

**VILLAGE OF PERRY
VILLAGE BOARD MEETING
NOVEMBER 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 6TH day of November 2017.

PRESENT:	Rick Hauser	Mayor
	Jacque Billings	Trustee
	Dariel Draper	Trustee
	Eleanor Jacobs	Trustee
	Bonnie Matson	Trustee

ALSO PRESENT:	Gail Vosburg	Village Clerk
	Tim Neel	Property Maintenance Officer
	Matt Jensen	Village Administrator
	Jeff Drain	Chief Water & Sewer Operator

GUESTS:	Mary Syberg	Charles Donegan
	Nadejda Donegan	Kim Beagle
	Tiana Perry	Matthew Baird
	Bill Bark	

Mayor Hauser called the meeting to order at 7:30 pm and led in the pledge to the flag.

MINUTES

OCTOBER 16, 2017 MINUTES APPROVED - Motion by Trustee Jacobs, second by Trustee Matson the minutes of the October 16, 2017 Board Meeting were approved as presented. Motion carried with all voting aye.

PUBLIC COMMENT

CHARLES DONEGAN – Mr. Donegan was present and stated that he owned property on Lake Avenue in the Village and a chicken coop that was erected next to his property last June. There are four yards that converge to the property with the chicken coop. He stated that it is unsightly and is opposed to the chicken coop and chickens. He said that according to the law, there is not enough area to have the coop at its current location.

MATTHEW BAIRD – Mr. Baird, residing at 4 Lake Ave, said that he spoke with Don Roberts and requested that the chicken coop removed by July 4th. He said the coop is only 10' from his property and the law says that it should be 30'.

KIM BEAGLE – Ms. Beagle said that she applied for the permit to have the chicken coop on her mother's property on Euclid Ave. She said that she researched things and thought that she just needed to check with the Town of Castile, not the Village and did not know until Don Roberts contacted her that she couldn't have the chickens. Three of the neighbors have signed papers agreeing to them. They clean the coops 2 times a day and take the manure off site. Her daughter is in 4-H and believes that it is a good learning tool. Mayor Hauser asked if the coop

was moved to the other sideline, would it meet the 30' setback requirement. Kim said yes. Mayor Hauser said that the Village Board wrote the law to avoid situations like this. He does not feel that there is enough information to make a decision without having ZO Roberts review the property. Mr. Donegan said that the chickens cause a devaluation of the properties at the lake. No one at the lake wants to live next to chickens. Mayor Hauser suggested that the board move on as the law does not require action by the Village Board.

WATER / SEWER REPORT – presented by Jeff Drain

WATER

- Flushed all dead-end water mains
- Located and repaired water leak at the Old Rich Plan.
- Town of Castile booster pump station was started up.
- Wyo. Co DOH checked for Cynotoxins in the raw and finished water and found NO DETECTION
- A tour was given to two members of Congressman Collins office and Jamie Herman of NY Rural Water (to see what grant funds are used for)

SEWER

- Camera sewer main and storm drain lines checking for I & I
- Repaired sewer line on Grove Street (14' deep)
- Run sludge press to dewater sludge
- Install demo laser/area velocity meter in the VOP line
- Correct effluent meter problem at plant
- Take down #1 primary clarifier – clean, adjust chains, install new collars on gears & put back online

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

PROPERTY MAINTENANCE REPORT - presented by Tim Neel

PMO Neel reviewed the Property Maintenance report:

- A total of 404 letters have been sent out
- 165 properties have been completed
- 126 properties had no response
- 3 on watch list

PMO Neel reported that there are about 20 letters to go. Trustee Jacobs asked if he had any idea why residents do not respond. He replied that some *require major work (with no quick fixes) while some own multiple properties; some have personal issues, etc.*

Property Maintenance Report approved – Motion by Trustee Matson, seconded by Trustee Draper, to accept 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 # 180953 - 180981

General Fund	\$ 51,409.79
Water Fund	\$ 13,555.41
Sewer Fund	\$ 9,465.88
SLWC	\$ 56.29
Trust & Agency	\$ 52,462.62
Total	\$126,949.99

Vouchers of all funds # 180982 - 181094

General Fund	\$ 79,164.22
Spec. Grant fund	\$ 6,838.73
Water Fund	\$ 14,663.18
Sewer Fund	\$ 14,359.32
Cap. Project Fund	\$ 31,311.80
Cap. Sewer Project	\$ 10,616.45
SLWC	\$ 16.62
Trust & Agency	\$ 51,970.54
Total	\$208,940.86

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

Resolution for 2017-18 Unpaid Village Taxes to County approved – Motion by Trustee Draper, seconded by Trustee Matson, to the relieving of 2017-18 Unpaid Village Taxes:

2017-18 Unpaid base taxes	\$ 173,331.71
8% interest	\$ 14,327.79
County Relevy Fee	\$ 13,539.77
RL 001 (water/sewer)	\$ 1,732.74
RL 002 (DPW)	\$ 4,032.50
Total	\$ 206,964.51

Motion carried with all voting aye.

Pay Application for CDBG Drainage project approved – Motion by Trustee Matson, seconded by Trustee Jacobs, to approve the following pay application for the CDBG Drainage project as approved by Clark Patterson Lee:

• Pay Appl. # 2 Visone Construction	\$ 243,633.44
CDBG amount	\$ 238,693.44
VOP Share	\$ 4,940.00

Motion carried with all voting aye.

CSEA Employee Benefit Fund Contract – Dental/Vision renewal approved – The CSEA EBF contract is for the General Unit Dental/Vision coverage that includes a two tier (new) rate. Currently the contract has only one rate. Motion by Trustee Matson, seconded by Trustee Jacobs, to approve the renewal of the CSEA Employee Benefit Fund – Dental/Vision and authorize the Mayor to sign said agreement. Motion carried with all voting aye.

September's treasurer's report was presented.

MOU & PILOT for DePaul Properties – Due to DePaul Properties acquiring additional vacant land, the MOU & PILOT's that were signed last year need to be updated to reflect the additional land. DePaul is applying for an early round of funding.

Chicken Permit

Mayor Hauser said the Village put together and passed a local law that has specific language and requirements. He asked that Zoning Officer Roberts review the application and inspect the premises with a recommendation. Administrator Jensen said he would speak with ZO Roberts and ask if the coop is turn, would that meet the requirements, if it does not, then the permit would have to be denied. Mr. Donegan is opposed to the coop being moved as it still would not meet the setback requirement.

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

ADMINISTRATOR REPORT - presented by Matt Jensen

WASTEWATER SPDES PERMIT

The Village is now in compliance with its SPDES Permit from NYS DEC. The SPDES permit governs how much reclaimed water can be discharged into the outlet. Renewal date was effective November 1st. We did have an issue with having an accurate meter reading due to ongoing issues with the influent meters are the new headworks.

RFP FOR VILLAGE HALL MAIN FLOOR

Administrator Jensen reported that a pre-proposal walk-through was held with eight firms attending. Proposals are due November 9th. He, Trustee Draper and Mayor Hauser will sit on a committee to review the RFP's.

BIRCHWOOD ACRES WATER IMPROVEMENTS

Chatfield engineers have prepared a bid package for the Birchwood Acres waterline services.

Approved to go to bid for Birchwood Acres waterline service connections – Motion by Trustee Matson, seconded by Trustee Jacobs, to approve going out to bid for the Birchwood Acres waterline service connections. Motion carried with all voting aye.

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

OLD BUSINESS

NY MAIN ST PROGRAM

Administrator Jensen is waiting for authorization from LaBella for the streetscape amenities. Mayor Hauser asked if we are applying for an extension on the project.

ZONING LAW UPDATE

There has been no feedback from the Planning Board or Zoning Board of Appeals. The County Planning Board is meeting tonight. The Village Attorney has submitted his comments. Mayor

Hauser said we will work with the consultants to make the adjustments to the law. Administrator Jensen will reach out to the Planning and Zoning Board of Appeals.

RESTORE NY PROGRAM

Mayor Hauser reported that he reached out to the owners of The Center (old elementary school). The first floor is basically vacant and the owners are considering converting the first floor to apartments. The owners cannot make it financially without assistance. Trustee Draper asked if we have reached the point of saturation in term of housing. Administrator Jensen said that The Center has different cliental than then DePaul would. There are currently no vacancies at The Center and the apartments are in demand.

LGV PROGRAM

Mayor Hauser reported that things are going well, hopefully the survey results data will be shared soon. Currently the adopt-a-business program is being worked on by SUNY Geneseo students. There is an advisory group meeting this week.

WEBSITE

Trustee Jacobs reported that the consultant met with the clerk last week. There will be a meeting with the consultant on the 15th of November.

TREE BOARD

There is a meeting this week. Trustee Jacobs reported that there has been some discussion of DPW planting trees.

FOOD CART

There is a meeting this week.

COMMITTEE REPORTS

Public Safety – Nothing to report.

Public Works – Nothing to report.

Recreation & Resources – The new roofs have been installed on the pavilions. The holiday decorations will be put up starting next week. The skate cabins will be wrapping up soon.

Office – Nothing to report.

Planning – There is a meeting scheduled later this month.

NEW BUSINESS

DePaul MOU and PILOT approved – Motion by Trustee Matson, seconded by Trustee Draper, to approve the MOU and PILOT agreements with DePaul and authorized the Mayor to sign said agreements. Motion carried with all voting aye.

Motion to adjourn meeting at 8:45 p.m. was offered by Trustee Draper, second by Trustee Matson and carried with all voting aye.

Respectfully submitted,

Gail I. Vosburg

Gail I. Vosburg, Village Clerk



Village Board Agenda

November 6, 2017



1. Open Meeting & pledge to flag
2. Approval of Minutes
3. Public Comment
4. Water & Sewer Report
5. Property Maintenance Report



6. Clerk Report
7. Administrator Report



8. Old Business
 - a. NY Main St Program
 - b. Zoning Law Update
 - c. Restore NY Program
 - d. LGV Program
 - e. Website
 - f. Tree Board
 - g. Food Cart
 - h. Building Improvement Loan Program
9. Committee Reports
 - a. Public Safety
 - b. Public works
 - c. Recreation & Resources
 - d. Office
 - e. Planning
10. New Business
11. Executive ??

2017 November Village Board Meeting

WTP

1. Collect all monthly water samples including New LT 2 E.coli for VOP and TOP.
2. Mow and weed eat WTP, 750 Tower, Swim Beach and Perry Center Booster Station.
3. Flush all VOP and TOP fire hydrants.
4. Found and repaired water leak at Rich Plant.
5. Wyoming County DOH took Raw and Finished water samples to test for Cyanotoxins in the water, again-No detection in finished water.
6. Repair Chlorine chemical feed pump.
7. Startup TOC Booster pump station.
8. Repair Fire hydrant on corner of N. Main St and Genesee St.
9. Replace starter in water truck.
10. Repair chart recorder at WTP.
11. Pressure wash outside of WTP.
12. Give tour of WTP to two members of Chris Collins office and Jamie Herman from NY Rural Water.
13. Help DPW with blacktopping driveway approaches.
14. Total gallons of water treated for the month of October was 9,633,968 for a daily average of 310,773 GPD. (WTP now running on 2 filters)

WWTP

1. Complete all monthly wastewater samples including Bi-pass samples for VOP.
2. Mow and weed eat WWTP, dump, roadside and Lake Street pump station.
3. Run sludge press to de-water sludge.
4. Camera sewer mains and storm line checking for I & I.
5. Install demo laser/area velocity meter in VOP line.
6. Repair sewer line on Grove Street.
7. Received new SPDES permit for DEC, we are in compliance.
8. Correct Effluent meter problems at WWTP.
9. Take down #1 Primary Clarifier, clean, adjust chain, install new collars on gears and put back online.
10. Change fuel filter and oil in Standpipe pump station generator.
11. The Village of Perry's monthly flow was 46,810,000 gallons for a daily average of 1,510,000 GPD.
12. The Town of Castile's monthly flow was 2,444,700 gallons for a daily average of 7,886 GPD.

Respectfully submitted,



From: brzk@aol.com
Date: Thu, 02 Nov 2017 17:29:12 -0500
To: gvosburg@villageofperry.com
Subject: REVISED Board Report

I should read things before I send them.

Here is the REAL Board report for Monday evening.

Property Maintenance Report
 Monday, November 6, 2017
 Timothy Neel, Property Maintenance Officer

	As of 8/4/17	As of 9/1/17	As of 10/2/17	As of 11/6/17
1) Letters Sent	352	380	389	404
2) Properties Completed	144	150	151	165
3) Properties In Process	86	85	100	103
4) No Response	120	138	131	126
5) Watch List	3	3	3	3
6) Monitored Properties	222	236	240	268
7) Yet to Go		83	56	20

- 1) Number of letters sent out. Larger than the number of properties cited because some properties have been cited twice.
- 2) Cited properties where violations have been rectified and Thank You letters have been sent.
- 3) Properties whose owners have contacted me and let me know they are in the process of addressing concerns.
- 4) Properties whose owners have received letters but they have not responded.
- 5) Properties which *might eventually* receive letters.
- 6) Properties that I check on every month (those who have received letters and should be addressing their violations.
- 7) Properties in Zone 8 that will be cited.

COURT SUMMARY:

Ten Thirty Day Notices have been sent.

Of those: one has gone to court and been resolved.

Of those: two have been resolved

Of those: one Ten Day Notice has been sent and a court date has been requested.

Of those: two have made progress and are being monitored.

Of those: four will receive Ten Day Notices in the next week.

**VILLAGE BOARD MEETING
11/06/17
CLERK-TREASURER REPORT**

1. Vouchers for payment:

VOUCHERS OF ALL FUNDS AS SET FORTH #180953 - #180981

General Fund	\$ 51,409.79
Water Fund	\$ 13,555.41
Sewer Fund	\$ 9,465.88
SLWC	\$ 56.29
Trust & Agency	<u>\$ 52,462.62</u>
TOTAL	\$126,949.99

VOUCHERS OF ALL FUNDS AS SET FORTH #180982 - #181094

General Fund	\$ 79,164.22
Spec. Grant Fund	\$ 6,838.73
Water Fund	\$ 14,663.18
Sewer Fund	\$ 14,359.32
Capital Project Fund	\$ 31,311.80
WWTF Project Fund	\$ 10,616.45
SLWC	\$ 16.62
Trust & Agency	<u>\$ 51,970.54</u>
TOTAL	\$ 208,940.86

All vouchers have been audited by Trustee Matson.

Request Board approval to pay vouchers.

2. Resolution authorize Village Clerk to Relevy unpaid 2017-2018 Taxes to County of Wyoming:

2017-2018 Unpaid base Taxes	\$ 173,331.71
8% interest	\$ 14,327.79
County Relevy Fee	\$ 13,539.77
RL 001 (water/sewer)	\$ 1,732.74
RL 002 (DPW)	<u>\$ 4,032.50</u>
Total Relevy amount of	\$ 206,964.51

Need board authorization & signatures.

3. Pay Requests for CDBG Drainage Project as recommended and approved by Clark Patterson Lee:

Visone construction Pay Appl. # 2	\$ 243,633.44
CDBG amount	\$ 238,693.44
VOP share	\$ 4,940.00

Need board to authorize pay request.

4. Application for chicken permit – Nancy Beagle

5. New CSEA Employee Benefit Fund Contract – Dental/Vision for General Unit – includes two tiers **NEW** (single and family).

Board to approve & authorize Mayor to sign.

6. September treasurer's report.

7. MOU & PILOT – DePaul Properties - DePaul acquired two additional small vacant properties and need an MOU and PILOT agreement signed by the Village (just like the one signed last year and will be consolidated). They are applying for an early round of funding. This was sent to the VOP by the Village Attorney.

Board to approve & authorize Mayor to sign the MOU and PILOT with DePaul.

MONTHLY REPORT OF TREASURER

TO THE VILLAGE BOARD OF THE VILLAGE OF PERRY:

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

DATED: November 2, 2017

Gail J. Vosburg, Treasurer

	Balance 8/31/2017	Increases	Decreases	Balance 9/30/2017
A GENERAL FUND				
CASH - CHECKING	123,493.37	244,129.86	244,129.86	123,493.37
CASH - SAVINGS	357,230.08	87,404.23	244,129.86	200,504.45
CERTIFICATES OF DEPOSIT	2,026,232.16	333.32	15.17	2,026,550.31
PETTY CASH	50.00	-	-	50.00
SPECIAL RESERVE FIRE APPARATUS	75,049.60	3.09	-	75,052.69
SPECIAL REPAIR RESERVE	109,669.55	8.49	-	109,678.04
SPECIAL RESERVE - EQUIPMENT	248,458.26	6.12	-	248,464.38
EMPLOYEE BENEFITS ACCRD LIABIL	43,807.04	1.80	-	43,808.84
TOTAL \$	2,983,990.06	\$ 331,886.91	\$ 488,274.89	\$ 2,827,602.08
CD SPECIAL GRANT FUND				
CASH - CHECKING	358.23	6,918.56	6,918.56	358.23
CASH - SAVINGS	115,640.00	5.70	-	115,645.70
CASH - SAVING - LGV	1,732.92	21,525.75	21,269.06	1,989.61
CASH - HOUSING GRANT PROGRAM	-	-	-	-
TOTAL \$	117,731.15	\$ 28,450.01	\$ 28,187.62	\$ 117,993.54
CE SPECIAL GRANT FUND 2				
CASH - CHECKING	-	-	-	-
CASH - SAVINGS - NYMS GRANT	-	-	-	-
TOTAL	-	-	-	-
F WATER FUND				
CASH - CHECKING	52,180.71	36,878.72	36,878.72	52,180.71
CASH - SAVINGS	287,516.07	32,923.15	36,878.72	283,560.50
PETTY CASH	50.00	-	-	50.00
WATER RESERVE	85,164.96	5.60	-	85,170.56
TOTAL \$	424,911.74	\$ 69,807.47	\$ 73,757.44	\$ 420,961.77
G SEWER FUND				
CASH - CHECKING	50,799.93	29,499.87	29,499.87	50,799.93
CASH - SAVINGS	324,926.61	\$ 44,940.03	29,499.87	340,366.77
PETTY CASH	50.00	-	-	50.00
SEWER RESERVE	413,891.44	34.02	-	413,925.46
TOTAL \$	789,667.98	\$ 74,473.92	\$ 58,999.74	\$ 805,142.16

MONTHLY REPORT OF TREASURER

H CAPITAL PROJECTS FUND

CASH - CHECKING	1,775.70	6,177.00	6,177.00	1,775.70
CASH - SC DRAINAGE CKING	1.00	-	-	1.00
CASH - SC SAVINGS	226,931.21	-	6,177.00	220,754.21
CASH - SAVINGS - SPLASH PAD	-	-	-	-
CASH - TEP GRANT PROGRAM	17,660.09	-	-	17,660.09
CASH - SL TRAIL STUDY	-	-	-	-

TOTAL \$ 246,368.00 \$ 6,177.00 \$ 12,354.00 \$ 240,191.00

HS CAPITAL PROJECT - WWTF

CASH - CHECKING	-	66,158.20	66,158.20	-
CASH - SAVINGS	65,913.40	-	66,158.20	(244.80)

TOTAL 65,913.40 66,158.20 132,316.40 (244.80)

JA SILVER LAKE WATERSHED

CASH - CHECKING	118.91	-	-	118.91
CASH - SAVINGS	45,108.63	1.85	-	45,110.48

TOTAL \$ 45,227.54 \$ 1.85 \$ - \$ 45,229.39

TA TRUST & AGENCY

CASH - CHECKING	148,669.89	109,730.55	108,497.59	149,902.85
CASH - SAVINGS- SURETY FEE	713.41	0.03	-	713.44
CASH - CHALK ART FESTIVAL	-	-	-	-
CASH - SAVINGS - P&R IMPROVE	0.11	-	-	0.11

TOTAL \$ 149,383.41 \$ 109,730.58 \$ 108,497.59 \$ 150,616.40

TOTAL ALL FUNDS \$ 4,823,193.28 \$ 686,685.94 \$ 902,387.68 \$ 4,607,491.54

ADMINISTRATOR REPORT

From: Matthew Jensen
To: Mayor Hauser & Village Trustees
Date: November 6, 2017
Re: Board Meeting Agenda



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

- **Wastewater SPDES Permit** – The SPDES permit that governs how much reclaimed water can be discharged into the Outlet has been renewed effective November 1st. There was some issue with having an accurate meter reading due to the ongoing issues with the influent meters at the new WWTF headworks. Accurate flows are currently being read through an effluent meter and corrections have been made to capture all necessary information for the DEC reports. The Village is in full compliance.
- **RFP for Village Hall Main Floor** – A pre-proposal walk-through meeting was held for the Village Hall space design consideration RFP. Eight firms were present with several others expressing interest in the project. Proposals are due on November 9th.
- **Board Strategic Retreat** – Date has been confirmed for November 14th from 9:00 AM to 1:30 PM. The retreat will be held at the Silver Lake Brewing Project. A proposed agenda is attached. The retreat will be posted as an open public meeting though no resolutions or policies are anticipated to be adopted.
- **Birchwood Acres Project** – The final public information meetings was held on October 30th. 14 residents joined representatives from the Village and Town of Castile to discuss the final scope and timing of the project. Chatfield Engineering is finalizing the design plan for replacing service connections throughout the neighborhood. Bid packets will be submitted in the next week with proposals due sometime in December. We anticipate the work along with restoration activities to be complete by May 31, 2018.
- **Letchworth Cable Access Annual Meeting** – LCA held their annual meeting on Wednesday, October 25th. Scheduling was reviewed and the FY18 Budget was approved. Total expenditures are set at \$30,295.
- **Village Administrator Meetings**– Meetings were held with the following:
 - Creative Food – Mike Humberstone: Lincoln Street
 - Resident – Michael Ann and Tim Mercer: Fire Department
 - Clark Patterson Lee – WWTF Project