

**VILLAGE OF PERRY
VILLAGE BOARD MEETING &
ANNUAL ORGANIZATIONAL MEETING
APRIL 1, 2013**

The Organizational and Regular Board Meeting of the Village of Perry was held at the Village Hall 46 North Main Street Perry New York at 7:30 p.m. on the 1st day of April 2013.

PRESENT:	Frederic Hauser Anita Billings Dariel A. Draper Eleanor J. Jacobs Bonnita Matson	Mayor Trustee Trustee Trustee Trustee
ALSO PRESENT:	Terrence Murphy Gail Vosburg Jeff Drain James Case Edward Koziel	Village Administrator Village Clerk Chief Water & Sewer Operator Chief of Police Supt. of Public Works
GUESTS:	Lorraine Sturm Bill Bark	Howard Wood Henry Woitscheck

Mayor Hauser called the Meeting to order at 7:30 PM.

Mayor Hauser led in the pledge to the flag.

ORGANIZATIONAL MEETING

APPOINTED OFFICIALS

Mayor Hauser presented the following names for appointment:

Deputy Mayor	Dariel A. Draper	1 year term
Village Clerk/Deputy Treasurer	Gail Vosburg	2 year term
Treasurer	Terrence Murphy	2 year term
Deputy Village Clerk	Tisha Sylvester	1 year term
Supt. of Public Works	Edward Koziel	1 year term
Acting Village Justice	Terry Bogert	1 year term
Village Attorney	David DiMatteo	1 year term
Registrar of Vital Statistics	Gail Vosburg	1 year term
Deputy Registrar of Vital Statistics	Tisha Sylvester	1 year term
Zoning Officer	Donald Roberts	1 year term
Zoning Clerk/ Secretary	Tisha Sylvester	1 year term
Fair Housing Officer	Rick Hauser	1 year term
Planning Board	Brian Parker	5 year term until 3/31/2018
Planning Board	Brian Bieger	5 year term until 3.31.2018
Zoning Board of Appeals	Melissa Henchen	5 year term until 3/31/2018

Appointments approved - Motion by Trustee Draper, second by Trustee Matson to approve the appointments as presented by Mayor Hauser. Motion carried with all voting aye.

COMMITTEE ASSIGNMENTS

BUDGET	Wood, Davis, Barth, Matson, Draper
PUBLIC SAFETY (Police&Fire)	Billings, Draper
PUBLIC WORKS (DPW & WATER/SEWER)	Jacobs, Matson
RECREATION & RESOURCES (P&R, SLWC)	Hauser, Jacobs
OFFICE (Employee Relations & Operations, Insurance, Technology)	Billings, Matson
PLANNING (Plan/Zoning, Grants & Development, Revitalization)	Draper, Hauser

Committee assignments approved – Motion by Mayor Matson, seconded by Trustee Jacobs, to approve the committee assignments as presented. Motion carried with all voting aye.

RESOLUTIONS

BE IT RESOLVED: The Perry Herald, weekly publication in the Village of Perry, be designated the official newspaper for publication of legal notices;

AND

Manufacturers and Traders Trust Company be named the official depository for the General Fund, Water/Sewer Funds, Community Development, Silver Lake Watershed Commission and Capital Monies; Perry Office of the Bank of Castle to be the official depository for Trust and Agency, Payroll and Capital Monies. Also, the Treasurer is authorized to invest Village Monies pursuant to the Village Investment Policy adopted on December 7, 1992;

AND

The Village will require two signatures for disbursements of funds by check from Village bank accounts with one signature from an elected official and on appointed official. The Treasurer's signature is required on all investments including savings and CD's as per the investment policy. The designated officials authorized to be signers for the bank accounts are Mayor Frederic Hauser, Deputy Mayor Dariel A. Draper, Treasurer Terrence J. Murphy, and Village Clerk Gail I. Vosburg;

AND

Village Board Meetings will be held on the first and third Mondays of each month at 7:30 p.m. unless such day falls on a holiday. The annual Village Organizational Meeting shall be held the first Monday of April. Notice of meeting changes will be published and posted at least 72 hours prior to holding said meetings. In the event a special meeting is called, notice will be given to the public and news media as soon as practicable after the calling of the meeting. Special meetings may be called by the Mayor or two Trustees acting together. The Clerk shall notify the other board members of the special meeting. Minutes of the Board Meeting shall be made available to the public after approval by the board at the next regular Board Meeting. Minutes will be available at the convenience of the Clerk, and as such shall not be misused and posted on the Village's website within 7 (seven) business days after approval.

BE IT FURTHER RESOLVED: Village Officials and employees will be reimbursed the federal IRS rate per mile for travel related to municipal business when using private transportation;

AND

Authorization is given for payment, in advance of audit claims for public utility services, postage, petty cash, payroll, PDC Services, debt service and invoices providing discounts for early payment providing there is prior department head approval;

AND

Authorization is given to municipal official and employees to attend schools, conferences, association meetings and seminars that would benefit the municipality for fiscal year provided funds are available and prior approval has been given by the Board.

AND

It is the Policy of the Perry Village Board that any Grant Application or any form of financial assistance or obligation that is intended to be made on the Village of Perry's behalf, must be submitted to the board in writing prior to the Village Board granting its approval. The Village's approval must be received PRIOR to any grant application being made. This includes any public area the Village has jurisdiction over and any program or policy that is within the purview of the Village, per municipal law.

Resolutions approved – Upon motion by Trustee Matson, seconded by Trustee Billings, the above read resolutions were approved with all voting aye.

Mayor Hauser presented the following auditing schedule:

AUDITING SCHEDULE FOR 2013-2014

April	Draper
May & Year End 2012	Matson
June	Billings
July	Draper
August	Jacobs
September	Matson
October	Billings
November	Draper
December	Jacobs
January 2011	Matson
February	Billings
March	Draper
April	Jacobs

Auditing schedule approved - Upon motion by Trustee Matson, second by Trustee Jacobs, to approve the auditing schedule as presented. Motion carried with all voting aye.

MINUTES

MARCH 18, 2013 MINUTES APPROVED - Upon motion by Trustee Draper, second by Trustee Matson the minutes of the March 18, 2013 Board Meeting were approved. Motion carried with all voting aye.

PUBLIC COMMENT

Henry Woitscheck – Tourist Information Booth – Mr. Woitscheck asked the board to consider the development of a tourist information booth at the corner of Mill Street. He believes that monies could be raised for a small building. He suggested staffing it with senior citizens. Mayor Hauser asked for suggestions for an alternative location. Mr. Woitscheck is willing to work on this.

WATER & SEWER REPORT – as presented by Chief Operator Jeff Drain (as attached)

Water – Wyoming Co. Health Department conducted an annual inspection at the Perry Center Booster station and water system.

Sewer – An annual inspection of the Waste Water Treatment Plant was completed by the New York State DEC.

Water & Sewer report approved – Motion by Trustee Matson, seconded by Trustee Draper, to approve the Water & Sewer Report as presented. Motion carried with all voting aye.

CLERK REPORT – presented by Village Clerk Gail Vosburg (attached)

Payment of Claims -

Vouchers # 131836 - #131850	
General Fund	\$ 64,367.46
Water Fund	\$ 19,070.89
Sewer Fund	\$ 11,807.13
Trust & Agency	<u>\$100,892.67</u>
TOTAL	\$196,138.15

Vouchers # 131852 - #131927	
General Fund	\$ 33,655.43
Water Fund	\$ 4,444.87
Sewer Fund	\$ 4,631.87
Trust & Agency	<u>\$ 21,752.31</u>
TOTAL	\$ 64,484.48

Trustee Draper has audited all vouchers # 131836- #131927. Motion by Trustee Matson seconded by Mayor Hauser, that all vouchers are ordered to be paid. Motion carried with all voting aye.

Village Association Meeting - Clerk Vosburg reported that there is a Village Association Dinner on April 17, 2013 at The Glen Iris Inn. The Village of Silver Springs is the host. Please let the clerk know by April 10th if you wish to attend.

February's Treasurer's report was presented.

Shake on the Lake Conduit Letter approved – Motion by Trustee Matson, seconded by Trustee Billings, to approve the Shake on the Lake conduit Letter of Agreement and authorize the Mayor to sign. Motion carried with all voting aye.

Southern Tier West Conference approved – Motion by Trustee Matson, seconded by Trustee Jacobs, to allow any Village Official or Employee to attend the Southern Tier West Conference at Houghton College on May 8, 2013. Motion carried with all voting aye.

Village Clerk's Office closed on May 8, 2013 – Motion by Trustee Matson, seconded by Trustee Draper, to allow the Village Clerk's Office to be closed on Wednesday, May 8, 2013 so the clerks may attend the conference at Houghton College. Motion carried with all voting aye.

Notice was received regarding the Open House for the Perry Family Literacy Center.

Advanced Accounting School approved – Motion by Trustee Draper, seconded by Trustee Matson, to allow Clerk Vosburg to attend an Advanced Accounting School on October 22 – 24, 2013 in Arcade at a cost of \$85. Motion carried with all voting aye.

The 2012 Zoning Annual Report was distributed to all board members.

Budget Public Hearing – Clerk Vosburg reminded board members that the public hearing on the budget is April 15th at 8:00 pm.

Clerk's report approved – Motion by Trustee Jacobs, seconded by Trustee Matson, to approve the clerk's report as presented. Motion carried with all voting aye.

ADMINISTRATOR REPORT – presented by Terry Murphy

PCS, Town of Perry Intermunicipal Agreement approved – Administrator Murphy explained that this agreement is between the Perry Central School, Town of Perry and the Village of Perry concerning the removal of the retaining wall behind the High School building. Motion by Trustee Matson, seconded by Trustee Billings, approving the agreement and authorizing the Mayor to sign said agreement. Motion carried with all voting aye.

Wyoming County Water Advisory Board – Administrator Murphy updated the board on some issues that the water advisory board has been discussing:

- Discussion of economic development and where and how to focus. Primary considerations are availability of water and sewer treatment.
- Proposal will be forthcoming regarding lab services being available at the Wyo. Co. Community Hospital. Increased availability and competitive costs are the main goals. The Water Advisory Committee will negotiate terms on behalf of all municipals, pending municipal acceptance.
- The Advisory Committee will be purchasing leak detection equipment for utilization by the municipalities in the county.

Daniel Evans appointed to MEO position – Administrator Murphy asked that Daniel Evans’s job title be approved from Laborer to MEO as he has the proper credentials. There is no change in job status, only job title. Mayor Hauser appointed Daniel Evans to a MEO position. Motion by Trustee Billings, seconded by Trustee Jacobs, to approve the Mayor’s appointment. Motion carried with all voting aye.

Sewer Camera

Bids opened on March 27th at 2:00 pm:

Cyncon Equipment \$43,369.00 (includes unit and all options)

Sewer Camera purchase approved – The DPW Committee and Supt reviewed the bid that was received. It does meet the specs and is a much needed item. It’s useful life is approximately 10-15 years. Motion by Trustee Matson, seconded by Trustee Jacobs, to approve the purchase of the sewer camera from Cyncon in the amount of \$43,369.00. Motion carried with all voting aye.

Administrator report approved - Motion by Trustee Draper, seconded by Trustee Matson, to approve the Administrator’s report as presented. Motion carried with all voting aye.

COMMITTEE REPORTS

Public Safety – Nothing to report.

DPW/Water/Sewer – Nothing to report.

Recreation – Nothing to report.

Office – Nothing to report.

Planning – Nothing to report.

Mayor Hauser explained to board members that he hopes that the committees communicate with the department heads and suggest that they meet often. He hopes that the committees meet prior to the first board meeting in May.

Old Business

No old business.

New Business

Trustee Billings passed around a card for the new board members to send to the village employee who was injured last week.

Motion to adjourn meeting at 8:37 p.m. was offered by Trustee Jacobs, second by Mayor Hauser and carried with all voting aye.

Respectfully submitted,

Gail Vosburg
Village Clerk