

**VILLAGE BOARD WORKSHOP MEETING**  
**January 16, 2008**

**CALL TO ORDER:** 5:00 p.m.

**BOARD MEMBERS PRESENT**

Theodore Walker, Mayor  
Theodore E. Rauber, Trustee  
Carol J. Nellis-Ewell, Trustee  
Charles R. Hopson, Trustee

**BOARD MEMBERS ABSENT**

John R. Marello, Trustee

**Others Present**

Robert Criddle, Assessor  
Kevin Kelly, Code Enforcement Officer  
Jack Crooks, Building Inspector  
Dick Olson, Village Attorney  
Tom West, DPW Superintendent - 6:00 p.m.  
Jack Linder, Electric Superintendent  
Owen McIntee  
Donna Stassen, Administrative Assistant  
Jackie Sullivan, Village Clerk  
Scott DeHollender, MRB Group  
Steven May, MRB Group

Assessor Bob Criddle informed the board that in 2007 field drive by inspections were conducted and a photo data inventory was completed for every property with the Town of Ogden including the Village of Spencerport. In addition Mr. Criddle explained that all of the properties have been reviewed and compared to market values to determine if an adjustment to the assessment is necessary. Mr. Criddle continued by explaining to the board the process for notifying the residents regarding a change in their assessment. Mr. Criddle explained that assessment notices will be sent out in February 2008, informal reviews will be completed during the month of March and formal grievances will be done in May. Mr. Criddle stated that Village assessments were reviewed and adjusted in 2004. Mr. Criddle's expectation is that the assessed value of the Village properties will increase \$16.6 Million or 10% and will be reflected in the 2008 tax roll.

Jack Crooks, Building Inspector reviewed the following items:

- Gollel paid the sewer fee for the new Trowbridge Apartments and CO's were issued.
- Investigated Canal Town Landing's (Gollel) advertisement for Electric Heat Pump with gas back up and found heating system was to be all electric. Mr. Crooks requested that the electric heat pumps be replaced based on documented planning board meeting minutes that the homes within the development will not use electricity for heat.
- Issues with the Erie View Landing Development (Hogan) are in the attorney's office.
- Issues with the fence at the Squire's property continue. A stop work order was issued requesting that the fence be installed as per the approved drawing such that the fence will be east of and not covering the catch basin.

Kevin Kelly, Code Enforcement Officer reviewed the following items:

- Development of a state required annual report to confirm that all properties that house 100+ people have had a fire inspection is underway.

- Work continues with CSX regarding the debris behind the Squire's property.
- Participation with the Code Review Committee is underway.
- Will be following up with DOT regarding sign on railroad bridge.

Donna Stassen, Administrative Assistant presented to the Board a proposal to collect funds from potential developers prior to commencing the Planning Board process.

Mrs. Stassen submitted examples pertaining to current Village developments that have completed the Planning Board process and begun building and currently owe the Village Planning Board fees. Mrs. Stassen explained that the outstanding issues place a financial and time burden on the Village and the staff.

Mrs. Stassen recommended that the Village Board consider increasing the planning fees to the same amounts as the Town of Ogden and collecting those fees prior to allowing a developer to start the Planning Board process. In addition Mrs. Stassen suggested that the developers be required to sign a waiver indicating that "Any notice to proceed is conditional upon payment of all outstanding incurred fees; this shall include the signing of Mylar's, the issuance of Building Permits and Certificates of Occupancy".

Discussion ensued regarding various changes and the Planning Board process. Potential resolution to change the fee schedule will be on the February 6<sup>th</sup> Village Board Meeting Agenda.

Scott DeHollander and Steve May, MRB Group updated the Board on the following projects:

- Pump Station and Forcemain Project
- Decommissioning of WWTP
- Sanitary Sewer Maps
- Village Development Regulations
- Sanitary Sewer Budget
- Planning Board

General discussion ensued regarding various village projects.

The following official action took place:

**RESOLUTION NO 115 1/2008**

Introduced by: Mayor Walker

Seconded by: Trustee Nellis-Ewell

Resolved, that the Board of Trustees of the Village of Spencerport hereby approves the following employees to carry-over the stated amounts of vacation and/or compensation time. These amounts are in excess of the forty (40) hours of vacation and/or the sixty (60) hours of compensation time allowed.

Mat Gartz	8 hours of vacation
Jim Gilbert	34.5 hours of vacation
Linda Harissis	216 hours of vacation and 5 hours of compensation time
Glenda Marischen	31.5 hours of vacation
Mike Meyers	17 hours of vacation
Gary Penders	19.5 hours of vacation
Jim Reddick	22.5 hours of vacation
Paul Robinson	3 hours of vacation
Donna Stassen	35.75 hours of vacation
Dean Toates	79 hours of vacation

Trustee Rauber indicated that he does not want to set a precedence by allowing staff to carry over excessive amounts of vacation and comp time.

Vote of the Board:	Theodore E. Rauber, Trustee	Nay
	Carol J. Nellis-Ewell, Trustee	Aye
	Charles R. Hopson, Trustee	Aye
	John R. Marello, Trustee	Absent
	Theodore E. Walker, Mayor	Aye

Resolution to establish standard workday for elected officials

**RESOLUTION NO 116 1/2008**

Introduced by: Mayor Walker  
Seconded by: Trustee Rauber

BE IT RESOLVED, that the Village of Spencerport Board of Trustees be and hereby established the following as a standard workday for elected officials for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement system:

**All Elected Officials**

Mayor  
Trustees

Five day work week, six hour day.

Vote of the Board:	Theodore E. Rauber, Trustee	Aye
	Carol J. Nellis-Ewell, Trustee	Aye
	Charles R. Hopson, Trustee	Aye
	John R. Marello, Trustee	Aye
	Theodore E. Walker, Mayor	Aye

**RESOLUTION NO 117 1/2008**

Introduced by: Mayor Walker  
Seconded by: Trustee Hopson

Resolution authorizing CWSRF Application and Agreement for Project Financing

Completed resolution attached to minutes.

Vote of the Board:	Theodore E. Rauber, Trustee	Aye
	Carol J. Nellis-Ewell, Trustee	Aye
	Charles R. Hopson, Trustee	Aye
	John R. Marello, Trustee	Aye
	Theodore E. Walker, Mayor	Aye

**RESOLUTION NO 118 1/2008**

Introduced by: Mayor Walker  
Seconded by: Trustee Nellis-Ewell

Resolved, that the Village Board hereby approves the following expenses related to the Sewer WWTP Off-Line Project, New York State Clean Water State Revolving Fund (CWSRF) Project C8-6443-02-00. These costs were paid by the Village and are considered acceptable costs as part of the project.

**Engineering agreement: Basis of Design Report**  
**Date: November 1, 2005**

MRB Project Number: 198072

Original Fee: \$22,000.00

Additional Engineering Amount for Intermunicipal Agreement and BODR Addendum  
\$11,390.25

Total Engineering paid: \$33,390.25

**Engineering agreement: Environmental review and Data Gathering**  
**Date: May 16, 2006**

MRB Project Number: 198074

Original Fee: \$120,000.00

Additional Engineering Amount for Additional Survey, Wetland Delineation, Geotechnical Bore  
\$12,392.38

Total Engineering paid: \$132,392.38

**Engineering agreement: Preliminary Design**  
**Date: May 16, 2006**

MRB Project Number: 198074

Original Fee: \$168,600.00

Additional Engineering for Additional Force main Easements, Krebs Farm Investigation, Plaza  
Drainage Design, Ogden main study, Design Survey  
\$10,383.65

Total Engineering paid: \$178,983.65

**Engineering agreement: Final Design and Construction Management**  
**Date: September 21, 2006**

MRB Project Number: 198074

Original Fee: \$313,000.00

Additional Engineering for Additional Easement  
Total Additional Engineering: \$2,537.00

Total Engineering paid: \$315,537.00

**Engineering: Sanitary Sewer Force Main Study**  
**Invoiced: January 2005 through May 2006**

MRB Project Number: 198063

Total Engineering Invoiced and Paid: \$21,565.35

**Turner Underground Installations**

**Services Invoiced: December 7, 2007**

Turner Invoice# 08112007-01

Total Invoiced and Paid: \$7,500

**Rochester Gas & Electric  
Services Invoiced: October 11, 2007**

RGE Invoice# 009900253510

Total Invoiced and Paid: \$15,900

Vote of the Board:	Theodore E. Rauber, Trustee	Aye
	Carol J. Nellis-Ewell, Trustee	Aye
	Charles R. Hopson, Trustee	Aye
	John R. Marello, Trustee	Absent
	Theodore E. Walker, Mayor	Aye

**RESOLUTION NO 119 1/2008**

Introduced by: Mayor Walker  
Seconded by: Trustee Hopson

Resolved, that the Board of Trustees of the Village of Spencerport hereby approves the purchase of a Dell Server to replace the failing Compaq Server not to exceed \$5,000 from the contingency fund. This purchase will be made directly from Dell under the advisement of Patrick Chefalo, IT Consultant.

Vote of the Board:	Theodore E. Rauber, Trustee	Aye
	Carol J. Nellis-Ewell, Trustee	Aye
	Charles R. Hopson, Trustee	Aye
	John R. Marello, Trustee	Absent
	Theodore E. Walker, Mayor	Aye

**Adjournment**

Motion was made by Mayor Walker, seconded by Trustee Hopson and carried unanimously that the meeting be adjourned 10:30 p.m.