

The regular meeting of the Village of Arcade (VOA) Board of Trustees, Wyoming County, New York was held on Tuesday, March 2, 2021 at 7:00 pm there were:

**PRESENT VIA ZOOM**

Mayor Jay May, Trustee Ken Rule, Trustee Elwyn Roll, Trustee Donna Schiener, Superintendent of Public Works Larry Kilburn, Clerk/Treasurer Jennifer Kraft, Police Chief Matt Krist, Deputy Clerk/Treasurer Michelle Karpinski.

**ABSENT**

Trustee Andrew Koerner, Trustee Ken Rule (arrived 8:05 pm)

**ALSO PRESENT VIA ZOOM**

Jace Drennan, Sandra Dutton, Mike McElheny, Todd Wittmeyer, Tracy Bliss

**PLEDGE OF ALLEGIANCE**

Mayor May opened the meeting with the Pledge of Allegiance.

**APPROVE MINUTES**

Motion by Trustee Schiener and seconded by Trustee Roll, the minutes from the regular meeting held on February 16, 2021 be approved as presented by Clerk/Treasurer Kraft.

The motion was passed upon the following vote:

Mayor Jay May	X	Yes		No		Abstain		Absent
Trustee Andy Koerner		Yes		No		Abstain	X	Absent
Trustee Elwyn Roll	X	Yes		No		Abstain		Absent
Trustee Ken Rule		Yes		No		Abstain	X	Absent
Trustee Donna Schiener	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>	<b>3</b>	<b>Yes</b>	<b>0</b>	<b>No</b>	<b>0</b>	<b>Abstain</b>	<b>2</b>	<b>Absent</b>
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>				<b>FAIL</b>		

**APPROVE MINUTES**

Motion by Trustee Roll and seconded by Trustee Schiener, the minutes from the budget work session held on February 23, 2021 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		Abstain	X	Absent
Trustee Elwyn Roll	X	Yes		No		Abstain		Absent
Trustee Ken Rule		Yes		No		Abstain	X	Absent
Trustee Donna Schiener	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>	<b>3</b>	<b>Yes</b>	<b>0</b>	<b>No</b>	<b>0</b>	<b>Abstain</b>	<b>2</b>	<b>Absent</b>
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>				<b>FAIL</b>		

**REVIEW OUT OF STATE TRAVEL POLICY**

The Board discussed various aspects of the Village’s travel policy. There are many concerns regarding the timing of testing, the length of quarantine, essential vs. non-essential employees. The Board suggested removing the test 72 hours before you return to NYS and reduce the time to wait before testing upon return to one day. Also, the guidance from Erie County regarding the 90 day window after infection or vaccination to allow an employee to return to work right away was added. Clerk Treasurer Kraft will amend the current policy and send it out to the Board for review.

**PAYOUT UNUSED VACATION TIME**

The Board has agreed to pay out unused vacation time that has been carried over from the prior fiscal year. On an employee’s anniversary date, any unused vacation accrual in excess of 80 hours will be paid out and the remaining 80 hours must be used, along with the newly earned vacation time, by the next anniversary date. This will be drawn up as a memorandum of agreement and presented to the union.

**REVIEW SOLID WASTE CONTRACT**

The current contract between the Village of Arcade and Waste Management for the solid waste pick-up is due to expire May 31, 2021. The current contract cost is \$ 118,438.68. The contract does allow for a two-year extension, the cost for the 2021-22 fiscal year is \$121,399.68, and the 2022-2023 is \$124,434.72, this represents a 2.5% increase. The Board agreed to continue with the extension. Superintendent Public Works will contact Waste Management to see if they are also in agreement to continue the contract.

**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:

DESCRIPTION	RETENTION	BOX #
Drug Unit Activity 2009	5 years	
Paperwork portable radios-no longer used	0 Obsolete	
Annual Reports Village 1995-2011	Saved Electronically	
Confidential Reports Village Board 1995-2011	0 once updated	
Correspondence – BUNY Grants 2006 – 2012	6 years	
Correspondence Policies	6 years	
Correspondence Walkable Community 2006	6 years	
Correspondence Amber Alert 2001 and 2007	6 years	
Correspondence Juvenile Fingerprints 1992	6 years	
Invoice Flashlights 2003	6 years	
Correspondence Organizational Chart	6 years	
Correspondence Family Court 2004	6 years	
Court Security Assessment 2007	0 once updated	
Officer Equipment Lists 1985-86, 1977	6 years	
Civil Correspondence 1995-96, 1999, 1996-2012	6 years	
Vouchers Bikes 1998-99	6 years	
Impound Sheets 1990	6 years after vehicle disposed	
Weekly Breath Test Logs 1975-1995	6 years	
Requisitions 2008-2010	6 years	
Inter Department Memos 2009	0 when no longer needed	
Correspondence Winterfest 1995-2013	6 years	
UNYRIC registrations 04/05	0 Obsolete	
Correspondence LENS systems 1995-99	6 years	
E-justice User Agreements/memorandums 1995-2009	6 years	
Informational copies employment applications PD	0	

The motion was passed upon the following vote:

<b>VOTE</b>								
Mayor Jay May	X	Yes		No		Abstain		Absent
Trustee Andy Koerner		Yes		No		Abstain	X	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	0	Abstain	1	Absent
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>					<b>FAIL</b>	

**FY 2020-2021 BUDGET AMENDMENT**

Motion by Trustee Schiener and seconded by Trustee Rule, the FY 2020-2021 budget be amended as follows because grant funds have been received from Wyoming County for STOP-DWI in the amount of \$3,225.92. See attached.

The motion was passed upon the following vote:

<b>VOTE</b>								
Mayor Jay May	X	Yes		No		Abstain		Absent
Trustee Andy Koerner		Yes		No		Abstain	X	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	0	Abstain	1	Absent
<b>RESULTS</b>								
	X	<b>PASS</b>				<b>FAIL</b>		

**AUDIT BILLS**

Motion by Mayor May and seconded by Trustee Schiener, the Village bills be audited and paid in the amount of \$565,786.31 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:

<b>VOTE</b>								
Mayor Jay May	X	Yes		No		Abstain		Absent
Trustee Andy Koerner		Yes		No		Abstain	X	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	0	Abstain	1	Absent
<b>RESULTS</b>								
	X	<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 8:40 pm upon motion by Trustee Schiener and seconded by Trustee Roll.

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Clerk/Treasurer

VENDOR	AMOUNT	VENDOR	AMOUNT
21ST CENTURY ELECTRONICS	\$ 19.99	MCKESSON MEDICAL-SURGICAL GOV'	\$ 55.84
ACTIVE IT DESIGN, LLC	\$ 4,429.13	NATIONAL FUEL	\$ 1,752.80
ACTIVE IT DESIGN, LLC	\$ 149.62	NATIONAL GRID	\$ 207,847.38
AFLAC NEW YORK	\$ 1,563.94	NEW YORK POWER AUTHORITY	\$ 206,626.06
AIRGAS, INC	\$ 185.36	NEW YORK STATE DEFERRED COMPEN	\$ 3,740.79
AMCHAR WHOLESALE, INC	\$ 816.38	NGT CORPORATION	\$ 1,315.00
ARCADE POSTMASTER	\$ 245.00	NOCO ENERGY CORP	\$ 4,296.79
ATTICA ACE HARDWARE	\$ 35.99	NYCOM	\$ 50.00
AUTOMOTIVE ALLEY INC	\$ 1,792.93	NYS & LOCAL RETIRE SYSTEM	\$ 4,451.25
AUTOZONE	\$ 33.98	NYS CHILD SPRT PROCESSING	\$ 500.46
BENEFLEX-ERIE	\$ 192.00	NYS INCOME TAX	\$ 4,316.05
BLUE COLLAR WORKWEAR	\$ 425.85	NYS SALES TAX	\$ 18,207.51
BLUE CROSS BLUE SHIELD OF WNY	\$ 34,747.62	NYSID	\$ 241.50
BROWN WOOD PRESERVING CO, INC.	\$ 22,200.00	OFFICE OF STATE COMPTROLLER	\$ 2,357.75
BRUTE SPRINGS & EQUIPMENT INC	\$ 2,187.90	REL COMM, INC.	\$ 125.00
CINTAS CORPORATION #782	\$ 173.86	RENAISSANCE LIFE & HEALTH INSU	\$ 105.17
CONNOR, FRANCIS S.	\$ 442.00	SCHWAB AGGREGATES	\$ 60.42
CSEA	\$ 794.97	SHARP ELECTRONICS CORPORATION	\$ 99.49
CSEA BENEFIT UNIT	\$ 63.18	SOUTER, ROBERT A	\$ 530.00
CSEA BENEFIT UNIT	\$ 916.41	STATE INDUSTRIAL PRODUCTS	\$ 279.00
CSEA POLICE UNIT	\$ 201.90	TIFCO INDUSTRIES INC	\$ 208.00
DE LAGE LANDEN FINANCIAL SERVI	\$ 99.00	TIME WARNER CABLE	\$ 13.80
DEPOSITORY TRUST AND CLEARING	\$ 1,725.00	TIME WARNER CABLE	\$ 144.98
DIVAL SAFETY EQUIPMENT	\$ 34.00	UNITED UNIFORM CO INC	\$ 212.44
HAMBURG OVERHEAD DOOR INC	\$ 3,460.90	UPS	\$ 90.76
IRS - FEDERAL PAYROLL TAX PAYME	\$ 23,149.27	UPSTATE VALVE AND CONTROL	\$ 1,950.00
JIM'S EQUIPMENT REPAIR INC	\$ 904.27	VERIZON	\$ 139.46
KEY BANK	\$ 559.49	VERIZON WIRELESS	\$ 597.02
KUTZUBA, ROBERT	\$ 1,730.00	VILLAGE OF ARCADE	\$ 165.00
LAMB & WEBSTER	\$ 171.77	VILLAGE OF ARCADE	\$ 835.92
LAND PRO EQUIPMENT LLC	\$ 36.97	WESCO DISTRIBUTION, INC.	\$ 672.00
LOOSELEAF LAW PUBLICATIONS	\$ 125.65	WORKPLACE HEALTH SERVICES	\$ 50.00
MAPLE GROVE ENTERPRISES	\$ 70.34	WYOMING COUNTY DEPT OF HEALTH	\$ 64.00
<b>COLUMN TOTAL</b>	<b>\$ 103,684.67</b>	<b>COLUMN TOTAL</b>	<b>\$ 462,101.64</b>
		<b>GRAND TOTAL</b>	<b>\$ 565,786.31</b>

3-03-2021 11:57 AM

BUDGET ADJUSTMENT REGISTER

PAGE: 1

PACKET: 00430-BUDGET AMEND DWI GRANT

BUDGET CODE: CB-Current Budget

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
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001 5-3120-101-1005	3/02/2021	BUDGET AMEND DWI PROJECT 168 DEPT: POLICE DEPARTMENT	2,981.47	0.00	2,820.21	5,801.68	114.90
001 5-3120-401-4000	3/02/2021	BUDGET AMEND DWI EXP PROJECT 168 DEPT: POLICE DEPARTMENT	244.45	0.00	0.00	244.45	0.00
001 4-3089-0120	3/02/2021	BUDGET AMEND NYS STOP DWI PROGRAM PACKET NOTES:	3,225.92	0.00	758.18	3,984.10-	0.00
					TOTAL NO. ADJUSTMENTS--REVENUE:	1	3,225.92
					TOTAL NO. ADJUSTMENTS--EXPENSE:	2	3,225.92
					TOTAL IN PACKET--		6,451.84

\*\*\* NO WARNINGS \*\*\*

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

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