Approved 8/14/2018 VILLAGE OF WOLCOTT

BOARD OF TRUSTEES

DEPARTMENT HEAD MEETING

July 10, 2018

7:00 pm

Members Present: Mayor Chris Henner, Trustees Dan Smith, Norma Stewart, Anthony Vezzose, Bob Marshall

Others Present: Fran Acker, Brett Norsworthy, Nick Rizzo, Jerry Lasher, Ron Lancy, Ben Patrzalek, Will Cummings, Suzanne Wild, Lori Tyler

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

**Ben Patrzalek and Will Cummings-AXA Group**

Mr. Patrzalek and Mr. Cummings wanted to introduce AXA Group and 457 Retirement. Passed out booklet information to employees that were in attendance and the board for review.

**Fire Department – Chief Jerry Lasher**

Chief Lasher was unable to print a report for the month due to printer problems but wanted to apprise the board of the following items:

* He has invoices from Reed’s for brake job for approval.
* The Quint is in the paint shop
* Getting tire bids
* Fire Dept. has guys in live Fire training
* Fire Dept. also has 2 new recruits and 1 coming back

**Police Department – OIC Tom Ryan (Absent)**

See attached report – submitted to the board.

**Highway Department – Nick Rizzo**

Sunset/New Hartford Street Storm Line Project: Storm line from New Hartford heading to the Dyke below highway barn.  The basin at the street is in very poor shape.  The line has become restricted and partially collapsed over the years from tree roots and the pipe is single wall plastic which is in very poor shape. Trustee Smith made a motion to approve the project not to exceed a cost of $7,400.00. Trustee Vezzose seconded the motion. All voted in favor.

Wadsworth Street ditch work to clean ditches and remove trees. Trustee Smith made a motion to approve the project not to exceed the cost of $4,000.00. Trustee Marshall seconded the motion. All voted in favor.

Wilson Street project of pipe, stone and catch basin. Trustee Smith made a motion to approve the Wilson Street Basin Project not to exceed a cost of $4,000.00. Trustee Stewart seconded the motion. All voted in favor.

Mr. Rizzo made the board aware of kids throwing rocks at the library, and that he did say something but asked how to handle. All agreed that this was the only way to handle and on a case by case basis.

See attached report.

**Sewer Department – Tommy Mettler (Absent)**

**Water Department – Evan Tyler (Absent)**

Deputy Clerk Norsworthy stated for Mr. Tyler that the water influent at the springs is coming in at about 35 gallons a minute. Trustee Smith asked Mr. Norsworthy to have Mr. Tyler assess if there is any damage and provide quotes to fix.

**Justice Court**

Follow up to the letter from the Unified Court System regarding: Village of Wolcott monthly audit procedures- The Court Clerk will submit her monthly signed reconciled bank statements, along with the A/C Report submission log for each Justice to the board for review each month. The board will review the bank reconciliations and compare the A/C Report to the Invoice Billing and Distribution Statement the Village Clerk-Treasurer receives from the Office of the State Comptroller for payment each month.

**Deputy Clerk-Treasurer-Brett Norsworthy**

Mr. Norsworthy has a Cardinal Road resident calling about a deposit from 1993 that she is not sure was ever returned to her. These deposits should have been turned over to Wayne County or residents. Due to the age, the board has tabled until the resident can provide the Village Office with cancelled check of the deposit.

**Clerk-Treasurer-Fran Acker**

* LaBella Prepayment -Trustee Smith made the motion to prepay Labella payment for estimate number #6 in the amount of $14,376.96. Trustee Vezzose 2nd the motion. All voted in favor.
* NSF Fees – Trustee Smith made the motion to lower fees for returned checks from $50.00 to $20.00 per NYCOM. Trustee Marshall 2nd the motion. All voted in favor.
* Standard Work Day Resolution for NYSLRS Elected Officials-Information from NYS Retirement regarding elected officials and retirement. This resolution was done July 10, 2018. This resolution needs to be re-done every time an election is held and every time an elected official joins the retirement system. The Village Board reviewed the Record of Activities (ROA’s).

BE IT RESOLVED, that the Village of Wolcott, Location Code 40271, hereby establishes the following as standard work days for elected officials and will report the following days worked to the New York State and Local Employees Retirement System based on the activities maintained and submitted by these officials to the clerk of this body:

Title Name Term Begins/Ends Standard Work Day ROA Results

Trustee Daniel P. Smith 4/2016-4/2020 6 hours 1.0

Mayor Christopher Henner 4/2015-4/2019 6 hours 1.0

Justice Scott C. Stone 4/2018-4/2019 6 hours 2.0

The resolution will be available to the public for 30 days at the Village Office, 6015 New Hartford Street, Wolcott, NY, 14590 before filing with NYSLRS. A motion was made by Trustee Vezzose. 2nd motion made by Trustee Stewart. All voted in favor.

* Tax Exemption - Trustee Smith made the motion to approve Veterans Tax Exemption Refund in the amount of $116.71 for Allan and Joann Moluf, Tax ID # 75117-15-715386 per letter received from Wayne County Real Property Tax Services. Trustee Vezzose 2nd the motion. All voted in favor.
* See attached Report for other activity

**Meeting Minutes-June 12, 2018**

Trustee Vezzose made a motion to accept the June 12, 2018 minutes with corrections. Clerk Acker used January 23rd 2018 DH minutes as a template and failed to remove the following notes: *“Clerk-Treasurer Lori Tyler reminded Chief Lasher of the need to get purchase orders from the Village Office prior to making purchases or having work done, even if it was already approved at a meeting*.”Trustee Marshall 2nd the motion. Mayor Henner and Trustee Stewart voted in favor. Trustee Smith abstained.

**Abstract #002**

Trustee Marshall made the motion to approve Abstract #002 in the amount of $49,393.22 with vouchers numbered 27-82 and checks numbered 28635 – 28690. Total claims from the General Fund are $28,108.11 Total claims from the Water Fund are $10,713.22. Total claims from the Sewer Fund are $10,571.89. This included claim # 81 for Suzanne Wild Tire replacement and #82 Allan & Joann Moluf that the board approved to be added to the abstract. Trustee Stewart seconded the motion. All voted in favor.

**Resolution 2018-1 FY 2018-2018 Tax Cap Reserve Fund**

The Village of Wolcott is required by New York State Law “Chapter 97 of the Laws of 2011” to establish a property tax limit. When Clerk Acker was working with the State Comptroller’s Office to input the Tax Cap, it was discovered that with an increase in the PILOT revenue for FY 2018-2019, the difference between the FY 2019 tax levy limit and the proposed tax levy is $2,004. Therefore, since no there was no tax cap override during the budget process, Trustee Smith made the motion to approve Resolution 2018-1 to create a Tax Cap Reserve Fund in the amount of $2,004.00 for the FY 2018-2018 Tax Levy. Trustee Marshall 2nd the motion. All voted in favor.

**Park Use Requests**

Trustee Smith made the motion to approve the New Beginnings Ministry Church to use Northup Park on July 21st, 2018 for a free ice cream social. Trustee Stewart seconded the motion. All voted in favor.

Trustee Smith made the motion to approve the NRW Youth Center/Scarlet Thread Ministries to use Northup Park on Aug 25th, 2018 for a youth/community event. They will be asking for a non-perishable food item to support local food pantry. Trustee Vezzose seconded the motion. All voted in favor.

**Mayor Henner**

Mayor Henner has information on the Wayne County Work Program. There are 2 youth who are interested in the program.

The Mayor has a Farmers Market information letter to forward to Misty Harper.

**Trustee Stewart**

Trustee Stewart mentioned worked that needs to be done at the falls overlook: painting, boards rotting.

**Trustee Marshall**

Trustee Marshall thanked Clerk Acker for the amount of information the Board has been receiving-emails, postal mail, etc.

**Trustee Vezzose**

Trustee Vezzose asked Deputy Clerk Norsworthy if we had a log for water shut offs? Need to understand the process for normal and seasonal shutoffs. Condemned shutoffs need to be discussed with Otis Vezzose (Code Officer) 1st, nothing happens until Mr. Vezzose signs off.

**Trustee Smith**

Trustee Smith asked if the Town of Macedon made a decision regarding the purchase of the surplus vest for Adam Verkey. Clerk Acker confirmed the Village of Wolcott received a check from the Town of Macedon on June 19, 2018 in the amount of $577.92.

Trustee Smith asked Mr. Patrzalek and Mr. Cummings from Axa to provide Clerk Acker with more information on their product for the employees and the board to review.

Trustee Smith made the motion to have the annual Fire hose testing not to exceed $3,500.00. Trustee Vezzose 2nd the motion. All voted in favor.

**Public Time**

Suzanne Wild had damaged a tire when she ran over the valve box cover that had come out of its valve on Main Street. She submitted the cost to the board to replace 2 tires in the amount of $278.56 and requested reimbursement. Trustee Smith made a motion to reimburse Ms Wild $121.23 towards the cost of the damaged tire and to add to abstract #002. Trustee Stewart 2nd the motion. All voted in favor.

**Executive Session**

Trustee Smith made the motion to enter into Executive Session at 8:51 pm for personnel and contractual reasons. Trustee Vezzose seconded the motion. All voted in favor. Code Enforcement Officer, Otis Vezzose and Clerk-Treasurer, Fran Acker was asked to stay.

Trustee Smith made the motion to come out of Executive Session at 10:19pm. Trustee Marshall seconded the motion. All voted in favor.

Code Officer Mr. Vezzose is forming a committee for Nuisance Landlords-Putting together a point system for violations, Abatement Law and Registration Law.

Trustee Smith made a motion to adjourn at 10:26pm. Trustee Stewart 2nd the motion. All voted in favor.

The next regularly scheduled Village Board of Trustees Meeting will be held on August 14th, 2018 at 7:00pm at the Village Hall.

Respectfully Submitted,

Fran Acker

Fran Acker

Clerk-Treasurer