

The regular meeting of the Village of Arcade (VOA) Board of Trustees, Wyoming County, New York was held on Tuesday, June 15, 2021 at 7:00 pm there were:

### **PRESENT**

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

### **PLEDGE OF ALLEGIANCE**

Mayor Schiener opened the meeting with the Pledge of Allegiance.

### **APPROVE MINUTES**

Motion by Trustee Roll and seconded by Trustee Rule, the minutes from the regular meeting held on June 1, 2021 be approved as presented by Clerk/Treasurer Kraft.

The motion was passed upon the following vote:

<b>VOTE</b>								
Mayor Donna Schiener	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 Eric Szucs		Yes		No	X	Abstain		Absent
<b>VOTE TOTAL:</b>	4	Yes	0	No	1	Abstain	0	Absent
<b>RESULTS</b>	X	<b>PASS</b>				<b>FAIL</b>		

### **REVIEW LOCAL LAW CHAPTER 13 DOG CONTROL LAW**

The Law review will be tabled until the Wyoming County Dog Control Officer can attend a meeting and discuss any proposed changes.

### **DISCUSS PD CLOTHING ALLOWANCE**

Chief Krist discussed the current policy for the clothing allowance that is paid to the police department employees annually. Under the current plan, Appendix E, the amount is taxed and the employee actually has less than the \$600/\$300 to be used toward their uniform expense. The Chief asked the Board if they were willing to enter into a Memorandum of Agreement to allow the employees to order their uniforms through the Village, which in turn would allow them the full use of the \$600/\$300. Chief Krist would maintain a spreadsheet to keep track of the expenditures.

### **AUTHORIZE MAYOR TO SIGN MOA**

Motion by Szucs and seconded by Trustee Koerner to authorize the Mayor to sign the Memorandum of Agreement (MOA) between the Village of Arcade and the CSEA, Local 1000 AFSCME, AFL-CIO, Village of Arcade Police Unit #9252-01, Wyoming County Local 861. The MOA allows the police employees to order uniforms through the Village, enabling them to benefit from the full clothing allowance. An employee may opt out of this and receive the benefit via payroll, subject to all applicable taxes, by June 15<sup>th</sup> each year.

The motion was passed upon the following vote:

<b>VOTE</b>								
Mayor Donna Schiener	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 Eric Szucs	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 SEND OFFICER TO DRE TRAINING**

Motion by Trustee Szucs and seconded by Trustee Koerner to authorize Officer Mike Lococo to attend DRE Instructor Training School at the NYS Police Academy in Albany NY, September 13-17, 2021. There is no cost for attending the training; the only costs will be travel, meals and lodging as well as his daily pay.

The motion was passed upon the following vote:

<b>VOTE</b>								
Mayor Donna Schiener	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 Eric Szucs	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 HIRE SUBSTITUTE CROSSING GUARD**

Motion by Trustee Roll and seconded by Trustee Koerner to authorize Chief Krist to hire Pam Crawford as a substitute crossing guard at an hourly rate of \$12.75.

The motion was passed upon the following vote:

<b>VOTE</b>								
Mayor Donna Schiener	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 Eric Szucs	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>		

**ACCEPT RESIGNATION POLICE OFFICER**

Motion by Trustee Roll and seconded by Trustee Koerner to accept the resignation of Part Time Police Officer Eleanor Davis, effective June 10, 2021.

The motion was passed upon the following vote:

<b>VOTE</b>								
Mayor Donna Schiener	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 Eric Szucs	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 POST PART TIME POLICE OFFICER**

Motion by Trustee Koerner and seconded by Trustee Roll to authorize Chief Krist to post position of part time officer to fill vacancy created by recent resignation.

The motion was passed upon the following vote:

<b>VOTE</b>								
Mayor Donna Schiener	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 Eric Szucs	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>		

**REVIEW LOCAL LAW CHAPTER 2 PUBLIC CONSUMPTION OF ALCOHOLIC BEVERAGES**

Proposed changes to this law will be discussed further once more research is brought back to the Board.

**AUTHORIZE MAYOR TO SIGN PAYMENT REQUEST # 3 TAP GRANT**

Motion by Trustee Rule and seconded by Trustee Roll to authorize the Mayor to sign Contractor's Application for Payment Request #3, CPL, for the TAP grant in the amount of \$28,505.34.

The motion was passed upon the following vote:

<b>VOTE</b>									
Mayor Donna Schiener	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 Eric Szucs	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>		

**DECLARE EQUIPMENT SURPLUS/AUTHORIZATION TO SELL**

Motion by Trustee Rule and seconded by Trustee Koerner to declare the sewer jet, #68, as surplus and as such to sell at auction.

The motion was passed upon the following vote:

<b>VOTE</b>									
Mayor Donna Schiener	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 Eric Szucs	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 Koerner and seconded by Trustee Szucs to declare 2002 cargo trailer (electric), #714, as surplus and as such to sell at auction.

The motion was passed upon the following vote:

<b>VOTE</b>									
Mayor Donna Schiener	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 Eric Szucs	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 BID TRACTOR (STREETS)**

Motion by Trustee Koerner and seconded by Trustee Roll to authorize SPW Kilburn to bid a 4 wheel drive articulated tractor for the Streets department.

The motion was passed upon the following vote:

<b>VOTE</b>									
Mayor Donna Schiener	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 Eric Szucs	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>		

**FIRE DEPARTMENT MEMBERSHIP**

Per a report from Chris Lester, Fire Chief, the following individual was added to the roster:

Justin Haggerty

Motion by Trustee Szucs and seconded by Trustee Koerner, 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 Donna Schiener	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 Eric Szucs	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 Koerner to authorize Clerk Treasurer Kraft to destroy the following records in accordance with NYS LGS-1: See Attached

The motion was passed upon the following vote:

<b>VOTE</b>									
Mayor Donna Schiener	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 Eric Szucs	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 MAYOR TO SIGN BST ENGAGEMENT LETTER**

Motion by Trustee Szucs and seconded by Trustee Koerner to authorize the Mayor to sign the engagement letter between the Village of Arcade and BST. The objective and scope of their work is to prepare the Annual Update Document (AUD) and Municipal Electric Utilities Annual Report and to review the Annual Financial Report Update Document (AFRUD) as prepared by the Village. The work will be prepared via Zoom and telephone.

The motion was passed upon the following vote:

<b>VOTE</b>									
Mayor Donna Schiener	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 Eric Szucs	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>		

**AUDIT BILLS**

Motion by Trustee Rule and seconded by Mayor Schiener , the Village bills be audited and paid in the amount of \$478,214.89 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 Donna Schiener	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 Eric Szucs	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 8:32 pm upon motion by Trustee Roll and seconded by Trustee Rule.

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Clerk/Treasurer

RECORDS TO BE DESTROYED

Description	Retention		Records Begin Date	Records End Date
Electric Customer Records # 21	50 yrs	1st Floor Back Vault	Jun 1970	May 1971
Electric Receipts	6yrs	Front Vault	11/21/14	1/30/15
Electric Receipts	6yrs	Front Vault	2/2/15	4/21/15
Daily Reports	6 yrs	Upper RR	1/1/2015	5/29/2015
Abstract of Vouchers	6yrs	Upper RR	6/1/2014	5/31/2015
Bank Statements	6 yrs	Upper RR	June 2014	May 2015
PO's 2014-2015: A - Clark Patterson	6yrs	Upper RR	June, 2014	May, 2015
PO's 2014-2015: Community Papers - G	6yrs	Upper RR	June, 2014	May, 2015
PO's 2014-2015: H - N	6yrs	Upper RR	June, 2014	May, 2015
PO's 2014-2015: O - T	6yrs	Upper RR	June, 2014	May, 2015
PO's 2014-2015: U - Z	6yrs	Upper RR	June, 2014	May, 2015
Use of Facilities	6 yrs		6/2014	5/2015
Heap Payment Vouchers	6 yrs	Front Vault	Nov, 2012	Oct, 2013
Heap Payment Vouchers	6 yrs	Front Vault	Nov, 2013	Oct, 2014
2014-15 AR Invoices	6yrs	File		
Informational Copies	0 when no longer needed	File		
2014-15 Copies Electric Log Sheets	6 yrs	File		
1991-95, 2003 Litigation Claims	6 yrs after closed	File		
Court Pay't Receipts	6 yrs	File		
2012 Banking Docs	6 yrs	File		
2011-2014 Health Ins Docs	6 years	File		

VENDOR	AMOUNT	VENDOR	AMOUNT
ABBOTT ANSWERING 581 LLC	\$ 148.15	LESTER, LYNN	\$ 101.92
ACTIVE IT DESIGN, LLC	\$ 3,852.49	LEXIPOL LLC	\$ 943.50
ALTEC INDUSTRIES INC	\$ 1,016.44	LEXISNEXIS RISK DATA MGMT INC	\$ 150.00
AMCHAR WHOLESAL, INC	\$ 4,513.52	NEW HORIZON COMMUNICATIONS COR	\$ 773.37
ARCADE HERALD	\$ 173.58	NEW YORK STATE DEFERRED COMPEN	\$ 3,940.79
ARCADE HERALD	\$ 73.92	NGT CORPORATION	\$ 1,315.00
ARCADE LUMBER & MILLWORK	\$ 1,046.02	NOCO ENERGY CORP	\$ 6,165.18
ARCADE POSTMASTER	\$ 1,724.63	NYISO - NY INDEPENDENT SYS OP	\$ 157,865.61
ARCADE POSTMASTER	\$ 313.14	NYMPA	\$ 163,377.52
AUTOZONE	\$ 10.99	NYS CHILD SPRT PROCESSING	\$ 500.46
BAKER, CURTIS J	\$ 200.00	NYS DEPARTMENT OF ENVIRONMENTA	\$ 100.00
C & G ELECTRICAL SUPPLY	\$ 858.80	NYS INCOME TAX	\$ 4,846.70
CATT CO DSS	\$ 329.56	OFFICE OF STATE COMPTROLLER	\$ 2,316.50
CLARK PATTERSON LEE	\$ 28,505.34	PIONEER FORD INC.	\$ 99.95
CONNOR, FRANCIS S.	\$ 126.00	R.C. FIRE EQUIPMENT INC.	\$ 2,981.26
CSEA	\$ 801.87	REINHAUSEN MANUFACTURING INC.	\$ 9,924.60
CSEA POLICE UNIT	\$ 201.90	SCHWAB AGGREGATES	\$ 451.63
CURR A/C ELECTRIC	\$ 7,643.94	SECURITY INVESTORS GROUP INC	\$ 919.85
CURR A/C SEWER	\$ 184.24	STAPLES CONTRACT & COMMERCIAL,	\$ 510.34
CURR A/C WATER	\$ 2,996.92	STRYKER SALE CORPORATION	\$ 4,086.40
DANNY HEINEMAN & SONS INC	\$ 150.00	STUART C IRBY CO	\$ 2,091.60
ENVIRONMENTAL FACILITIES	\$ 11,730.00	T L SCHWAB TRANSPORT LLC	\$ 162.12
GRAINGER	\$ 544.58	TECHNICAL ASSISTANCE AND	\$ 2,017.33
IEEP, INC	\$ 13,293.16	THE BUFFALO NEWS	\$ 1,331.22
INSTREAM, LLC	\$ 440.00	TOMPKINS CARDMEMBER SERVICE	\$ 579.29
INSTREAM, LLC	\$ 360.00	TRI-COUNTY TOOL RENTAL & SALES	\$ 498.50
IRS - FEDRAL PAYROLL TAX PAYME	\$ 26,403.61	VILLAGE OF ARCADE	\$ 165.00
JIM'S EQUIPMENT REPAIR INC	\$ 1,169.91	WATERMAN'S GREENHOUSE, LLC	\$ 45.00
JOHN SIXT & SON, INC.	\$ 565.30	WILLEY WELL DRILLING INC	\$ 3.60
L.R. BRASS INC. ARCADE MARKET	\$ 73.64	WYOMING COUNTY DEPT OF HEALTH	\$ 64.00
LARRY ROMANCE & SON INC.	\$ 35.00	ZIMMER AUTO PARTS & SALES INC	\$ 400.00
<b>COLUMN TOTAL</b>	<b>\$ 109,486.65</b>	<b>COLUMN TOTAL</b>	<b>\$ 368,728.24</b>
		<b>COLUMN TOTAL</b>	<b>\$ 478,214.89</b>