

VILLAGE BOARD MEETING
Minutes
July 11, 2012

CALL TO ORDER: 7:00 p.m.

The Pledge of Allegiance was led by Trustee Rauber

BOARD MEMBERS PRESENT

Joyce Lobene, Mayor
Theodore E. Rauber, Trustee
Carol J. Nellis-Ewell, Trustee
Gary Penders, Trustee
Fritz Gunther, Trustee

BOARD MEMBERS ABSENT

OTHERS PRESENT

Craig Byham, Luther Jacobs Way
Charles Hopson, Maplewood Avenue
Ray and Barb Kuntz, Coolidge Avenue
Owen McIntee, Electric Superintendent
Joan Quigley, Maplewood Avenue
Jacqueline Sullivan, Village Clerk
Tom West, DPW Superintendent

APPROVAL OF MINUTES

A motion was made by Trustee Rauber, seconded by Trustee Penders and carried that the minutes of the regular meeting June 13, 2012 be approved as read.

A motion was made by Mayor Lobene, seconded by Trustee Nellis-Ewell and carried that the minutes of the workshop meeting June 20, 2012 be approved as read.

Trustee Nellis-Ewell commented that she was absent at the May 2nd meeting and should have abstained from approving the minutes from May 2nd.

PRIVILEGE OF FLOOR

Mrs. Quigley asked for an update on the removal of the railroad bridge.

Mayor Lobene responded that the project manager for the contracted company to remove the bridge had resigned and a new project manager is being assigned. Mr. Kevin Kelly is in contact with the company and awaiting more information.

Administrative Committee – Mayor Lobene, Chair

Mayor Lobene commented that Lyell Avenue is completed and the lighting will be started late August.

Trustee Nellis-Ewell indicated that it is a speedway but the police speed indicator is up at the firehouse and is slowing people down.

Mayor Lobene commented that the skateboarders have not been bad however there have been problems in the plaza with other individuals and the police are doing the best they can. Mayor Lobene continued that the skateboarding rules that Trustee Gunther had created should be posted.

Trustee Rauber commented that he feels the Village has bigger issues to deal with than skateboarding and that Trustee Gunther's rules were fine.

Trustee Nellis-Ewell questioned if skateboarding is become passé and that she has read information about long boarding.

Trustee Gunther responded that long boarding is still skateboarding however it is his understanding that the longer boards are used for transportation and not tricks.

Mayor Lobene questioned Clerk Sullivan if the rules can be put on the website.

Clerk Sullivan responded that it could.

Sewers Committee – Trustee Rauber, Chair

Trustee Rauber indicated that he continues to work with Attorney Olson regarding the transfer of the Pump Station to Monroe County.

Trolley Depot – Trustee Rauber, President

Trustee Rauber commented that the Depot has been approached by a newly formed Spencerport Rowing Committee and that a static display will be set up at the depot to educate the public on rowing and create some synergy in the community around rowing to determine if there is enough interest in rowing to create a club in this area.

Mrs. Quigley asked the names of the individuals organizing the committee.

Trustee Rauber responded Deb Adams of Thistlewood Drive.

Trustee Rauber continued by explaining that there is a need for a design plan to expand the Depot and to determine the potential of bringing the Bridge Tenders Building back to the Village near the Canal bank. Trustee Rauber continued New York State is accepting grant applications for these types of projects and that if the Village is successful in receiving grant funds for this project the result will be a useable design plan for a future capital project.

Resolution 8 7/2012

Introduced by: Trustee Rauber

Seconded by: Trustee Nellis-Ewell

Now therefore be it resolved that the Village of Spencerport Board of Trustees authorizes and directs the Village Clerk and Village Treasurer to file an application for funds from the New York State Office of Parks, Recreation and Historic Preservation in accordance with the provisions of Title 9 of the Environmental Protection Act of 1993, in an amount not to exceed \$30,000, and upon approval of said request to enter into and execute a project agreement with the State for such financial assistance to the Village of Spencerport for design and engineering of the Trolley depot expansion and relocation of the bridge tenders building and, if appropriate, a conservation easement/preservation covenant to the deed of the assisted property.

Vote of the Board:	Theodore E. Rauber, Trustee	Aye
	Carol J. Nellis-Ewell, Trustee	Aye
	Gary Penders, Trustee	Aye
	Fritz Gunther, Trustee	Aye
	Joyce Lobene, Mayor	Aye

Trustee Gunther questioned if the Village receives the grant but finds that they cannot fund it will the Village be in jeopardy of not receiving another grant.

Clerk Sullivan indicated that if grants are applied for, received and not used does indicate that the municipality is not serious about the projects and could jeopardize future applications.

Trustee Rauber continued by describing the vision of the Depot Board for the expansion and the bridge tenders building.

Trustee Nellis-Ewell commented that the intent of the area is to be a historical campus. Trustee Nellis-Ewell questioned as to whereabouts of the packet boat and suggested that it may be used as an attraction for young children if it is incorporated into the campus.

It is to be believed that the packet boat is at the WWTP.

Planning/Zoning/Building Control – Trustee Nellis-Ewell, Chair

- A. Planning – Trustee Nellis-Ewell indicated that the Planning Board had no official business to act upon at the June 10th meeting.
- B. Architectural Review – Trustee Nellis-Ewell indicated that the ARB had one sign application at the July 10th meeting; then asked Mr. Craig Byham, Vice Chair of the Planning Board to comment on the application.

Mr. Craig Byham indicated that the application from the Jewelry and Coin Exchange to be located on Union Street north of the Galley Restaurant was granted a certificate of appropriateness. Trustee Gunther questioned if this type of business would be considered a pawn shop.

Trustee Nellis-Ewell indicated that she contacted Attorney Olson and that this business falls under its own business description different from a pawn shop.

- C. Zoning – Trustee Nellis-Ewell indicated that the Zoning Board of Appeals had no official business to act upon at June 21st meeting and there are no applications for the July 19th meeting.
- D. Building Control – Trustee Nellis-Ewell commented that the barn and house has been taken down on Brockport Road.
- E. Code Review - Trustee Nellis-Ewell indicated that the committee is waiting for information from Attorney Olson prior to scheduling a meeting.

Mayor Lobene indicated that Peter Landers was in the Village Office and is looking at the Gollel property for potential development of rental properties.

Mr. Byham indicated that the property can be rentals but a new developer would need to get new approvals from the Planning Board for the project.

Finance Committee – Trustee Penders, Chair

Trustee Penders commented he reviewed the journal entries for the month of April because the month of May will be reviewed by the auditors and that he will be meeting with Treasurer Kimbler regarding dates and depreciation.

Facilities Committee – Trustee Penders, Chair

- A. Electric

Resolution 9 7/2012

Introduced by: Trustee Penders

Seconded by: Trustee Rauber

Now therefore be it resolved, that the Village of Spencerport Board of Trustees authorizes the Electric Superintendent and Deputy Clerk to attend the 2012 MEUA Annual Conference, Corning, NY. Cost not to exceed \$1300.

Vote of the Board:	Theodore E. Rauber, Trustee	Aye
	Carol J. Nellis-Ewell, Trustee	Aye
	Gary Penders, Trustee	Aye
	Fritz Gunther, Trustee	Aye
	Joyce Lobene, Mayor	Aye

Resolution 10 7/2012

Introduced by: Trustee Penders

Seconded by: Trustee Nellis-Ewell

WHEREAS, the Annual Conference of the Municipal Electric Utilities Association of New York State has been called on August 28, 29, 30 and 31, 2012, to be held at the Radisson Hotel, Corning, New York, and,

WHEREAS, in accordance with the bylaws of the Municipal Electric Utilities Association of New York State, each municipal member may cast one vote on each transaction properly brought before this meeting,

NOW THEREFORE BE IT RESOLVED, that Owen McIntee, Electric Superintendent be and is hereby designated as the accredited delegate of Village of Spencerport, New York.

Vote of the Board:	Theodore E. Rauber, Trustee	Aye
	Carol J. Nellis-Ewell, Trustee	Aye
	Gary Penders, Trustee	Aye
	Fritz Gunther, Trustee	Aye
	Joyce Lobene, Mayor	Aye

- B. Other (Drainage, Franchise)

Public Works Committee – Mayor Lobene, Chair

- A. Highways/Garage
- B. Public Services (Refuse, Recycling, Parks)

Public Safety Committee – Trustee Penders, Chair

- A. Fire Department
- B. Police

Trustee Penders explained that six vendors were contacted to quote on supplying and installing security cameras in the Village; Technical System Group, Action Security, Doyle Security, Armored Access, PinPoint Group and Graybar. Quotes were received from four of the vendors. All vendors quoted on equipment only, the Village of Spencerport would be responsible for procuring fiber cable and would be responsible for installing the fiber cable and the cameras.

Technical System Group quoted \$25,014.40, Action Security \$6,300, Doyle Security \$30,085 and Graybar \$20,437.73.

The Village's cost would be consistent for all of the quotes at \$17,853.70 and the cost of fiber cable would be \$3,000.

Trustee Penders indicated that Action Security's quote was based on an analog system and that an analog system would not provide the resolution needed.

Trustee Penders further explained the configuration of Graybar's system and that the Village has the technical expertise to install the equipment and configure the cameras based on information received from the sales representative.

Mayor Lobene questioned if the plaza owners installed cameras could be hooked into our system

Trustee Penders responded that they could but it is not a good idea and the plaza owners should monitor their own system

Trustee Nellis-Ewell thanked Trustee Penders for the clarification and confirmed there are six cameras. Trustee Nellis-Ewell further asked if there is an operating cost associated with the system.

Trustee Penders responded that there is not an ongoing operating cost associated with the cameras unless there is a failure. Trustee Penders continued that Chief Nordquist questioned if the system could be monitored by the police in their vehicles and it could be but should not be done at this time.

Mayor Lobene commented that giving the police department the ability to view the cameras in their cars would be helpful.

Trustee Gunther questioned who will monitor the system or will it be used after an incident.

Trustee Penders indicated that they system will be used after an incident and used to pursue the perpetrators.

Trustee Nellis-Ewell questioned if there are any issues of confidentiality and it is FOILible.

Trustee Penders responded that he checked with Attorney Olson and confidentiality is not an issue and everything is FOILible.

Mrs. Quigley asked the quality of the cameras.

Trustee Penders indicated that the images are extremely sharp and clear.

Trustee Rauber questioned if the cameras can be phased it a few at a time.

Trustee Penders indicated that they could be.

Clerk Sullivan added that the cameras are not the most expensive part of the project, the recorder and switches are the most costly and they are needed with one or six cameras.

Trustee Nellis-Ewell questioned if signs are required.

Trustee Penders responded that signs would be a good idea.

Trustee Gunther commented that he feels the Village is incurring a huge cost in the cameras in addition to the taxes that are being paid for the police department.

Trustee Nellis-Ewell commented that the camera system is no guarantee to reduce crime but it is deterrent.

Mayor Lobene indicated that the cameras will help the police to pursue the perpetrators.

Trustee Penders commented that he does not know the savings of having the cameras however in the long run it will deter crime.

Trustee Nellis-Ewell questioned the funding of the cameras.

Clerk Sullivan responded that the funds were to be taken out of reserves and that would be done through resolution.

Trustee Nellis-Ewell questioned if any funds were received from Senator's or Assemblyman's office.

Trustee Penders responded that we have not and that research has been done for other funds however none are available at this time.

Mayor Lobene commented that neither the Senator or Assemblyman's office have funds for this project.

Mr. Byham questioned if the other communities have had positive results from their cameras.

Trustee Penders responded that Chief Nordquist and Attorney Olson indicated that the cameras do have positive results.

- C. Ambulance - Trustee Penders indicated that he attended the monthly meeting and will forward the meeting minutes to the Board members when they are received and will do the same for the fire department.

Human Resources Committee – Mayor Lobene, Chair

Trustee Penders briefly explained the bereavement leave, time records and credit card policies updates.

Trustee Penders read the fatigue time policy. Trustee Penders continued that he contacted with the state and federal labor boards and they do not have a provision for fatigue time however unions and other utility companies have fatigue time. Other municipalities do not have written policies and use a common sense approach. Trustee Penders added that 2010/2011 overtime was reviewed and it was determined that approximately 195.5 hours would have been subject to fatigue time costing the Village \$3,918.00.

Trustee Gunther requested that a provision in the credit card policy be added that would make the card user responsible for reimbursing the Village for purchases that do not have supporting receipts.

Trustee Gunther questioned if fatigue time needs to be compensated time off.

Trustee Penders responded that it definitely does and that it is an industry standard.

Trustee Gunther responded that it is not a standard only in unions.

Trustee Penders responded that it is not only in unions, RG&E had a fatigue policy prior to become a union shop.

Trustee Gunther continued that he would like to see the policy reviewed after a year and would propose that the fatigue time not be compensated.

Trustee Gunther indicated that he is proposing that the employee leave early and does not have to use benefitted time however they will not be paid.

Discussion ensued regarding the computation of hours.

Superintendent McIntee added that the Department of Labor requires sufficient notice to shift changes and that the Village need to be cognizant of this policy.

Mayor Lobene suggested that additional information be gathered and discussion continue at the workshop meeting.

Resolution 11 7/2012

Introduced by: Trustee Penders
Seconded by: Trustee Nellis-Ewell

Now therefore be it resolved, that the Village of Spencerport Board of Trustees approves the handbook revisions to bereavement leave, time records and credit card policies. The credit card policy will have the following addition to the section "Receipt Retention/Purchase Verification" – Failure to submit such supporting documents, the user is responsible for reimbursing the Village for the charge.

Vote of the Board:	Theodore E. Rauber, Trustee	Aye
	Carol J. Nellis-Ewell, Trustee	Aye
	Gary Penders, Trustee	Aye
	Fritz Gunther, Trustee	Aye
	Joyce Lobene, Mayor	Aye

Economic Development Committee – Mayor Lobene, Chair

Mayor Lobene commented that Bonnie's Chocolate World is open and Salvatore's should be open by Canal Days

Green Initiatives – Trustee Nellis-Ewell, Chair

Trustee Nellis-Ewell inquired if there was any notification that the former Spencerport landfill was delisted was received by the office.

Mayor Lobene responded that notification was received.

Village Clerk – Jackie Sullivan

Resolution 12 7/2012

Introduced by: Mayor Lobene
Seconded by: Trustee Rauber

Now therefore be it resolved, that the Village of Spencerport Board of Trustees accepts the bid of \$127622.00 from Milton Cat, 4610 East Saile Drive, Batavia, NY 14020 to purchase the 2011 Caterpillar 930H wheel loader.

Vote of the Board:	Theodore E. Rauber, Trustee	Aye
	Carol J. Nellis-Ewell, Trustee	Aye
	Gary Penders, Trustee	Aye
	Fritz Gunther, Trustee	Aye
	Joyce Lobene, Mayor	Aye

Resolution 13 7/2012

Introduced by: Trustee Rauber
Seconded by: Trustee Nellis-Ewell

Now therefore be it resolved, that the Village of Spencerport Board of Trustees approves the East Avenue Heritage Trail Phase II Capital Plan in the amount of \$145,985.00; \$74,992.50 of the plan will be received from the NYS Canalway Grant.

Vote of the Board:	Theodore E. Rauber, Trustee	Aye
	Carol J. Nellis-Ewell, Trustee	Aye
	Gary Penders, Trustee	Aye
	Fritz Gunther, Trustee	Aye
	Joyce Lobene, Mayor	Aye

Resolution 14 7/2012

Introduced by: Mayor Lobene
Seconded by: Trustee Penders

Now therefore be it resolved, that the Village of Spencerport Board of Trustees approves the 2012 Canal Days Festival and the closing of Union Street from West Avenue to Amity Street Friday, July 27 at 4:00 p.m. – Sunday, July 29, 2012 8:00 p.m.

Vote of the Board:	Theodore E. Rauber, Trustee	Aye
	Carol J. Nellis-Ewell, Trustee	Aye
	Gary Penders, Trustee	Aye
	Fritz Gunther, Trustee	Aye
	Joyce Lobene, Mayor	Aye

Resolution 15 7/2012

Introduced by: Mayor Lobene
Seconded by: Trustee Penders

Now therefore be it resolved, that the Village of Spencerport Board of Trustees approves the 2012 Spencerport Volunteer Fireman's Association Drill Team Competition Saturday, August 4, 2012 (rain date August 5, 2012).

Vote of the Board:	Theodore E. Rauber, Trustee	Aye
	Carol J. Nellis-Ewell, Trustee	Aye
	Gary Penders, Trustee	Aye
	Fritz Gunther, Trustee	Aye
	Joyce Lobene, Mayor	Aye

Resolution 15 7/2012

Introduced by: Mayor Lobene
Seconded by: Trustee Penders

Now therefore be it resolved, that the Village of Spencerport Board of Trustees approves the 2012 SCS Homecoming Parade September 29, 2012.

Vote of the Board:	Theodore E. Rauber, Trustee	Aye
	Carol J. Nellis-Ewell, Trustee	Aye
	Gary Penders, Trustee	Aye
	Fritz Gunther, Trustee	Aye
	Joyce Lobene, Mayor	Aye

Clerk Sullivan reported that outstanding taxes at this time are approximately \$71,000 and any payments received from now until October 31st will have penalties charged to them, the Canal Corp. contacted the Village thanking us for all of the work that we have done on the canal bank in regards to the Heritage Trail and that they would like to maintenance on the rip-wrap along the bank in addition to their work the Canal Corp. is willing to do some earthwork for the trail. Clerk Sullivan added that the trail is coming along and at this time is on budget. Low maintenance ground cover is being installed until contract documents are received from NYS and a landscaping plan is development.

Trustee Nellis-Ewell indicated that she would like to participate in the landscape design.

Superintendent of Public Works – Thomas M. West

Superintendent West made the following comments:

Two trees on Lyell Avenue will be removed and residents have been notified.
Lyell Avenue safety barrier for the culvert will be replaced.
A NYS barge was leaking oil and the Canal Authority has been contacted and is cleaning it up
Recycling truck is fixed and back in service; engine work is to be completed later this week.

Superintendent of Electric – Owen McIntee

Superintendent McIntee made the following comments:

Referenced emailed report below.
Outage on Monday on Prospect Street from a large truck.
Conduit installation on Hawthorne Drive.
SME will not have a booth at Canal Days this year.

The department continues to operate daily/weekly/monthly without any vehicle accidents, property damage or employee injuries. Once again, great safe job guys!!

Operations: Electric outage early Monday morning 07/09/12 in the Prospect St. Noble Dr. area. Roll off dumpster truck hit Frontier head guy which caused electric outage and broke street light pole along east side of Prospect Street opposite Noble Drive.

We continue with our Itron Meter Replacement program, purchasing Radio Demand meters every couple of months.

Materials have been ordered with regard to the new Distribution Circuit 41-32 Tie project on Prospect and Nichols Street. See attached status report on details.

SME Crew has been assisting the Village of Churchville line crews with their primary voltage conversion and is scheduled for one additional shutdown later in July.

New projects have been designed and are awaiting joint utility approvals are as follows;

1. Parkview Apartment on Big Ridge Road. (tentative start date of 07/18/12)
2. Brockport Road Townhomes.

Lyell Avenue Street Lighting and associated IMA with Monroe County has been resolved, now waiting for pole /fixtures, tentative installation date is September 1, 2012.

As a result of the DPW road project on Hawthorne Drive, SME crew has been installing spare primary conduits at various crossover locations and spare conduits for future 3 phase primary expansion along the south side of Hawthorne Drive.

Other: Our NYPA/IEEP Attic Insulation program has been completed, with the re-insulation of 40 homes. A Customer kWh load database will be created to determine monthly savings for our records.

As previously reported Keith Bezon passed his Class "A" CDL road test in late June, meeting a requirement of his probationary period. (Congrats!!)

Our Insurance representative will be conducting a walkthrough of our substation equipment on July 18 as required.

As previously noted SME will not have our Canal Day booth set up this year, but will support the event, assisting the vendors with electrical requests as we have done in the past.

SME employees continue to work closely with DPW staff and daily with the VO staff on routine customer requests and operational tasks.

Attorney – Richard J. Olson

Absent

Unfinished Business

New Business

Bills

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

General Fund	\$ 77,538.42
Electric Fund	\$ 51,034.76
Sewer Fund	\$ 6,251.17
Trust Fund	\$ 911.37
Capital Fund	<u>\$ 1,979.30</u>
TOTAL:	\$137,715.02

Motion was made by Trustee Penders, seconded by Trustee Rauber and carried unanimously that the cash disbursements for the General, Electric, Sewer, Trust and Capital Funds, July 2012 be approved as audited.

Adjournment

Motion was made by Mayor Lobene, seconded by Trustee Rauber and carried unanimously that the regular meeting be adjourned 8:56 p.m.