

**VILLAGE OF PERRY  
VILLAGE BOARD MEETING  
June 5, 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 5<sup>th</sup> day of June 2017.

PRESENT:	Rick Hauser	Mayor
	Jacque Billings	Trustee
	Dariel A. Draper	Trustee
	Bonnita Matson	Trustee
ABSENT:	Eleanor Jacobs	Trustee
ALSO PRESENT:	Matthew Jensen	Village Administrator
	Gail Vosburg	Village Clerk
	Jeff Drain	Chief Water & Sewer Plant Operator
GUESTS:	Mary Syberg	Bill Bark
	Nicole Manapol	

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

Mayor Hauser led in the pledge to the flag.

**MINUTES**

**May 15, 2017 minutes approved** – Correction was noted: page 4, "... Mayor Hauser said that there are three CFA funding grants that the Village is interested: Public Beach – this would complete the concept plan – *EPF*, Village parking lot downtown (behind NAPA) – downtown waterfront – *GIGP*, Dredging – Phase I (outlet) – *WQIP*..." Motion by Trustee Draper, seconded by Trustee Matson, to approve the May 15, 2017 minutes with the corrections. Motion carried with all voting aye.

**PUBLIC COMMENT**

No one from the public spoke.

**GUESTS**

Nicole Manapol, Letchworth Gateway Villages director, was present to give an update of the LGV program. She reviewed progress so far:

- 2<sup>nd</sup> USDA grant application was filed – with three Village participating, V/Geneseo, V/Mt Morris, V/Perry, and the Towns of Geneseo and Perry. She is currently working with the Partners for Progress (Mt Morris) and the Town of Mt Morris that may participate.
- Research is being done to provide training for business owners to develop a higher digital profile
- Work is being done to maximize visitors to Letchworth State park as well as a survey that visitors can complete

- A new website is being launched this month to learn about the initiatives and Nicole will be starting a blog
- She has volunteered at a couple of festivals in the V/Geneseo and V/Mt Morris

Nicole credited the Village of Perry with having both young and older volunteers that care about the community

Mayor Hauser thanked Nicole for her summary.

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

**WATER**

- Completed annual water quality report and advertised
- New PAX mixer installed at 750 tower to improve THM/HAA's and chlorine residuals
- Repair water leak on Watkins Ave
- Cut trees behind clear well at water plant

**SEWER**

- Camera sewer mains
- GIS sewer manholes and mains
- Pulled pump at Park Ave & put back online
- Run sludge press to de-water sludge
- Install third pump at Standpipe pump station
- Pressure wash headworks bar screen
- Gave an update on headworks project

The screen at the headworks has been re-welded.

**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.

**PROPERTY MAINTENANCE REPORT** – (as attached)

There are two neighbor hoods to go (approx.. 103 properties). 19 new properties that need attention appear in zones already addressed. 122 spring letters have been sent out.

**Property Maintenance Report approved** – Motion by Mayor Hauser, seconded by Trustee Draper, 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 # 172337 - 172413

General Fund	\$ 47,767.04
Spec. Grant Fund	\$ 4,143.69
Water Fund	\$ 57,091.22
Sewer fund	\$ 19,634.61
Cap. Projects Fund	\$ 5,767.00
WWTF Project	\$ 159.28

Trust & Agency	\$ 52,157.31
Total	\$186,720.15

Vouchers of all funds # 180001 - 180002	
General Fund	\$ 720.33
Total	\$ 720.33

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

**Donation approved for Silver Lake Fireworks Fund** – Motion by Trustee Matson, seconded by Trustee Draper, to approve the donation of \$250 to the Silver Lake Fireworks Fund for the annual July 3<sup>rd</sup> fireworks display. Motion carried with all voting aye.

February's Treasurer's Report was attached.

**Resignation of Kyle Slocum accepted** – Motion by Trustee Draper, seconded by Trustee Billings, to approve the resignation of Kyle Slocum, part time police officer. Motion carried with all voting aye.

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

- Pay Appl. #10      Contract A – STC Construction      \$ 30,088.40
- Pay Appl. # 7      Contract B – MW Controls      \$ 2,138.84

Motion carried with all voting aye.

An invitation was received for the grand opening of the Catholic Charities Wyo. Co. Office at the Community Action for Wyoming County Campus for June 12<sup>th</sup> at 3:00 pm.

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

**ADMINISTRATOR'S REPORT** – presented by Matthew Jensen (attached)

Administrator Jensen gave an update on several different projects within the village:

- Gardeau St repair – Wyo. Co. Highway will be making repairs to the culver that has partially collapsed upstream of Gardeau Street. An electric pole needs to be relocated prior to any work being done.
- Department head meetings – meetings with trustees and department heads have taken place as well as meeting all of the employees.
- Currently reviewing the contract relationships and the professional services contracts.
- S Main Street drainage – project went to bid on June 1<sup>st</sup> with the bid opening on June 27<sup>th</sup>. Completion of the project is expected by November.
- Silver Lake Outlet dredging project – CPL is developing a critical path schedule with a target of dredging activities in the third quarter of 2018.

- CHIPS – Resurfacing of Leicester St, Covington St, and Church St will begin July 11<sup>th</sup> with full paving completed by August 1<sup>st</sup>. Critical sidewalk repairs along these streets will be included in the project.

**Administrator's report approved** – Motion by Trustee Billings seconded by Trustee Matson to approve the Administrator's report as presented. Motion carried with all voting aye.

## **OLD BUSINESS**

### **WEBSITE**

Trustee Billings and Jacobs have met with the consultant for website and content review. Each department will be reviewing their page starting with the Police and Fire Department.

### **ZONING LAW UPDATE**

There are two upcoming meetings, one with just the committee on June 7<sup>th</sup> and one with the committee and consultant on June 14<sup>th</sup>. One of the goals is to slow the conversions of one family homes into two family homes.

### **NY MAIN STREET GRANT**

Nothing new to report.

### **RESTORE NY GRANT**

The building owner has submitted plans to SHPO. SHPO has responded with letters of conditions. PILOTS are being finalized with the Wyo. Co. IDA.

### **NEW CDBG DRAINAGE PROJECT**

LaBella sent out reminder letters to those that did not respond to the survey in the target area (Gardeau, Leicester, Church, N Main Street). After a couple of weeks, we can better determine the scope of area to have a pre-engineering report done. The plan is to submit a grant application for new storm drains this year. Grant application deadline is July 28<sup>th</sup>.

### **SILVER LAKE TRAIL**

Barton & Loguidance is finishing up the report.

## **COMMITTEE REPORTS**

**Public Safety** – The 2014 Ford police car needs a new motor. An estimate for a factory motor is \$4,700 with DeLacy Ford making the repairs.

**Transfer of funds approved** – Motion by Trustee Matson, seconded by Trustee Billings, to transfer funds in the amount of \$5,000 from contingency (A1990.4) to police contractual (A3120.4). Motion carried with all voting aye.

**2014 Ford Police car new engine repairs approved** – Motion by Trustee Matson, seconded by Trustee Billings to authorize the new motor repairs to the 2014 Ford police car. Motion carried with all voting aye.

Trustee Draper and Mayor Hauser will meet on Monday, June 12<sup>th</sup> to discuss the fire contract between the VOP and the Town of Castile.

**Public Works** – Trustee Matson reported that there will be a meeting on June 12<sup>th</sup> at the WWTP to discuss the Phase II project and to discuss the ongoing Phase I issues.

There will be the meeting next Monday, June 12<sup>th</sup> at 7:00 pm at the Masonic Temple to meeting with the residents of Birchwood Acres.

**Recreation & Resources** – Mayor Hauser reported that hopefully tomorrow, the splash pad will be open. Trustee Billings had heard complaint of older kids on the playground equipment that is for children under 5 years of age.

**Office** – Nothing to report.

**Planning** – They met with Don Roberts today.

### **NEW BUSINESS**

Trustee Billings said that she was approached by the family of Ryan McDanel about turning over two of his metal sculptures to the Village. Mayor Hauser and Trustee Billings will meet to discuss further.

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

Respectfully submitted,

*Gail T. Vosburg*

Gail Vosburg , Village Clerk

**VILLAGE OF PERRY**  
**BOARD MEETING AGENDA**  
June 5, 2017

1. Call Meeting to order at 7:30 p.m.
2. Pledge to flag
3. Minutes
  - May 15, 2017 Regular Board Meeting
4. Public Comment
5. Guest
  - Nicole Manapol – LGV Director
6. Water & Sewer Report
7. Property Maintenance Report
8. Clerk Report
9. Old Business
  - Website update
  - Dredging
  - NY Main Street Grant
  - Zoning Law Update
  - Restore NY Grant
  - Letchworth Gateway Villages Grant
  - New CDBG Grant
  - 2015 CDBG Drainage Grant
  - Silver Lake Trail Feasibility Study
10. Committee Reports
  - Public Safety
  - Public Works
  - Recreation & Resources
  - Office
  - Planning
11. New Business
12. Executive

# MEETING ATTENDANCE SIGN-IN

MEETING DATE: Village June 5, 2017

COMMITTEE/BOARD: Village Board Meeting

Please PRINT your name clearly to ensure the correct spelling in the minutes of this meeting.

1	<u>JEFF DRAIN</u>	21	_____
2	<u>Bill B...</u>	22	_____
3	<u>Mary ...</u>	23	_____
4	_____	24	_____
5	_____	25	_____
6	_____	26	_____
7	_____	27	_____
8	_____	28	_____
9	_____	29	_____
10	_____	30	_____
11	_____	31	_____
12	_____	32	_____
13	_____	33	_____
14	_____	34	_____
15	_____	35	_____
16	_____	36	_____
17	_____	37	_____
18	_____	38	_____
19	_____	39	_____
20	_____	40	_____

## 2017 June Village Board Meeting

### WTP

1. Collect all monthly water samples including THM and HAA5's for VOP and TOP.
2. Mow and weed eat WTP, 750 Tower, Swim Beach and Perry Center Booster Station.
3. Flush "dead-end" water mains.
4. Rake up stones at WTP, 750 Tower and Swim Beach.
5. Check all Village generators.
6. Operators Will Stowell and Mike Mott attended an Operator training school in Houghton to earn credits for license renewal.
7. Complete the Annual Drinking Water Quality Reports and publicize it the Shopper.
8. New PAX Mixer was installed at the 750 Tower to improve THM/HAA's and Chlorine residuals within the VOP and TOP.
9. Repair water leak on Watkins Avenue.
10. Cut down tree behind Clear Well at the WTP.
11. Give new Village Administrator a tour of the WTP.
12. Total gallons of water treated for the month of May was 15,124,611 for a daily average of 487,890 GPD.

### WWTP

1. Complete all monthly wastewater samples including Bi-pass samples for VOP and East Hill Creamery.
2. Mow and weed eat at WWTP, dump and roadside.
3. Camera sewer mains.
4. GIS sewer manholes and mains.
5. Pull pump at Park Avenue, unplug and put back online.
6. Give new Village Administrator a tour of the WWTP.
7. Headworks update: screen re-welded, welds pacified, VFD added to screen to slow down auger, ultrasonic for running of screen raised, waterline added with valve to run screen on manual, stone driveway completed and half of lawn restoration complete.
8. Run sludge press to de-water sludge.
9. Leo Dixon hauled cake sludge for us.
10. Install third pump at Standpipe pump station.
11. Pressure wash headworks bar screen.
12. Village of Perry's monthly flow was 68,510,000 gallons for a daily average of 2,210,000 GPD.
13. Town of Castile's monthly flow was 5,540,000 gallons for a daily average of 178,710 GPD.

Respectfully submitted,





**From:** brzk@aol.com  
**Date:** Sun, 04 Jun 2017 20:45:02 -0400  
**To:** gvosburg@villageofperry.com  
**Subject:** Board Report

See you there.

Property Maintenance Report  
Monday, June 5, 2017  
Timothy Neel, Property Maintenance Officer

	As of 12/31/15	As of 12/31/16	As of 3/5/17	As of 4/3/2017	As of 5/1/2017	As of 6/4/2017
<b>Letters Sent</b>	84	255	290	300	307	308
<b>Properties Completed</b>	28	102	108	108	110	125
<b>Properties In Process</b>	59	73	80	89	94	89
<b>No Response</b>	25	73	104	103	103	94
<b>Watch List</b>	80	183	209	219	214	201
<b>30 Day Violation Letters Sent</b>	0	0	4	4 2 - ext	4	4 1 " ext 1 - done
<b>10 Day Violation Letters Sent</b>	0	0	0	2	2	2
<b>Litigation</b>					2	?

Two neighborhoods to go (approx. 103 properties) Hope to be complete by December 31  
19 New properties needing attention appear in zones already addressed (complaints, new violations at old properties, never noticed?)  
122 Spring Letters sent

**VILLAGE BOARD MEETING  
06/05/17  
CLERK-DEPUTY TREASURER REPORT**

**1. Vouchers:**

Vouchers of all funds # 172337 - #1172413

General Fund	\$ 47,767.04
Cd Spec. Grant Fund	\$ 4,143.69
Water Fund	\$ 57,091.22
Sewer Fund	\$ 19,634.61
Capital Proj. Fund	\$ 5,767.00
WWTF Project	\$ 159.28
Trust & Agency	<u>\$ 52,157.31</u>
TOTAL	\$ 186,720.15

Vouchers of all funds # 180001 - #180002

General Fund	<u>\$ 720.33</u>
TOTAL	\$ 720.33

All vouchers have been audited by Trustee Jacobs.

*(Need board approval to pay vouchers.)*

2. Letter from Silver Lakes Fireworks Fund requesting \$250 towards the July 3<sup>rd</sup> fireworks show.  
*(Board to approve/disapprove.)*

3. February's treasurer's report is attached.

4. Letter of resignation from Kyle Slocum, part-time police officer.  
*(Board to accept resignation.)*

5. WWTF pay requests for Phase I as approved by Clark Patterson Lee:

Contract A	Headworks	STC Construction # 10	\$ 30,088.40
Contract B	Electrical	MW Controls # 7	\$ 2,138.84

*(Board to approve payment requests.)*

6. Catholic Charities - Grand Opening @ Community Action  
Bldg 6/12/2017 3pm

## *Silver Lake Fireworks Fund*

Est. 1999

P.O. Box 38, Silver Lake, NY 14549

Fund Administrators: Lorraine Sturm, Larry LaRussa

7851 Route 39, Perry, NY 14530, 585-237-6310

June 3, 2017

Perry Village Board  
22 S. Main St.  
Perry, NY 14427

Dear Mayor Hauser and Trustees:

Silver Lake Fireworks Fund has had the support of the Village since it started in 1999. We appreciate that a great deal and hope the Board will once again donate \$250 for the show. It will be at 10 PM, Monday, July 3<sup>rd</sup> from Silver Lake Country Club pier.

Each year, the fireworks display at Silver Lake has gained a larger audience and that translates into sales tax revenues for local businesses. The population at the lake is its highest during this event and holiday week. Whole families plan their vacations around this week and this kickoff show. Their support and that of the Towns of Castile, Perry and Village of Perry have enabled us to expand the display.

As in the past, the Village is listed as an additional insured on Young Explosives' event policy along with the Town of Castile and Town of Perry, which contribute to the show; Perry Center Fire Dept., which is on-site that night; permit-issuer Wyoming County Building Dept.; host Silver Lake Golf, Inc./Country Club; myself and my brother.

I am attaching a "donation invoice" as requested in the past with last year's support listed. Donation checks must be made payable to: Silver Lake Fireworks Fund, which has a dedicated account at The Bank of Castile.

Thank you for your consideration and I hope to see some of you at the show. The \$7,500 display is lit after the Ring of Fire flares burn out.

Lorraine Sturm, Larry LaRussa  
Silver Lake Fireworks Fund

MONTHLY REPORT OF TREASURER

TO THE VILLAGE BOARD OF THE VILLAGE OF PERRY:

The following is a detailed statement of all moneys received AND desbursed BY me during the month of February 2017.

DATED: June 1,2017

*Gail J. Vosburg* , Treasurer

	Balance 1/31/2017	Increases	Decreases	Balance 2/28/2017
<b>A GENERAL FUND</b>				
CASH - CHECKING	123,168.37	277,147.18	277,147.18	123,168.37
CASH - SAVINGS	758,771.84	123,506.00	352,147.18	530,130.66
CERTIFICATES OF DEPOSIT	875,259.56	83.31	-	875,342.87
PETTY CASH	50.00	-	-	50.00
SPECIAL RESERVE FIRE APPARATUS	50,028.70	25,001.99	-	75,030.69
SPECIAL REPAIR RESERVE	228,107.63	20,008.04	70,000.00	178,115.67
SPECIAL RESERVE - EQUIPMENT	223,415.51	25,005.18	-	248,420.69
EMPLOYEE BENEFITS ACCRD LIABIL	38,794.50	5,001.50	-	43,796.00
TOTAL \$	2,297,596.11	\$ 475,753.20	\$ 699,294.36	\$ 2,074,054.95
<b>CD SPECIAL GRANT FUND</b>				
CASH - CHECKING	(8,797.77)	6,381.11	6,381.11	(8,797.77)
CASH - SAVINGS	113,185.86	5.21	-	113,191.07
CASH - SAVING - LGV	-	21,000.00	6,381.11	14,618.89
CASH - HOUSING GRANT PROGRAM	-	-	-	-
TOTAL \$	104,388.09	\$ 27,386.32	\$ 12,762.22	\$ 119,012.19
<b>CE SPECIAL GRANT FUND 2</b>				
CASH - CHECKING	-	-	-	-
CASH - SAVINGS - NYMS GRANT	(11,633.26)	-	-	(11,633.26)
TOTAL	(11,633.26)	-	-	(11,633.26)
<b>F WATER FUND</b>				
CASH - CHECKING	52,217.33	57,414.93	57,414.93	52,217.33
CASH - SAVINGS	330,042.54	42,034.68	57,513.70	314,563.52
PETTY CASH	50.00	-	-	50.00
WATER RESERVE	75,127.13	4.61	-	75,131.74
TOTAL \$	457,437.00	\$ 99,454.22	\$ 114,928.63	\$ 441,962.59
<b>G SEWER FUND</b>				
CASH - CHECKING	40,350.77	29,837.56	29,837.56	40,350.77
CASH - SAVINGS	343,516.36	\$ 51,204.16	67,291.29	327,429.23
PETTY CASH	50.00	-	-	50.00
SEWER RESERVE	403,653.28	30.97	-	403,684.25
TOTAL \$	787,570.41	\$ 81,072.69	\$ 97,128.85	\$ 771,514.25

MONTHLY REPORT OF TREASURER

**H CAPITAL PROJECTS FUND**

CASH - CHECKING	1,775.70	35,615.00	35,615.00	1,775.70
CASH - SC DRAINAGE CKING	1.00	-	-	1.00
CASH - SC SAVINGS	121,319.21	-	31,359.00	89,960.21
CASH - SAVINGS - SPLASH PAD	-	-	-	-
CASH - TEP GRANT PROGRAM	(139,876.15)	-	-	(139,876.15)
CASH - SL TRAIL STUDY	1,886.50	-	6,142.50	(4,256.00)
<b>TOTAL</b>	<b>\$ (14,893.74)</b>	<b>\$ 35,615.00</b>	<b>\$ 73,116.50</b>	<b>\$ (52,395.24)</b>

**HS CAPITAL PROJECT - WWTF**

CASH - CHECKING	-	294,971.73	294,971.73	-
CASH - SAVINGS	(27,978.40)	294,971.73	294,971.73	(27,978.40)
<b>TOTAL</b>	<b>(27,978.40)</b>	<b>589,943.46</b>	<b>589,943.46</b>	<b>(27,978.40)</b>

**JA SILVER LAKE WATERSHED**

CASH - CHECKING	118.91	106.59	106.59	118.91
CASH - SAVINGS	44,695.91	1.72	106.59	44,591.04
<b>TOTAL</b>	<b>\$ 44,814.82</b>	<b>\$ 108.31</b>	<b>\$ 213.18</b>	<b>\$ 44,709.95</b>

**TA TRUST & AGENCY**

CASH - CHECKING	132,336.18	99,292.97	96,313.57	135,315.58
CASH - SAVINGS- SURETY FEE	713.20	0.03	-	713.23
CASH - CHALK ART FESTIVAL	-	-	-	-
CASH - SAVINGS - P&R IMPROVE	25.11	-	-	25.11
<b>TOTAL</b>	<b>\$ 133,074.49</b>	<b>\$ 99,293.00</b>	<b>\$ 96,313.57</b>	<b>\$ 136,053.92</b>

---

<b>TOTAL ALL FUNDS</b>	<b>\$ 3,770,375.52</b>	<b>\$ 1,408,626.20</b>	<b>\$ 1,683,700.77</b>	<b>\$ 3,495,300.95</b>
------------------------	------------------------	------------------------	------------------------	------------------------

## STAFF REPORT

From: Matthew Jensen  
To: Mayor Hauser & Village Trustees  
Date: June 5, 2017  
Re: Board Meeting Agenda

---



The following items will be discussed as part of the Village Administrator's report:

- **Gardeau Culvert Repair** – Wyoming County is implement emergency repairs to the upstream side of the culvert under Gardeau Street. It has collapsed from 7' high to 3'-9" high. NYSEG will need to relocate a main electric line that feeds much of Main Street, including the Village Hall, and several nearby neighborhoods. Ed Koziel is coordinating with County and NYSEG.
- **Department Head Orientation Meetings** – Meetings have been held with all of the Trustees and most department heads as part of my orientation with the Village. The only outstanding meeting is with Donald Roberts. SWOT worksheets have been completed by each department and the results will be shared with the Board once I have reviewed them. Employee introductions have also been held with only a few DPW and PD employees outstanding. These will be scheduled before the next Board Meeting.
- **Contract Review** – I am reviewing contract relationships with several of our professional contacts. Scheduled meetings for this week are scheduled with Clark Patterson Lee and Complete Payroll Processing.
- **Main Street Drainage Project** – The RFP was posted for this project on June 1<sup>st</sup>. Bids will be opened on June 27<sup>th</sup>. Completion of the project is expected by November. Five soil identification areas will be undertaken before the bids are opened.
- **CHIPS Projects** – DPW plans on resurfacing Leicester, Covington and Church streets starting on July 11<sup>th</sup>. Full paving will be completed by August 1<sup>st</sup>. Critical sidewalk repair along those streets will be included in the project.
- **Silver Lake Dredging Project** – Attended the meeting in the Village of Castile along with Trustees Eleanor Jacobs and Jacquie Billings-Barlow. Norm Gardner with CPL is developing a critical path schedule for scheduling reference with a target of dredging activities occurring in Q3 2018.
- **Main Street Project** – Punchlist items are still in progress. New planter arms for the appropriate weight are on order. New plantings in the medians will be going in this week. Several areas of puddling will be reviewed with the contractors during the week of June 12<sup>th</sup>.