

The public hearing and regular meeting of the Village of Arcade (VOA) Board of Trustees, Wyoming County, New York was held on Tuesday, October 20, 2020 at 7:00 pm there were:

**PRESENT VIA ZOOM**

Mayor Jay May, Trustee Ken Rule, Trustee Elwyn Roll, Trustee Donna Schiener Trustee Andrew Koerner, Superintendent of Public Works Larry Kilburn, Clerk/Treasurer Jennifer Kraft, Police Chief Anthony Biscaro.

**ABSENT**

Deputy Clerk/Treasurer Michelle Karpinski

**ALSO PRESENT VIA ZOOM**

Sandra Dutton, Chris Lester, Brian Meyers, Mike McElheny, Gill Koerner, Jace Drennan, Pat Krznack

**PLEDGE OF ALLEGIANCE**

Mayor May opened the meeting with the Pledge of Allegiance.

**PUBLIC HEARING**

Mayor May opened the public hearing with a motion by Trustee Schiener and seconded by Trustee Koerner to offer the public the opportunity for comment regarding the proposed Community Development Block Grant (CDBG) that Prestolite has requested. The proposed project will increase the distribution capabilities and upgrade equipment. The Mayor reviewed the preliminary budget. The total cost of the proposed project is \$780,740 of which \$285,000 would come from the grant.

There being no further comments, the public hearing was closed at 7:05 pm with a motion by Trustee Koerner and seconded by Trustee Rule.

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 Elwyn Roll	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>	

**AUTHORIZATION FOR VOA TO APPLY FOR THE CDBG GRANT**

Motion by Trustee Rule and seconded by Trustee Schiener the following resolution was offered allowing the Village of Arcade to apply for funding form the NYS Office of Community Renewal:

**RESOLUTION**

**AUTHORIZATION TO SUBMIT A GRANT APPLICATION TO THE NEW YORK STATE OFFICE OF COMMUNITY RENEWAL FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING**

WHEREAS, Prestolite Electric Incorporated (the "Company") proposes to increase its distribution capabilities and complete equipment upgrades at its facility located at 400 Main Street in the Village of Arcade at an estimated cost not to exceed \$780,740, including the costs of site improvements, the acquisition and installation of furnishings, fixtures, and equipment, upgrades to its IT equipment and software, moving expenses (for equipment to be relocated from another facility), and related fees, soft costs, and working capital expenses (the "Project"), and

WHEREAS, the Company have requested that the Village of Arcade (the "Village") apply for funding from the New York State Office of Community Renewal (the "OCR") to finance a portion of the furnishings, fixtures, and equipment, IT upgrades, moving expenses, and fees, soft costs and working capital expenses of the Project, and

WHEREAS, the Company has requested that the Village provide the OCR funding to the Company as a grant, and

WHEREAS, the Project will result in substantial benefit to the Village in the form of an estimated 19 new employment positions, and

**WHEREAS**, the Village has held a public hearing to obtain citizens' views regarding the CDBG program as administered by OCR and the Project.

**NOW, THEREFORE, BE IT**

**RESOLVED**, that the Village Mayor is hereby authorized to submit a grant application on behalf of the Village of Arcade for an amount to be determined by OCR and not expected to exceed \$285,000, such amount to be provided as a grant to the Company for a portion of the costs of furnishings, fixtures and equipment, IT upgrades, moving expenses, and fees, soft costs, and working capital expenses associated with the Project and to fund grant administration costs, and be it further

**RESOLVED**, that the Village Mayor is hereby authorized to execute a grant agreement between the Village and the OCR and all related documents associated with the OCR grant, including entering into a grant agreement with the Company for the implementation of the Project and administration of the OCR grant, all such documents to be subject to review and approval by the Village Attorney, and be it further

**RESOLVED**, that the Village Mayor is hereby designated as the Environmental Certifying Officer for the purposes of complying with the applicable federal environmental review requirements for the OCR grant.

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 Elwyn Roll	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>		

**FIRE DEPARTMENT CONTRACT 2021-2022**

Motion by Trustee Koerner and seconded by Trustee Roll to accept the fire contract proposal that includes an increase to the fire department by \$6,185, increase to the ambulance of \$7,075 And an increase to the equipment replacement reserve by \$5,000.

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 Elwyn Roll	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>		

**APPROVE MINUTES**

Motion by Trustee Koerner and seconded by Trustee Schiener, to approved the minutes from the annual meeting and regular meeting held on October 6, 2020 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 Elwyn Roll	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 LOCKOUT/TAGOUT POLICIES**

Superintendent of Public Works Kilburn reviewed the following lockout/tagout polices and found them to be in compliance with PESH guidelines.

Motion by Trustee Rule and seconded by Trustee Koerner to accept the following lockout/tagout policies without any changes:

- Lockout/Tagout,
- Lockout/Tagout Dump Truck
- Lockout/Tagout Metering Pump
- Lockout/Tagout Sewer Lift Station
- Lockout/Tagout Well Pump.

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 Elwyn Roll	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 INVESTMENT POLICY**

Clerk Treasurer reviewed the Investment Policy and a change needed to be made to the name of the primary banking institution.

Motion by Trustee Schiener and seconded by Trustee Koerner to accept the Investment Policy with the proposed changes.

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 Elwyn Roll	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>		

**AUTHORIZATION TO DESTROY RECORDS**

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

<b>DESCRIPTION</b>	<b>RETENTION</b>	<b>BOX #</b>
NSF Letters 2008-2014	6 years	Folder
Utility Account Medical Forms 2013-2014	6 years	Folder

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 Elwyn Roll	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>		

**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
Rosalee Benvides(Nourse)	08-15026-03-0	\$ 115.75	Past Statute
Amzi Ethridge	10-17700-12-0	\$ 55.34	Past Statute
Dennis/Tammy Neamon	14-11700-01	\$ 422.49	Unable to Collect Alabama
Shari Stromecki	14-18000-11-0	\$ 191.92	Past Statute
		<b>TOTAL</b>	<b>\$ 785.50</b>

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 Elwyn Roll	X	Yes		No		Abstain		Absent
Trustee Ken Rule		Yes	X	No		Abstain		Absent
Trustee Donna Schiener	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>								
	4	Yes	1	No	0	Abstain	0	Absent
<b>RESULTS</b>								
	X	<b>PASS</b>				<b>FAIL</b>		

**FY 2020-2021 BUDGET AMENDMENT**

Motion by Trustee Roll and seconded by Trustee Rule, the FY 2020-2021 budget be amended as follows because the police department is purchasing new computers for the cars and fund balance will be used for the purchase. See attached.

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 Elwyn Roll	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 Koerner and seconded by Trustee Schiener, the Village bills be audited and paid in the amount of \$441,519.60 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 Elwyn Roll	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>		

**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 8:09 pm upon motion by Trustee Koerner and seconded by Trustee Rule.

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Clerk/Treasurer

10-19-2020 11:31 AM  
PACKET: 00416-BUDGET AMEND 10/20/2020  
BUDGET CODE: CB-Current Budget

BUDGET ADJUSTMENT REGISTER

PAGE: 1

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
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001 5-3120-200-2000	10/16/2020	BUDGET AMEND EQUIPMENT DEPT: POLICE DEPARTMENT	7,887.00	6,000.00	410.00	14,297.00	27,527.44-
001 4-9999-9999	10/16/2020	BUDGET AMEND FROM FUND BAL BUDGET ONLY PACKET NOTES: PURCHASE OF NEW POLICE COMPUTERS FOR CARS. JMK	7,887.00	5,565.00-	40,076.36	53,528.36-	53,528.36-
					TOTAL NO. ADJUSTMENTS--REVENUE:	1	7,887.00
					TOTAL NO. ADJUSTMENTS--EXPENSE:	1	7,887.00
						TOTAL IN PACKET--	15,774.00

\*\*\* BUDGET DEFICIT WARNINGS \*\*\*

FUND ACCOUNT	NAME	BALANCE
001 5-3120-200-2000	EQUIPMENT	27,527.44-

TOTAL WARNINGS: 1

\*\*\* NO ERRORS \*\*\*

\*\*\* END OF REPORT \*\*\*

VENDOR	AMOUNT	VENDOR	AMOUNT
ABBOTT ANSWERING 581 LL	\$ 185.00	NITCO LLC	\$ 32,950.00
ACTIVE IT DESIGN, LLC	\$ 6,235.00	NOCO ENERGY CORP	\$ 1,632.18
ARCADE POSTMASTER	\$ 1,791.94	NYMPA	\$ 153,040.04
ATTICA AUTO SUPPLY	\$ 304.97	NYS SALES TAX	\$ 12,455.47
B&L SOUTHERN TIER CO	\$ 94.59	OFFICE OF STATE COMPTRO	\$ 4,755.75
BENNET'S SEALCOATING &	\$ 5,450.00	PIKE HARDWARE	\$ 182.87
C & G ELECTRICAL SUPPLY	\$ 48.60	R.C. FIRE EQUIPMENT INC	\$ 4,296.64
CINTAS CORPORATION #782	\$ 27.25	RADIAN RESEARCH INC	\$ 1,208.32
COUNTRY LINE ELECTRICAL	\$ 9,984.98	RAILROAD MANAGEMENT COM	\$ 529.98
CURR A/C ELECTRIC	\$ 6,972.86	RICHARD-CIN SIGNS & SAF	\$ 770.00
CURR A/C SEWER	\$ 217.09	ROSS VALVE MFG CO INC	\$ 2,115.17
CURR A/C WATER	\$ 3,191.32	SAIA COMMUNICATIONS INC	\$ 286.13
DANNY HEINEMAN & SONS I	\$ 174.79	SCHWAB AGGREGATES	\$ 674.58
DE LAGE LANDEN FINANCIA	\$ 99.00	SHARP ELECTRONICS CORPO	\$ 99.49
DELL MARKETING LP	\$ 14,335.41	STATE INDUSTRIAL PRODUC	\$ 280.07
DELL MARKETING LP	\$ 11,728.96	T L SCHWAB TRANSPORT LL	\$ 304.04
FASTENAL COMPANY	\$ 354.07	TIFCO INDUSTRIES INC	\$ 395.22
FIVE STAR EQUIPMENT INC	\$ 1,065.02	TIME WARNER CABLE	\$ 121.97
GERNATT ASPHALT PRODUCT	\$ 155.31	TOMPKINS CARDMEMBER SER	\$ 83.98
GIBBON, DORIS	\$ 32.53	TOMPKINS INSURANCE AGEN	\$ 27,902.00
GRAINGER	\$ 162.63	TREE CARE OF NEW YORK,	\$ 4,550.00
HODGSON RUSS LLP	\$ 91.50	TRI-COUNTY TOOL RENTAL	\$ 35.21
HULL ELECTRIC, INC	\$ 2,615.45	UPS	\$ 11.76
IDENTOGO	\$ 88.75	UPSTATE WHOLESALE SUPPL	\$ 7,887.00
IEEP, INC	\$ 10,259.40	USA BLUEBOOK	\$ 375.90
JOHN SIXT & SON, INC.	\$ 101.10	WNY WILDLIFE SOLUTIONS	\$ 225.00
LEXISNEXIS RISK DATA MG	\$ 150.00	WYOMING CO DSS	\$ 545.84
NATIONAL FUEL	\$ 293.03	WYOMING COUNTY DEPT OF	\$ 64.00
NATIONAL GRID	\$ 106,417.48	WYOMING COUNTY WORKERS	\$ 34.00
NEW HORIZON COMMUNICATI	\$ 840.45	ZIMMER AUTO PARTS & SAL	\$ 238.51
<b>COLUMN TOTAL</b>	<b>\$ 183,468.48</b>	<b>COLUMN TOTAL</b>	<b>\$ 258,051.12</b>
		<b>GRAND TOTAL</b>	<b>\$ 441,519.60</b>