

Meeting Minutes January 8, 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: Darrin Rooker

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 opened the public hearing on Local Law #1 of 2024, Authorizing a property tax levy in excess of the limit established in general municipal law S3-C at 7:04PM. If anyone would like to add anything, the public hearing will be open.

Mayor Wilson moved onto the Williamson Law Book Contract for the payroll software. This needs to be signed to renew the contract that will be effective 1/1/24 to 12/31/24 for \$1338. Motion to accept and sign the 1/1/24-12/31/24 contract with Williamson Law Book Company for the Annual Software Support Contract made by Trustee Girvin.

Motion seconded made by Trustee Jump.

All in favor: 5-0

Mayor Wilson moved onto a letter of interest for the ZBA board from Therea Girvin. Mayor Wilson communicated that he recommends her to be on the ZBA board.

Motion was made to appoint Theresa Girvin on the ZBA board by Trustee Bell.

Motion seconded by Trustee Fenton.

All in favor: 4-0-1

Trustee Girvin Abstained

Mayor Wilson moved onto a resolution to appoint Carol Hamel as the Republican election inspector and Terry Debiaw as the democratic election inspector for the March 19, 2024, election.

Motion was made to appoint Carol Hamel and Terry Debiaw as the election inspector by Trustee Girvin.

Motion seconded by Trustee Bell.

All in favor: 5-0

Mayor Wilson moved onto the Village's Holiday Schedule for the Calendar year 2024-2025. The board reviewed the holiday calendar. Trustee Fenton stated that he thinks there are too many days. Mayor Wilson communicated that we should change Inauguration Day to Martin Luther King Day. Mayor Wilson stated that there are half days for Christmas Eve and for New Years eve.

Motion was made to accept the Village Holiday Schedule for the calendar year 2024-2025 made by Trustee Girvin.

Motion seconded made by Trustee Jump.

All in favor: 5-0

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

- Resolution to transfer \$18005.00 from the ARPA fund to Treatment & Disposal Contractual G8130.4 to pay for the clarifier.
- Resolution to transfer \$2599.51 from G1990.4 Contingent to G8130.4 Treatment & Disposal Contractual to cover invoices.
- Resolution to transfer \$811.92 from A1990.4 Contingent to A5110.4 Street Maintenance Contractual to over invoices.

Motion was made to do said transfers by Trustee Girvin.

Motion seconded by Trustee Bell.

All in favor: 5-0

Mayor Wilson moved onto adding Stephen Applebee as an authorized user on our credit card for a limit of \$1000-\$1500. Mayor Wilson asked for clarification on which credit card this would be for. Clerk Hall stated that it would be for the Village Credit Card. Mayor Wilson stated that they always need to stop into the office to get the credit card.

Motion was made to add Stephen Applebee onto the Village Credit Card as Authorized user with a limit of \$1500 by Trustee Fenton.

Motion seconded by Trustee Bell.

All in favor: 5-0

Mayor Wilson moved onto employee Shane Bunce. Mayor Wilson stated that he would like to know what the board would like to do; take him off payroll or keep him on. Trustee Girvin asked has he been contacted to work; he would hate to lose someone who is reliable. Mayor Wilson stated that he has not worked since November.

Motion was made to take Shane off payroll and remove him of his employment by Trustee Bell.

Motion was seconded by Trustee Fenton.

All in favor: 5-0

Mayor Wilson moved onto the OSC training for Treasurer Fayette. This will be an online class on March 13,2024 and March 14, 2024, for Introduction to Governmental Accounting. Mayor Wilson stated that this class will cost \$85.

Motion was made to approve Treasurer Fayette to attend the online training by Trustee Jump.

Motion seconded by Trustee Girvin.

All in favor: 5-0

Mayor Wilson moved onto the procurement policy. Mayor Wilson asked if anyone had anything to change. No changes are needed.

Motion was made to approve the reviewed procurement policy by Trustee Girvin.

Motion seconded by Trustee Bell.

All in favor: 5-0

Mayor Wilson communicated that the next policy to review is Workplace Violence. He said to take this home to review for the next board meeting. No voting was needed at this time.

Mayor Wilson moved onto the office cleaner. Mayor Wilson stated that Shane was cleaning but had not done it for a long time. Mayor Wilson said that Clerk Hall offered to clean the office. Clerk Hall explained to the board that she can do it, but it must be separate from her clerk duties, and she cannot be her own boss. She also explained to figured out the pay; you would need to blend the rates from the clerk job and the cleaner job.

Motion was made to hire Sandy Hall as office cleaner by Trustee Girvin.

Motion seconded by Trustee Bell.

All in favor: 5-0

Mayor Wilson communicated that there is a revised copy of the AUD if anyone would like to look at it. Mayor Wilson stated that the state came back with questions. No voting needed.

Mayor Wilson moved onto reports.

The Historian Report for 2023, submitted by Dawn Row, was reviewed. No other questions arose.

The DPW Report, submitted by Superintendent Applebee, was reviewed. Mayor Wilson communicated that the overhead door was on the inspection report from the DEC that needs to be fixed. Stephen Applebee said that he can go and get the steel, or they can buy another door; it would cost more. Trustee Girvin stated that he would look into stainless steel to see the cost without getting crazy. Mayor Wilson communicated that the bottom panel on all 3 trucks needs to be replaced.

Mayor Wilson communicated that Foster Gray would like us to pay for his training. Mayor Wilson stated that you need so many points to renew your license. Foster would like us to pay for his training. Mayor Wilson stated that he works elsewhere, we should split the cost. The board decided to table this until we found out some additional questions as follows:

- Who else is paying for the renewal class?
- Why are you requesting \$124 when it shows that \$49 (manual) and \$50 (enrollment)
- Is this an online course?
- How many CEU's does he need to renew his sewage license?
- He needs to renew his sewage license every how many years?

No other questions arose.

The PD report, submitted by OIC Kalet, was reviewed. Trustee Fenton questioned what the police does all day; he never sees them in the morning. No other questions arose.

The Codes Report, submitted by CEO Foster, was reviewed. A discussion was held about the property in the Village that Syvester Minley owns. No other questions arose.

The FD report, submitted by Chief Rooker, was reviewed. Mayor Wilson asked Trustee Bell what the grant from the DEC can pay for. Trustee Bell commented that he does not know. Mayor Wilson said that they are asking for lighting in the back parking lot for safety and security. Trustee Girvin said that maybe we can talk about the lighting for the next budget. No other questions arose.

The Treasurer Report, submitted by Treasurer Fayette, was reviewed. Mayor Wilson stated that if you have any questions, you can ask Treasurer Fayette. Trustee Girvin commented that the only thing he does not see in the report is an itemized list of the ARPA fund. Treasurer Fayette stated that you would not see that in the report.

Motion was made to have an itemized list of the ARPA fund by Trustee Girvin.

Motion seconded by Trustee Fenton.

All in favor: 4-0-1

Mayor Wilson did not vote.

No other questions arose.

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

Motion seconded by Trustee Fenton.

All in favor: 5-0

Mayor Wilson asked if the Village Board has reviewed the meeting minutes from prior Village Board Meeting on December 11, 2023.

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

Motion seconded by Trustee Bell.

All in favor: 5-0

Mayor Wilson moved onto the pre-audited bills and audit remaining bills of Abstract #8.

General Fund: Vouchers 2311-2341 \$17320.53

Water Fund: Vouchers 966-978 \$22057.79

Sewer Fund: Vouchers 1043-1053 \$22,589.59

T&A Fund: Vouchers 107-109 \$503.51

Total: \$62471.42

Motion made to pay abstract #8 of unaudited vouchers, by Trustee Bell.

Motion seconded by Trustee Girvin.

All in favor: 5-0

Motion made to close the public hearing on Local Law #1 of 2024, Authorizing a property tax levy in excess of the limit established in general municipal law S3-C at 8:13PM by Trustee Bell.

Motion was seconded by Trustee Jump.

All in favor: 5-0

Roll call vote made as follows:

	Yes	No	Absent
Abstained			
Trustee John Bell	X		
Trustee Patrick Fenton	X		
Trustee Jeff Girvin	X		

Trustee Mary Jump X
Mayor Ronald Wilson X
Clerk Hall to file with NYS.

Motion made to adjourn the scheduled Village Board Meeting on January 8, 2024, by Trustee Jump.
Motion seconded by Trustee Bell.
All in favor 5-0
Meeting Adjourned: 8:14PM

Village Clerk Hall