

The regular meeting of the Village of Arcade (VOA) Board of Trustees, Wyoming County, New York was held on Tuesday, September 1, 2020 at 7:00 pm there were:

PRESENT VIA ZOOM

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 VIA ZOOM

Judy Hanes, Jace Drennan, Mike McElheny, Elwyn Roll

PLEDGE OF ALLEGIANCE

Mayor May opened the meeting with the Pledge of Allegiance.

APPROVE MINUTES

Motion by Trustee Koerner and seconded by Trustee Rule, the minutes from the regular meeting held on August 4, 2020 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		Yes		No	X	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		

APPROVE MINUTES

Motion by Trustee McGarvey and seconded by Trustee Schiener, the minutes from the regular meeting held on August 18, 2020 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		Yes		No	X	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:	3	Yes	0	No	2	Abstain	0	Absent
RESULTS	X	PASS				FAIL		

RESERVES

The Mayor and the Board discussed various options regarding the current reserves and the potential to create new reserves or increase funding to the existing reserves. Trustee Schiener suggested saving funds to be available to pay for a year of training for the individual that will be replacing SPW Kilburn when he retires. The Board also suggested additional funds for the Employee Accrued Liability Reserve.

LEXIPOL PROPOSAL

Lexipol has prepared a proposal for the Police Department for a customized policy/procedure management package that is web based. The company prepares and maintains policies/procedures that are up to date and legally defensible. The policies/procedures are updated with any new legislation that is enacted. The package also provides for training of employees to ensure understanding and enforcement of the policies. The initial cost is \$10,535 for the implementation of the policies and \$4,200 for the manual and training bulletins.

Motion by Trustee McGarvey and seconded by Trustee Schiener to authorize the Mayor to enter into an agreement with Lexipol for the development and training of policies/procedures for the Police Department, not to exceed \$14,735 for the first year.

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 McGarvey to authorize the cancellation of the following debt:

NAME	ACCOUNT NUMBER	AMOUNT	REASON
J Blasdel-De-Jesus	03-12450-02-0	\$ 39.46	Past Statute
Shawn Evelo	01-03000-08-0	\$ 94.32	Past Statute
Donna Gilbert	05-26800-02-0	\$ 100.00	Past Statute
Robert Martinec	08-15010-04	\$ 79.12	Deceased
Joanne Mondo	05-04600-13-0	\$ 31.38	Past Statute
Keith Spencer	09-11200-07-0	\$ 970.19	Past Statute
Gregory Starke	08-32000-06	\$ 87.87	Past Statute
	TOTAL	\$1,402.34	

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

AUTHORIZATION TO DESTROY RECORDS

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

DESCRIPTION	RETENTION	BOX #
Special P/R 10/2008-12/2013	6 years	Folder
Court Payts 2013-2014	6 years	Folder
Vendor Solicitor Permits 2013, 2014	6 years	Folder
Daily Reports April 2014 through July 2014	6 years	0840
Electric Receipts July 2014 through August 2014	6 years	0841
Utility Billing January 2014 through June 2014	6 years	0862
Utility Medical Forms 2007-20012	6 years	Folder
Handicap Permit Forms 2017 or previous	3 years	Folder
Water Production Reports 2014 or previous	5 years	Folder
Water Daily Test Reports 2014 or previous	5 years	Folder
WWTP SPDES Permit 2013 and previous	6 years	Folder
WWTP Discharge Monitoring Reports 2012 and 2013	6 years	Folder
WWTP DMRQA Reports 2013 and previous	6 years	Folder
WWTP De-Chlorination Report 2012	6 years	Folder
WWTP Biosolids Composting Reports 2014 and previous	5 years	Folder
Informational Copies	0 after no longer needed	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	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 Chris Lester, Fire Chief, the following individuals either resigned or were terminated from membership:

- Andy Koerner
- Caila Riethmiller
- Tom Kohlhagen
- Lane Buffum
- Kayla Buffum

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		

FY 2020-2021 BUDGET AMENDMENT

Motion by Trustee Rule and seconded by Trustee Schiener, the FY 2020-2021 budget be amended as follows, see attached:

- Purchase orders expenses and income from fund balance from the prior fiscal year
- Grant funds received by the Police Department to cover expenses for DWI patrol.

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		

USE OF FACILITY DISCUSSION

The Board received a request for use of the cabin for a group that has used the cabin weekly for years. The Board previously determined the facilities would stay closed at least until January 2021, they will continue to enforce this decision.

AUDIT BILLS

Motion by Trustee McGarvey and seconded by Trustee Koerner, the Village bills be audited and paid in the amount of \$409,089.47 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		

FINAL MEETING TRUSTEE MCGARVEY

This was the final meeting for Trustee McGarvey due to his resignation. There will be a special election held on September 15, 2020 to fill this vacancy. Trustee McGarvey thanked the Board for all of their hard work and expressed gratitude for all this current Board has accomplished. Mayor May and the other Trustees thanked Trustee McGarvey for his time and effort while he was on the Board.

EXECUTIVE SESSION

Motion by Trustee Rule and seconded by Trustee McGarvey, the Board enter into executive session to discuss the following topic(s) at 8:11 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	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 Koerner, the Board exit executive session at 8:31 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 8:33 pm upon motion by Trustee McGarvey and seconded by Trustee Schiener.

Clerk/Treasurer

9-02-2020 9:35 AM

BUDGET ADJUSTMENT REGISTER

PAGE: 1

PACKET: 00413-BUDGET AMEND PRIOR FY POS

BUDGET CODE: CB-Current Budget

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

001 5-3410-400-4400	9/01/2020	BUDG AMEND PRIOR FY INSPECTION DEPT: FIRE DEPARTMENT	5,000.00	5,000.00	0.00	10,000.00	5,000.00
001 5-1330-400-4160	9/01/2020	BUDG AMEND PRIOR FY ADVERTISING/NOTICES DEPT: TAX COLLECTOR	24.00	100.00	0.00	124.00	98.16
001 5-3410-400-4360	9/01/2020	BUDG AMEND PRIOR FY BLDG MAINT/MATERIALS DEPT: FIRE DEPARTMENT	8,032.00	22,000.00	0.00	30,032.00	20,531.44
001 5-4540-400-4690	9/01/2020	BUDG AMEND PRIOR FY MATERIALS/SUPPLIES/MAINT DEPT: AMBULANCE	3,000.00	12,000.00	0.00	15,000.00	10,541.79
001 5-3120-400-4040	9/01/2020	BUDG AMEND PRIOR FY SUPPLIES-AMMUNITION DEPT: POLICE DEPARTMENT	1,130.36	1,500.00	0.00	2,630.36	1,500.00
001 5-5110-200-2000	9/01/2020	BUDG AMEND PRIOR FY EQUIPMENT DEPT: STREET MAINTENANCE	22,890.00	180,000.00	0.00	202,890.00	177,449.15
001 4-9999-9999	9/01/2020	BUDG AMEND PRIOR FY FROM FUND BAL BUDGET ONLY PACKET NOTES: THIS AMENDMENT INCREASES THE EXPENSES AND INCREASES REVENUE FROM FUND BALANCE-ENCUMBRANCE, FOR ALL PO'S THAT WERE ISSUED IN PRIOR YEAR BUT WERE NOT RECEIVED AT END OF FY, THEY WILL BE REC'D IN THE CURRENT YEAR. JMK	40,076.36	5,565.00-	0.00	45,641.36-	45,641.36-
					TOTAL NO. ADJUSTMENTS--REVENUE:	1	40,076.36
					TOTAL NO. ADJUSTMENTS--EXPENSE:	6	40,076.36
						TOTAL IN PACKET--	80,152.72

*** NO WARNINGS ***

*** NO ERRORS ***

*** END OF REPORT ***

9-02-2020 9:32 AM
 PACKET: 00414-BUDGET AMEND ED GRANT
 BUDGET CODE: CB-Current Budget

BUDGET ADJUSTMENT REGISTER

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

Budget Adj. # 000954								
001 4-3389-0100	8/20/2020	BUDGET AMENDMENT	1,424.54	0.00	0.00	1,424.54-	0.00	
		ST AID: OTHER PUBLIC SAFETY						
001 5-3120-101-1005	8/20/2020	BUDGET AMENDMENT	1,424.54	0.00	0.00	1,424.54	3.12	
		DWI PROJECT 168						
		DEPT: POLICE DEPARTMENT						

Budget Adj. # 000955								
001 4-3089-0120	8/18/2020	BUDGET AMENDMENT	758.18	0.00	0.00	758.18-	0.00	
		NYS STOP DWI PROGRAM						
001 5-3120-100-1210	8/18/2020	BUDGET AMENDMENT	758.18	0.00	0.00	758.18	38.92	
		DRE EVALUATIONS- OT						
		DEPT: POLICE DEPARTMENT						
		PACKET NOTES:						
		FUNDS REC'D FROM WYO CTY DWI CRACKDOWN \$1,424.54 AND NYS						
		STOP DWI FOUNDATION \$758/18. JMK						
					TOTAL NO. ADJUSTMENTS--REVENUE:	2	2,182.72	
					TOTAL NO. ADJUSTMENTS--EXPENSE:	2	2,182.72	
						TOTAL IN PACKET--	4,365.44	

*** NO WARNINGS ***

*** NO ERRORS ***

*** END OF REPORT ***

VENDOR	AMOUNT	VENDOR	AMOUNT
ACE-TEX ENTERPRISES INC	\$ 145.00	NEW YORK STATE DEFERRED COMPEN	\$ 3,589.38
ACTIVE IT DESIGN, LLC	\$ 3,110.00	NGT CORPORATION	\$ 1,315.00
AFLAC NEW YORK	\$ 1,563.94	NOCO ENERGY CORP	\$ 1,577.78
BAKER, CURTIS J	\$ 95.00	NYCOM	\$ 99.00
BENEFLEX-ERIE	\$ 186.00	NYS & LOCAL RETIRE SYSTEM	\$ 4,423.44
BLUE CROSS BLUE SHIELD OF WNY	\$ 35,326.30	NYS CHILD SPRT PROCESSING	\$ 500.46
BRIDGEWELL RESOURCES HOLDINGS	\$ 10,540.00	NYS DEPT OF PUBLIC SERVICE	\$ 13,188.02
BST & CO. CPAS, LLP	\$ 10,100.00	NYS INCOME TAX	\$ 4,552.02
CINTAS CORPORATION #782	\$ 126.27	NYS INCOME TAX	\$ 5.00
CONNOR, FRANCIS S.	\$ 126.00	NYS SALES TAX	\$ 11,777.85
COUNTRY LINE ELECTRICAL DISTRI	\$ 1,325.00	PENNSYLVANIA TRANSFORMER	\$ 515.48
CSEA	\$ 723.44	PIONEER FORD INC.	\$ 250.91
CSEA BENEFIT UNIT	\$ 1,173.90	POLLARD WATER	\$ 410.48
CSEA POLICE UNIT	\$ 177.93	PUBLIC SAFETY CENTER INC.	\$ 196.93
DEPOSITORY TRUST AND CLEARING	\$ 123,225.00	RENAISSANCE LIFE & HEALTH INSU	\$ 136.50
DRENNAN, JACE	\$ 45.00	RICHARD-CIN SIGNS & SAFETY SUP	\$ 1,384.00
E.J. PRESCOTT, INC	\$ 856.42	S D MYERS INC	\$ 4,738.00
ERIE COUNTY CLERK	\$ 60.00	SMITH, DEBRA	\$ 94.70
FLETCH-AIR SYSTEMS, INC.	\$ 1,067.70	SOUTER, ROBERT A	\$ 275.00
HULL ELECTRIC, INC	\$ 105.46	TIFCO INDUSTRIES INC	\$ 240.50
INDUSTRIAL APPRAISAL CO.	\$ 1,840.00	TIME WARNER CABLE	\$ 158.40
IRS - FEDERAL PAYROLL TAX PAYME	\$ 24,266.24	TOMPKINS INSURANCE AGENCIES IN	\$ 506.00
IRS - FEDERAL PAYROLL TAX PAYME	\$ 17.34	TRACTOR SUPPLY CREDIT PLAN	\$ 144.83
J & S AGEN, INC	\$ 841.00	UNITED UNIFORM CO INC	\$ 56.50
KEY BANK	\$ 2,808.61	UNIVAR USA INC.	\$ 2,899.74
KNW SALES, LLC	\$ 363.00	VERIZON	\$ 138.59
KUTZUBA, ROBERT	\$ 1,730.00	VERIZON WIRELESS	\$ 130.27
LINEMENS SUPPLY INC	\$ 481.80	VILLAGE OF ARCADE	\$ 90.00
MAPLE GROVE ENTERPRISES	\$ 240.00	VILLAGE OF ARCADE	\$ 877.58
MARCOS PIZZA & SUBS	\$ 138.08	WARD & KUTZUBA	\$ 320.00
MATUSZAK'S BLACKTOPPING INC	\$ 2,800.00	WASTE MANAGEMENT OF NEW YORK L	\$ 9,869.89
MCKESSON MEDICAL-SURGICAL GOV'	\$ 117.52	WESCO DISTRIBUTION, INC.	\$ 471.36
NATIONAL GRID	\$ 117,957.91	WYOMING COUNTY CLERK	\$ 50.00
COLUMN TOTAL	\$ 343,679.86	WYOMING COUNTY DEPT OF HEALTH	\$ 426.00
		COLUMN TOTAL	\$ 65,409.61
		GRAND TOTAL	\$ 409,089.47