

The regular meeting of the Village of Arcade (VOA) Board of Trustees, Wyoming County, New York was held on Tuesday, January 2, 2018 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

Carole Jones, Mike McElheny, Todd Wittmeyer, Jace Drennan, Dan Meyers

PLEDGE OF ALLEGIANCE

Mayor May opened the meeting with the Pledge of Allegiance.

APPROVE MINUTES

Motion by Trustee McGarvey and seconded by Trustee Koerner, the minutes from the regular meeting held on December 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	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 DRUG FREE WORKPLACE POLICY

A revised policy was given to the Board for review. The policy would be renamed to Alcohol and Drug Free Workplace Policy. The changes include adding alcohol throughout the policy in conjunction with the existing wording for drug use. The Board will review and make recommendations at the next meeting.

ACCEPT CHANGES TO DRUG AND ALCOHOL TESTING POLICY

Motion by Trustee Rule and seconded by Trustee McGarvey to accept the proposed changes, as discussed at the December 19, 2017 meeting, to the Drug and Alcohol Testing Policy. The proposed changes update the names of the drugs that are listed in the policy.

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		

SECTION 3 PARTICIPATION PLAN POLICY

This policy is a requirement when applying for a Community Development Block Grant (CDBG) in excess of \$200,000. Since the Prestolite grant will be more than \$200,000 the VOA Board must accept the policy. The Board will review the policy and make a recommendation at the next meeting.

UPDATE SULLIVAN AVENUE GARAGE FIRE

Superintendent of Public Works Kilburn updated the Board on the Sullivan Avenue Garage Fire. There has not been much progress as of late. There is considerable documentation to review regarding the repair/replacement of the building. The final inventory count has not been received. There has not been a date for re-scheduling the inspection of the truck. The original inspection was cancelled due to inclement weather. The digger derrick and the small bucket truck that we will be renting from Altec have not arrived. The two bucket trucks that we have rented are currently not working properly, a mechanic is due out to repair them. The backhoe has been at the local factory authorized dealer for over a month and the work has not begun. Apparently, the parts are in but they are having difficulty getting to the work. One of the three big bucket trucks have been cleaned and is ready to be towed to the Altec facility in Plains PA.

SCHEDULE BUDGET MEETINGS

Motion by Trustee Schiener and seconded by Trustee Koerner to schedule budget meetings for the discussion and preparation of the 2018-19 fiscal year budget. The meetings will held from 6:00 pm to 8:00 pm each Tuesday when a regular Board meeting is not held. Any other dates will be determined as needed.

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		

FINAL RAILROAD CEILING

Clerk Treasurer Kraft notified the board the Notice of Final Railroad Ceiling was received with an amount of \$224,125 for the 2018 tax year. This is an increase of 7.9%.

AUTHORIZE MAYOR TO SIGN ENGAGEMENT LETTER WITH HODGSON RUSS LLP

Motion by Trustee Rule and seconded by Trustee McGarvey to authorize the Mayor to sign the engagement letter between the Village of Arcade and Hodgson Russ LLP for professional services as bond counsel to the Village for the \$435,320 sewer system – Inflow & Infiltration Reduction Project. The estimated fees will not exceed \$15,000.

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 Schiener and seconded by Trustee McGarvey to authorize Clerk Treasurer Kraft to destroy the following records in accordance with NYS MU 1:

DESCRIPTION	RETENTION	BOX #
Daily Reports 6/2011-11/2011	6 years	823
BUNY Grant 2011	6 years	NA
Child Passenger Safety Grant 2011	6 years	NA
Records Inventory Grant 2010	6 years	NA
Park Expansion Grant 2008	6 years	NA
Garbage Contracts 1976-1996	6 years	NA

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		

CANCELLATION OF DEBT

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

NAME	ACCOUNT NUMBER	AMOUNT	REASON
Balsano, Joseph	08-13831-03	\$ 68.51	Deceased
Sherlock, Karminn	08-17900-04	\$ 76.61	Deceased
Tidd, Robert	16-01000-08	\$ 49.03	Deceased
Wojtulski, Anna	16-23200-08	\$ 33.79	Past Statute
	TOTAL	\$227.94	

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 2017-2018 BUDGET AMENDMENT

Motion by Trustee Schiener and seconded by Trustee McGarvey, the FY 2017-2018 budget be amended as follows because funds have been received from DASNY, Senator Gallivan's grant.

INCREASE REVENUE	INCREASE EXPENDITURE
001-4-3089-0133	001-5-7140-200-2000
Park Grants	Playground Equipment
In the amount of \$65,000	

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 CAPITAL PROJECT INVOICES

Motion by Trustee Rule and seconded by Trustee McGarvey the Village Capital Project bills be audited and paid in the amount of \$1,901.69 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	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 Trustee McGarvey and seconded by Trustee Rule, the Village bills be audited and paid in the amount of \$136,231.24 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 Rule, the Board enter into executive session to discuss the following topic(s) at 8:10pm:

- Employment 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	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 Rule and seconded by Trustee McGarvey, the Board exit executive session at 8:45 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		

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 8:45 pm upon motion by Trustee Rule and seconded by Trustee McGarvey.

Clerk/Treasurer

VENDOR	AMOUNT	VENDOR	AMOUNT
21ST CENTURY ELECTRONICS	\$ 69.96	JOHN SIXT & SON, INC.	\$ 916.59
21ST CENTURY ELECTRONICS	\$ 9.98	KEY BANK	\$ 168.29
ADMAR SUPPLY COMPANY, INC	\$ 1,902.50	MACHIAS OUTDOORS - MICHAEL	\$ 189.99
AFLAC NEW YORK	\$ 2,116.38	MONROE TRACTOR & IMP CO IN	\$ 308.00
AMI INVESTMENTS LLC	\$ 192.75	MUNICIPAL SOLUTIONS, INC	\$ 175.00
ARCADE LUMBER & MILLWORK	\$ 1,120.79	NEW YORK STATE DEFERRED CO	\$ 2,534.81
ATTICA AUTO SUPPLY	\$ 22.06	NGT CORPORATION	\$ 930.00
AUTOMOTIVE ALLEY INC	\$ 5,446.13	NOCO ENERGY CORP	\$ 2,737.87
AUTOZONE	\$ 50.94	NYCOM	\$ 25.00
BRASS' SHURFINE	\$ 47.46	NYS & LOCAL RETIRE SYSTEM	\$ 3,572.97
C & G ELECTRICAL SUPPLY	\$ 675.05	NYS CHILD SPRT PROCESSING	\$ 500.46
CID DIVISION OF WASTE MANAG	\$ 9,394.30	NYS INCOME TAX	\$ 3,899.99
CINTAS CORPORATION #782	\$ 52.32	NYS SALES TAX	\$ 8,761.86
CLARK PATTERSON LEE	\$ 2,000.00	O'BRIEN, JONATHAN	\$ 2,385.00
CLARK PATTERSON LEE	\$ 3,298.00	PIONEER FORD INC.	\$ 666.84
CONNOR, FRANCIS S.	\$ 172.00	RAILROAD MANAGEMENT COMPAN	\$ 499.55
COUNTRY LINE SUPPLY LLC	\$ 331.19	RICHARD-CIN SIGNS & SAFETY	\$ 86.25
CSEA	\$ 671.35	SJB SERVICES INC	\$ 330.00
CSEA BENEFIT UNIT	\$ 1,068.18	SOUTER, ROBERT A	\$ 275.00
CSEA POLICE UNIT	\$ 144.85	STAPLES CONTRACT & COMMERC	\$ 337.61
DANNY HEINEMAN & SONS INC	\$ 22.25	STAPLES CONTRACT & COMMERC	\$ 72.40
FASTENAL COMPANY	\$ 188.92	TIFCO INDUSTRIES	\$ 307.15
FLETCH-AIR SYSTEMS, INC.	\$ 201.95	TIME WARNER CABLE	\$ 120.17
GLOBAL RENTAL COMPANY INC	\$ 5,800.00	TOMPKINS INSURANCE AGENCIE	\$ 1,524.00
HALEY CONCRETE INC	\$ 321.00	VALLEY FAB & EQUIPMENT INC	\$ 11,513.59
INDEPENDENT HEALTH	\$ 32,690.91	VERIZON WIRELESS	\$ 655.73
IRS - FEDRAL PAYROLL TAX P	\$ 21,878.83	VILLAGE OF ARCADE	\$ 90.00
ITRON, INC.	\$ 1,040.19	WEF MEMBERSHIP	\$ 210.00
J & S AGEN, INC	\$ 315.00	WILSON, RAYMOND D.	\$ 135.00
JIM'S EQUIPMENT REPAIR INC	\$ 431.88	ZUECH'S ENVIRONMENTAL SRVC	\$ 625.00
COLUMN TOTAL	\$ 91,677.12	COLUMN TOTAL	\$ 44,554.12
		GRANT TOTAL	\$ 136,231.24