

Meeting Minutes May 14, 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, Mark Emerson, Michael Gray, Elissa Gray, Taylor Stebbins, Brandon Magill, Karen Hurd, Darlene Smith

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 at 7:02PM on Local Law #3 of 2024, amending Local Law #3 of 2023 on Sewer Rate Use. Mayor Wilson communicated that the public hearing is now open if anyone would like to speak; it will be open for at least an hour.

Public to be heard.

Karen Hurd asked when the rate would go into effect. Clerk Hall stated that postcards will be sent out to all residents before the next billing to notify them of the sewer rate increase. Mayor Wilson stated that this increase is due to on-going issues that occurred down at the sewer plant. A discussion was held about the sewer plant.

Michael Gray was here to talk about the transfer station and the comprehensive plan. Mr. Gray prepared a letter that he read out loud to the board. A discussion was held around the comprehensive plan and about the transfer station.

Mayor Wilson moved onto the street sweeper for 2025. He stated that the dates would be Wednesday May 7, 2025, to Wednesday May 14, 2025. Clerk Hall stated that this agreement is just to lock in the dates, the rest of the details will come later because it is too early for them to give that information.

Motion made to reserve the street sweeper in 2025 for the week of May 7, 2025, to May 14, 2025, by Trustee Girvin.

Motion seconded by Trustee Jump.

All in favor: 5-0

Mayor Wilson moved onto the Fire Department Insurance. He stated that we did not get the price back from VFHI. There was a list sent to us of the Fire Departments that did switch to VFHI. Easten shore price is increasing from \$12361.57 in 2023 to \$13807.96 for 2024. Clerk Hall

explained that she has called them several times trying to get a cost for VFHI with no luck, she is not sure what the holdup was.

Motion made to go with Easten Shore Insurance by Trustee Girvin.

Motion seconded by Trustee Fenton.

All in favor: 3-1-1

Mayor Wilson voted no

Trustee Bell Abstained

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

- \$181.05 from A1990.4 Contingent to A1410.4 Clerk Contractual
- \$119.22 from A1990.4 Contingent to A1210.4 Mayor Contractual
- \$874.44 from A1190.4 Contingent to A5182.4 Street Lighting Contractual
- \$1313.55 from A3410.2 Fire Department Equipment to A3410.4 Fire Department Contractual
- \$3000 from F8310.2 Water Administration Equipment and \$414.04 from F1990.4 Contingent to F8340.2 Transmission & Distribution Equipment; totaling \$3414.07.
- \$584.76 from F1990.4 Contingent to F8340.4 Transmission & Distribution Contractual
- \$5012.71 from F9060.8 Hospital & Medical Insurance, \$2500 from F1910.4 Unallocated Insurance and \$3378.50 from F8310.4 Water Administration to F8320.4 Source of Supply, totaling \$10891.21.

Motion made to do said resolution to do transfers by Trustee Girvin.

Motion seconded by Trustee Fenton.

All in favor: 5-0

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

- \$843.53 from A1620.1 Building Personnel to A1410.1 Clerk Personnel Service
- \$269.15 from A1620.1 Building Personnel to A3620.11 Safety & Building Inspector
- \$3112.50 from A1620.1 Building Personnel to A1640.1 Central Garage Personnel

Motion made to do said resolution to do transfers by Trustee Girvin.

Motion seconded by Trustee Fenton.

All in favor: 5-0

Mayor Wilson moved onto doing a resolution to do a transfer correction as follows:

- \$2560.80 from A3120.2 Police Equipment to A3120.4 Police Contractual; correction for tasers from Axon.

Motion made to do said resolution to do transfer correction by Trustee Jump.

Motion seconded by Trustee Girvin.

All in favor: 5-0

Mayor Wilson moved onto the breach notification policy; he stated that if something happens, we must notify the residents. Trustee Girvin asked if we can approve this policy for now so that it is in place and then we can make changes later.

Motion made to set the breach notification policy in place for now by Trustee Girvin.

Motion seconded by Trustee Fenton.

All in favor: 5-0

Mayor Wilson moved onto the Continuity of Operations Plan for State Disaster Emergency involving a communicable disease. Clerk Hall stated that this is the newest policy that came out right around when COVID was, and it is one that we must put into place.

Motion to accept and approve the Continuity of Operations Plan for State Disaster Emergency involving a communicable disease policy by Trustee Girvin.

Motion seconded by Trustee Jump.

All in favor: 5-0

Mayor Wilson moved onto training opportunity for Steve Applebee. He stated that the training is in Oswego on June 5, 2024, about the water tank O&M/K9 Leak Detection.

Motion made to send Steve Applebee to the training by Trustee Jump.

Motion seconded by Trustee Girvin.

All in favor: 5-0

Mayor Wilson moved onto reports.

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

The Codes Report, submitted by CEO Foster, was reviewed. A discussion was held around the street by Sponable Drive. No other questions arose.

The PD report, submitted by OIC Kalet, was reviewed. Mayor Wilson stated that there is a request that Officer Ellinwood should be the OIC Assistant, and he will take on some additional responsibilities as requested.

Motion made to accept Officer Ellinwood as the OIC Assistant by Trustee Girvin.

Motion seconded by Trustee Jump.

All in favor: 5-0

No other questions arose.

The DPW Report, submitted by Superintendent Applebee, was reviewed. A discussion was held around the bugs and oil. No other questions arose.

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

Mayor Wilson stated that we received a letter from the Town of Cato. They want us to read it and send it back. A discussion was held around the letter. Mayor Wilson asked if the board wanted a copy to take home and look at. This is tabled for now.

Mayor Wilson asked if the Village Board has reviewed the meeting minutes from prior Village Board Meeting on April 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 asked if the Village Board has reviewed the meeting minutes from prior Village Board Meeting on April 29, 2024.

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

Motion seconded by Trustee Fenton.

All in favor: 4-1

Trustee Girvin Abstained

Mayor Wilson asked if anyone has anything else on the public hearing on Local Law #3 of 2024, amending Local Law #3 of 2023 on Sewer Rate Use.

Motion made to close the public hearing at 8:32PM by Trustee Jump.

Motion seconded by Trustee Fenton.

All in favor: 5-0

Motion made to approve the changes to Local Law #3 of 2024, Amending Local Law #3 of 2023 on Sewer Rate Use by Trustee Girvin.

Motion seconded by Trustee Bell.

All in favor: 5-0

Roll call as follows:

Mayor Wilson- Yes

Trustee Bell- Yes

Trustee Fenton- Yes

Trustee Jump- Yes

Trustee Girvin- Yes

Clerk Hall to file with the NYS.

Mayor Wilson moved onto the pre-audited bills and audit remaining bills of Abstract #12.

General Fund: Vouchers 2445-2480 \$39158.04

Water Fund: Vouchers 1006-1013 \$22773.26

Sewer Fund: Vouchers 1087-1098 \$3486.79

T&A Fund: Vouchers 117-118 \$380.09

Total: \$65798.18

Motion made to pay abstract #12 of unaudited vouchers, by Trustee Fenton.

Motion seconded by Trustee Girvin.

All in favor: 5-0

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

Motion seconded by Trustee Fenton.

All in favor: 5-0

Karen Hurd and Darlene Smith exited at 8:35PM.

Michael Gray exited at 8:47PM.

Motion to adjourn the scheduled board meeting on May 13, 2024, by Trustee Girvin.

Motion seconded by Trustee Fenton.

All in favor: 5-0

Adjourned at 8:48 PM.

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Village Clerk Hall