

At a regularly scheduled meeting 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: Jeff Girvin
Trustee: Patrick Fenton
Trustee: Mary Jump
Trustee: Jeff Emerson

Village Deputy Clerk: Jennifer Ogburn
Public Present: None

Mayor Wilson called the meeting to order at 7:01 pm. Mayor Wilson asked everyone present to please stand for the Pledge to the Flag and a Moment of Silence.

Mayor Wilson communicated to the Board that Montezuma Fire Department and their Board of Commissioners still has not returned a signed contract to the Village of Port Byron regarding the Ambulance service that the Village provides. Mayor Wilson then read a letter that he wrote that was sent to the Montezuma Clerk via email on April 15, 2020 and was followed up by sending to Commissioner Adam Wiggins via United States Postal Service on April 23, 2020. Have received no response to either letter sent out. There was a discussion amongst the Board members about the contract. The decision was made to wait until the June 8th, 2020 meeting before making any final decisions on the Montezuma Fire Department Contract with the Village.

Mayor Wilson noted that we have reached the end of the year and there are a few budget transfers that will need to be made by the Mayor and the Treasurer prior to closing out the end of the year. Mayor Wilson asked for a Motion for a Resolution to approve end of the year Budget transfers to be made by the Mayor and Treasurer, Motion made by Trustee Fenton, Second by Trustee Emerson. All in Favor 5/0.

Mayor Wilson communicated that we received 3 bids for Street Paving - Maple Avenue, Nicholson Avenue, Seneca Street, and Church Street. The bids included

Upstate Paving: Maple Avenue - \$18,100
Nicholson Avenue – 2,100
Seneca Street - \$ 5,600
Church Street - \$6,600

Total Bid Price \$32,400.00

Seneca Stone: Maple Avenue - \$16,675
Nicholson Avenue- \$1,725
Seneca Street - \$4,600
Church Street - \$5750

Total Bid Price \$28,750.00

Vitale Inc.: Maple Avenue - \$16,000
Nicholson Avenue – \$1,777
Seneca Street- \$4,311
Church Street - \$5,356

Total Bid Price \$28,344.00

The Village will provide valve box risers/storm and sanitary manhole risers. After a brief discussion the board decided Vitale Inc was the best choice for the Street Paving Project. Mayor Wilson asked for a motion to accept the bid for Vitale Inc. with a bid of \$28,344.00, Motion made by Trustee Girvin, Second by Trustee Jump. All in Favor 5/0.

Trustee Emerson communicated that the Village should qualify for Climate Smart Communities. With qualifying for Climate Smart Communities, the Village would also receive the benefit of receiving 2 additional bonus points on any Grant Application that they may apply for with this resolution. Trustee Emerson stated that for any of the requirements that the Village does not currently meet the Village can phase them in over a period of time. After a brief discussion of the Climate Smart Communities the Village Board Members decided to hold off on any further decisions to further look into the resolution. The Climate Smart Communities Resolution has been tabled until the June 8th, 2020 meeting.

Mayor Wilson communicated that he received an email from Kathy Saville regarding investing in the NYCLASS program. The board discussed the NYCLASS program, it does have some advantages such as

being able to put money in one day and take the money out the next day. There is no requirement on how much must be invested. After discussing the NYCLASS program the board decided to look into the program more and wait until next fiscal year before any decision is made.

Mayor Wilson communicated that Verdin Clock sent a letter to the Village regarding a possible maintenance agreement. The maintenance agreement would be for \$630.00 per year with the year running from July 1, 2020 – June 30, 2021. This maintenance agreement would include 1 yearly visit, and does not include equipment overhauls or replacement parts, the agreement includes 2 hours of labor and any additional time would be billed at \$125.00 per hour. The Village Board discussed the agreement and how frequently the clock had needed repair or replacement parts. After the discussion of the contract and lack of repairs needed for the clock the Board ultimately decided to against the maintenance agreement for the time being.

Mayor Wilson communicated that Justice Bell submitted her quarterly report for review. Board members reviewed the report. Mayor Wilson asked if there were any issues -no issues. Mayor Wilson asked for a Motion to accept Justice Bell's quarterly report as submitted, Motion made by Trustee Girvin, Second by Trustee Jump.
All in Favor 5/0.

Pre-audited bills and audit remaining bills:

Abstract #12

General Fund: Vouchers # 349-365
\$16,548.28

Water Fund: Vouchers #463-469
\$28,602.02

Sewer Fund: Vouchers #559-568
\$16,366.26

T&A Fund: Vouchers #4
\$167.00

Total: \$61,683.56

Motion to pay Abstract #12 of unaudited vouchers, made by Trustee Emerson, Second by Trustee Girvin.
All in Favor 5/0.

Mayor Wilson moved to Reports

The DPW report was submitted by Superintendent Sims. The Board Members reviewed the report and had no questions.

The Code Enforcement Report was submitted by Code Enforcement Officer Howard Tanner. The Board members reviewed the report and had no questions.

The Fire Department Report was submitted by Fire Chief Rooker. The Board Members reviewed the report and had no questions.

Mayor Wilson asked for a motion to approve the reports. Motion made by Trustee Girvin, Second by Trustee Emerson.

All in Favor 5/0.

Mayor Wilson communicated that Brett from DePaul has reached out about having a meeting with both the Planning Board and the Zoning Board regarding the changes that are being made in the plans to Church Street Apartments. Deputy Clerk Ogburn stated that the meeting will be held on Wednesday, June 10, 2020 at 7:00pm and as of right now it is scheduled to be a mix people in the room as well as people on ZOOM.

Mayor Wilson communicated that the Employee Handbook had some requests from DPW for some changes.

- One change request is regarding holiday pay. Currently the handbook states "Holiday hours will not be considered work hours earned for computing overtime for the week in which the holiday occurs." The request to be made is to allow the holiday pay to count towards the 40-hour work week. The board discussed the holiday pay and decided to leave the holiday pay as it is stated in the handbook.
- A second change request is regarding shoes/boots for the DPW employees. The Employee Handbook currently states under the Uniform Section "The Village of Port Byron will pay for mandatory uniforms for Police and DPW to be used during work." After a discussion the board has decided to add to this that Full-Time DPW employees will be reimbursed up to \$100.00 with a receipt every 2 years for a pair of work shoes/work boots.

Mayor Wilson asked for a Motion to approve the addition of work shoes/work boots reimbursement of up to \$100.00 with a receipt every 2 years to the employee handbook, Motion made by Trustee Girvin, Second by Trustee Fenton.

All in Favor 5/0.

Mayor Wilson communicated to the Village Board that Treasurer Julie Hunter is currently working at the United States Postal Service part-time but has asked to stay on as the Village Treasurer and Tax Collector part-time working 2-3 hours a day. Julie would be working hourly and would not be keeping her full-time benefits that she currently has.

Mayor Wilson communicated to the Village Board that Village Clerk Caitlin Bacon submitted a letter requesting an additional 6 weeks of extended leave. The letter was discussed amongst the Board members. Mayor Wilson asked for a motion on the letter, Trustee Fenton made a Motion to deny the request, Second made by Trustee Girvin.

All in Favor 4/0. Trustee Jump Abstained from the vote.

Trustee Emerson communicated to the Board that Fingerlakes 1 has published that Seneca Falls has not extended Seneca Meadows contract. Currently Seneca Meadows contract is due to expire in 2025, Trustee Emerson did state that Seneca Meadows is still currently paying Seneca Falls what they have agreed to pay them in the contract. Trustee Emerson also communicated that Ontario County Landfill has been cited for Odor.

Mayor Wilson asked the Board to review the Meeting Minutes from Monday, April 13th, 2020. After reviewing the minutes Mayor Wilson asked if there were any changes to be made – no changes. Mayor Wilson asked for a motion to approve the Meeting Minutes from April 13th, 2020, Motion made by Trustee Emerson, Second by Trustee Girvin.

All in Favor 4/0. Trustee Fenton Abstained from the vote.

Mayor Wilson questioned the Board if there was anything else to discuss. Nothing else to discuss. Motion to adjourn the regular scheduled Village Board Meeting of May 18th, 2020 made by Trustee Emerson, Motion Second by Trustee Girvin.

All in favor 5/0

Meeting Adjourned: 8:55 PM

Clerk Ogburn

Village Deputy