

Meeting Minutes June 12, 2023

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 (Absent)

Village Clerk: Sandy Hall

Village Treasurer: Ashley Huband

Public: Corey Rooker, Stephen Applebee, Shane Bunce

Mayor Wilson called the meeting to order at 7:04PM. Mayor Wilson asked everyone present to please stand for the Pledge to the Flag and a Moment of Silence.

Mayor Wilson gave the floor to OIC Kalet. OIC Kalet went over her police report. On the police report, it stated that they are paying extra attention to off road vehicles being operated on the roadway and traffic complains. Officer Ellinwood stated that the issue with the 4-wheelers is being worked on. OIC Kalet stated that she is aware that the 2-hour parking is an issue. She said that we cannot mark the vehicle because that would be unconstitutional. OIC Kalet communicated that they could address the issue, but the officers would have to sit there for the full 2 hours if we wanted them to. Mayor Wilson asked about the cemetery. Officer Ellinwood stated that they are patrolling the area more and keeping an eye out. OIC Kalet stated that the June schedule is not as full as normal due to the month of June is hard for her and now that BOCES is ending; they are moving Ellinwood to patrol. Mayor Wilson asked if there were any further questions. Nothing further to discuss.

OIC Kalet & Officer Ellinwood exited at 7:15PM

Mayor Wilson moved onto the Cayuga Drug and Alcohol Testing contract. Clerk Hall stated that this is to renew the contract for the upcoming year 2023-2024.

Motion was made to sign the contract by Trustee Girvin.

Motion seconded by Trustee Bell.

All in favor: 4-0-1

Trustee Jump Absent.

Mayor Wilson moved onto the Williamson Law Contract for the Tax Program for the upcoming year 6/1/2023-5/31/2024; the cost is \$1190.00.

Motion made to sign the Williamson Law Contract for the tax program by Trustee Girvin.

Motion seconded by Trustee Fenton.

All in favor: 4-0-1

Trustee Jump Absent

Mayor Wilson turned the floor over to Chief Rooker to talk about the fire truck. Corey communicated that they found a 2011 Sutphen SP70 used fire truck. He went over the different options as follows:

- Option 1; \$565,000- includes transport to Alabama for service work and 1-year warranty.
- Option 2 no trade;
 - \$475,000- we contract maintenance ourselves
 - 10% down payment = \$118,750
- Option 3 trade in RP;
 - \$475,000- We contract maintenance ourselves
 - -\$50,000; trade on 2001 Rescue-Pumper
 - \$425,000 with 10% down payment = \$106,250

Corey communicated that the full service estimate cost would be \$22703 (annual service approx.. \$4K). He stated that there were a few items that were found during inspection of the truck: new rear tires, new ladder turntable and new seat cushion for officer's seat. Corey stated that the difference between this truck and the other truck is that this has a bucket instead of a ladder; almost everything else is the same. Trustee Girvin asked can you still get any grants. Corey communicated that he put the paperwork in and now it needs to go through the proper channels. A small discussion was held around funding. Trustee Girvin asked Corey can you get more for the trade in. Corey stated that he can try. Corey would like to know what he can tell the dealer, so that they do not sell it from underneath them. Trustee Girvin stated that we need to look at the budget and figure out some numbers. Mayor Wilson stated that we can have a second meeting on June 26th, 2023. Corey asked if he could tell them that the village is interested but needs to figure out the finances and will decide either way on June 26th, 2023. Trustee Fenton did not see any reason why he couldn't tell them that. Corey stated that he will never come in to ask for a new ambulance.

Corey Rooker and Stephen Applebee exited at 7:59PM

Mayor Wilson moved onto the electronic fund transfer policy. Clerk Hall explained that part of our insurance with NYMIR; we had to do a survey with the help of our IT department. NYMIR sent back a recommendation that they would like to see an electronic fund policy in place. No voting was needed at this time.

Shane Bunce entered the meeting at 8:01PM

Mayor Wilson moved onto the list of transfers as follows:

- \$1099.48 from A1990.4 Contingent to A5110.4 Streets Maintenance Contractual
- \$212.71 from A7140.2 Playground Equipment to A7140.4 Playground Contractual
- \$228.45 from A3410.2 Fire Department Equipment to A3410.4 Fire Department Contractual
- \$379.13 from A1990.4 Contingent to A1620.4 Buildings Contractual
- \$1000 from G8130.2 Treatment & Disposal Equipment to G8130.4 Treatment & Disposal Contractual
- \$2100.25 from A8160.1 Refuse Personal to A8160.4 Refuse Contractual
- \$373.61 from A1990.4 Contingent to A8160.4 Refuse Contractual
- \$1276.55 from A7550.41 Celebrations to A8160.4 Refuse Contractual
- \$1962.48 from A1010.4 Board Contractual to A8160.4 Refuse Contractual
- \$58.79 from A1010.4 Board Contractual to A1210.4 Mayor Contractual
- \$2137.76 from A1010.4 Board Contractual to A7140.1 Playgrounds

- \$938.68 from A1110.4 Justice Contractual to A7140.1 Playgrounds
- \$8588.95 from A5110.1 Street Maintenance Personal to A1640.1 Central Garage Personal
- \$500.16 from A5110.1 Streets Maintenance to A3620.11 Safety Inspector
- \$10 from A5110.1 Street Maintenance to A1325.11 Treasurer Personal
- \$553.06 from A5110.1 Street Maintenance to A1410.1 Clerk Personal
- \$1180.27 from A5110.1 Streets Maintenance to A9030.8 Social Security
- \$5061.40 from A1420.4 Law to A1620.4 Buildings
- \$2000 from A3510 to A1620.4 Buildings
- \$9338.25 from A5110.1 Street Maintenance to A1620.4 Buildings
- \$373.35 from A3120.1 Police Personal to A1620.4 Buildings
- \$903.08 from G202 Sewer Savings to G9040.8 Workmen's Compensation
- \$4191.37 from G202 Sewer Savings to G8130.1 Treatment Personal
- \$982.98 from G202 Sewer Savings to G90308 Social Security
- \$2215.06 from G202 Sewer Savings to G8130.4 Treatment Contractual
- \$3321.12 from G8110.1 Sewer Admin Personal to G8130.4 Treatment Contractual
- \$1318.21 from G8110.1 Sewer Admin Contractual to G8130.4 Treatment Contractual
- \$189.84 from F1990.4 Water Contingent to F9030.8 Water Social Security
- \$903.09 from F1990.4 Water Contingent to F9040.8 Water Workmen's Compensation
- \$3000 from F8310.2 Water Admin Equipment to F8320.4 Source of Supply Contractual
- \$2886.25 from F8310.4 Water Admin Contractual to F8320.4 Source of Supply Contractual
- \$2401.87 from F8310.1 Water Admin Personal to F8320.54 Source of Supply Contractual
- \$3830.38 from F1990.4 Water Contingent to F8320.4 Source of Supply Contractual
- \$2000 from F8340.2 Transmission Equipment to F8320.4 Source of Supply Contractual
- \$6745.51 from F8340.1 Transmission Personal to F8320.4 Source of Supply Contractual
- \$9107.53 from F8340.4 Transmission Contractual to F8320.4 Source of Supply Contractual

Mayor Wilson stated that we needed to clean up any accounts that are negative because we cannot start the new budget with any negative accounts. Treasurer Huband explained that the last few on the list are going into the same account to cover the negative. Mayor Wilson communicated that we had enough in the other funds to transfer rather than using ARPA fund for the paving.

Motion was made to do said transfers by Trustee Girvin.

Motion was seconded by Trustee Fenton.

All in favor: 4-0-1

Trustee Jump Absent

Mayor Wilson moved onto a resolution to do transfers from the reserve account to the special reserve accounts.

Motion was made to transfer the reserve account to the special reserve account by Trustee Girvin.

Motion seconded by Trustee Fenton.

All in favor: 4-0-1
Trustee Jump Absent

Mayor Wilson communicated that as a precautionary measure, we need a resolution to do any transfers in case anything was missing when we start the new budget.

Motion was made to do a resolution to do any transfers that were missing by Trustee Girvin.

Motion seconded by Trustee Fenton.

All in favor: 4-0-1

Trustee Jump Absent

Mayor Wilson moved onto the NYCOM fall conference that will be held on September 18-22.

Motion was made to allow those that wanted to attend the conference to go by Trustee Girvin.

Motion seconded by Trustee Bell.

All in favor: 4-0-1

Trustee Jump Absent

Mayor Wilson moved onto the approved applicant for the housing grant. We sent in an extension request for both Stephen Applebee and Robert Hadden, which was granted until August 31, 2023. Mayor Wilson communicated that Stephen Applebee was approved and needed the form signed. Clerk Hall communicated that Robert Hadden was already approved back in April; we just need the one form signed for Stephen Applebee.

Motion was made to have the designated person sign approval form for Stephen Applebee by Trustee Girvin.

Motion seconded by Trustee Fenton.

All in favor: 4-0-1

Trustee Jump Absent

Mayor Wilson communicated that we need a resolution to set a public hearing on July 10th, 2023, for CDBG contract #935HR147-20 due to 75 percent of the contract budget disbursement requirements of before or before the final draw. The CDBG contract #935HR1470-20 grant award was \$500,000, and the contract expires on June 24th, 2023.

Motion was made to set the public hearing on July 10th, 2023, by Trustee Girvin.

Motion seconded by Trustee Fenton.

All in favor: 4-0-1

Trustee Jump Absent

Mayor Wilson moved onto CEO Kevin Foster salary. Mayor Wilson stated that he missed the raise due to his error. Mayor Wilson stated that we could take it from unexpended fund balance to appropriations which would not change anything. Mayor Wilson communicated that we would do \$1500 for codes and \$500 for fire inspector.

Motion was made to take \$2000 from unexpended fund balance to Appropriation for Kevin Foster raise by Trustee Girvin.

Motion seconded by Trustee Fenton.

All in favor: 4-0-1

Trustee Jump Absent

Mayor Wilson moved onto Steve Applebee time off; he did not get to use his time again this year. Mayor Wilson asked the board if they are willing to let him roll over his unused time. Treasurer Huband stated that her concern with him rolling over the three (3) weeks is that the time has reset to four (4) weeks for this year. She stated that he has been using his personal time instead of sick time, so that he can use it up. Trustee Bell communicated that they should let him roll over one (1) week and pay him out the two (2) weeks. Mayor Wilson also communicated that Stevie did pay us for his sewer classes because he did not want anything held against him. Treasurer Huband stated that his thing was passing, but not getting a raise and holding anything against him. She stated that the money that he paid us was never put in the register in hopes that he would take it back.

Motion was made to roll over one (1) week and pay him for the other two (2) weeks by Trustee Bell.

Motion seconded by Trustee Fenton.

All in favor: 4-0-1

Trustee Jump Absent

Mayor Wilson moved onto the quotes for tree removal near 213 main street. We received two (2) quote estimates; Cranebrook was \$3000, and Dan Lennox was \$2500. Mayor Wilson stated that Kenny Hawk called and said that it would cost about \$7000. Mayor Wilson stated that Cranebrook has been here helping us year after year.

Motion was made to go with Cranebrook by Trustee Girvin.

Motion seconded by Trustee Bell.

All in favor: 4-0-1

Trustee Jump Absent

Mayor Wilson moved onto reports.

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

The Police Report, submitted by OIC Kalet, was reviewed. Trustee Fenton stated that it was mentioned not to be concerned about the milage, but he would like to see a list of tickets/arrest made. No other questions arose.

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

The Codes Report, submitted by CEO Foster, was reviewed. No other questions arose.

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

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

Motion seconded by Trustee Girvin.

All in favor: 4-0-1

Trustee Jump Absent

Motion was made to go into executive session at 8:26PM about personnel issue by Mayor Wilson.

Motion seconded by Trustee Girvin.

Came out of executive session at 8:50PM.

After the executive session, it was decided that Shane may return to work under the 6-month probationary period and if any infraction occurs violating the work rules, he will be dismissed.

Mayor Wilson asked if the Village Board has reviewed the meeting minutes from prior Village Board Meeting on May 8, 2023.

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

Motion was seconded by Trustee Girvin.

All in favor: 4-0-1

Trustee Jump Absent

Mayor Wilson moved onto the pre-audited bills and audit remaining bills of Abstract #13; this is for last year bills.

General Fund: Vouchers 1971-2012 \$49707.60

Water Fund: Vouchers 888-893 \$20992.84

Sewer Fund: Vouchers 964-970 \$9076.00

T&A Fund: Vouchers 93 \$98.24

Total: \$79874.68

Motion made to pay abstract #13 of unaudited vouchers, by Trustee Girvin.

Motion seconded by Trustee Bell.

All in favor: 4-0-1

Trustee Jump Absent

Mayor Wilson moved onto the pre-audited bills and audit remaining bills of Abstract #1; this is for the new year bills.

General Fund: Vouchers 2014-2029 \$14029.04

Water Fund: Vouchers 894-895 \$1642.82

Sewer Fund: Vouchers 971-973 \$5135.83

T&A Fund: Vouchers 94 \$235.30

Total: \$21042.99

Motion made to pay abstract #1 of unaudited vouchers, by Trustee Girvin.

Motion seconded by Trustee Fenton.

All in favor: 4-0-1

Trustee Jump Absent

The board reviewed the applications for the DPW position that were received. There are three applications that were chosen to call to come in for an interview.

Motion made to adjourn the scheduled Village Board Meeting on June 12, 2023, by Trustee Fenton.

Motion seconded by Trustee Bell.

All in favor: 4-0-1

Trustee Jump Absent
Meeting Adjourned: 9:44 PM

Village Clerk Hall