

**VILLAGE BOARD MEETING
JANUARY 8, 2003**

CALL TO ORDER: 7:02 p.m.

The Pledge of Allegiance was led by Mayor Deputy Rauber.

BOARD MEMBERS PRESENT

Theodore E. Rauber, Deputy Mayor
Steven T. Russell, Trustee
Glenn C. Granger, Trustee
Timothy M. Peer, Trustee

BOARD MEMBERS ABSENT

Theodore E. Walker, Mayor

OTHERS PRESENT

Alan R. Scheg, Village Administrator
Pamela J. Gilbert, Village Clerk
Thomas M. West, Superintendent of Public Works
John E. Linder, Superintendent of Electric
Richard J. Olson, Village Attorney

Joan Quigley
Tony Monteldeora

APPROVAL OF MINUTES

Motion was made by Deputy Mayor Rauber, seconded by Trustee Russell and carried unanimously that the minutes of the regular meeting held December 4, 2002 be approved as amended.

Amend:

Page 9: Should read: Trustee Russell: Right, but in terms of precedence I think the village has to deal with that issue first.

Page 10: Should read: Trustee Russell: That is fine but just as long as the out come will answer the questions what is the cost to the village.

PRIVILEGE OF FLOOR

Joan Quigley: Is hunting allowed up along the cut (DPW Garage)?

Superintendent West: No it is not.

Joan Quigley: Well there were two hunters up there on New Year's Day.

Deputy Mayor Rauber: Tom do you want to alert the Police Chief and let them know that there has been people in the area.

Joan Quigley: There was a navy blue station wagon and a champagne color F150 out on Trimmer Road. So they must have walked in from there.

Superintendent West: If we see hunters we tell them that there is no hunting allowed. We do also have it posted with No Trespassing Signs.

Steve Russell: Did you report it?

Joan Quigley: No.

Deputy Mayor Rauber: Thank you for making us aware of it and will keep our eyes open for this in the future.

Sewers Committee – Trustee Rauber, Chairman

1. December 2002 Sewer Flow Report.

Trustee Rauber reported the average sewer flows at the wastewater treatment plant for the month of December 2002 was 1.006 million gallons. Trustee Rauber noted there was 4.4" of rainfall during the month of December.

Planning/Zoning/Building Control – Trustee Rauber, Chairman

- A. Planning

Nothing requiring Board action.

- B. Zoning

Nothing requiring Board action.

- C. Building Control

Nothing requiring Board action.

- D. Code Review

Deputy Mayor Rauber stated that the Code Review Committee has postponed their meetings until after the completion of the Office Renovation.

- E. Architectural Review

Trustee Rauber stated that he still needs to speak to the Code Enforcement Officer regarding the outstanding issues with Abbott's.

Finance Committee – Trustee Russell, Chairman

1. Monthly Investment.

The Board unanimously acknowledges receipt of monthly investment of consolidated Village funds, Insured Municipal Money Market, HSBC, 1.88 %. It is down .06% from prior month.

Facilities Committee – Trustee Russell, Chairman

A. Electric

1. Resolution – Authorizing Bollam, Sheedy, Torani & Co. to prepare income and cash flow forecast for the next five years.

RESOLUTION 60 1/03

At a regular meeting of the Village Board of the Village of Spencerport held at the Spencerport Fire Hall, 175 Lyell Avenue, Spencerport, New York on January 8, 2003

Introduced by Trustee Russell
Seconded by Deputy Mayor Rauber

**RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT
BOLLAM, SHEEDY, TORANI & CO.**

Whereas, the Village Electric Franchise must periodically review its financial position to assure its ability to provide safe, economical electric service to its customers, and

Whereas, it has received from its financial and management consultants, BOLLAM, SHEEDY, TORANI & CO. (BST), a Letter Proposal dated December 18, 2002 outlining activities which will assist the franchise in preparing an income and cash flow forecast for the next five years for:

- Future operating costs
- Anticipated capital expenditures and related borrowings
- Future revenues
- Future cost of power
- Other known or anticipated changes to the franchise

and,

Whereas, BST proposes to provide such services for the approximate amount of \$4000, plus expenses based on hours spent at BST standard billing rates, and

Whereas, the information provided by BST will be used by the franchise to determine appropriate actions regarding electric rate and expenditure plans.

Now, therefore, be it resolved

Section 1. That the referenced Letter Proposal is accepted, and further be it resolved that either the Mayor or Administrator is authorized to sign said Letter proposal on behalf of Spencerport Municipal Electric.

Section 2. That the fee established for services outlined in the Letter Proposal will be limited to \$5000, including expenses.

Section 3. That work on this initiative commences immediately and be completed by March 31, 2003.

Section 4. That this resolution shall take effect immediately.

Discussion:

Trustee Granger: We are not going to pay more than \$5,000? I see two different figures.

Administrator Scheg: The proposal reads \$4,000 plus expenses. What I would like to do is cap the expenses at no more than \$1,000.

Deputy Mayor Rauber: What this does is gives us a five year working plan in the Electric Department.

Vote of the Board:	Theodore E. Rauber, Trustee	Aye
	Steven T. Russell, Trustee	Aye
	Glenn C. Granger, Trustee	Aye
	Timothy M. Peer, Trustee	Aye

Trustee Russell mentioned to the board that Superintendent Linder should be commended for his November 26, 2002 Safety Awareness Training Seminar in conjunction with RG&E. This Seminar was at the Spencerport Fire Department.

Trustee Russell also stated that Superintendent Linder has been working with the electric contract for the Spencerport Central Schools to try and help them resolve their electric wiring problem.

B. Water

Nothing requiring Board action.

C. Other (Drainage, Franchise)

Trustee Russell stated that he received an e-mail from Bill Barlow. Mr. Barlow has asked to address the board again.

Public Works Committee - Trustee Granger, Chairman

A. Highways/Garage

Nothing requiring Board action.

B. Public Services (Refuse, Recycling, Parks)

Nothing requiring Board action.

Public Safety Committee - Trustee Granger, Chairman

A. Fire Department

Nothing requiring Board action.

B. Police

Trustee Granger informed the Board that Police Officer Paul Kaseman's retirement party is January 18, 2002.

Human Resources Committee - Trustee Granger, Chairman

Trustee Granger stated that the Employee Relations Committee will be meeting on January 14, 2002.

Economic Development Committee - Trustee Peer, Chairman

Nothing requiring Board action.

Village Administrator - Al R. Scheg

Administrator Scheg informed the board the budget process has started. The board will have by tomorrow the Major Expense Worksheet. The first workshop on the major expenses is next Wednesday, January 15, 2002.

Village Clerk - Pamela J. Gilbert

1. Software Update.

Clerk Gilbert updated the board on the Financial Software training and implementation schedule. The process is moving forward but at a slower pace than what we had hoped for. We are doing this in the right fashion by not throwing too much into the system at one time and have a lot of problems occur. We want the General Ledger up to date and accurate before we add the utility billing. As of right now we anticipate that the first week in February 2003 EOS will be out to do a two year history conversion of our accounts payable vendors, electric, and water customers. With that we will be doing our first parallel billing for the electric the first week of March with our first live billing at the end of March 2003.

2. Office Renovation Update.

Clerk Gilbert stated to the board that construction has started. The contractors thus far have been accommodating with working around the office staff. Unfortunately, with construction there are some obstacles you have to deal with and one is the next item for discussion.

3. Resolution Amending Construction Contract Value for Interior Renovations at the Spencerport Village Hall.

RESOLUTION 61 1/03

Introduced by Deputy Mayor Rauber
Seconded by Trustee Russell

Whereas, at the November 6, 2002 board meeting a construction contract for Interior Renovation at the Spencerport Village Hall was awarded to Tower Construction, Inc. by Resolution 44 11/02; and

Whereas, the construction contract called for existing asbestos containing floor tiles to remain and be covered by new carpeting; and

Whereas, removal of existing carpeting caused said asbestos containing tiles to become loose; and

Whereas, the cost to remove the asbestos tiles was not included in the original Bid for Interior Renovations for the Spencerport Village Hall; and

Whereas, the Village has determined the approximate cost to be \$ 7,000 to remove 900 square feet of the asbestos tiles; and

Whereas, it is the intent of this resolution to amend Resolution 44 11/02 to reflect changes to the contract amount for Interior Renovations for the Spencerport Village Hall.

Now, therefore, be it resolved:

Section 1. That the contract amount for Interior Renovations for the Spencerport Village Hall be amended to add the removal of said asbestos tiles to Tower Construction, Inc's construction contract at a cost not to exceed \$7,000.

Section 2. That this resolution shall take effect immediately.

Discussion:

Trustee Granger: Whose idea was it to leave the tiles there?

Administrator Scheg: Actually, it was ours during the design because we didn't want to pay for mitigation if we didn't have to. The same tile in the hallway goes into the office area on the east side. That area was already carpeted and during removal of that carpet up came the tiles. Now in the hallway they are permanently fixed and we are not touching them. We are obligated by law to remove the other tiles in a contained manor. We took samples of the tiles that we thought contained asbestos to Labella Labs on Friday to be tested. The test results did indicate that they have asbestos which now takes us to step two which is the mitigation. We contacted two recommended asbestos abatement firms to get quotes to remove the asbestos.

Vote of the Board:	Theodore E. Rauber, Trustee	Aye
	Steven T. Russell, Trustee	Aye
	Glenn C. Granger, Trustee	Aye
	Timothy M. Peer, Trustee	Aye

4. Resolution Amending Barkstrom & LaCroix Consultant Services Agreement.

RESOLUTION 62 1/03

At a regular meeting of the Village Board of the Village of Spencerport held at the Spencerport Fire Hall, 175 Lyell Avenue, Spencerport, New York on January 8, 2003

Introduced by Deputy Mayor Rauber
Seconded by Trustee Russell

**RESOLUTION TO AMEND RESOLUTION NO. 20 7/01
FOR
PROFESSIONAL SERVICES CONTRACT-BARKSTROM AND LACROIX, ARCHITECTS**

Whereas, at the July 2001 meeting of the Village Board, a professional services contract was awarded to Barkstrom and LaCroix, Architects (B and L) for \$10,800 to prepare preliminary design and construction documents for alterations and additions to the Spencerport Village Hall, and

Whereas, B and L, provided said services and additionally assisted the Village of Spencerport in (1) design for plumbing, heating, air conditioning, electric, and lighting improvements, and (2) letting for construction a portion of the work designed by B and L along first floor hallway and administrative office areas of the Village Hall as authorized by Village Board Resolution 80 2/02; and

Whereas, a construction contract was awarded for the project by Village Board Resolution 44 11/02, and additional professional services will be required of B and L during the construction period for which there is not a professional services contract; and

Whereas, it is the intent of this resolution to amend Resolution 20 7/01 to reflect changes to the scope of work provided by Barkstrom and LaCroix, Architects for the renovation project at the Spencerport Village Hall as outlined in the attached, revised Proposal/Contract received from Robert T. Barkstrom, AIA on December 23, 2002.

Now, therefore, be it resolved

Section 1. That the Professional Services Contract be amended to reflect actual and proposed professional services as outlined in the referenced Proposal/Contract, and that the following payments are authorized for said services:

Design Development Phase and Construction Documents Phase Activities (Including reimbursables)	\$11,205	Lump Sum
Bid Phase Activities (Including reimburseables)	\$2000	Lump Sum
Construction Phase Activities	\$10,000	Hourly, Not-to-Exceed
Potential Total Professional Services Contract:	\$23,205	

Section 2. That this resolution shall take effect immediately.

Discussion:

Administrator Scheg: Basically, Barkstrom and LaCroix have been working without a contract since last May. This is to bring them up to current on the work that they did provide us.

Vote of the Board: Theodore E. Rauber, Trustee Aye
 Steven T. Russell, Trustee Aye
 Glenn C. Granger, Trustee Aye
 Timothy M. Peer, Trustee Aye

Superintendent of Public Works – Thomas M. West

Superintendent West stated that he had only three things to say “Snow Removal, Snow Removal, and Snow Removal”. We have used over 300 ton of salt so far this year and that is normally what we would use in an entire season.

Trustee Granger: Thank you to your crew for Christmas Day I’m sure many of them were inconvenienced, but people were still able to get where they were going. Thank you.

Superintendent West: They did an excellent job.

Deputy Mayor Rauber: There is a lot to be said about the dedication of our crews. Please pass that along to your crew.

Superintendent of Electric– John E. Linder

Superintendent Linder informed the Board that he met with a representative from Lang Associates to review the GIS maps of Union Street from the railroad bridge to Brockport Road for the potential of extending our new street lights. These lights would be placed on both sides of Union Street. We are looking at about sixteen fixtures. There may also be an opportunity for the I.E.E.P. to pick up some of the cost.

Superintendent Linder requested Executive Session to discuss a personnel matter.

Attorney – Richard J. Olson

Nothing requiring Board action.

Administration Committee – Mayor Walker, Chairman

Nothing requiring Board action.

Unfinished Business

Nothing requiring Board action.

New Business

Deputy Mayor Rauber mentioned the Annexation Meeting with the Town of Ogden on January 15, 2003 at 5 p.m. This meeting will take place at the town hall.

Bills

Motion was made by Trustee Russell, seconded by Deputy Mayor Rauber and carried unanimously that the monthly bills be paid as audited in the following amounts:

General Fund	\$47,935.06
Electric Fund	\$30,363.49
Water Fund	\$5,277.16
Sewer Fund	\$19,497.63
Capital Fund	\$0
Trust Fund	\$46.96
TOTAL:	\$103,120.30
Voucher Nos. 496-621	

Motion was made by Deputy Mayor Rauber, seconded by Trustee Peer and carried unanimously that the cash disbursements for the General, Electric, Water, Sewer, and Trust Funds, December 2002 be approved as audited.

Adjournment

Motion was made by Deputy Mayor Rauber, seconded by Trustee Granger and carried unanimously that the regular meeting be adjourned to Executive Session at 7:48 p.m.

Motion was made by Trustee Peer, seconded by Trustee Granger and carried unanimously that Executive Session be adjourned to the regular meeting at 8:20 p.m.

Motion was made by Deputy Mayor Rauber, seconded by Trustee Russell and carried unanimously that the regular meeting be adjourned at 8:25 p.m.