

The regular meeting of the Village of Arcade (VOA) Board of Trustees, Wyoming County, New York was held on Tuesday, July 20, 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,

ABSENT

Deputy Clerk/Treasurer Michelle Karpinski.

ALSO PRESENT

William Freitag, BST, via ZOOM

PLEDGE OF ALLEGIANCE

Mayor Schiener opened the meeting with the Pledge of Allegiance.

BST ANNUAL FINANCIAL PRESENTATION

Bill Freitag of BST discussed the financial condition of the Village after the fiscal year end 2020-2021.

All year end work was completed remotely; the Village provided work timely and accurately. He did not encounter any inefficiencies or exceptions in accounting practices or procedures. The annual PSC report is completed but not filed yet and the Annual Update Document is almost complete. All funds are in good financial condition with regard to cash flow, liquidity and ability to meet obligations. Accounting practices and policies are sound and in accordance with OSC and PSC. He did not identify any unusual or significant transactions. He stated the staff has a very good understanding of accounting requirements and governmental reporting and is well organized.

GENERAL FUND

Revenues exceeded expenses by \$197,000. Revenues were similar to prior years with an increase of \$15,000, expenditures increased with the biggest change related to public safety costs, employee benefits and equipment. Fund balance increased \$197,000. The fund balance is \$1,340,000; of that \$300,000 is reserved for future capital improvements and future employee costs, and there is an appropriated \$177,000 from fund balance for the 2021-22 budget. The net of that amount is \$860,000 which represents about 30% of budgeted expenditures for 2021-22 fiscal year.

WATER FUND

Generated a net income of \$19,000, revenues decreased \$11,000 from prior year, expenditures increased \$59,000 due to \$38,000 in water purification equipment and a \$15,000 increase in employee benefit costs. Fund balance increased \$19,000. The total funds balance is \$563,000 of which \$140,000 is reserved for future employee benefit costs and future capital costs. The unrestricted fund balance is \$423,000 which is the equivalent to 50% of the current budget expenditures. The water fund is in good financial condition with good cash and fund balance.

SEWER FUND

Generated a net income \$157,000, revenues increased \$13,000 mainly in sewer rents, expenditures increased \$12,000. The sewer fund has a very strong fund balance at \$1,200,000 and of that amount \$80,000 is reserved for future capital improvements as well as employee benefits as well as \$120,000 which has been appropriated for the current fiscal year. This leaves an unrestricted fund balance of \$975,000. Overall, the sewer fund is in very good financial condition.

ELECTRIC UTILITY

The electric utility had a good year, the financial condition of the utility is stable and improving. The net income was \$151,000, a decline from the prior year. Depreciation expense, which is a non-cash expense, was \$740,000. Gross revenues were \$9.7 million dollars, a 7% increase in total electric revenue. The big growth in revenue was in the PPAC, which is mainly a pass through for supplemental power, all costs greater than the hydropower allotment, the supplemental power increased greatly, mainly due to the transmission congestion charges, TCCs. Of the \$930,000 increase in revenue, \$820,000 was pass through for supplemental power. In addition to that the Clean Energy Standards, (CES) charges were \$700,000 which is a pass through, no benefit and no detriment to VOA, it is a burden to the customer. These charges added almost ½ cent per kwh for all three customer classes, residential, industrial, and commercial. These costs will increase year after year and the VOA has no control over them.

Overall expenses increased almost \$1,000,000, about a 12% increase. As with most municipal electrics a majority of the operating costs are related to, PPAC and CES costs along with salary and employee benefits and depreciation.

The cash balances increased \$10,000 from the prior year. The fund has \$2.6 million in operating cash, with \$700,000 in the depreciation reserve and \$75,000 for future employee retirement benefits. The fund has 5 months of operating costs. NYPA and PSC consider three months acceptable, thus the fund is in good shape.

The utility purchased \$500,000 in inventory and equipment and paid down \$200,000 on bond debt service along with \$416,000 on the power authority truck loans. The \$416,000 was paid down using the surcharge on the PPAC.

Current Ratio which measures liquidity, the ability to meet short term obligations, cash and accounts receivable into cash; the accounts receivable exceeds accounts payable by a ratio of 7 to 1. Another measure is the ability to turn bills to cash within 19.5 days from date billing goes out, very good statistic amongst the utilities, most are 30-35 days. This is a favorable reflection on the billing office. Lost and unaccounted kwh is at 3.7%, it is below the average of all municipals, most are between 5-7%, system is in good repair it and is not losing kwh. The customer shares in the burden of line loss, line loss is lower than average. Rate of return, which measure how much net income the PSC will allow you to generate valued on the base of your system. Currently the PSC likes to see a 2.2% rate of return and the VOA is at 1.7%, this will probably increase in the coming years. It will probably be another five years before next rate increase.

APPROVE MINUTES

Motion by Trustee Koerner and seconded by Trustee Szucs, the minutes from the regular meeting held on July 6, 2021, be approved as presented by Deputy Clerk/Treasurer Karpinski.

The motion was passed upon the following vote:

VOTE									
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	
VOTE TOTAL:	5	Yes	0	No	0	Abstain	0	Absent	
RESULTS	X	PASS					FAIL		

AWARD BID ARTICULATING TRACTOR

The following bid was received for the articulating tractor:

VENDOR	AMOUNT
Jim's Equipment Repair 8597 Main Street Campbell NY 14821	\$ 38,073.96

Motion by Trustee Koerner and seconded by Trustee Roll to award the bid for the articulating tractor, Steiner 450-32KGL tractor, to Jim's Equipment Repair in the amount of \$38,073.96.

The motion was passed upon the following vote:

VOTE									
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	
VOTE TOTAL:	5	Yes	0	No	0	Abstain	0	Absent	
RESULTS	X	PASS					FAIL		

DECLARE EQUIPMENT SURPLUS

Motion by Trustee Koerner and seconded by Trustee Szucs to declare the 2016 Steiner 440 tractor (ID 74720110379) as surplus and as such to sell at auction.

The motion was passed upon the following vote:

VOTE									
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	
VOTE TOTAL:									
	5	Yes	0	No	0	Abstain	0	Absent	
RESULTS									
	X	PASS					FAIL		

RESOLUTION - MEUA ANNUAL MEETING

The following resolution was offered by Trustee Roll and seconded by Trustee Rule:

RESOLUTION

WHEREAS, the Board of Trustees of the Village of Arcade, New York, is a municipal member of the Municipal Electric Utilities Association (MEUA) of New York State, and

WHEREAS, the annual conference of the MEUA has been called on August 31, 2021 through September 3, 2021, to be held at the Chautauqua Harbor Hotel in Celeron NY, and

WHEREAS, in accordance with the bylaws of the MEUA, each municipal member may cast one vote on each transaction properly brought before this meeting,

NOW THEREFORE BE IT RESOLVED, that Superintendent of Public Works Larry Kilburn be and is hereby designated as the accredited delegate of the Village of Arcade, New York.

The motion was passed upon the following vote:

VOTE									
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	
VOTE TOTAL:									
	5	Yes	0	No	0	Abstain	0	Absent	
RESULTS									
	X	PASS					FAIL		

SEQR RESOLUTION ESD DOWNTOWN ENHANCEMENTS

Motion by Trustee Roll and seconded by Trustee Szucs to accept the following resolution:

**DOWNTOWN ENHANCEMENTS
RESOLUTION**

SEQR TYPE II DETERMINATION

Whereas, 6 NYCRR Section 617.5 (Title 6 of the New York Code of Rules and Regulations) under the State Environmental Quality Review Act (SEQR) provides that certain actions identified in the subdivision (c) of that section are not subject to environmental review under the Environmental Conservation Law.

Therefore, be it resolved, that the Village of Arcade hereby determines that the proposed streetlight replacement along Main Street in the downtown section of the Village of Arcade and the installation of wayfinding signage, benches and waste receptacles are a Type II action in accordance with the following: 6 NYCRR Section 617.5 (c) which states the:

(1) maintenance or repair involving no substantial changes in an existing structure or facility, and

(9) construction or expansion of a primary or accessory/appurtenant, non-residential structure or facility involving less than 4,000 square feet of gross floor area and not involving a change in zoning or a use variance and consistent with local land use controls, but not radio communication or microwave transmission facilities

And is therefore not subject to further review under 6 NYCRR Part 617.

The motion was passed upon the following vote:

VOTE								
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
VOTE TOTAL:								
	5	Yes	0	No	0	Abstain	0	Absent
RESULTS		X	PASS				FAIL	

AUTHORIZE SPW KILBURN TO SIGN ESD DOCUMENTS

Motion by Trustee Szucs and seconded by Trustee Rule to authorize SPW Kilburn to sign all documents pertaining to the Empire State Development (ESD) grant, in the amount of \$50,000, for the Downtown Enhancements Project.

The motion was passed upon the following vote:

VOTE								
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
VOTE TOTAL:								
	5	Yes	0	No	0	Abstain	0	Absent
RESULTS		X	PASS				FAIL	

AUTHORIZE APPLICATION SMART GROWTH COMPREHENSIVE PLANNING GRANT

Motion by Trustee Szucs and seconded by Trustee Roll to authorize the filing of an application for a Smart Growth Comprehensive Planning Grant. Upon approval of such grant the Village agrees to enter into and to execute a project agreement with the New York State Department of State for such financial assistance to the Village of Arcade for development of a Smart Comprehensive Plan. The Village agrees to cover the 10% matching funds requirement and authorizes the Mayor to sign all grant documents.

The motion was passed upon the following vote:

VOTE								
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
VOTE TOTAL:								
	5	Yes	0	No	0	Abstain	0	Absent
RESULTS		X	PASS				FAIL	

AUTHORIZE MAYOR TO SIGN INTERMUNICIPAL AGREEMENT

Motion by Trustee Rule and seconded by Trustee Szucs to authorize the Mayor to sign the Intermunicipal Agreement between the Village of Arcade and the Town of Arcade providing the Town of Arcade accepts the terms. The following resolution was offered:

RESOLUTION

This Intermunicipal Agreement is made by and between the Town of Arcade, hereinafter called Town, and, the Village of Arcade, hereinafter called Village.

Whereas, it is in the interest of the taxpayers to share resources in the undertaking of municipal services; and

Whereas, each party hereto has committed to providing planning and zoning resources and services available to their respective municipalities; and

Whereas, it is possible to make such services available for use by each other when it is in the public interest; and

Whereas, the parties agree that the Arcade Comprehensive Plan prepared in 1996 needs updating; and,

Whereas, the Village has decided to apply for a grant to cover up to 90% of the cost of preparing a Comprehensive Plan Update; and,

Whereas, the Village and the Town each fully support the preparation of the grant application;

Now Therefore Be It Resolved, that the Village and the Town believing it to be in the best interest of the taxpayers of the respective service area, do hereby authorize intermunicipal cooperation and assistance with and between each other for the preparation of a Comprehensive Plan Update; and,

Be It Further Resolved, that the Village and the Town agree to equally split the cost of preparing the Comprehensive Plan Update should such grant be awarded.

The motion was passed upon the following vote:

VOTE									
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	
VOTE TOTAL:	5	Yes	0	No	0	Abstain	0	Absent	
RESULTS	X	PASS					FAIL		

AUTHORIZATION TO CREATE DEBT SERVICE RESERVE – SEWER FUND

Motion by Trustee Rule and seconded by Trustee Szucs to authorize Clerk Treasurer Kraft to set up a Debt Service Reserve. Per GML §6-1 this reserve is used to cover debt service payment on outstanding obligations (Bonds/BANS) (2) when State or Federal Aid is received on account of a capital improvement to the retirement of outstanding obligations issued to finance such improvement. This reserve would be funded with the \$320,000 DEC grant proceeds.

The motion was passed upon the following vote:

VOTE									
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	
VOTE TOTAL:	5	Yes	0	No	0	Abstain	0	Absent	
RESULTS	X	PASS					FAIL		

AUTHORIZATION TO TRANSFER FUNDS TO RESERVES

Motion by Trustee Rule and seconded by Trustee Roll to authorize the transfer of funds from the money market savings to the following reserves:

RESERVE/FUND	AMOUNT
Equipment Replacement Reserve – General - Streets	\$ 25,000

Equipment Replacement Reserve – Fire Dept	\$ 90,000
Employee Accrued Liability – Sewer	\$ 30,435
Employee Accrued Liability – Water	\$ 5,000
Employee Accrued Liability – Electric	\$ 36,000
Debt Service Reserve – Sewer	\$320,000
TOTAL	\$506,435

The motion was passed upon the following vote:

VOTE									
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	
VOTE TOTAL:	5	Yes	0	No	0	Abstain	0	Absent	
RESULTS	X	PASS					FAIL		

AUDIT BILLS

Motion by Trustee Koerner and seconded by Trustee Szucs, the Village bills be audited and paid in the amount of \$633,184.54 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 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	
VOTE TOTAL:	5	Yes	0	No	0	Abstain	0	Absent	
RESULTS	X	PASS					FAIL		

150TH ANNIVERSARY CELEBRATION VILLAGE OF ARCADE AND FIRE DEPARTMENT

Trustee Koerner attended a meeting at the Historical Society regarding the 150th anniversary celebration for the Village of Arcade and the Arcade Fire Department. The committee is planning a downtown event on October 2, 2021 and expanding westward to include more vendors, They are going to have fire trucks in conjunction with fire prevention week at the Arcade Elementary School. They discussed having the Village trucks – bucket, loader, dump trucks on display. The hope is the event will be like the Main and More event style. There was discussion on having food trucks, a banner, a brewery, live music in parking lot of Main Street Grill along with a Cemetery event at Arcade Rural and St Peter and Paul. The Village discussed having the banner made for the event.

Also, the Arcade Town Hall is moving to town of Arcade highway barns.

EXECUTIVE SESSION

Motion by Trustee Koerner and seconded by Trustee Roll, the Board enter into executive session to discuss the following topic(s) at 8:58 pm

- Employment history of a particular employee

The motion was passed upon the following vote:

VOTE								
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

VOTE TOTAL:	5	Yes	0	No	0	Abstain	0	Absent
RESULTS	X	PASS				FAIL		

Motion by Trustee Rule and seconded by Trustee Szucs, the Board exit executive session at 9:06 pm.

The motion was passed upon the following vote:

VOTE								
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
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 9:06 pm upon motion by Trustee Rule and seconded by Trustee Szucs.

Clerk/Treasurer

VENDOR	AMOUNT	VENDOR	AMOUNT
ABBOTT ANSWERING 581 LLC	\$ 157.80	MORRIS, THOMAS J. JR.	\$ 424.00
ACTIVE IT DESIGN, LLC	\$ 2,127.30	NATIONAL GRID	\$ 73,531.50
ACTIVE IT DESIGN, LLC	\$ 1,740.52	NEW HORIZON COMMUNICATIONS COR	\$ 744.23
AFLAC NEW YORK	\$ 1,563.94	NEW YORK POWER AUTHORITY	\$ 182,171.01
ALTEC INDUSTRIES INC	\$ 182.20	NEW YORK STATE DEFERRED COMPEN	\$ 4,377.57
AMCHAR WHOLESALE, INC	\$ 69.10	NGT CORPORATION	\$ 215.00
ARCADE LUMBER & MILLWORK	\$ 1,375.36	NOCO ENERGY CORP	\$ 2,823.35
AUTOMOTIVE ALLEY INC	\$ 21.00	NYMPA	\$ 153,231.23
BIG LAKE SUPPLY LLC	\$ 9,782.00	NYS & LOCAL RETIRE SYSTEM	\$ 5,253.70
BLACKBURN MANUFACTURING	\$ 139.45	NYS CHILD SPRT PROCESSING	\$ 500.46
BST & CO. CPAS, LLP	\$ 11,100.00	NYS INCOME TAX	\$ 4,978.24
CINTAS CORPORATION #782	\$ 146.82	NYS SALES TAX	\$ 13,096.93
CLARK PATTERSON LEE	\$ 30,351.65	OFFICE OF STATE COMPTROLLER	\$ 1,006.75
CONNOR, FRANCIS S.	\$ 823.00	OSEA INC	\$ 32.50
CORELOGIC REFUNDS DEPT.	\$ 424.50	OUTSOURCE RECEIVABLES MGMT INC	\$ 40.76
COUNTRY LINE ELECTRICAL DISTRI	\$ 11,760.00	PIONEER FORD INC.	\$ 426.73
CSEA	\$ 827.14	R.C. FIRE EQUIPMENT INC.	\$ 43.97
CSEA BENEFIT UNIT	\$ 1,007.24	REINHAUSEN MANUFACTURING INC.	\$ 403.88
CSEA POLICE UNIT	\$ 171.51	RENAISSANCE LIFE & HEALTH INSU	\$ 185.84
CURR A/C ELECTRIC	\$ 7,049.62	RICHARD-CIN SIGNS & SAFETY SUP	\$ 3,066.55
CURR A/C SEWER	\$ 176.94	SECURITY INVESTORS GROUP INC	\$ 919.85
CURR A/C WATER	\$ 2,089.72	SELPHS FIRE SERVICE LLC	\$ 983.25
DIG SAFELY NEW YORK, INC	\$ 14.40	SOUTER, ROBERT A	\$ 175.00
E.J. PRESCOTT, INC	\$ 4,106.26	STAPLES CONTRACT & COMMERCIAL,	\$ 1,109.81
GENUINE PARTS COMPANY	\$ 1,247.16	TECH PRODUCTS INC.	\$ 834.85
GREENE COUNTY COMMERCIAL BANK	\$ 41,396.00	TECHNICAL ASSISTANCE AND	\$ 1,148.90
GUTHRIE HELI-ARC INC	\$ 390.00	TIFCO INDUSTRIES INC	\$ 678.47
IDENTOGO	\$ 88.75	TOMPKINS CARDMEMBER SERVICE	\$ 3,924.89
IDENTOGO	\$ 88.75	TRI-TECH FORENSICS INC	\$ 107.87
IEEP, INC	\$ 11,228.59	UNITED STATES TREASURY	\$ 76.20
IRS - FEDERAL PAYROLL TAX PAYME	\$ 26,466.47	UNITED UNIFORM CO INC	\$ 115.13
ITRON, INC.	\$ 500.00	UTZ TIRE SERVICE OF ARCADE, IN	\$ 48.00
J & S AGEN, INC	\$ 255.00	VALLEY FAB & EQUIPMENT INC	\$ 4,236.53
JOHN SIXT & SON, INC.	\$ 566.89	VILLAGE OF ARCADE	\$ 165.00
L.R. BRASS INC. ARCADE MARKET	\$ 102.31	VILLAGE OF ARCADE	\$ 598.36
LEXISNEXIS RISK DATA MGMT INC	\$ 150.00	WOODRUFF CONSTRUCTION & GRAVEL	\$ 168.00
MAPLE GROVE COATINGS	\$ 128.25	WYOMING COUNTY CLERK	\$ 75.00
MAPLE GROVE ENTERPRISES	\$ 185.50	WYOMING COUNTY DEPT OF HEALTH	\$ 174.00
MATTHEW BENDER & CO INC.	\$ 610.00	ZIMMER AUTO PARTS & SALES INC	\$ 480.09
COLUMN TOTAL	\$ 170,611.14	COLUMN TOTAL	\$ 462,573.40
		GRAND TOTAL	\$ 633,184.54