

VILLAGE BOARD MEETING
Minutes
August 1, 2012

CALL TO ORDER: 7:00 p.m.

The Pledge of Allegiance was led by Mayor Lobene; Mayor Lobene requested a moment of silence for the passing of Donald Magin and Rick Barton long time Spencerport residents.

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

Ray and Barb Kuntz, Coolidge Avenue
Owen McIntee, Electric Superintendent
Richard Olson, Village Attorney
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 July 11, 2012 be approved as read.

A motion was made by Trustee Nellis-Ewell, seconded by Trustee Penders and carried that the minutes of the workshop meeting July 18, 2012 be approved as read.

PRIVILEGE OF FLOOR

Administrative Committee – Mayor Lobene, Chair

Mayor Lobene thanked everyone who attended the ground breaking ceremony for the Heritage Trail and thanked the staff for all of the work they have done on the trail. Mayor Lobene continued that August 13th CSX will be sending a representative up to this area to discuss the removal of the bridges.

Resolution 11 8/2012

Introduced by: Mayor Lobene
Seconded by: Trustee Rauber

Now therefore be it resolved that the Village of Spencerport Board of Trustees approves attendance at the 2012 NYS Canal Conference Sunday, September 30 – Tuesday, October 2, 2012 by any Village Board Member. Cost not to exceed \$215 per person for registration and \$126 per night for accommodations.

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 12 8/2012

Introduced by: Mayor Lobene
Seconded by: Trustee Rauber

Now therefore be it resolved that the Village of Spencerport Board of Trustees approves Michael Vickery's membership renewal to Fred Pryor Seminars in the amount of \$299.00.

Vote of the Board:	Theodore E. Rauber, Trustee	Aye
	Carol J. Nellis-Ewell, Trustee	Aye

Gary Penders, Trustee
Fritz Gunther, Trustee
Joyce Lobene, Mayor

Aye
Aye
Aye

Sewers Committee – Trustee Rauber, Chair

Trustee Rauber commented that he defers comments to DPW Superintendent West

Trolley Depot – Trustee Rauber, President

Trustee Rauber indicated that it has been busy at the Depot and the Spencerport Rowing Club has a static display at the Depot to increase interest from the community. Trustee Rauber continued that the Rowing Club is pursuing areas within the Village on the Canal for the location of their building.

Trustee Nellis-Ewell commented that she was under the impression that the Depot was intended to house a skull.

Trustee Rauber indicated that he is going to take a look at the facility on the east side.

Mayor Lobene commented that kayaks and canoes would be more widely used by the community.

Trustee Rauber commented that this is all in the planning stages.

Trustee Nellis-Ewell indicated that there is a waterfront development committee that has done some work regarding the waterfront that the rowing team could use.

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

- A. Planning – Trustee Nellis-Ewell commented that the Planning and Architectural Review Boards are due to meet in August and that she has not received an agenda nor has one been published in the Suburban News which is the paper of communication and that there is nothing on the agenda.
- B. Architectural Review
- C. Zoning – Trustee Nellis-Ewell commented that the Zoning Board is scheduled to meet tentatively on August 16th.
- D. Building Control
- E. Code Review – Trustee Nellis-Ewell indicated that she is attempting to schedule a meeting pending Superintendent West's schedule.

Mayor Lobene indicated that there are agenda items for the Planning Board and ARB meeting.

Clerk Sullivan commented that the agendas are never published in the Suburban News just public hearings.

Trustee Nellis-Ewell responded that the Planning Board agendas are published in the Suburban News.

Clerk Sullivan responded that they are not published they are put are on the website.

Resolution 13 8/2012

Introduced by: Trustee Nellis-Ewell

Seconded by: Trustee Penders

**INTRODUCTORY LOCAL LAW #2-2012
VILLAGE OF SPENCERPORT, MONROE COUNTY**

**A LOCAL LAW TO REPEAL CHAPTER 232
OF THE VILLAGE CODE**

WHEREAS, the Village Board has before it a proposed Local Law to repeal Chapter 232 of the Village Code, recognizing that its substance has been replaced by Chapter 125 "Building Code Administration and Enforcement" which provides for the administration and enforcement of the New York State Uniform Fire Prevention and Building Code and

the State Energy Code; and

WHEREAS, in order to repeal Chapter 232, the Village Board of the Village of Spencerport is required to hold and conduct a public hearing thereon;

NOW, THEREFORE, BE IT RESOLVED:

SECTION 1. That the Village Board of the Village of Spencerport shall hold and conduct a Public Hearing on the 5th day of September, 2012, at 7:00 p.m. at the Village Hall, 27 West Avenue, Village of Spencerport, New York, 14559 to consider to the attached Local Law; at which Public Hearing all interested persons will be heard concerning the subject matter thereof.

SECTION 2. That the Village Clerk shall cause due notice of such public hearing to be published as required by law.

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

Finance Committee – Trustee Penders, Chair

Trustee Penders commented that he did review the journal entries and was educated on the accrual process and the purpose of the entries. Trustee Penders indicated that everything balanced.

Facilities Committee – Trustee Penders, Chair

- A. Electric – Trustee Penders deferred comments to Superintendent McIntee
- B. Other (Drainage, Franchise)

Public Works Committee – Mayor Lobene, Chair

Mayor Lobene commented that the canal is closed between Holley and Albion and the 48 hour docking limit in the Village has been lifted until the canal is fully operational.

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

Public Safety Committee – Trustee Penders, Chair

Trustee Penders commented that he emailed the Board the minutes from the Ambulance meeting and that he is working on getting the minutes from the Fire Department meeting. Trustee Penders continued that the schools and fire department have camera systems at the facilities.

- A. Fire Department
- B. Police
- C. Ambulance

**Spencerport Volunteer Ambulance
Board of Director Meeting**

Date: June 4, 2012

Present: Joyce Knutowicz, Secretary; Al Knutowicz, Resident; Herman Unvericht, Treasurer;
Bruce Jones, Board of Director; Dan DiSalvo, Chief of Operations

Absent: Randy Campbell, President; Jeff Krywy, Vice-President/Deputy Chief

The meeting was called to order at 18:30, and the Pledge of Allegiance was said.

Bruce made a motion to approve the minutes of the May 7, 2012, meeting and Herman seconded the motion. All were in favor.

Report of Officers:

President – Randy Campbell (Absent) – No Report

Vice-President – Jeff Krywy (Absent) – No Report

Treasurer – Herman Unvericht

- Finished first three months of fiscal year in good shape, being under budget overall on expenses and over on revenue thanks to some big transfers from Med-Ex.
- Income is up, but down for last month.
- This week payroll will be paid out of M & T checking account.
- Fund Drive receipts are lower by about \$3,000.00 compared with last year, but all net income after deducting printing and postage expenses have been deposited in M & T saving account.
- Monitor loan at HSBC is paid down to \$4,400 and would like to discuss paying it off, from fund drive monies, to avoid this note being taken over by Key Bank, which should happen in July. If we pay this off, it would free the CD to be available, if we decide to make a bid on a new ambulance.
- Next monthly payment at the Credit Union for the new ambulance is due in September.
- Quick Pro Software that I am using is a 1999 version and we need to update software to accommodate Herman's new computer. Cost is \$175 for direct replacement and \$280 for a professional edition for non-profit agencies. Either version would be fine.
- Auditors are working on our tax return and audit for fiscal year ended in February 2012.
- Retainer money is still at Nixon Peabody, and they have been asked to return it.
- Randy got back to Herman, regarding insurance audit. Herman get a contract with Hi-Qual for maintenance to heating system. It will not exceed \$400.
- **House Garage:** Property survey at Schultz Associates is hitting some snags. Al Knutowicz and I met with them last week and there are issues concerning property lines. Their survey shows SVA in the corner of the garage and parking spaces along the railroad are on railroad property. Looking into finding an abstract of title. Al said Town information is different from Schultz. He believes this was taken care of years ago. Dick LaCroix designed the garage, and Al will check with him. Herman asked Dan to contact a locksmith in order to open the safe, which is located in the vault in the basement. The safe has not been opened since before Herman has been Treasurer.

Secretary – Joyce Knutowicz

- Letters of termination were sent to volunteer members who have not fulfilled training responsibilities and were voted upon at the last board meeting. Two letters came back with incorrect addresses, John Cardone and Corey Barnes. New letters will be sent to them.
- A sympathy card was sent to Marge Beldue, life member, upon the passing of her husband.

Committees:

Personnel Committee – Bruce

Bruce and Doug have interviewed Tara Phillips for volunteer membership. All was positive and recommendation is to accept her application.

Bruce recommended that the board accept the membership of Tara Phillips and Herman seconded the motion. All were in favor.

Computer Committee – Bruce Jones (No Report)

Report of Department Heads:

Chief of Operations – Dan DiSalvo

- **Call status:** 154 calls for service, 736 YTD (16.64% over last year), 129 covered by SVA (16.51% over last year), 97 transports, 488 YTD (43 BLS/54 ALS), 30 residents transported vs. 37 non-residents
- Jim Cassin and Dan met with RF Harris reps regarding new radio system. A needs assessment was done with some price points as well. Ballpark cost for SVA would be \$72,000. This includes future needs and

equipment for a third ambulance. Grant funding is getting aggressive, but there are no guarantees for the grant, getting the grant or being awarded the full amount. Dan suggests establishing a budget line item and to start putting money away for this each year. Target date is 2014-2015. A mobile radio instead of a base will be gotten. Radios are still good and could be sold. Jeff can pick up on information regarding fiber optics being installed with the road construction.

- Working with Med Ex on adding credit card payment options for patients. There has been an increase of self-pay and patients with high deductible plans that would make payments easier and faster. Will be a 2.2% charge to SVA for each credit card use. We cannot pass this onto the customer per Med Ex. Dan gave the application form for credit card use to Herman.
- **Proposal:** Dan proposes a mid-year increase in billing rates, to take effect July 1, to cover credit card increases and gas prices. This is not a normal practice, but feels it will be necessary this year.

Bruce moved and Herman seconded to accept Dan's proposal and increase billing rates. (Billing rates are attached.) All were in favor.

- **Potential new ambulance bid:** Bid process should open in a week or two. Dan seeking Board approval to put a bid in, not to exceed \$33,000. If a purchase is made, all old lettering will have to be removed and re-lettered for SVA. All equipment on the rig is included. Old ambulance is costing more in repairs than should be.

Bruce moved for Dan to place a bid when opened on Pt. Pleasants ambulance, not to exceed \$33,000 and Herman seconded the motion. All were in favor.

- **ALS:** New cases have been ordered for AED and Phillips monitors.
- **Vehicles:**
 1. 2959 - Mileage 105,289
 2. 2979 - Mileage 8,806. Received estimate for back bumper, which will be submitted to Villager Construction for reimbursement.
 3. Medic 28 - Mileage 42,145
 4. All vehicles have been power washed and waxed this week for the parade.

Executive Session:

Bruce moved to go into Executive Session and Herman seconded the motion. All were in favor.

Bruce moved to go out of Executive Session and Herman seconded the motion. All were in favor.

Report of Department Heads:

Chief of Operations – Dan DiSalvo

- Dan will not continue with the application process for ALS Supervisor position, at this time.
- Rick Race and Dan will be going to Nation US Memorial ceremony June 22-24.
- Mike the locksmith has been called to open the safe in the vault. He needs the make, model number and serial number to submit to the company.

New Business: None

Old Business: None

Adjournment:

Herman moved to adjourn the meeting at 18:25 and Bruce seconded the motion. All were in favor.

Respectfully Submitted:
Joyce M. Knutowicz, Secretary

Human Resources Committee – Mayor Lobene, Chair

Trustee Penders commented that he met with the DPW Staff to review the newly approved policies.

Economic Development Committee – Mayor Lobene, Chair

Mayor Lobene commented that Salvatore's opened today and that Two Ton Tony's is open and will be having a grand opening in a couple weeks and Cakes by Karen had a ribbon cutting last Friday.

Green Initiatives – Trustee Nellis-Ewell, Chair

Village Clerk – Jackie Sullivan

Clerk Sullivan thanked Norb and Keith for painting and fixing the front of the office; an email was received from the Adirondack Club for camping in the Village.

Trustee Rauber indicated that they can camp on Canal Corp land.

Resident Ray Kuntz suggested Fireman's Field.

Resolution 14 8/2012

Introduced by: Trustee Rauber

Seconded by: Trustee Penders

Now therefore be it resolved that the Village of Spencerport Board of Trustees approves attendance at the 2012 NYCOM Fall Training School Monday, September 10 – Friday, September 14, 2012 for the Village Clerk and Administrative Assistant. Cost not to exceed \$240 per person for registration and \$285 per person per night for accommodations.

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 8/2012

Introduced by: Mayor Lobene

Seconded by: Trustee Nellis-Ewell

Now therefore be it resolved that the Village of Spencerport Board of Trustees approves the Assembly Permit application from the Federation of German American Societies for the Annual German Fest Friday, August 10 – Sunday, August 12, 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

Superintendent of Public Works – Thomas M. West

Superintendent West indicated that Hawthorne Drive would be completed the week of September 10th; the guard rail by the creek on Lyell Avenue will be replaced with a more decorative guard rail.

Trustee Nellis-Ewell questioned if Superintendent West received tree warranties.

Superintendent West indicated that he has not received warranties but the project is warrantied for two years.

Trustee Nellis-Ewell indicated there are some issues with the project and who should she address the issues with and is the Villager Office closed.

Superintendent West indicated the Villager Office is closed.

Trustee Nellis-Ewell indicated that she will send her issues to Karen Cox directly.

Resolution 16 8/2012

Introduced by: Trustee Penders

Seconded by: Trustee Rauber

Now therefore be it resolved that the Village of Spencerport Board of Trustees awards the bid for the 2013 Dump Truck to Regional International, 1007 Lehigh Station Road, Henrietta, NY 14467 in the amount of \$112,844.00.

One additional bid was received from Hunter Buffalo Peterbilt, 2370 Walden Avenue, Buffalo, NY in the amount of \$119,155.00

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

Trustee Nellis-Ewell questioned how the price compares to budget.

Superintendent West responded that it is within budget.

Trustee Nellis-Ewell questioned if used equipment is ever considered.

Superintendent West indicated that usually the items in the auction are used beyond useful life and would cost more to maintain than to purchase new.

Resolution 17 8/2012

Introduced by: Trustee Gunther

Seconded by: Trustee Penders

Now therefore be it resolved that the Village of Spencerport Board of Trustees awards the bid for the Plow Equipment and Dump Body to Cyncon Equipment, Inc., 7494 West Henrietta Road, Rush, New York 14543 in the amount of \$56,787.00.00.

One additional bid was received from Viking Cives of Western New York, 2917 Judge Road, Oakfield, NY 14125 in the amount of \$59,951.00.

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

Superintendent of Electric – Owen McIntee

Electric Department Monthly Status Report

To: VB Members
Submitted By: Owen McIntee
Date: July 31, 2012

Safety: 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 07/23/12 affecting southwest portion of the Village. Cause was due to a lightning strike in the rear of 255 South Union Street, bringing down 3 phases of primary. Crews from Churchville assisted with the restoration.

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

Most materials have been received with regard to the new Distribution Circuit 41-32 Tie project on Prospect and Nichols Street. See separate status report for project details.

The new Brockport Road Townhouse project has been designed and is awaiting joint utility approval.

New pad mount transformer was installed on 07/18/12 which energized new Parkview Apartment building on Big Ridge Road.

SME generated some revenue as our Line Crew worked at the BOCES removing parking lot light poles.

Other: Jim Crast from Travelers Insurance Company conducted a walkthrough of our substation on 07/18/12. He requested previous Transformer Oil Test Results, which we provided to him for his review and report. We received very positive feedback from his initial audit.

SME personnel supported this years Canal Days over the weekend helping vendors with electrical issues and other tasks as requested.

SME personnel participated in the Kiwanis Bike Rodeo held today at SCSD. Included in the show were our Big Bucket Truck, a Hybrid Bucket, and demonstrations on lineman's safety goods and procedures.

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

Attorney Olson explained that the Uniform Notice of Claim Act (S07641-2011) is to change how notice of claim is given to municipalities and that if approved notice of claim on municipalities will go through the state attorney general's office and will not allow proper time for the municipalities to address the claim.

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	\$ 55,796.62
Electric Fund	\$ 19,036.92
Sewer Fund	\$ 2,121.54
Trust Fund	\$ 860.62
Capital Fund	<u>\$ 3,800.00</u>
TOTAL:	<u>\$78,615.70</u>

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, August 2012 be approved as audited.

Adjournment

Motion was made by Trustee Rauber seconded by Trustee Penders and carried unanimously that the regular meeting be adjourned 8:10 p.m.