

**VILLAGE OF PERRY  
VILLAGE BOARD MEETING  
March 6, 2017**

The 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 6<sup>th</sup> day of March 2017.

PRESENT:	Rick Hauser	Mayor
	Jacque Billings	Trustee
	Dariel A. Draper	Trustee
	Bonnie Matson	Trustee
	Eleanor Jacobs	Trustee
ALSO PRESENT:	Gail Vosburg	Village Clerk
	Jeff Drain	Chief Water & Sewer Plant Operator
	Tim Neel	Property Maintenance Officer
GUESTS:	Mary Syberg	Bill Bark

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

Mayor Hauser led in the pledge to the flag.

**MINUTES**

**February 6, 2017 minutes approved** – Correction was noted on page two "... 30-day letters have been *approved* by the committee....." Motion by Trustee Jacobs, seconded by Trustee Matson, to approve the February 6, 2017 Regular Board Meeting minutes as corrected. Motion carried with all voting aye.

**February 13, 2017 minutes approved** – Correction was noted on page one "... board's wish for *lowering of the fund* balance allocation ...." Motion by Trustee Draper, seconded by Trustee Matson, to approve the February 13, 2017 Special Board Meeting minutes as corrected. Motion carried with all voting aye.

**February 21, 2017 minutes approved** – Correction was noted on page one "... Jay DiPasquale was present" Motion by Trustee Jacobs, seconded by Trustee Matson, to approve the February 21, 2017 Regular Board Meeting minutes as corrected. Motion carried with all voting aye.

**PUBLIC COMMENT**

No one from the public spoke.

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

Chief Operator Drain reported on the following:

Water

- Repair filling system for Chlorine day tanks
- Checks for water leaks

- Checked hydrant pressures/flows on S Main St & Birchwood Acres
- Install filter isolators for backflow valves
- Send out TOP Chlorine Analyzer for manufacture repair

Sewer

- Ran sludge press to de-water sludge
- Repair lighting in sewer camera trailer
- GIS sewer system
- Compost building walkthrough
- Headworks update
- Take down contact tank, clean
- Sewer camera back in for repair

**Water & Sewer report approved** – Motion by Trustee Matson, seconded by Trustee Jacobs, to approve the water/sewer report as presented. Motion carried with all voting aye.

**PROPERTY MAINTENANCE REPORT** – presented by Tim Neel (as attached)

Mr. Neel reviewed his report. There are only two neighborhoods to go for compliance letters (approx. 75 properties). He will hold sending new letters out until spring. He is sending out reminder letters to those owners that have not contacted him. Several 30 day compliance letters were sent out.

Mayor Hauser said that he has been trying to determine if there is a need for another round of the housing rehabilitation grant. Trustee Billings suggested that LaBella be contacted for their opinion.

**Property maintenance report approved** – Motion by Trustee Jacobs, seconded by Trustee Matson, to approve the property maintenance report as presented. Motion carried with all voting aye.

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

**Vouchers approved for payment**

Vouchers of all funds # 171726 - 171802

General Fund	\$ 27,886.68
Spec. Grant Fund	\$ 2,846.60
Water Fund	\$ 5,672.45
Sewer Fund	\$ 12,133.09
Cap. Project Fund	\$ 2,863.50
Trust & Agency	\$ 3,082.55
Total	\$ 54,484.87

Vouchers have been audited by Trustee Billings. Motion by Trustee Jacobs, seconded by Trustee Draper to approve the vouchers for payment. Motion carried with all voting aye.

**Fiscal Stress Monitoring Status** – The Village received the Fiscal Stress Monitoring Status for FYE 2016. The Village’s status fir financial stress was 6.5% or a “no designation” and the environmental stress received a 32.9%.

**Budget transfers and amendment approved** – Motion by Trustee Matson, seconded by Trustee Billings, to approve the following budget transfers and budget amendment:

**Budget transfers**

General Fund

From: A1010.4	Labor Relations Contractual	\$ 5,000.00
A9010.8	State Retirement	\$ 13,000.00
To: A1420.4	Law Contractual	\$ 6,000.00
A5110.4	Street Maint. Contractual	\$ 10,000.00
A5132.11	Garage OT	\$ 500.00

Water Fund

From: F9010.8	State Retirement	\$ 6,000.00
F9060.8	Health Insurance	\$ 6,000.00
To: F8340.4	Trans. & Dist. Contractual	\$ 2,000.00
F9710.6	94 WTP update Princ.	\$ 2,000.00
F9710.61	Water tank Princ.	\$ 5,000.00
F9715.6	Backlot Waterline Princ.	\$ 3,000.00

**Budget Amendment**

Increase

A3410.2	Fire Dept. Equipment	\$ 70,000.00
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Motion carried with all voting aye.

October & November’s treasurer’s reports.

**WWTF pay applications approved** – Motion by Trustee Matson, seconded by Trustee Billings, to approve the following WWTF pay applications as approved by Clark Patterson Lee:

Contract A	STC Construction	Payment #7	\$ 41,179.65
Contract B	MW Control	Payment #5	\$ 7,752.91

Motion carried with all voting aye.

A request for a waiver of late charges was forwarded to the DPW Committee.

**BCBS Health Insurance renewal** – Motion by Trustee Matson, seconded by Trustee Billings, to renew the Village’s health insurance with Blue Cross Blue Shield. Motion carried with all voting aye. Motion carried with all voting aye.

**2016-17 Village budget** – Clerk Vosburg reviewed the budget numbers after the last budget meeting.

**Clerk/Treasurer's report approved** – Motion by Mayor Hauser, seconded by Trustee Draper to approve the Clerk/Treasurer's report as presented. Motion carried with all voting aye.

## **OLD BUSINESS**

### **DEPAUL**

No word on funding for the project. The zoning is all set (approvals granted for the site plan and variances).

### **WEBSITE UPDATE**

Trustee Billings asked if the board members had looked at the website information that she emailed them. Trustee Jacobs would like to get started on the update and will ask for a simple contract from the vendor.

### **DREDGING**

The draft report was received from the engineers today. Three board members attended the joint meeting a couple of weeks ago. Norm Gardner, Clark Patterson Lee, said that the DEC approved the sampling protocol. Trustee Jacobs said that the committee spoke on splitting the cost of the sediment testing amongst the four entities. The committee also met with a land owner about a possible de-watering site.

### **ZONING LAW UPDATE**

Mayor Hauser said that the committee is aiming for a community meeting on Thursday, March 23<sup>rd</sup> at a site to be determined.

### **RESTORE NY GRANT**

Mayor Hauser said that a conference call was made between ESD and the developer to discuss the next steps in the grant process. The developer will work directly with ESD to meet the requirements, the village is not directly involved.

### **LETCHWORTH GATEWAY VILLAGES GRANT PROGRAM**

Mayor Hauser updated the board on the grant program. Just as year one is starting to take off, we must work on applying the next phase of the program based on the goals for year two. It would be a joint program again with the villages providing the local match.

**Resolution for local match** – Motion by Trustee Matson, seconded by Trustee Billings, for the Village of Perry to *approve* a local match of \$7,000 of the \$21,000 local match total. Motion carried with all voting aye.

**Resolution for grant application** – Motion by Trustee Matson, seconded by Trustee Billings, approving the RBDG Program Application and authorize the Mayor to execute and sign the grant application. Motion carried with all voting aye.

Mayor Hauser asked the board how often they would like the LGV committee to come to board meetings. It was determined quarterly would suffice.

## **NEW CDBG DRAINAGE GRANT**

The surveys in the new target area should be going out.

## **BUDGET**

Mayor Hauser asked if the board was satisfied with the budget as it stands. As the board had no further changes, Mayor Hauser asked the clerk to complete the draft budget.

**Budget Hearing Scheduled** – Motion by Mayor Hauser, seconded by Trustee Matson, to schedule the public hearing on the 2017-18 Village Budget for Monday, April 3, 2017 at 8:00 pm. Motion carried with all voting aye.

## **SILVER LAKE TRAIL**

Trustee Billings announced that there will be a public meeting on April 5<sup>th</sup> from 6:30 pm – 8:30 pm on the Silver Lake Trail Feasibility Study.

## **COMMITTEE REPORTS**

**Public Safety** – Trustee Draper reported that he and Trustee Billings met with Fire Chief Laraby to discuss the possible purchase of the grass truck. They all feel that it is a good need. Motion by Trustee Draper, seconded by Trustee Billings, that if the Perry Fire Department's bid is accepted for the grass truck and inspected to their satisfaction, the Village will maintain the truck. Motion carried with all voting aye.

Trustees Billings and Jacobs attend the opiate presentation at Perry Central School

**Public Works** – Trustee Jacobs said that the Village will need to officially appoint the Perry Tree Board as we now have the local law for trees. The tree replacement forms have been mailed out. A committee meeting has been planned for next week.

**Recreation & Resources** – The flower baskets will be ready the end of May. Renee is looking for an enclosed trailer to transport them to Perry.

**Office** – The committee met last week.

**Medical Insurance Opt out approved for Non-union employees** – Motion by Trustee Matson, seconded by Trustee Billings, to approve adding a provision in the non-union employees manual that would allow non-union employees to opt out of insurance coverage. Motion carried with all voting aye. This medical insurance opt-out follows the same computation as for the union employees. Motion carried with all voting aye.

Providing insurance coverage for domestic coverage was discussed. Committee members said that it is not traditional to provide this coverage. A policy will be drafted for board to review.

**Planning** - A new zoning fee schedule is being worked on. Mayor Hauser said that the Village is looking for an alternate member for the Zoning Board of Appeals, several Planning Board members and an alternate for the Planning Board. He would like to be prepared in there is a need to fill positions.

Nothing has been heard about the TAP grant for the sidewalks on North Center Street.

**NEW BUSINESS**

No new business.

Motion by Mayor Hauser, seconded by Trustee Draper, to adjourn the regular meeting and enter executive session at 8:44 pm to discuss the employment of a particular person. Motion carried with all voting aye.

Motion by Mayor Hauser, seconded by Trustee Draper to adjourn the executive session and resume the regular meeting at 9:05 pm. Motion carried with all voting aye.

**Austin Harding appointed as a part time police officer** – Motion by Trustee Matson, seconded by Trustee Billings, to appoint Austin Harding as a part time police officer to attend the academy. Motion carried with all voting aye.

Motion to adjourn meeting at 9:06 p.m. was offered by Trustee Draper, second by Trustee Matson and carried with all voting aye.

Respectfully submitted,

*Gail I. Vosburg*

Gail Vosburg  
Village Clerk

2017 March Village Board Meeting

WTP

1. Collect all monthly water samples including THM and HAA5's for VOP and TOP.
2. Shovel snow and salt at WTP and TOP Booster Station.
3. Flush "dead-end" water mains.
4. Check for water leaks on Buckland Ave., Watrous St. and across from Perry Center Fire Department.
5. Repair filling system for Chlorine day tanks.
6. Operator Will Stowell attended an Operator Training school in Batavia to earn credits for license renewal.
7. Take out and send in TOP Chlorine Analyzer for manufacturer repair.
8. Complete Asset Inventory.
9. Attend Pre-construction meeting for TOC water project.
10. Check hydrant pressures and flows on S. Main St. and Birchwood Acres.
11. Update Back Flow Preventer list.
12. Install Filter Isolators for Backflow valves.
13. Total gallons of water treated for the month of February was 12,672,160 for a daily average of 452,577 GPD.

WWTP

1. Complete all monthly wastewater samples for VOP and East Hill Creamery.
2. Plow, snow blow, shovel and salt at WWTP, WTP and pump stations.
3. Run Sludge press to de-water sludge.
4. GIS sewer system.
5. Repair lighting in sewer camera trailer.
6. Visit Canandaigua WWTP to see BDP Belt Press.
7. Inspect Sewer Truck.
8. Camera sewer mains on Covington St. and Leicester St.
9. Operators Mark Kingsley and Jake Bernard attended an operator training school in Batavia to earn credits for license renewal.
10. Complete Assets Inventory.
11. Compost building update: walk thru done with Eleanor, Jeremy, Dennis and Ed, small punch list needs to be completed mainly drainage and driveway.
12. Headworks update: Fine Screen scheduled to arrive today March 6<sup>th</sup>, installed this week, wired next week, start up March 17<sup>th</sup>, and connection of both sewer mains to be completed 3/21. Substantial completion March 22<sup>nd</sup>.
13. Take down Contact tank, clean and put back on line.
14. Rake lawn in front of office at WWTP.
15. Send Sewer Camera back for repair.
16. Break ice in Bio Tower.
17. Leo Dixon hauled cake sludge for us.
18. Village of Perry's monthly flow was 24,920,000 gallons for a daily average of 890,000 GPD.
19. Town of Castile's monthly flow was 3,067,200 gallons for a daily average of 109,542 GPD.

Respectfully submitted,



**From:** brzk@aol.com  
**Date:** Sun, 05 Mar 2017 15:42:11 -0500  
**To:** gvosburg@villageofperry.com  
**Subject:** March Board Report

I will attend.

Property Maintenance Report  
 Tuesday, March 6, 2017  
 Timothy Neel, Property Maintenance Officer

	As of 12/31/15	As of 12/5/16	As of 12/31/16	As of 1/30/17	As of 3/5/17
Letters Sent	84	239	255	277	290
Properties Completed	28	92	102	106	108
Properties In Process	59	79	73	81	80
No Response	25	71	73	92	104
Watch List	80	178	183	197	209
30 Day Violation Letters Sent	0	0	0	0	4
10 Day Violation Letters Sent	0	0	0	0	0

Two neighborhoods to go (approx. 75 properties)

New properties needing attention appear in zones already addressed so letters go to those as well  
**COMPILATION INFORMATION** Initial properties needing attention (2014) compared to today:

	ZONE 1	ZONE 2	ZONE 3	ZONE 4	ZONE 5	ZONE 6	ZONE 7	ZONE 8	ZONE 9
Initial # of Props	44	39	51	72	48	54	45	30	25
Current # of Props	17	20	39	37	(1)	46	31	(1)	14



**VILLAGE BOARD MEETING**  
**3/6/17**  
**CLERK-DEPUTY TREASURER REPORT**

**1. Vouchers:**

VOUCHERS OF ALL FUNDS # 171726- #171802

General Fund	\$ 27,886.68
Special Grant Fund	\$ 2,846.60
Water Fund	\$ 5,672.45
Sewer Fund	\$ 12,133.09
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Trust & Agency	\$ <u>3,082.55</u>
 TOTAL	 \$ 54,484.87

All vouchers have been audited by Trustee Billings.

***(Need board motion to pay vouchers.)***

2. Fiscal Stress Monitoring Status for FYE 2016  
Financial Stress 6.5% - No designation  
Environmental Stress 32.9%

3. Budget transfers & amendments

***(Board to approve transfers/amendment.)***

4. October & November treasurer's reports.

5. WWTF Pay applications – approved by Clark Patterson Lee  
Contract A STC Construction Payment #7 \$ 41,179.65  
Contract B MW Controls Payment #5 \$ 7,752.91

***(Board to approve.)***

6. Request for waiver of late charges. (copy given to DPW committee)

7. Health Insurance renewal – BCBS effective April 1, 2017. Recommend renewing with BCBS.

***(Board to approve renewal.)***

**VILLAGE OF PERRY**  
**BOARD MEETING AGENDA**  
March 6, 2017

1. Call Meeting to order at 7:30 p.m.
2. Pledge to flag
3. Minutes
  - February 6, 2017 Regular Board Meeting
  - February 13, 2017 Special Board Meeting
  - February 21, 2017 Regular Meeting
4. Public Comment
5. Water & Sewer Report
6. Property Maintenance Report
7. Clerk Report
8. Old Business
  - DePaul
  - Website update
  - Dredging
  - NY Main Street Grant
  - Zoning Law Update
  - Restore NY Grant
  - Letchworth Gateway Villages Grant
    - Resolution to provide local match (\$7,000 from VOP- total \$21,000 from the three villages)
    - Resolution to request and authorize RBDG Program Application and authorize the Mayor to execute & sign grant.
  - New CDBG Grant
  - Budget
9. Committee Reports
  - Public Safety
  - Public Works
  - Recreation & Resources
  - Office
  - Planning
10. New Business
11. Executive

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