

The regular meeting of the Village of Arcade (VOA) Board of Trustees, Wyoming County, New York was held on Tuesday, December 15, 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, Deputy Clerk/Treasurer Michelle Karpinski.

**ALSO PRESENT VIA ZOOM**

Jace Drennan, Sandra Dutton, Jeff Ely, Lissa Landahl, Mike McElheny, Patrick Krzysiak, Adam Ashcroft, Don Knight, Amber Husman

**PLEDGE OF ALLEGIANCE**

Mayor May opened the meeting with the Pledge of Allegiance.

**ARCADE WINTERFEST**

Lissa Landahl and Amber Husman, of the Arcade Winterfest Committee, discussed the upcoming Winterfest scheduled for February 12 & 13, 2021. Lissa has spoken with Steve Perkins, Wyoming County Department of Health, and he agreed the ideas the Winterfest proposed were doable with current regulations but cautioned that may change at any time. He did recommend the Winterfest Committee should have written protocols in place, ie contact tracing. The events for this year include a house decorating contest, snow sculptures, business window decorating, fireworks on Saturday evening and a fun run within the park, limit of 50, staggered times, no time keeping. The King and Queen contest will be held virtually on Friday night.

**HIRE POLICE CHIEF**

Motion by Trustee Rule and seconded by Trustee Schiener to hire Matthew Krist as Police Chief, effective date of January 23, 2021 and an hourly rate of \$37.37.

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 POST SARGEANT POSITION**

Motion by Trustee Rule and seconded by Trustee Roll to post the position of Sergeant internally for five (5) working days.

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 POST FULL TIME PATROL OFFICER POSITION**

Motion by Trustee Schiener and seconded by Trustee Koerner to post the position of full time patrol officer internally for five (5) working days.

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 Rule and seconded by Trustee Roll, the minutes from the regular meeting held on December 1, 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		Yes		No	X	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>	4	Yes	0	No	1	Abstain	0	Absent
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>				<b>FAIL</b>		

**AUTHORIZATION TO HIRE LABORER (WATER/ELECTRIC)**

Motion by Trustee Rule and seconded by Trustee Roll to authorize Superintendent of Public Works Kilburn to hire Adam Ashcroft to the position of laborer, at an hourly rate of \$15.41, with an effective hire date no earlier than January 4, 2021. This rate is in accordance with the CSEA, Local 1000 AFSCME, AFL-CIO, Village of Arcade General Unit #9252, Wyoming County Local 861 contract.

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 MEMBERSHIP**

Per a report from Chris Lester, Chief, the following individual was removed from membership:

Dakota Simon

Membership applications were received and approved from the following individuals:

Jeff Ely

Motion by Trustee Schiener and seconded by Trustee Roll, the Board approves the changes to the fire department membership as presented above.

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>		

**AUTHORIZATION TO DESTROY RECORDS**

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

<b>DESCRIPTION</b>	<b>RETENTION</b>	<b>BOX #</b>
Electric Receipts 9/2/2014-11/20/2014	6 years	846
Daily Reports 8/1/2014-12/31/2014	6 years	855
Deposit Slips 1/1/2013 -12/31/2014	6 years	858
Journal Entries 1/1/2011-5/31/2014	6 years	859
Time Sheets 1/1/2014-12/31/2014	6 years	860 & 861
Utility Billing 7/31/2014-12/31/2014	6 years	863
Periodic Payroll Reports 1/1/2014-12/31/2014	6 years	898
Utility Tax Payments 2014	6 years	
Sales Tax 2013	6 years	
Journal Entries 2008-2009	6 years	
Correspondence 2014	6 years	
Backflow Tests 2014	6 years	
PPA Folder 1/2014 – 5/2014	6 years	
WWTP Discharge Monitoring Reports 2014	6 years	
Employee Folder Scanned to Filebound		

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>		

**FY 2020-2021 BUDGET AMENDMENT**

Motion by Trustee Rule and seconded by Trustee Koerner, the FY 2020-2021 budget be amended as follows because a gift of \$500 was received from TPI for the Police Department. 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>		

**FY 2020-2021 BUDGET ADJUSTMENTS**

Motion by Trustee Rule and seconded by Trustee Koerner, the budget adjustments be approved as presented by the Clerk. 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 Rule and seconded by Trustee Schiener, the Village bills be audited and paid in the amount of \$1,187,538.64 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>									
	X	<b>PASS</b>					<b>FAIL</b>		

**EXECUTIVE SESSION**

Motion by Trustee Rule and seconded by Trustee Schiener, the Board enter into executive session to discuss the following topic(s) at 7:38 pm:

- Contract Negotiations
- Possible Litigation

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>		

Motion by Trustee Rule and seconded by Trustee Koerner , the Board exit executive session at 8:12 pm.

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 8:12 pm upon motion by Trustee Rule and seconded by Trustee Roll.

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Clerk/Treasurer

12-16-2020 10:21 AM  
 PACKET: 00422-BUDGET AMENDMENT 12/15/2020  
 BUDGET CODE: CB-Current Budget

BUDGET ADJUSTMENT REGISTER

PAGE: 1

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
-----							
001 4-2705-0100	12/15/2020	BUDGET AMENDMENT GIFTS & DONATIONS	500.00	0.00	0.00	500.00-	0.00
001 5-3120-200-2000	12/15/2020	BUDGET AMENDMENT EQUIPMENT DEPT: POLICE DEPARTMENT PACKET NOTES: GIFT RECEIVED FROM TPI FOR THE POLICE DEPARTMENT. JMK	500.00	6,000.00	9,117.00	15,617.00	31,816.18-
					TOTAL NO. ADJUSTMENTS--REVENUE:	1	500.00
					TOTAL NO. ADJUSTMENTS--EXPENSE:	1	500.00
					TOTAL IN PACKET--		1,000.00

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

FUND ACCOUNT	NAME	BALANCE
001 5-3120-200-2000	EQUIPMENT	31,816.18-

TOTAL WARNINGS: 1

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

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

12-15-2020 2:20 PM

BUDGET ADJUSTMENT REGISTER

PAGE: 1

PACKET: 00421-BUDGET ADJ BOARD 12/15/2020

BUDGET CODE: CB-Current Budget

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
-----							
Budget Adj. # 000962							
001 5-1210-400-4150	12/15/2020	BUDGET ADJ BOARD TRAVEL/MTG/CONF/SCHOOLS DEPT: MAYOR'S OFFICE	15.00-	200.00	0.00	185.00	185.00
001 5-1010-400-4010	12/15/2020	BUDGET ADJ BOARD SUPPLIES-OFFICE DEPT: BOARD OF TRUSTEES	15.00	0.00	0.00	15.00	1.00
001 5-5110-400-4600	12/15/2020	BUDGET ADJ BOARD RESURFACING MATERIALS DEPT: STREET MAINTENANCE	6,400.00-	80,000.00	2,900.00-	58,470.00	39,170.84
001 5-5410-400-4600	12/15/2020	BUDGET ADJ BOARD RESURFACING MATERIALS DEPT: SIDEWALKS	6,400.00	30,000.00	0.00	36,400.00	94.13-
001 5-5110-100-1000	12/15/2020	BUDGET ADJ BOARD PERSONNEL SERVICES-REG DEPT: STREET MAINTENANCE	400.00-	68,635.00	6,425.00-	61,810.00	7,209.67
001 5-5410-100-1000	12/15/2020	BUDGET ADJ BOARD PERSONNEL SERVICES-REG DEPT: SIDEWALKS	400.00	5,500.00	0.00	5,900.00	26.48
001 5-7140-100-1000	12/15/2020	BUDGET ADJ BOARD PERSONNEL SERVICES-REG DEPT: PLAYGROUND AND RECREATION	3,000.00-	54,100.00	2,000.00-	48,000.00	29,143.51
001 5-5110-100-1010	12/15/2020	BUDGET ADJ BOARD PERSONNEL SERVICES-OT DEPT: STREET MAINTENANCE	3,000.00	2,000.00	4,075.00	9,075.00	359.69-
001 5-7140-100-1000	12/15/2020	BUDGET ADJ BOARD PERSONNEL SERVICES-REG DEPT: PLAYGROUND AND RECREATION	600.00-	54,100.00	2,000.00-	48,000.00	29,143.51
001 5-5410-100-1010	12/15/2020	BUDGET ADJ BOARD PERSONNEL SERVICES-OT DEPT: SIDEWALKS	600.00	0.00	2,250.00	2,850.00	41.01
001 5-7140-100-1000	12/15/2020	BUDGET ADJ BOARD PERSONNEL SERVICES-REG DEPT: PLAYGROUND AND RECREATION	500.00-	54,100.00	2,000.00-	48,000.00	29,143.51
001 5-8140-100-1000	12/15/2020	BUDGET ADJ BOARD PERSONNEL SERVICES-REG DEPT: STORM SEWERS	500.00	2,000.00	380.00-	2,120.00	8.06
001 5-5110-400-4600	12/15/2020	BUDGET ADJ BOARD RESURFACING MATERIALS DEPT: STREET MAINTENANCE	12,230.00-	80,000.00	2,900.00-	58,470.00	39,170.84

12-15-2020 2:20 PM  
 PACKET: 00421-BUDGET ADJ BOARD 12/15/2020  
 BUDGET CODE: CB-Current Budget

BUDGET ADJUSTMENT REGISTER

PAGE: 2

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
-----							
001 5-8560-400-4650	12/15/2020	BUDGET ADJ BOARD	12,230.00	5,000.00	16,385.00	33,615.00	0.00
		TREES					
		DEPT: SHADE TREES					
TOTAL IN PACKET--						0.00	

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

FUND ACCOUNT	NAME	BALANCE
001 5-5110-100-1010	PERSONNEL SERVICES-OT	359.69-
001 5-5410-400-4600	RESURFACING MATERIALS	94.13-

TOTAL WARNINGS: 2

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

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



VENDOR	AMOUNT	VENDOR	AMOUNT
ABBOTT ANSWERING 581 LLC	\$ 166.50	JOHN SIXT & SON, INC.	\$ 146.93
ACTIVE IT DESIGN, LLC	\$ 3,321.25	KARPINSKI, MICHELLE	\$ 382.00
AIRGAS, INC	\$ 132.09	KNW SALES, LLC	\$ 671.92
ARCADE AREA CHAMBER OF COMMERC	\$ 50.00	KRAFT, JENNIFER	\$ 382.00
ARCADE HERALD	\$ 269.79	L&R ROLL-OFF, INC.	\$ 376.55
ARCADE LUMBER & MILLWORK	\$ 494.32	L.R. BRASS INC. ARCADE MARKET	\$ 36.42
ARCADE POSTMASTER	\$ 1,801.05	LARRY ROMANCE & SON INC.	\$ 1,590.00
ARCADE POSTMASTER	\$ 243.50	LEXISNEXIS RISK DATA MGMT INC	\$ 150.00
ATTICA AUTO SUPPLY	\$ 245.01	MEUA - MUNICIPAL ELECTRIC UTIL	\$ 11,725.00
AUTOMOTIVE ALLEY INC	\$ 239.52	NATIONAL FUEL	\$ 176.15
AUTOZONE	\$ 13.90	NATIONAL GRID	\$ 141,307.13
C & G ELECTRICAL SUPPLY	\$ 72.50	NEW HORIZON COMMUNICATIONS COR	\$ 760.29
CATT CO DSS	\$ 99.61	NEW YORK POWER AUTHORITY	\$ 202,354.73
CHEMICAL DISTRIBUTORS INC	\$ 1,968.50	NEW YORK STATE DEFERRED COMPEN	\$ 3,863.74
CINTAS CORPORATION #782	\$ 128.47	NEW YORK STATE DEFERRED COMPEN	\$ 30,406.24
CONNOR, FRANCIS S.	\$ 221.00	NEW YORK STATE DEFERRED COMPEN	\$ 2,493.45
COOLEY, HELEN	\$ 196.87	NEW YORK STATE DEFERRED COMPEN	\$ 38,694.65
CSEA	\$ 748.24	NGT CORPORATION	\$ 1,315.00
CSEA POLICE UNIT	\$ 197.61	NOCO ENERGY CORP	\$ 1,721.03
CURR A/C ELECTRIC	\$ 7,471.40	NY PLANNING FEDERATION	\$ 270.00
CURR A/C SEWER	\$ 217.09	NYMPA	\$ 269,975.85
CURR A/C WATER	\$ 3,056.32	NYS & LOCAL RETIRE SYSTEM	\$ 366,543.00
DECKMAN OIL CO INC	\$ 173.25	NYS CHILD SPRT PROCESSING	\$ 500.46
DELL MARKETING LP	\$ 567.16	NYS INCOME TAX	\$ 4,944.13
DELL MARKETING LP	\$ 464.04	OFFICE OF STATE COMPTROLLER	\$ 2,455.75
DUNN TIRE LLC	\$ 273.60	PIONEER FORD INC.	\$ 739.05
FORMS IN A WINK	\$ 103.14	REGIONAL INTERNATIONAL CORP	\$ 520.76
GLOBAL EQUIPMENT COMPANY INC	\$ 46.94	REL COMM, INC.	\$ 360.00
GOTTOGO ELECTRIC INC	\$ 19,445.00	RICHARD-CIN SIGNS & SAFETY SUP	\$ 135.00
GRAINGER	\$ 1,461.41	SECURITY INVESTORS GROUP INC	\$ 781.90
HARTFORD STEAM BOILER	\$ 105.00	STAPLES CONTRACT & COMMERCIAL,	\$ 395.31
HODGSON RUSS LLP	\$ 61.00	TIFCO INDUSTRIES INC	\$ 372.40
HULL ELECTRIC, INC	\$ 271.64	TI-SALES INC	\$ 1,701.26
IEEP, INC	\$ 10,751.23	TOMPKINS CARDMEMBER SERVICE	\$ 2,656.87
INTL ASSOC OF ELEC INSP	\$ 336.00	TRI-COUNTY TOOL RENTAL & SALES	\$ 400.00
IRS - FEDERAL PAYROLL TAX PAYME	\$ 26,676.94	UNITED UNIFORM CO INC	\$ 219.99
IRS - FEDERAL PAYROLL TAX PAYME	\$ 5,037.52	VILLAGE OF ARCADE	\$ 165.00
IRS - FEDERAL PAYROLL TAX PAYME	\$ 413.10	WYOMING CO DSS	\$ 794.71
IRS - FEDERAL PAYROLL TAX PAYME	\$ 6,410.70	WYOMING COUNTY DEPT OF HEALTH	\$ 64.00
ITRON, INC.	\$ 632.00	WYOMING COUNTY WATER RESOURCE	\$ 250.00
<b>COLUMN TOTAL</b>	<b>\$ 94,584.21</b>	ZIMMER AUTO PARTS & SALES INC	\$ 155.76
		<b>COLUMN TOTAL</b>	<b>\$ 1,092,954.43</b>
		<b>GRAND TOTAL</b>	<b>\$ 1,187,538.64</b>