

VILLAGE OF WOLCOTT  
VILLAGE HALL CONFERENCE ROOM  
BOARD OF TRUSTEES

March 11, 2025

7:00 PM

Members Present: Mayor Chris Henner, Trustees: Dave Lewis, Dan Smith, Andrew Marshall, and Misty Harper

Others Present: Fran Acker, Eva Banas-Duncan, Jack Roberts, charlotte Henner and Robert Skinner

Mayor Henner called the meeting to order at 7:00 pm with the Pledge of Allegiance.

**Account #19130**

Mr. Skinner asked to have the Village of Wolcott Code Enforcement Officer, Tom Sawtelle, inspect and confirm he only has 2 units at 5940 Jefferson Street. Mr. Sawtelle confirmed the basement is only being used for storage and is not considered a “unit”. Mr. Skinner has asked that the water and sewer billing at this location be changed from 3 unit billings to 2. Trustee Smith made the motion to approve the recommended change from a 3 unit water and sewer billing to a 2 unit water and sewer billing. Trustee Marshall 2<sup>nd</sup> the motion. All present voted in favor.

**30 day-waiver on liquor license-Wolcott Screw and Bolt, LLC**

The Village Clerk received a 30-day notice of NYS Liquor License for 12014 E. Main Street and asking to waive the 30 day wait period. No inspections has been done by the Village Code Enforcement Officer as of yet. Trustee Smith made the motion to table any waiver until the Code Enforcement Officer completes the necessary inspections and approves. Trustee Lewis 2<sup>nd</sup> the motion. All present voted in favor.

**Justice Court**

The Village of Wolcott Justice Court was approved JCAP grant in the amount of \$13,523.80 for the 2024-25 cycle.

**Village Clerk-Treasurer**

The Village of Wolcott will be hosting the next Village Officials meeting at the Wolcott Elks Lodge on March 19, 2025. Tim Epner with CGI Communications is the guest speaker.

**Meeting Minutes**

Trustee Smith made the motion to accept and approve the February 24, 2025 budget workshop minutes. Trustee Lewis 2<sup>nd</sup> the motion. Trustee Marshall abstained due to not being present at the workshop. All others present voted in favor.

Trustee Smith made the motion to accept and approve February 24, 2025 Department Head meeting minutes. Trustee Marshall 2<sup>nd</sup> the motion. All present voted in favor.

Trustee Smith made the motion to accept and approve March 3, 2025 Budget Workshop minutes. Trustee Lewis 2<sup>nd</sup> the motion. All present voted in favor.

### **Abstract #010**

Trustee Smith made the motion to approve Abstract #010 in the amount of \$173,891.19 with vouchers numbered 431-471 and checks numbered 33249-33289. Total claims from the General Fund are \$116,871.08. Total claims from the Water Fund are \$17,627.67. Total claims from the Sewer Fund are \$39,392.44. Trustee Marshall seconded the motion. All present voted in favor.

### **Resolutions**

#### **Resolution 2025-8**

#### **RESOLVED in accordance with Article 57-A:**

The Village Clerk is hereby designated as the Village's Records Management Officer (RMO) and shall direct the Village's Records Management Program;

**FURTHER RESOLVED**, that the Mayor and Village Clerk are hereby authorized to file an application for a grant under the New York State Local Government Records Management Improvement Fund to meet needs of proper records management for the Village of Wolcott. This is an amendment to Resolution 2007-24.

Adopted by the following vote:

Ayes: Mayor Henner, Trustees: Lewis, Smith, Marshall and Harper

Nays: None

Office of the Village Clerk

Village of Wolcott

County of Wayne

I hereby certify that I have compared the foregoing copy of a resolution with the original duly adopted by the above mentioned Board at a meeting held on the 11th day of March, 2025 and that the same is a true copy of said original and of the whole thereof.

In Witness Whereof, I have hereunto subscribed my name and affixed the official seal of the said Board, this 11<sup>th</sup> day of March, 2025.

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Village Clerk

## **Resolution 2025-9**

**Whereas;** Chapter § 42-15 of the Village Municipal Code in regards to Compliance orders; penalties for offenses, and

**Whereas;** Upon determination that a violation of the Uniform Code or this chapter exists in, on or about any building or premises, the Code Enforcement Officer shall order, in writing, the remedying of the condition. Such order shall state the specific provision of the Uniform Code which the particular condition violates and shall grant such time as may be reasonably necessary for achieving compliance before proceedings to compel compliance shall be instituted. Such order shall be served personally or by notification by registered mail, and

**Whereas;** In addition to those penalties prescribed by state law, any person, firm or corporation who violates any provision of the Uniform Code or any rule or regulation of this chapter, or the terms or conditions of any certificate of occupancy issued by the Code Enforcement Officer, shall be liable to a civil penalty of not more than \$200 for each day or part thereof during which such violation continues. The civil penalties provided by this subsection shall be recoverable in an action instituted in the name of the Village Board on its own initiative or at the request of the Code Enforcement Officer, and

**Whereas;** Alternatively or in addition to an action to recover the civil penalties provided by Subsection B, the Village Board may institute any appropriate action or proceeding to prevent, restrain, enjoin, correct or abate any violation of, or to enforce any provision of, the Uniform Code or the terms or conditions of any certificate of occupancy issued by the Code Enforcement Officer.

**Also Whereas;** in accordance with NYS Property and Maintenance Code 302-1; Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition.

**BE IT THEREFORE RESOLVED THAT** since there were several complaints regarding 6088 East port Bay Road, tax Map No 76117-13-003422 in the village of Wolcott, and violation penalties due to rubbish all over the yard and alongside the house, along with no building permit on file for said property. Also, violations penalties in the amount of \$2,600 and letters from the Village Attorney have gone unheeded, the Village of Wolcott Board of Trustees has approved the Village Attorney to proceed taking the compliance issue with said property to the Supreme Court of NYS.

Adopted by the following vote:

Ayes: Mayor Henner, Trustees: Lewis, Smith, Marshall and Harper

Nays: None

Office of the Village Clerk

Village of Wolcott

County of Wayne

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true copy of said original and of the whole thereof.

In Witness Whereof, I have hereunto subscribed my name and affixed the official seal of the said Board, this 11th day of March, 2025.

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Village Clerk

### **Facilities Use Request**

Trustee Smith made the motion to approve use of the Wolcott Fire Department for a baby shower on 03/29/2025. This has also been approved by the Fire Department. Trustee Harper 2<sup>nd</sup> the motion. All present voted in favor.

Trustee Smith made the motion to approve use of the Wolcott Fire Department for a baby shower on 04/5/2025. This has also been approved by the Fire Department. Trustee Harper 2<sup>nd</sup> the motion. All present voted in favor.

Trustee Smith made the motion to approve use of Northup Park for live Gospel music on June 14, 2025 from 6:00 pm-8:00 pm by Peter Sterpe. Trustee Harper 2<sup>nd</sup> the motion. All present voted in favor.

### **Annual Municipal Profile**

Mayor Henner went over some of the data from the Annual Municipal Profile sent by Brian Pincelli, executive director for Wayne County Economic Development & Planning. See attached report.

### **Finger Lakes Community Action**

Trustee Harper stated to move ahead with the project, the Village needs to get bids for the handicap sidewalk project and it must be completed by May 31, 2025. Trustee Harper will reach out to Melissa Kersten to confirm specs.

### **Trustee Harper**

The Lions Club is willing to help with the village handicap accessible sidewalk project. Mayor Henner and Trustee Harper will meet with the Lions Club in April 2025.

### **Mayor Henner**

Mayor Henner discussed the recent water disruption on Lake Avenue and Wright Street. A valve was replaced on Lake Ave. Mayor Henner thanked the Town of Wolcott for their assistance with the valve replacement project. Wright Street had a cracked main close to the center line. A new valve was installed. Found the storm sewer was directly under the water main and had a crack. This was also replaced. Some residents may experience cloudy water while purging. 150,000 gallons was purged on March 11, 2025.

### **Trustee Marshall**

Nothing at this time.

### **Trustee Smith**

Asked that the Village Clerk reach out to highway on when ice rink would be dismantled for the season.

### **Trustee Lewis**

Trustee Lewis mentioned some new Hometown Hero banners have been received. The banners will be up by Memorial Day.

A Draper Street resident reached out to Trustee Lewis asking if a school zone sign could be placed between Washington and Butler Streets. Mayor Henner stated a letter should be sent to the school asking for permission of the sign placement.

Trustee Harper recommends the raised sidewalk corners for handicap users.

### **Time for the Public**

Nothing from the Public.

### **Executive Session**

Trustee Smith made the motion to move the meeting into executive session at 7:20 pm for a contractual matter. Trustee Marshall 2<sup>nd</sup> the motion. Clerk-Treasurer Acker was asked to stay. All present voted in favor. Mayor Henner made the motion to move back to regular session at 7:38 pm. Trustee Lewis 2<sup>nd</sup> the motion. All present voted in favor.

Trustee Smith made the motion to forgive late penalties on water and sewer acct#01310 in the amount of \$36.84 due to not receiving the bill. Owner states she reached out about a year ago to get address corrected. Trustee Marshall 2<sup>nd</sup> the motion. All present voted in favor.

### **Adjournment**

Trustee Smith made the motion to adjourn the meeting at 7:43 pm. Trustee Lewis 2<sup>nd</sup> the motion. All present voted in favor.

The next regularly scheduled Village Board of Trustees Meeting will be held on March 25, 2025 at 7:00pm in the Village of Wolcott Conference Room.

Respectfully Submitted,

Fran Acker

*Fran Acker*

Clerk-Treasurer