

The regular meeting of the Village of Arcade (VOA) Board of Trustees, Wyoming County, New York was held on Tuesday, December 15, 2015 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, Police Chief Anthony Biscaro, Deputy Clerk/Treasurer Michelle Karpinski.

**ALSO PRESENT**

Bill Snyder, Dan Laird, Carole Jones, Jace Drennan, Steve Pinter

**PLEDGE OF ALLEGIANCE**

Mayor May opened the meeting with the Pledge of Allegiance.

**NATIONAL FUEL GAS**

Bill Snyder, District Manager of National Fuel, discussed the street opening permit process. National Fuel is asking for the board to waive the deposit requirement and permit process that is currently in place for street openings within the Village limits. Bill has pledged his accessibility going forward with any issues that may arise now or in the future with construction projects. Bill has signed off on the requisition that will pay for the repairs the VOA had to complete in the municipal parking lot; we can expect payment within two weeks. The Mayor expressed his dismay over the handling of the issues in the municipal parking lot when repairs needed to be made. He explained the process we went through over the summer and how difficult National Fuel was to work with. Bill assured the VOA board that in the future they can expect phone calls to be returned and mitigating actions to take place in a timely fashion. The Mayor or Superintendent of Public Works Kilburn will contact Bill with the board's decision.

**APPROVE MINUTES**

Motion by Trustee Rule and seconded by Trustee Koerner, the minutes from the regular meeting held on December 1, 2015 be approved as presented by Clerk/Treasurer Kraft.

The motion was passed upon the following vote:

<b>VOTE</b>								
Mayor Jay May	X	Yes		No		Abstain		Absent
Trustee Andy Koerner	X	Yes		No		Abstain		Absent
Trustee Jim McGarvey		Yes		No	X	Abstain		Absent
Trustee Ken Rule	X	Yes		No		Abstain		Absent
Trustee Donna Schiener		Yes		No	X	Abstain		Absent
<b>VOTE TOTAL:</b>								
	3	Yes	0	No	2	Abstain	0	Absent
<b>RESULTS</b>		<b>X PASS</b>			<b>FAIL</b>			

**PARKING ISSUES**

The Mayor expressed concern with parking across the sidewalks. With winter approaching he felt this presents a problem for plowing of the sidewalks. We will post a message on our Facebook page and the website reminding motorists to not block the sidewalks.

**LOCAL LAW CHAPTER 55 STREETS, SIDEWALKS AND OTHER MUNICIPAL OWNED PROPERTIES**

Superintendent of Public Works Kilburn reviewed the proposed changes to wording in section 55-10, D. Deposit. The new wording clarifies the timing of the inspection, as well as the time frame for any necessary repairs, and the return of the deposit. The wording was also changed in section 55-11, A. General which places the responsibility on the permittee to bare all costs of any restoration work, including paving. The board requested further clarification and review at the next meeting.

**HIGHWAY DEPARTMENT LOADER**

Per a report by Superintendent of Public Works Kilburn the VOA has an opportunity to trade in the highway departments existing loader and pay \$2,836 for a new 2016 Case Loader through state contract with Monroe Tractor. The anticipated cost for a similar transaction next year will go from \$2,800 to \$25,000. This deal will only be good until the end of this calendar year.

Motion by Trustee McGarvey and seconded by Trustee Schiener to authorize the trade in of the 2014 John Deere loader for a 2016 Case Loader at a cost of \$2,836.

The motion was passed upon the following vote:

<b>VOTE</b>								
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
<b>VOTE TOTAL:</b>								
	5	Yes	0	No	0	Abstain	0	Absent
<b>RESULTS</b>		<b>X</b>	<b>PASS</b>				<b>FAIL</b>	

**WATER DEPARTMENT PURCHASE OF CUBE VAN**

Superintendent of Public Works Kilburn discussed the bid that has been received for the purchase of a cube van for the water department. There was concern regarding the weight of the truck and the ability to haul the sewer jet when necessary. Superintendent of Public Works Kilburn will look into this further and the purchase will be discussed at the next meeting.

**HYBRID BUCKET TRUCK**

Superintendent of Public Works Kilburn further discussed the hybrid bucket truck. Despite the higher costs associated with the purchase of a hybrid there would be a savings in fuel costs as fuel consumption should decrease because once on sight the engine shuts down. This would result in fewer oil changes and also there will be less hours on the engine which would result in extended life of the engine. A concern of the board is the engine will outlast the body of the truck and suggested a fiberglass body. Steve Pinter stated a steel body is better than a fiberglass, which could be an alternative, but with the conditions they work under he feels the steel will hold up better. There is an opportunity through this program to purchase one large and one small hybrid bucket truck. The cost would be paid for through the PPA rate. The board may consider using some funds from the Equipment Replacement Reserve (ERR) as a down payment and any funds received from the sale of the old equipment would be put back in the ERR. Superintendent of Public Works Kilburn will find out the value of the old bucket truck and calculate the cost of the payment with a down payment for both the large and small bucket trucks. The board will discuss this topic further at the next meeting.

**DISPOSITION OF ELECTRIC DEPT 2010 FORD F150**

Motion by Trustee McGarvey and seconded by Trustee Rule to allow the general fund to purchase the electric department's 2010 F250 for \$8,000.

The motion was passed upon the following vote:

<b>VOTE</b>								
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
<b>VOTE TOTAL:</b>								
	5	Yes	0	No	0	Abstain	0	Absent
<b>RESULTS</b>		<b>X</b>	<b>PASS</b>				<b>FAIL</b>	

**DECLARE EQUIPMENT AS SURPLUS**

Motion by Trustee McGarvey and seconded by Trustee Schiener to declare the highway department's 2006 Chevrolet Silverado as surplus equipment and it is to be bid out locally for sale.

The motion was passed upon the following vote:

<b>VOTE</b>								
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
<b>VOTE TOTAL:</b>								
	5	Yes	0	No	0	Abstain	0	Absent
<b>RESULTS</b>		<b>X</b>	<b>PASS</b>				<b>FAIL</b>	

**TOWN OF YORKSHIRE SIDEWALK PLOWING**

The Town of Yorkshire approached the VOA regarding plowing of the new sidewalks on Rt. 39 from Old Olean Road to Route 16. We currently plow to Old Olean Road for the school. The new sidewalks will require a small loader to clear the sidewalks. The cost would be \$2,800 per month with an additional \$200 for a blade. We would rent the equipment for two months with an option to continue on a weekly basis or monthly basis depending on the weather. The VOA would also have use for this equipment. At the present time we do have shared services between the VOA and the Town of Yorkshire with equipment usage and the plowing of the sidewalks would be a shared service as we will have access to an excavator and a roller when we need them.

Motion by Mayor May and seconded by Trustee McGarvey to plow the sidewalks for the Town of Yorkshire furthering our shared services with the Town.

The motion was passed upon the following vote:

<b>VOTE</b>									
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	
<b>VOTE TOTAL:</b>	5	Yes	0	No	0	Abstain	0	Absent	
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>					<b>FAIL</b>		

**WATER TRANSMISSION LINE LOSS CURTAILMENT**

Superintendent of Public Works Kilburn reported that water loss has been reduced to 12% versus the 35-40% losses prior to the new transmission line.

**GRANTS RECEIVED**

Superintendent of Public Works Kilburn reported the Village has been awarded two grants towards the cost of the WWTP plant expansion; a \$500,000 grant from the Empire State Development Grants Program and a \$1,100,000 grant. We also received \$117,000 towards the Inflow and Infiltration project. The remainder of the costs of the project will be paid with a no interest loan through Environmental Facilities Corporation.

**SCHEDULE BUDGET WORKSESSIONS**

The board scheduled the budget work sessions for January and February. We will meet Tuesday January 12<sup>th</sup> and Monday January 25<sup>th</sup> and Tuesday February 9<sup>th</sup> and Monday February 22<sup>nd</sup> from 6:00 to 8:00 pm in Village board room. The public is welcome.

**VILLAGE BROCHURE**

Clerk/Treasurer Kraft handed out a draft of a brochure that will be handed out to new utility customers or those wishing additional information regarding the Village and local services. The board will review and discuss at the next board meeting.

**CREDIT CARD AGREEMENT**

Motion by Trustee Koerner and seconded by Trustee Rule to authorize the Mayor to sign the credit card agreement between the Village of Arcade and Hamer Enterprises.

The motion was passed upon the following vote:

<b>VOTE</b>									
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	
<b>VOTE TOTAL:</b>	5	Yes	0	No	0	Abstain	0	Absent	
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>					<b>FAIL</b>		

**PERMISSION TO DESTROY RECORDS**

Motion by Trustee Schiener and seconded by Trustee Koerner to authorize Clerk Treasurer Kraft to destroy the following records in accordance with NYS MU1 schedule, they are all WWTP records:

The following all have a retention period of 0 after no longer needed:

- Daily worksheet – 1989 – 2010
- Flow charts – 1990-2004
- Flow readings 1990 – 2004
- Chain of custody

Old equipment files: 1996 Ford Tractor and 1991-92 Comminuter Gas Chlorinator – retention of 6 years after sale of equipment

The motion was passed upon the following vote:

<b>VOTE</b>									
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	
<b>VOTE TOTAL:</b>	5	Yes	0	No	0	Abstain	0	Absent	
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>					<b>FAIL</b>		

**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 Rule and seconded by Trustee Koerner, 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:

<b>VOTE</b>									
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	
<b>VOTE TOTAL:</b>	5	Yes	0	No	0	Abstain	0	Absent	
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>					<b>FAIL</b>		

**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 Rule 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:

<b>VOTE</b>								
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
<b>VOTE TOTAL:</b>								
	5	Yes	0	No	0	Abstain	0	Absent
<b>RESULTS</b>								
	X	<b>PASS</b>				<b>FAIL</b>		

**FY 2015-2016 BUDGET AMENDMENT**

Motion by Trustee Koerner and seconded by Trustee Schiener, the FY 2015-2016 budget be amended as follows because a donation has been received from Noco for the police department as “ a token of appreciation for your continued cooperation and support in protecting our property located at 472 West Main Street, Arcade” in the amount of \$100.00. The police department also received a donation from TPI Arcade Inc. in the amount of \$500.00.

<b>INCREASE REVENUE</b>		<b>INCREASE EXPENDITURE</b>	
001-4-2705-0100	\$600.00	001-5-3120-200-2000	\$100
		001-5-3120-400-4030	\$500

The motion was passed upon the following vote:

<b>VOTE</b>								
Mayor Jay May		Yes		No	X	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
<b>VOTE TOTAL:</b>								
	3	Yes	0	No	2	Abstain	0	Absent
<b>RESULTS</b>								
	X	<b>PASS</b>				<b>FAIL</b>		

Motion by Trustee McGarvey and seconded by Trustee Rule, the FY 2015-2016 budget be amended as follows because funds have been received by NYS Department of Homeland Security in the amount of \$6,191.62 for the state share of expenses incurred during the 2014 snowstorm.

<b>INCREASE REVENUE</b>		<b>INCREASE EXPENDITURE</b>	
001-4-3389-0100	\$6,191.62	001-5-5110-200-2000	\$6,191.62

The motion was passed upon the following vote:

<b>VOTE</b>								
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
<b>VOTE TOTAL:</b>								
	5	Yes	0	No	0	Abstain	0	Absent
<b>RESULTS</b>								
	X	<b>PASS</b>				<b>FAIL</b>		

**AUDIT BILLS**

Motion by Trustee McGarvey and seconded by Trustee Schiener, the Village bills be audited and paid in the amount of \$610,779.52 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:

<b>VOTE</b>									
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	
<b>VOTE TOTAL:</b>	5	Yes	0	No	0	Abstain	0	Absent	
<b>RESULTS</b>	X	<b>PASS</b>					<b>FAIL</b>		

**REPORTS RECEIVED**

The following reports were received, reviewed, and placed on file:

- None.

**ADJOURN**

There being no further business to come before the Board the meeting duly adjourned at 9:27 pm upon motion by Trustee McGarvey and seconded by Trustee Rule.

---

Clerk/Treasurer

VENDOR	AMOUNT	VENDOR	AMOUNT
CATT CO DSS	\$ 1,175.00	LARRY ROMANCE & SON INC.	\$ 31.50
ABBOTT ANSWERING 581 LLC	\$ 119.95	LEXISNEXIS RISK DATA MGMT I	\$ 50.00
ALTEC INDUSTRIES INC	\$ 4,053.67	MARTIN BROS CHEVROLET INC	\$ 220.50
ARCADE AREA CHAMBER	\$ 50.00	MEUA - MUNICIPAL ELECTRIC U	\$ 11,095.00
ARCADE LUMBER & MILLWORK	\$ 155.28	NATIONAL FUEL GAS DISTRIB	\$ 453.16
ARCADE POSTMASTER	\$ 1,799.30	NEW HORIZON COMMUNICATIONS	\$ 722.08
ARCADE POSTMASTER	\$ 243.96	NEW YORK STATE DEFERRED COM	\$ 2,336.56
ATTICA ACE HARDWARE	\$ 25.98	NGT CORPORATION	\$ 845.00
ATTICA AUTO SUPPLY	\$ 39.46	NOCO ENERGY CORP	\$ 1,461.71
BELL-BEYER, SHERI	\$ 30.98	NORTHERN SAFETY CO. INC.	\$ 27.78
BIJHOUWER, PAUL	\$ 250.00	NY PLANNING FEDERATION	\$ 250.00
BLUE COLLAR WORKWEAR	\$ 1,616.40	NYS & LOCAL RETIRE SYSTEM	\$ 384,322.00
BOYLES MOTOR SALES INC	\$ 160.51	NYS INCOME TAX	\$ 3,519.52
BRASS' SHURFINE	\$ 100.17	O'BRIEN, JONATHAN	\$ 2,415.00
C & G ELECTRICAL SUPPLY	\$ 814.31	OFFICE OF STATE COMPTROLLER	\$ 9,748.25
CATTARAUGUS COUNTY MAGISTRA	\$ 15.00	PIERCE MANUFACTURING, INC	\$ 59,897.50
CHURCHVILLE FIRE EQUIPMENT	\$ 300.00	PIONEER FORD INC.	\$ 682.86
CID DIVISION OF WASTE MANAGE	\$ 9,041.67	QUILL CORP	\$ 346.03
CID-DIV WASTE MANAGEMENT	\$ 169.99	RUSTKOTE, LLC	\$ 1,830.00
CINTAS CORPORATION #782	\$ 83.55	SANDERS, PAUL	\$ 40.00
CONNOR, FRANCIS S.	\$ 86.00	SAUBER MANUFACTURING CO	\$ 60.77
CSEA	\$ 700.44	SCHNITZLER, ANDREW	\$ 120.00
CSEA POLICE UNIT	\$ 153.83	SECURITY INVESTORS GROUP IN	\$ 310.00
CURR A/C ELECTRIC	\$ 7,478.22	SNYDER, JEFFREY	\$ 50.00
CURR A/C SEWER	\$ 7,819.63	SONNER, MICHAEL JR.	\$ 40.00
CURR A/C WATER	\$ 669.79	SOUTER, ROBERT A	\$ 275.00
DANNY HEINEMAN & SONS INC	\$ 27.00	SOUTHWORTH-MILTON INC.	\$ 527.24
EIGENBROD, DOUGLAS	\$ 40.00	STAPLES ADVANTAGE	\$ 102.57
ERIE CO DSS	\$ 400.00	STUART C IRBY CO	\$ 227.50
FASTENAL COMPANY	\$ 238.08	SUTTELL, DONALD	\$ 160.00
FELBER, AARON	\$ 80.00	TIFCO INDUSTRIES	\$ 434.67
FIBER INSTRUMENT SALES, INC	\$ 1,644.63	TIME WARNER CABLE	\$ 175.99
GRAINGER	\$ 457.16	TOMPKINS INSURANCE AGENCIES	\$ 305.00
HODGSON RUSS LLP	\$ 5,551.57	UNITED UNIFORM CO INC	\$ 81.78
HODGSON RUSS LLP	\$ 17,650.43	UPS	\$ 20.40
IEEP:IND ENERGY EFF PROG	\$ 10,174.81	VERIZON	\$ 146.57
IRS - FEDRAL PAYROLL TAX PA	\$ 19,382.53	VILLAGE OF ARCADE	\$ 90.00
KANDEY CO, INC	\$ 3,395.00	WEBSTER FORD INC	\$ 26,352.34
KARPINSKI, MICHELLE	\$ 160.00	WILLEY WELL DRILLING INC	\$ 162.37
KOSMERL, RICHARD	\$ 200.00	WYOMING CO DSS	\$ 2,800.00
KRAFT, JENNIFER	\$ 251.45	WYOMING COUNTY SHERIFF	\$ 242.55
L&R ROLL-OFF, INC.	\$ 196.00	ZIMMER AUTO PARTS & SALES I	\$ 798.57
<b>Column Total</b>	<b>\$ 97,001.75</b>	<b>Column Total</b>	<b>\$ 513,777.77</b>
		<b>Grand Total</b>	<b>\$ 610,779.52</b>