDMENT

Motion by Mayor May and seconded by Trustee Schiener, the FY 2013-2014 budget be amended as follows:

Increase Water Administration Department line item for consultants due to the cost of the engineering for the water line expansion. Revenues have not been received to date to cover these costs. (attached)

INCREASE REVENUE	INCREASE EXPENDITURE
	005-5-8310-400-4220 Consultants
In the amount of \$18,873	

Increase Water Inter-fund Transfer line and increase Water Retirement Payout lines (funds from Emp Acc Liability reserve)

INCREASE REVENUE	INCREASE EXPENDITURE
005-4-5031-0103	005-5-9089-800-8006 (2,205)
	005-5-9089-800-8004 (944.40)
In the amount of \$3149.40	

Increase Sewer Inter-fund Transfer line and increase Sewer Retirement Payout lines (funds from Emp Acc Liability reserve)

INCREASE REVENUE	INCREASE EXPENDITURE
006-4-5031-0103	006-5-9089-800-8006 (2,205)
	006-5-9089-800-8004 (944.40)
In the amount of \$3149.40	

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		

FY 2013-2014 BUDGET ADJUSTMENTS

Motion by Trustee McGarvey and seconded by Trustee Rule, the budget adjustments be approved as presented by the Clerk/Treasurer.

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 Schiener, the Village bills be audited and paid in the amount of \$403,910.57 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		

EXECUTIVE SESSION

Motion by Trustee McGarvey and seconded by Trustee Schiener, the Board enter into executive session to discuss the following topic(s) at 8:06pm:

- Proposed acquisition, sale or lease of real property

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 McGarvey and seconded by Trustee Rule, the Board exit executive session at 8:33pm.

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 8:35pm upon motion by Mayor May and seconded by Trustee Schiener.

Clerk/Treasurer

7-07-2014 2:56 PM

BUDGET ADJUSTMENT REGISTER

PAGE:

PACKET: 00182-BUDGET AMENDMENT 5/31/2014

BUDGET CODE: CB-Current Budget

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE	

Budget Adj. # 000421								
005 5-8310-400-4220	5/31/2014	BOARD DIRECTIVE CONSULTANTS	18,873.00	6,930.00	0.00	25,803.00	1,081.49	

Budget Adj. # 000422								
005 4-5031-0103	5/31/2014	PER BOARD DIRECTIVE INTERFUND TRANSFER: EAL RES	3,149.40	0.00	0.00	3,149.40-	3,149.40-	
005 5-9089-800-8006	5/31/2014	PER BOARD DIRECTIVE SICK ACCRUAL PAYOUT	2,205.00	0.00	623.02	2,828.02	0.00	
005 5-9089-800-8004	5/31/2014	PER BOARD DIRECTIVE RETIREMENT VAC PAYOUT	944.40	0.00	0.00	944.40	623.02	

Budget Adj. # 000423								
006 4-5031-0103	5/31/2014	PER BOARD DIRECTIVE INTERFUND TRANSFER: EAL RESERVE	3,149.40	0.00	0.00	3,149.40-	3,149.40-	
006 5-9089-800-8006	5/31/2014	PER BOARD DIRECTIVE RETIREMENT-SICK PAYOUT	2,205.00	0.00	2,123.02	4,328.02	1,500.00	
006 5-9089-800-8004	5/31/2014	PER BOARD DIRECTIVE RETIREMENT-VAC PAYOUT	944.40	0.00	0.00	944.40	623.02	
						TOTAL NO. ADJUSTMENTS--REVENUE:	2	6,298.80
						TOTAL NO. ADJUSTMENTS--EXPENSE:	5	25,171.80
						TOTAL IN PACKET--		31,470.60

*** NO WARNINGS ***

*** NO ERRORS ***

*** END OF REPORT ***