

The regular meeting of the Village of Arcade (VOA) Board of Trustees, Wyoming County, New York was held on Tuesday, October 3, 2017 at 7:00 pm there were:

PRESENT

Mayor Jay May, 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, Trustee Ken Rule

ALSO PRESENT

Connie Barclay, Dan Meyers

PLEDGE OF ALLEGIANCE

Mayor May opened the meeting with the Pledge of Allegiance.

PUBLIC HEARING LOCAL LAW 34 PARKING

Mayor May opened the public hearing to hear comments from citizens regarding the proposed changes to Chapter 34, Parking.

The Mayor explained the proposed changes were to add two handicapped parking spaces on the west side of Church Street, just south of the southernmost school entrance.

Resident Dan Meyers asked if the handicapped spots can be used by the Village of Arcade customers. Chief Biscaro pointed out that while anyone with a handicapped tag could use the handicapped parking on the street, there is a handicapped parking space located on the side of the Village building in the parking lot.

There being no further comments or concerns the public hearing was closed per a motion by Trustee McGarvey and seconded by Trustee Koerner at 7:04 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		Yes		No		Abstain	X	Absent	
Trustee Donna Schiener	X	Yes		No		Abstain		Absent	
VOTE TOTAL:	4	Yes	0	No	0	Abstain	1	Absent	
RESULTS	X	PASS					FAIL		

ADOPT LOCAL LAW CHAPTER 34 PARKING

Motion by Trustee Koerner and seconded by Trustee Schiener to adopt Local Law Chapter 34, Parking with the proposed changes.

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

EMERGENCY BROADCAST SYSTEM REQUEST

VOA resident Constance Barclay approached the Board to discuss the possibility of implementing an emergency broadcast system for the Village. Chief Biscaro will check with the Wyoming County Emergency Services director, Tony Santoro, and see what the possibilities are to make something like this available.

POLICY REVIEW, CALLOUT, CONFIDENTIALITY, PHYSICAL PROTECTION AND SAFE DRIVING

The Board was given suggested changes to the policies for their review and recommendation.

CALLOUT POLICY

The Board recommended the fee schedule be removed from the policy but the wording describing the calculation of the fees should remain within the policy.

CONFIDENTIALITY POLICY

The Board recommended the wording regarding the access to cabinets, section 4.2.2 and 4.2.3, be removed as the wording is outdated. Also, the wording regarding Required Reading will be removed as well.

PHYSICAL PROTECTION POLICY

This is a policy that was just written in the spring 2017. The policy was necessary to comply with NERC policy. No changes were necessary at this time.

SAFE DRIVING

The Board approved the deletion of the wording regarding Required Reading. Otherwise there were no recommended changes to this policy.

APPROVE MINUTES

Motion by Trustee McGarvey and seconded by Trustee Schiener, the minutes from the regular meeting held on September 19, 2017 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		Abstain	X	Absent
Trustee Donna Schiener	X	Yes		No		Abstain		Absent
VOTE TOTAL:	4	Yes	0	No	0	Abstain	1	Absent
RESULTS	X	PASS					FAIL	

VOA PARK TRAFFIC CONTROL PROPOSAL

Chief Biscaro discussed the possibility of changing the two way traffic pattern in the VOA Park to a one way traffic pattern. The Chief distributed a map of the proposed traffic flow pattern. The road will remain two-way traffic in front of the basketball court and as far as the main parking area for the regulation diamond. The rest of the roadway would become one way. A law would have to be written so that the traffic pattern can be enforced. This will be discussed further at the next meeting.

FIRE CONTRACTS

Motion by Trustee Schiener and seconded by Trustee McGarvey to accept the fire contract amounts as presented. Town of Arcade \$76,682, Town of Freedom \$46,889 and Village of Arcade \$86,604. This contract includes an additional \$10,000 for air pack purchases.

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

PROJECT UPDATE

Superintendent of Public Works Kilburn updated the Board on various projects.

The upper reservoir is painted.

The WWTP expansion is moving along. The snow guards are being installed, and the contractors do have the punch list. The top side has been hydro-seeded. Paving is to begin next week. The SCADA system will be operational some time in November. We are still waiting for a letter from the engineer regarding the trusses so that some items on the punch list can be completed.

The installation of the playground equipment is in progress.

Regarding the electric rate increase, we received \$268,000 out of the \$395,000 that we requested.

RES Wind Farm project is still in progress, Invenergy pulled out on their project.

Solar Liberty has submitted a grant request to NYPA regarding a solar energy farm. There are some contractual issues to be resolved.

At the Industrial Park Substation the old fencing has been removed and the new fence will be installed.

The skid steer (electric department) is still being repaired. The valve required to repair it is \$4,300. This does not include the labor. We have not budgeted in this year to purchase a new one.

PERMISSION TO DESTROY RECORDS

Motion by Trustee Schiener and seconded by Trustee Koerner to authorize Deputy Clerk Treasurer Karpinski to destroy the following records in accordance with NYS MU1:

DESCRIPTION	RETENTION	BOX #/FILE
Electric Receipts 6/2011-8/2011	6 years	0729
Insurance Folders 6/2010-5/2011	6 years	Folder
Veh #715 2002 John Deere Tractor Traded 5/2011	6 years	Folder
Veh #63 2009 JCB Loader Traded 9/30/2011	6 years	Folder
Veh #24 2010 John Deere Loader Traded 7/2011	6 years	Folder
Veh #22 1999 Freightliner Dump Sold 9/2011	6 years	Folder
2009 Bicycle Safety Grant	6 years	Folder
2009 BUNY Grant	6 years	Folder
2010 DWI Grant	6 years	Folder
2009 Firefighters Grant	6 years	Folder
2010 STEP Grant	6 years	Folder
2011 STEP Grant	6 years	Folder
2009 JCap Grant	6 years	Folder
2010 JCap Grant	6 years	Folder
2008 Main St Corridor Study Grant	6 years	Folder
2008-09 Safety Training Grant	6 years	Folder
2009-10 Safety Training Grant	6 years	Folder
2010-11 Safety Training Grant	6 years	Folder
2007-2010 Court Audit Checklist	6 years	Folder

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

CANCELLATION OF DEBT

Motion by Trustee Koerner and seconded by Trustee McGarvey to authorize the cancellation of the following debt:

NAME	ACCOUNT NUMBER	AMOUNT	REASON
Ressler, Savannah	03-08200-03	\$48.51	Past Statute
TOTAL		\$48.51	

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

AUTHORIZE MAYOR TO SIGN LETTER OF SUPPORT VILLAGE OF SPRINVILLE

The Springville VFD is seeking a Certificate of Need, through the NYS Department of Health Bureau of EMS and the regional EMS council to obtain the authority to operate an Advanced Life Support ambulance service in Springville. As part of the certification process they must have letters of support.

Motion by Trustee Koerner and seconded by Trustee McGarvey to authorize Mayor May to sign a letter of support on behalf of the Village of Arcade for the Springville Volunteer Fire 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		Yes		No		Abstain	X	Absent	
Trustee Donna Schiener	X	Yes		No		Abstain		Absent	
VOTE TOTAL:									
	4	Yes	0	No	0	Abstain	1	Absent	
RESULTS									
	X	PASS					FAIL		

HIRE PLANNING/ZONING SECRETARY (CORRECTED)

The following motion supersedes the original motion as the effective date was not stated.

Motion by Trustee Schiener and seconded by Trustee McGarvey to hire Michelle Karpinski as the Planning/Zoning Board Secretary at an annual salary of \$3,200 to be paid quarterly with an effective date of 10/01/2017.

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

FY 2017-2018 BUDGET AMENDMENT

Motion by Trustee Schiener and seconded by Trustee Koerner, the FY 2017-2018 budget be amended as follows because funds have been received from the Arts Council for Wyoming County for Music Mondays.

INCREASE REVENUE	INCREASE EXPENDITURE
001-4-2089-0100	001-5-7550-400-4001
In the amount of \$1,290.00	

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 Koerner, the FY 2017-2018 budget be amended as follows because funds have been received from the Youth Together Organization to offset the bus expenses for the summer recreation program.

INCREASE REVENUE	INCREASE EXPENDITURE
001-4-2705-0100	001-5-7320-400-4000
In the amount of \$1,000.00	

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

Motion by Trustee McGarvey and seconded by Trustee Schiener, the FY 2017-2018 budget be amended as follows because grant funds have been received from the State of New York Department of Labor for Safety Training.

INCREASE REVENUE	INCREASE EXPENDITURE
001-4-3089-0131 \$ 1280.50	001-5-5110-400-4050 \$ 1280.50
005-4-3089-0103 \$ 512.20	005-5-8340-400-4050 \$ 512.50
006-4-3089-0103 \$ 512.20	006-5-8130-400-4050 \$ 512.50
007-4-3089-0102 \$ 2817.10	007-5-0785-100-4050 \$ 2817.50
Total amount of \$5,122.00	

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

PERMISSION TO ATTEND MEUA CONFERENCE

Motion by Trustee Koerner and seconded by Trustee McGarvey to authorize Clerk Treasurer Jennifer Kraft to attend the MEUA Accounting and Finance Workshop held in Syracuse NY on October 18-19, 2017. The total cost is \$203.00, which includes lodging and registration.

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

AUDIT CAPITAL PROJECT INVOICES

Motion by Mayor May and seconded by Trustee McGarvey the Village Capital Project bills be audited and paid in the amount of \$3,535.60 and that the Clerk be authorized to submit bills to Environmental Facilities Corporation (EFC) for payment via the funding for the WWTP Expansion.

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		Abstain	X	Absent	
Trustee Donna Schiener	X	Yes		No		Abstain		Absent	
VOTE TOTAL:									
	4	Yes	0	No	0	Abstain	1	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 \$439,042.32 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		Yes		No		Abstain	X	Absent	
Trustee Donna Schiener	X	Yes		No		Abstain		Absent	
VOTE TOTAL:									
	4	Yes	0	No	0	Abstain	1	Absent	
RESULTS									
	X	PASS					FAIL		

EXECUTIVE SESSION

Motion by Trustee McGarvey and seconded by Trustee Koerner, the Board enter into executive session to discuss the following topic(s) at 8:38 pm:

- Contract Negotiations
- Personal History of a Particular Employee
- Sale, Lease or Acquisition 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		Yes		No		Abstain	X	Absent
Trustee Donna Schiener	X	Yes		No		Abstain		Absent
VOTE TOTAL:								
	4	Yes	0	No	0	Abstain	1	Absent
RESULTS		X	PASS				FAIL	

Motion by Trustee Schiener and seconded by Trustee Koerner, the Board exit executive session at 9:10 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		Yes		No		Abstain	X	Absent
Trustee Donna Schiener	X	Yes		No		Abstain		Absent
VOTE TOTAL:								
	4	Yes	0	No	0	Abstain	1	Absent
RESULTS		X	PASS				FAIL	

REPORTS RECEIVED

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

- Revenue/Expense General, Water, Sewer and Electric

ADJOURN

There being no further business to come before the Board the meeting duly adjourned at 9:12 pm upon motion by Trustee McGarvey and seconded by Trustee Koerner.

Deputy Clerk/Treasurer

VENDOR	AMOUNT	VENDOR	AMOUNT
21ST CENTURY ELECTRONICS	\$ 892.48	KRAFT, JENNIFER	\$ 319.42
534 SARATOGA BROADWAY LP	\$ 895.00	LAMB & WEBSTER	\$ 327.19
697 WEST MAIN ST LLC	\$ 600.00	LARRY ROMANCE & SON INC.	\$ 537.74
AFLAC NEW YORK	\$ 2,146.92	MARCOS PIZZA & SUBS	\$ 26.37
AMI INVESTMENTS LLC	\$ 192.75	MAY, JAY	\$ 329.07
ATTICA AUTO SUPPLY	\$ 316.18	NEW YORK STATE DEFERRED COMPEN	\$ 2,534.81
AUTOMOTIVE ALLEY INC	\$ 110.50	NGT CORPORATION	\$ 930.00
BENEFLEX INC	\$ 180.00	NOCO ENERGY CORP	\$ 2,116.35
BENNET'S SEALCOATING & MORE	\$ 5,650.00	NYMPA	\$ 65.00
BLUE COLLAR WORKWEAR	\$ 4,936.50	NYS & LOCAL RETIRE SYSTEM	\$ 5,492.96
BST & CO. CPAS, LLP	\$ 1,500.00	NYS CHILD SPRT PROCESSING	\$ 500.46
CID DIVISION OF WASTE MANAGEMEN	\$ 9,394.30	NYS DEC	\$ 2,000.00
CINTAS CORPORATION #782	\$ 26.16	NYS DEPT OF LABOR/COMMISSIONER	\$ 909.00
CLARK PATTERSON LEE	\$ 6,596.00	NYS INCOME TAX	\$ 3,705.13
CLARK PATTERSON LEE	\$ 800.00	NYS SALES TAX	\$ 8,286.34
CSEA	\$ 671.35	OFFICE OF STATE COMPTROLLER	\$ 6,547.25
CSEA BENEFIT UNIT	\$ 1,068.18	OFFICIAL PAYMENTS CORP	\$ 250.00
CSEA POLICE UNIT	\$ 144.85	OUTSOURCE RECEIVABLES MGMT INC	\$ 96.00
DUNN TIRE LLC	\$ 1,883.62	S.D. MYERS INC	\$ 4,443.00
FORBES, KELLY J.	\$ 115.00	SJB SERVICES INC	\$ 3,795.00
FREEDOM FARM AND TRUCK TIRE IN	\$ 260.00	SOUTER, ROBERT A	\$ 1,850.00
GERWITZ & MCNEIL ELECTRIC INC	\$ 68,751.12	TOMPKINS INSURANCE AGENCIES IN	\$ 23,915.00
GLOW YMCA INC	\$ 655.00	TRACTOR SUPPLY CREDIT PLAN	\$ 346.96
HAMPTON INN & SUITES	\$ 312.00	UPS	\$ 18.56
INDEPENDENT HEALTH	\$ 33,574.45	VERIZON WIRELESS	\$ 674.28
IN-SITU, INC.	\$ 3,789.26	VILLAGE OF ARCADE	\$ 90.00
IRS - FEDRAL PAYROLL TAX PAYME	\$ 20,940.05	WARD & KUTZUBA	\$ 70,000.00
KEY BANK	\$ 1,189.82	WILSON, RAYMOND D.	\$ 37.50
KILBURN, LARRY	\$ 49.79	WIND-SUN CONSTRUCTION, INC	\$ 129,928.16
		ZEBRA PAINT STRIPING INC	\$ 1,329.49
	COLUMN TOTAL \$ 167,641.28		COLUMN TOTAL \$ 271,401.04
			GRAND TOTAL \$ 439,042.32