

The regular meeting of the Village of Arcade (VOA) Board of Trustees, Wyoming County, New York was held on Tuesday, December 4, 2018 at 7:00 pm there were:

PRESENT

Mayor Jay May, Trustee Jim McGarvey, Trustee Donna Schiener Trustee Andrew Koerner, Clerk/Treasurer Jennifer Kraft, Police Chief Anthony Biscaro, Deputy Clerk/Treasurer Michelle Karpinski.

ABSENT

Trustee Ken Rule, Superintendent of Public Works Kilburn

ALSO PRESENT

Jared Benkelman, Sandie Dutton, Judy Hanes

PLEDGE OF ALLEGIANCE

Mayor May opened the meeting with the Pledge of Allegiance.

BID OPENING PARK RESTROOM

The following bids were received for the VOA restroom at the park:

CONTRACTOR	BID AMOUNT
Rosecroft Property Maintenance LLC 24 Randolph Ave Cheektowaga NY 14211	
Hoffman Construction 8835 Hunters Creek Rd Holland NY 14080	
Pleasant Valley Construction Pleasant Valley Rd Delevan NY 14042	
Beechler Construction Couriers Rd Java Center NY 14082	

Due to an improper delay in opening the bids on the original bid opening date all bids will be rejected without opening them and held until March 5, 2019 at which time they will be opened and read. All contractors of the above mentioned bids have been notified. The bid will be posted once again in the local paper.

Motion by Trustee Koerner and seconded by Trustee Schiener to acknowledge the bid opening will be postponed until the regular meeting held on March 5, 2019.

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	

APPROVE MINUTES

Motion by Trustee McGarvey and seconded by Trustee Koerner, the minutes from the regular meeting held on February 5, 2019 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		

APPROVE MINUTES

Motion by Trustee Schiener and seconded by Trustee Koerner the minutes from the regular meeting held on February 12, 2019 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		

SCHOOL RESOURCE OFFICER (SRO) UPDATE

Officer Benkelman offered information on his job as the School Resource Officer (SRO) at the Arcade Elementary School. His main roles are law enforcement and safety, mentoring and education. He has worked on parking plans for events that involve many community members in an effort to alleviate congestion and it has resulted in positive outcomes. He monitors the arrival and dismissal of the students as well as making sure the hallways, grounds and classrooms are secure. He is on the School Safety Committee as well as the Positive Behavior Intervention and Support Committee (PBIS). Officer Benkelman also mentors a group of boys each week ranging from kindergarten to fourth grade. As part of his safety duties he holds classroom safety presentations on general safety (crossing the street, guns and bullying), bus safety, bike safety and internet safety.

The Mayor thanked him for his presentation and mentioned he has only heard positive comments on his role as SRO.

AUTHORIZE MAYOR TO SIGN MUNICIPAL SOLUTIONS AGREEMENT

Motion by Trustee McGarvey and seconded by Trustee Koerner to authorize the Mayor to sign the proposed agreement with Municipal Solutions in connection with the Sanitary Sewer Phase 2B project. The total revised fee is estimated to be \$10,000, a decrease of \$10,000. The decrease is due to the fact Municipal Solutions will be subcontracting with Clark Patterson Lee to assist in meeting their MWBE goal with EFC for this project.

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 CHANGE ORDER #4 SANITARY SEWER PROJECT PHASE 2A

Motion by Schiener and seconded by Trustee McGarvey to authorize the Mayor to sign Change Order #4 for the Sanitary Sewer Rehabilitation Phase 2A project. The change order is for Contract A – General Construction

Contract, contactor United Survey, Inc. The description is a final quantity adjustment decreasing the original contract price by \$53,184.83.

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 DESTROY RECORDS

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

DESCRIPTION	RETENTION	BOX #
NYS Community Projects Grant Folder 1/2012	6 years	Folder
Correspondence 2012	6 years	Folder
PPA Adj 2012	6 years	Folder
Expired FSA Plan Documents/Reports	6 years	Folder
Gas/Diesel Tickers 2009-2011	6 years	
Court Payts to State Comptroller 6/1/06-5/31/12	6 years	
Utility Tax Payts 1/1/2011 – 12/31/2012	6 years	
Vendor/Solicitors Permits 6/2010 – 5/2011	6 years	
AP Payroll Register 1/2012 – 12/2012	6 years	
Overheads 1/2012 – 12/2012	6 years	
Sales Tax 1/2011 – 12/2011	6 years	
Bank of Castile CD records 2000 -2005	6 years	
CD Registers 1994-1995	6 years	
Junk Vehicle Violations 1992-1997	6 years	
Zoning Violation Letters 1992-1997	6 years	
Handicap Permits Apps expiring prior to 12/31/15	3 years	
Temp Handicap Permit Apps expiring prior to 12/31/15	3 years	
Employee Personnel Records Beiersdorf, Bethany Beyer, John Graham, Christopher Hagner, Mary Ann Heineman, Holden Russell, Blake	Permanent Scanned to Filebound	

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 McGarvey and seconded by Trustee Koerner the Village Capital Project bills be audited and paid in the amount of \$34,254.22.

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 \$866,791.31 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		

CLEAN-UP ARCADE DAY

Trustee Schiener reported Clean-Up Arcade Day will be May 4, 2019. In conjunction with the clean-up there will be a chicken barbeque with the proceeds to benefit Music Mondays. The Village did not receive the grant to cover those costs this year.

EXECUTIVE SESSION

Motion by Trustee McGarvey and seconded by Trustee Schiener, the Board enter into executive session to discuss the following topic(s) at 7:30 pm:

- Employment History of a Particular Employee

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 seconded by Trustee Schiener for the Board to exit executive session at 7:34 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 7:35 pm upon motion by Trustee McGarvey and seconded by Trustee Schiener.

Clerk/Treasurer

VENDOR	AMOUNT	VENDOR	AMOUNT
21ST CENTURY ELECTRONICS	\$ 19.99	MAPLE GROVE ENTERPRISES	\$ 495.00
ACE-TEX ENTERPRISES INC	\$ 145.00	MUNICIPAL SOLUTIONS, INC	\$ 3,007.70
ACTIVE IT DESIGN, LLC	\$ 2,540.00	NATIONAL FUEL	\$ 325.51
AFLAC NEW YORK	\$ 1,962.82	NATIONAL FUEL	\$ 19.31
AIRCRAFT DYNAMICS CORP	\$ 1,262.66	NATIONAL GRID	\$ 133,995.56
AIRGAS, INC	\$ 339.26	NEW HORIZON COMMUNICATIONS	\$ 727.98
ALTEC INDUSTRIES INC	\$ 5,689.48	NEW YORK STATE DEFERRED COM	\$ 2,861.05
AQUA SMART	\$ 150.50	NOCO ENERGY CORP	\$ 3,321.10
ARCADE HERALD	\$ 146.98	NYMPA	\$ 487,801.00
ARCADE LUMBER & MILLWORK	\$ 1,135.00	NYS & LOCAL RETIRE SYSTEM	\$ 4,119.69
AUTOMOTIVE ALLEY INC	\$ 1,254.23	NYS CHILD SPRT PROCESSING	\$ 500.46
AUTOZONE	\$ 51.96	NYS DEPT OF PUBLIC SERVICE	\$ 10,625.14
BATES, SCOTT	\$ 45.00	NYS INCOME TAX	\$ 3,989.65
BRASS' SHURFINE	\$ 100.56	NYS MAGISTRATES ASSOCIATION	\$ 80.00
C & G ELECTRICAL SUPPLY	\$ 584.15	OSEA INC	\$ 1,000.00
CINTAS CORPORATION #782	\$ 78.45	OUTSOURCE RECEIVABLES MGMT	\$ 140.00
CLARK PATTERSON LEE	\$ 5,992.60	PIONEER FORD INC.	\$ 119.48
CONNOR, FRANCIS S.	\$ 500.00	POLLARD WATER	\$ 486.22
CSEA	\$ 731.32	R.S. MAHER & SON, INC	\$ 31.28
CSEA BENEFIT UNIT	\$ 1,214.15	RICHARD-CIN SIGNS & SAFETY	\$ 190.00
CSEA POLICE UNIT	\$ 191.01	SATCHELL, JASON M	\$ 45.00
CURR A/C ELECTRIC	\$ 8,061.71	SECURITY INVESTORS GROUP IN	\$ 731.95
CURR A/C SEWER	\$ 182.14	SHARP ELECTRONICS CORPORATI	\$ 99.49
CURR A/C WATER	\$ 2,613.39	SIMAR, VICKI L.	\$ 246.69
DECKMAN OIL CO INC	\$ 1,568.56	SPARTAN WAREHOUSE CORP	\$ 318.72
DEPOSITORY TRUST AND CLEARI	\$ 58,075.00	SS DIESEL & AUTO LLC	\$ 147.84
DRENNAN, JACE	\$ 45.00	STAPLES CONTRACT & COMMERC	\$ 326.61
FIVE STAR EQUIPMENT INC	\$ 233.73	STATE INUDSTRAL PRODUCTS	\$ 408.09
FLEET MAINTENANCE INC	\$ 20.00	SZABO, LOUIS	\$ 45.00
GEORGE, JASON	\$ 45.00	TECHNICAL ASSISTANCE AND	\$ 3,348.20
GRAINGER	\$ 3,026.06	THE HOLE WORKS	\$ 15.00
GRAYBAR ELECTRIC	\$ 3,809.95	TIFCO INDUSTRIES	\$ 272.89
HODGSON RUSS LLP	\$ 521.15	TIME WARNER CABLE	\$ 248.06
HULL ELECTRIC, INC	\$ 4,315.52	TOMPKINS CARDMEMBER SERVICE	\$ 585.60
IIEP:IND ENERGY EFF PROG	\$ 16,486.86	TOMPKINS INSURANCE AGENCIES	\$ 534.00
INDEPENDENT HEALTH	\$ 36,382.44	TRI-COUNTY SUPPLY INC	\$ 449.95
IRS - FEDRAL PAYROLL TAX PA	\$ 21,051.78	TYLER TECHNOLOGIES INC	\$ 21,273.78
JOHN & MARY'S	\$ 188.63	UHTEG, TIM	\$ 45.00
JOHN SIXT & SON, INC.	\$ 1,093.41	VILLAGE OF ARCADE	\$ 90.00
KENT, JUSTIN G.	\$ 45.00	VILLAGE OF ARCADE	\$ 583.26
LEXISNEXIS RISK DATA MGMT I	\$ 50.00	WORKPLACE HEALTH SERVICES	\$ 50.00
LINDSLEY, BRANDON	\$ 45.00	WYOMING COUNTY DEPT OF HEAL	\$ 84.00
MAILFINANCE INC	\$ 157.44	YUHNKE, MARK	\$ 112.80
COLUMN TOTAL	\$ 182,152.89	ZIMMER AUTO PARTS & SALES I	\$ 740.36
		COLUMN TOTAL	\$ 684,638.42
		GRAND TOTAL	\$ 866,791.31