

Village Board Workshop Meeting

June 19, 2013

4:30 p.m.

Minutes

CALL TO ORDER: 4:30 p.m.

BOARD MEMBERS PRESENT

Joyce Lobene, Mayor
Glenn Granger, Trustee
Carol J. Nellis-Ewell, Trustee
Gary Penders, Trustee
Charles Hopson, Trustee

BOARD MEMBERS ABSENT

Others Present

Jack Crooks, Building Inspector PT
Kevin Kelly, Code Enforcement Officer
Karen Kimbler, Treasurer
Owen McIntee, SME Superintendent
Richard Olson, Village Attorney
Kris Schultz, Schultz Associates
Patrick Smith, Building Inspector
Jacqueline Sullivan, Village Clerk
Tom West, DPW Superintendent

BI/CE/FM - (4:30-5:00 p.m.) – P. Smith, J. Crooks & K. Kelly

Mr. Patrick Smith, Building Inspector commented that townhouse construction has started on Hidden Trail; the last apartment building on Big Ridge Road has started; Dr. Snyder's, DVM project has been approved and there has been no further plans or applications submitted regarding the Village Plaza.

Mr. Kevin Kelly, Code Enforcement Officer commented that he has been in contact with Pontillos, Rancho Viejo and LB Nails regarding their failure to appear before the ARB on their scheduled date in addition the property owner of 500 Union Street has been contacted; Salvatores is now compliant with the installation of a back door; 75 Maplewood is now vacant and in foreclosure and assisted the Town of Ogden with a delivery of an address change on Brower Road. Mr. Kelly indicated that he attended training and that he was contacted by Mr. Larry Sands regarding what needed to be done at the post office pertaining to the broken fencing.

Discussion ensued regarding the fencing.

Attorney – (5:00 p.m.) – R. Olson

Attorney Olson indicated that the draft lease agreement for the corner lot has been delivered to the owner's attorney.

General – (Immediately following)

Resolution 11 6/2013

Introduced by: Trustee Granger

Seconded by: Trustee Hopson

Be it resolved that the Village of Spencerport Board of Trustees hereby approves the Assembly Permit from Susan Orellana-Clark/Snowball Express for a fundraising walk from Canal View School into the Village and returning to the School on July 20, 2013 starting at 9:00 a.m.

Vote of the Board:	Glenn C. Granger, Trustee	Aye
	Carol J. Nellis-Ewell, Trustee	Aye
	Gary Penders, Trustee	Aye
	Charles R. Hopson, Trustee	Aye
	Joyce Lobene, Mayor	Aye

Resolution 12 6/2013

Introduced by: Trustee Penders

Seconded by: Trustee Granger

Be it resolved that the Village of Spencerport Board of Trustees hereby approves payment to Nora Venezky in the amount of \$1268.30 (126.83 hours * \$10.00) for design and production services provided for the "Walk thru History" brochure. 50% of this will be paid by the Erie Canal National Heritage Corridor grant for the brochure.

Vote of the Board:	Glenn C. Granger, Trustee	Aye
	Carol J. Nellis-Ewell, Trustee	Aye
	Gary Penders, Trustee	Aye
	Charles R. Hopson, Trustee	Aye
	Joyce Lobene, Mayor	Aye

Trustee Hopson indicated that he was under the impression that Ms. Venezky was interning with the Village for this project.

Clerk Sullivan explained that because of Ms. Venezky's knowledge additional software or outside consultants were not needed and suggested that Ms. Venezky be paid.

Resolution 13 6/2013

Introduced by: Mayor Lobene

Seconded by: Trustee Granger

Be it resolved that the Village of Spencerport Board of Trustees hereby approves the below budget transfers for Fiscal Year Ending May 31, 2013.

June 19, 2013 BUDGET TRANSFER & REVISION Fiscal Year End 5/31/2013

AMOUNT	TO ACCOUNT		FROM ACCOUNT	
\$11	A1490.401	Public Works Safety Program	A1490.400	Public Works Contractual
\$7,457	A1620.400	Shared Buildings Contractual	A1440.400	Engineering Contractual
\$26	A1989.100	Govt Support/Vac/Sick/Holiday	A1325.100	Administration Salaries
\$389	A7110.402	Parks Plants & Flowers	A7110.400	Parks Contractual
\$111	A7520.400	Historical/Trolley	A7510.400	Historian Contractual
\$8,160	A9060.801	Dental Plan	A9060.800	Hospital/Medical
\$104	G9030.800	Social Security	G9010.800	State Retirement
\$2,276	G9060.801	Dental Plan	G9060.800	Hospital/Medical
	Vote of the Board:	Glenn C. Granger, Trustee	Aye	
		Carol J. Nellis-Ewell, Trustee	Aye	
		Gary Penders, Trustee	Aye	
		Charles R. Hopson, Trustee	Aye	
		Joyce Lobene, Mayor	Aye	

Trustee Penders summarized the use of fatigue time throughout the last year by each department to include three occasions that SME implemented fatigue time; approximately twice in the DPW and once by the Office Staff. Trustee Penders indicated that the written policy should continue as written.

Trustee Penders suggested that SME and DPW crews consider working ten hours days during the summer months. The reasoning behind this suggestion was potentially save funds regarding overtime, energy and fuel.

Superintendent McIntee indicated that he reviewed the electric usage for the facilities and determined the savings for shutting down on Fridays to be approximately \$400 per month.

Mayor Lobene indicated that most of the men have young families and that ten hour days may not work for their families.

Trustee Penders continued that Superintendent West indicated that the ten hour days would allow longer time for projects during the day.

Superintendent West added that he estimated that there would be a cost savings of \$1110.00 per month in overtime costs.

Trustee Penders indicated that services normally on Fridays would be moved to Thursdays such as cardboard pick up and street sweeping. Recycling and garbage pick-up times would not be changed and during holiday weeks employees would work a five day week. Trustee Penders acknowledged that some employees may have family

conflicts and those with conflicts can use their accrued time-off. Trustee Penders suggested that a one month trial period for the ten hour days with a review of the plan on July 23rd.

Mayor Lobene indicated that longer days during the hot weather may not be good. Mayor Lobene added that two employees came to her not in favor of the ten hour days.

Trustee Hopson questioned Superintendent West if there is ever a time that he had to send the employees home due to weather conditions and that everyone works the proposed 4 day week and what would be the cost if staff had to be called in for an emergency.

Superintendent West responded that those situations can happen now with the current summer hours.

Trustee Hopson responded that he feels that the Village provides a public service and responsible to work five days and that he has check other towns and villages and they all work five days a week and that it could be a disadvantage due to potential overtime costs and that Spencerport should not be setting a precedence for working four ten hour days.

Trustee Nellis-Ewell indicated that this is a program only for the shop not the office, it is top down initiative, there is no insurance savings and that studies has shown that after an eight hour shift employees are less productive. Trustee Nellis-Ewell added that one less summer employee would save as much money as the ten hour day program.

Trustee Granger added that the cost savings could be moved to off-set health care costs.

Resolution 14 6/2013

Introduced by: Trustee Penders

Seconded by: Trustee Granger

Be it resolved that the Village of Spencerport Board of Trustees hereby approves implementing a ten hour work day four days a week M-Th. for the next month.

Vote of the Board:	Glenn C. Granger, Trustee	Aye
	Carol J. Nellis-Ewell, Trustee	Nay
	Gary Penders, Trustee	Aye
	Charles R. Hopson, Trustee	Nay
	Joyce Lobene, Mayor	Nay

Resolution 15 6/2013

Introduced by: Mayor Lobene

Seconded by: Trustee Penders

Be it resolved that the Village of Spencerport Board of Trustees hereby acknowledges the review of the Village of Spencerport's Investment Policy as written.

Vote of the Board:	Glenn C. Granger, Trustee	Aye
	Carol J. Nellis-Ewell, Trustee	Aye
	Gary Penders, Trustee	Aye
	Charles R. Hopson, Trustee	Aye
	Joyce Lobene, Mayor	Recuse

Mayor Lobene indicated that she would recuse herself from the resolution since she did not read the investment policy.

Resolution 16 6/2013

Introduced by: Trustee Granger
Seconded by: Trustee Hopson

Be it resolved that the Village of Spencerport Board of Trustees hereby acknowledges the review of the Village of Spencerport’s Purchasing Policy as written.

Vote of the Board:	Glenn C. Granger, Trustee	Aye
	Carol J. Nellis-Ewell, Trustee	Aye
	Gary Penders, Trustee	Aye
	Charles R. Hopson, Trustee	Aye
	Joyce Lobene, Mayor	Aye

Resolution 17 6/2013

Introduced by: Trustee Hopson
Seconded by: Trustee Penders

Be it resolved that the Village of Spencerport Board of Trustees hereby acknowledges the review of the Village of Spencerport’s Workplace Violence Prevention Program as written

Vote of the Board:	Glenn C. Granger, Trustee	Aye
	Carol J. Nellis-Ewell, Trustee	Aye
	Gary Penders, Trustee	Aye
	Charles R. Hopson, Trustee	Aye
	Joyce Lobene, Mayor	Aye

Treasurer Kimbler explained that financial reports indicate that all funds are in favorable positions. General Fund balance will be used for special projects and that the additional balance is used to cover the annual financial shortages in the electric fund and that there is possibly some surplus funds in the General Fund. The Sewer Fund is also favorable and that surplus funds will be used to lower the capital fee.

Trustee Penders questioned if the OSC is aware that the General Fund surplus is used to supplement the Electric Fund with short term loans.

Treasurer Kimbler commented that the grant that was written for the study to expand the Trolley Depot was not approved and that the Board could choose to fund that project with General Fund balance.

Mayor Lobene questioned if the plan could be paid for by the fund balance.

Treasurer Kimbler responded that yes it could be funded with the fund balance.

Trustee Granger questioned the why the bridge tenders building was out.

Treasurer Kimbler responded that the plan would include the bridge tenders building.

Trustee Granger commented that he was under the impression the Trolley Depot was to be self-sufficient.

Clerk Sullivan responded that the Village owns the building and is responsible for potential expansion and maintenance on the building.

Trustee Hopson questioned if \$30,000 is a necessary amount to find out if the project can be done.

Treasurer Kimbler responded that it is a necessary cost to determine if the expansion is feasible.

-Trustee Hopson added that if the expansion cannot be done the \$30,000 would be lost.

Mayor requested that the Board members develop a list of potential projects for grant applications and future funding.

Treasurer Kimbler reviewed the current projects and future projects and funding of these projects.

Mayor Lobene indicated that she has been in contact with Tim Carr from Cardinal Landscaping to provide plantings for the top of the remaining railroad bridge abutments. Mayor Lobene indicated that the cost of low maintenance shrubbery for the area would be \$2,810.00. Mayor Lobene added that the Canal Days Committee would donate \$1,000 towards the project and the Village would pay the difference.

Resolution 18 6/2013

Introduced by: Mayor Lobene

Seconded by: Trustee Granger

Be it resolved that the Village of Spencerport Board of Trustees hereby approves landscaping the railroad bridge abutments in an amount of \$1,810.00 contingent upon a planting diagram being distributed to the Village Board Members prior to the planting of the landscaping.

Vote of the Board:	Glenn C. Granger, Trustee	Aye
	Carol J. Nellis-Ewell, Trustee	Aye
	Gary Penders, Trustee	Aye
	Charles R. Hopson, Trustee	Aye
	Joyce Lobene, Mayor	Aye

Mayor Lobene indicated that the workshop meetings on July 24th and August 21st would be canceled.

A motion was made by Trustee Granger, seconded by Trustee Hopson and carried that the workshop meeting be adjourned at 6:10 p.m.