

Meeting Minutes February 12, 2024

At a scheduled public hearing of the Board of Trustees of the Village of Port Byron held in the municipal building at 7:00PM, the following people were present:

Mayor: Ronald Wilson

Trustee: John Bell

Trustee: Pat Fenton

Trustee: Jeff Girvin

Trustee: Mary Jump

Village Clerk: Sandy Hall

Village Treasurer: Jessica Fayette

Public: Barbara Clancy, Meagan Kalet (OIC)

Mayor Wilson called the meeting to order at 7:00 PM. Mayor Wilson asked everyone present to please stand for the Pledge to the Flag and a Moment of Silence.

Mayor Wilson communicated that he would like OIC Kalet to start with her police report.

OIC Kalet read her police report out loud. OIC Kalet stated that she would like to talk about tasers and body cameras. She explained that the tasers are no longer covered if anything should happen. She stated that we have not been covered in a long time. OIC Kalet said that she got a quote from Axon for 2 taser; we can pay over the course of 5 years. She communicated that this quote that was given to us is just a rough amount to give us an idea of cost; it would roughly cost \$2560.80 a year. This quote explains in detail what would be covered. OIC Kalet stated that this is something that will not go away. She said that if something were to happen, we are not covered, and this would be a huge liability. Clerk Hall explained that there is a grant out there for body cameras to help with the cost; this is not mandatory to have right now. She stated that she spoke with the grant writer, and they have written these very successfully in the past.

Motion made to order the taser after getting the exact quote and to send them the tax-exempt form by Trustee Jump.

Motion seconded by Trustee Girvin.

All in favor: 5-0

OIC Kalet explained to the representative at Axon that we do not need two (2) body cameras because of how our police department works. He said that usually they recommended getting two (2), but they can make it work getting one (1). OIC Kalet explained the quote and what it included. No voting was needed at this time.

OIC Kalet stated that the police schedule is full; there are two officers who are working during the day and Officer Ellinwood is working most weekends.

Trustee Girvin stated that he has not had any issues with the police.

Mayor Wilson moved onto the quote on the garage door from Stevens Door Company; in the amount of \$3819.00. Mayor Wilson communicated that the garage door needs to be replaced; it is rotting. Trustee Girvin asked can we use the remaining ARPA fund to pay for the garage door.

Motion made to pay Stevens Door Company \$3819.00 from the ARPA fund by Trustee Girvin.
Motion seconded by Trustee Fenton.
All in favor: 5-0

Mayor Wilson communicated to take the investment policy home to review for the next board meeting.

Mayor Wilson moved onto the list of resolutions as follows:

- Resolution to identify polling place concerning the upcoming election on March 19, 2024. The location of March 19, 2024, election to be held at the Port Byron Municipal Building 52 Utica Street, Port Byron NY 13140
- Resolution to set the hours for the election on March 19, 2024, to 9AM-9PM.
- Resolution to set the payrate for the election inspectors at \$15 an hour.

Motion made to make all three (3) resolutions by Trustee Girvin.
Motion seconded by Trustee Jump.
All in favor: 5-0

Mayor Wilson moved onto part-time hire, Scott Hurd. Mayor Wilson stated that he would be a part-time laborer for garbage mostly. He stated that he has worked the past couple weeks at \$18 an hour, but they need to officially hire him.

Motion made to hire Scott Hurd as a part-time on-call at \$18 an hour by Trustee Girvin.

Motion seconded by Trustee Bell.
All in favor: 5-0

Mayor Wilson moved onto a letter from Timothy Stevens about eliminating the debt service on two (2) of his property because he combined the tax map number. He is asking to eliminate debt service on account number 2162 and 2160. Clerk Hall stated that she did call the county to verify that the property had been combined into one parcel.

Motion made to eliminate the two (2) debt service due to him combining his property into one parcel by Trustee Girvin.

Motion seconded by Trustee Bell.
All in favor: 5-0

Mayor Wilson moved onto a letter that we received from Greg Marshall about a leak at his property. He asked if the board would be willing to allow him to make partial payments. In his letter, he asked if he could make payments by the end of May. Clerk Hall explained that she did talk with Greg to inform him that we will be relieving any unpaid water/sewer charges onto village taxes around May 10th. She also explained to him he would need to pay the late fee.

Motion made to allow him to make three (3) partial payments due on March 9th, April 9th and May 9th by Trustee Girvin.

Motion seconded by Trustee Bell.
All in favor: 5-0

Mayor Wilson moved onto a letter from Lucy Ware about donation for the Senior Citizen trips. In the letter, she is asking for a donation of \$2500.00 to be placed in the budget for the Senior Citizen trip for this year.

Motion made to accept giving them \$2500 donation for the senior citizen trip by Trustee Girvin.

Motion seconded by Trustee Bell.

All in favor: 5-0

Mayor Wilson communicated that Steve Applebee would like to go to class in Canastota on March 21, 2024.

Motion made to allow Steve Applebee to go to class on March 21, 2024, by Trustee Jump.

Motion seconded by Trustee Bell.

All in favor: 5-0

Mayor Wilson moved onto a resolution to do transfers as follows:

- Resolution to transfer -896.76 from F1990.4 Contingent to Worker Comp F9040.8 to cover invoices.
- Resolution to transfer -1396.76 from G1910.4 Unallocated Insurance to Worker Comp G9040.8 to cover invoices.
- Resolution to transfer -1110.63 from A5142 Snow Removal Equipment to A5110.4 Street Maintenance Contractual to cover invoices.
- Resolution to transfer -195.04 from A1990.4 Contingent to A1410.4 Clerk Contractual to cover invoices.
- Resolution to transfer -7081.85 from G1990.4 Contingent 1400.49, G8130.2 Disposal and Treatment Equipment 1000.00, G 8120.4 Sanitary Sewers 1000.00, G1910.4 Unallocated insurance 1603.24, and Sewer Administration 2078.12 to Disposal and Treatment Contractual G8130.4 to cover invoices.
- Resolution to transfer \$3819.00 from ARPA fund to Garage Contractual A1620.4

Motion made to make said resolutions to transfers by Trustee Girvin.

Motion seconded by Trustee Fenton

All in favor: 5-0

Mayor Wilson moved onto budget modification. This is to modify the planning contractual budget to receive the money refunded by Thoma Development. We need to do a budget modification as follows:

- \$2400 from A2701 Refund of Prior Years' Expenditures
- \$300 from A2771 Unclassified Revenue
- A8020.5 Planning Contractual (\$2700= total amount of refund)

Motion made to do said budget modification by Trustee Girvin.

Motion seconded by Trustee Jump.

All in favor: 5-0

Mayor Wilson moved onto request for proposals for a new grant writer. He stated that we received one back from G&G Municipal Consulting and Grant Writing; he was the one that came out to speak with us last year. Mayor Wilson stated that the cost would be \$750.00 a quarter or \$250.00 a month. Mayor Wilson also stated that in the contract; it stated that we can do up to 5 grants a year. Clerk Hall stated that she has been in contact with him.

Motion made to hire G&G Municipal Consulting as our new grant writer by Trustee Girvin.

Motion seconded by Trustee Jump.

All in favor: 5-0

Mayor Wilson communicated that we need to think about special trash between now and March because we would like to put it in the newsletter for April. Trustee Jump communicated that last year the agreement was to move to the sticker system. A discussion was held about getting dumpsters for this year. Trustee Jump asked the mayor if Clerk Hall should get pricing on dumpsters. Mayor Wilson asked Clerk Hall to call DeMarco's in Elbridge. Clerk Hall stated that she can have something prepared of what we would put in the newsletter about special garbage. No voting taken at this time.

Mayor Wilson moved onto the bobcat quotes. We received two (2) quotes; Bobcat of the Fingerlakes for \$16803.00 and Bobcat of Syracuse for \$22509.52. Trustee Girvin would like it mentioned that Mayor Wilson is not related to Tom Wilson, who prepared the quote from Bobcat of the Fingerlakes. Trustee Girvin stated that the Bobcat of the Fingerlakes has been good to us. Mayor Wilson communicated what the quote consisted of. Mayor Wilson stated that he asked Treasurer Fayette what was in the DPW equipment reserve account. He stated that we have enough in the reserve to pay for the bobcat.

Motion made to use the DPW Equipment Reserve account to pay for the bobcat and to accept the bid from Bobcat of the Fingerlakes for \$16803.00 by Trustee Girvin.

Motion seconded by Trustee Bell.

All in favor: 5-0

Mayor Wilson communicated that we need a new lawn mower, the one we have is around 8 years old. Mayor Wilson stated that Stevie can look around for quotes on the lawnmower and we do have enough in DPW equipment reserve to pay for the lawnmower. No voting was needed at this time.

Mayor Wilson moved onto reports.

The FD report, submitted by Chief Rooker was reviewed. No questions arose.

The Codes Report, submitted by CEO Foster, was reviewed. A discussion was held around 101 Main Street. No other questions arose.

The DPW Report, submitted by Superintendent Applebee, was reviewed. No questions arose.

The Treasurer Report, submitted by Treasurer Fayette, was reviewed. No other questions arose.

Motion made to accept the reports as presented by Trustee Girvin.

Motion seconded by Trustee Jump.

All in favor: 5-0

Mayor Wilson asked were there any changes to the Workplace Violence policy. Clerk Hall stated that we needed to select a designated person in case of any incidents. Clerk Hall explained that she did not think that the clerk should be the designated person, so Trustee Bell and Mayor Wilson were selected as designated persons.

Motion made to accept the workplace violence policy with the add on for designated persons by Trustee Girvin.

Motion seconded by Trustee Fenton.

All in favor: 5-0

Mayor Wilson read a letter out loud from the new Mayor of City of Auburn that stated that they will be terminating the agreement for water with the water authority. Mayor Wilson stated that he got a phone call asking if he would write a letter of support letter to add another plant at long point. A copy of the letter was available for the board to look at. No voting was needed at this time.

Trustee Bell asked did we ever got the answers to the questions about Foster Gray class. Clerk Hall stated that she spoke with Foster. The answers to the following questions were given to the clerk as follows:

- Who else is paying for the renewal class?
 - Foster stated that the others were private companies.
- Why are you requesting \$124 when it shows that \$49 (manual) and \$50 (enrollment)?
 - He told Clerk Hall that he was unsure, maybe he found it online. He Sent Clerk Hall a link to look online. Clerk Hall told Foster Gray that she should not have to be the one to look for the cost. Following up with Foster Gray a few days later, he stated that the copy of the manual that was given to Clerk Hall was from 2018, so that is why the cost is different. He stated that the cost would be \$124. Clerk Hall asked Foster Gray to bring in an invoice with the cost and she would present it to the board.
- Is this an online course?
 - Foster said no, it's a take home.
- How many CEU's does he need to renew his sewage license? 90
- He needs to renew his sewage license every how many years? 5 Years

Motion made to table this until we receive the invoice with the cost by Trustee Jump.

Motion seconded by Trustee Girvin.

All in favor: 5-0

Mayor Wilson asked if the Village Board has reviewed the meeting minutes from prior Village Board Meeting on January 8, 2024.

Motion made to accept the minutes as presented by Trustee Bell.

Motion seconded by Trustee Girvin.

All in favor: 5-0

Mayor Wilson moved onto the pre-audited bills and audit remaining bills of Abstract #9.

General Fund: Vouchers 2342-2380 \$41037.91

Water Fund: Vouchers 979-989 \$21316.99

Sewer Fund: Vouchers 1054-1059 1061-1064 (VOIDED 1060) \$9514.68

T&A Fund: Vouchers 110-111 \$405.84

Total: \$72275.42

Motion made to pay abstract #9 of unaudited vouchers, by Trustee Girvin.

Motion seconded by Trustee Fenton.

All in favor: 5-0

Motion made at 8:52PM to go into executive session about the salary schedule by Trustee Girvin.

Motion seconded by Mayor Wilson.

Came out of executive session at 9:14PM. No voting taken.

Adjourned at: 9:15PM

Village Clerk Hall