

**VILLAGE OF PERRY  
VILLAGE BOARD MEETING  
OCTOBER 2, 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 2<sup>ND</sup> day of October 2017.

|               |                  |                              |
|---------------|------------------|------------------------------|
| PRESENT:      | Rick Hauser      | Mayor                        |
|               | Jacquie Billings | Trustee                      |
|               | Dariel Draper    | Trustee                      |
|               | Eleanor Jacobs   | Trustee                      |
|               | Bonnie Matson    | Trustee                      |
| ABSENT:       | Matt Jensen      | Village Administrator        |
|               | Jeff Drain       | Chief Water & Sewer Operator |
| ALSO PRESENT: | Gail Vosburg     | Village Clerk                |
|               | Tim Neel         | Property Maintenance Officer |
| GUESTS:       | Mary Syberg      |                              |

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

**MINUTES**

**SEPTEMBER 18, 2017 MINUTES APPROVED** - Correction on page one "... to submit a grant application on behalf of the *Perry Community Band*". Motion by Trustee Jacobs, second by Trustee Matson the minutes of the September 18, 2017 Board Meeting were approved as corrected. Motion carried with all voting aye.

**PUBLIC COMMENT**

No one from the public spoke

**WATER / SEWER REPORT –** (as attached)

**WATER**

- Flushed all dead-end water mains
- Located and repaired water leak on Grove Street.
- Check for blue-green algae, found in numerous locations.
- Wyo. Co DOH checked for Cynotoxins in the raw and finished water and found NO DETECTION

**SEWER**

- Camera sewer main and storm drain lines checking for I & I
- Run sludge press to dewater sludge
- Pull pump at Simmons Rd PS – repaired faulty electric and put back online
- Take down #1 primary tank- tighten chains, replaced wear shoes, greased & put back online
- Repaired sump pump at Standpipe Rd PS

**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** - presented by Tim Neel (as attached)

PMO Neel reviewed the Property Maintenance report.

- A total of 389 letters have been sent out
- 151 properties have been completed
- 131 properties had no response
- 3 on watch list
- 4 have had 30 day notice sent
- 2 are court pending

PMO Neel asked about the temporary signs that are throughout the village. He has called several of the owners of the signs to ask them to move the signs further back from the road. Mayor Hauser said that this topic will be discussed further at the zoning committee level.

**Property Maintenance Report approved** – Motion by Trustee Jacobs, seconded by Trustee Matson, 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 # 180787 - 180797

|                |              |
|----------------|--------------|
| General Fund   | \$ 47,992.50 |
| Water Fund     | \$ 12,605.00 |
| Sewer Fund     | \$ 7,895.53  |
| Trust & Agency | \$ 53,173.02 |
| Total          | \$121,666.05 |

Vouchers of all funds # 180798 - 180858

|                    |              |
|--------------------|--------------|
| General Fund       | \$ 14,861.77 |
| Spec. Grant fund   | \$ 110.00    |
| CD Fund NY Main St | \$ 2,041.06  |
| Water Fund         | \$ 6,113.22  |
| Sewer Fund         | \$ 6,862.00  |
| Cap. Project Fund  | \$ 3,195.20  |
| Cap. Sewer Project | \$ 0.20      |
| Trust & Agency     | \$ 38,231.11 |
| Total              | \$ 71,414.76 |

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

**Change Order #5 for WWTF project approved** – Motion by Trustee Matson, seconded by Trustee Billings, to approve Change Order #5 – MW Controls adding the installation of Effluent Meter & to extend the contract date for the WWTF project as approved by Clark Patterson Lee.

Motion carried with all voting aye.

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

- Pay Appl. # 8 Contract B – MW Controls \$ 9,395.00

Motion carried with all voting aye.

August treasurer's report was presented.

**Bryant Ferry Resignation accepted** – Motion by Trustee Draper, seconded by Trustee Billings, to accept the resignation of Bryant Ferry, with regrets, effective immediately. Motion carried with all voting aye.

**Employee Assistance Program renewal approved** – Motion by Trustee Matson, seconded by Trustee Jacobs, to approve the Employee Assistance Program renewal agreement with Employee Services Inc. as follows:

|               |             |
|---------------|-------------|
| General Unit  | \$ 1,311.66 |
| Public Safety | \$ 534.38   |
| Total         | \$ 1,846.04 |

Motion carried with all voting aye.

**Joshua Brabon appointed as Part Time Police Officer** – Motion by Trustee Jacobs, seconded by Trustee Matson, to appoint Joshua Brabon as a Part Time Police Officer from the Civil Service List. Motion carried with all voting aye.

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

#### **ADMINISTRATOR REPORT** (as attached)

##### **BIRCHWOOD ACRES WATER IMPROVEMENTS**

A contract for engineering services for water line improvements for Birchwood Acres was reviewed from Chatfield Engineers. The cost of the contract is \$12,395.00. Mayor Hauser asked for verification of the cost amount from the engineer's report that was provided last month. It is the same.

**Chatfield Engineers contract for engineering services approved** – Motion by Trustee Matson, seconded by Trustee Billings, to approve the contract for engineering services for Birchwood Acres in the amount of \$12,395.00 from Chatfield Engineers and authorize the Mayor to sign said agreement contingent upon the Village attorney's approval. Motion carried with all voting aye.

##### **NY MAIN ST IMPROVEMENTS**

Mayor Hauser said that Administrator Jensen will be sending information onto LaBella Associated regarding new signage as part of the NY Main Street streetscape.

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

#### **OLD BUSINESS**

## **WEBSITE**

Trustee Jacobs reported that they met last week. The template for the Parks & Rec page is done. The government section will be worked on over the next 2-3 weeks. A new resident portal is being proposed. Trustee Billings suggested that Sandy Schneible speak with Administrator Jensen as he is a new resident to Perry. The next meeting is October 17<sup>th</sup>.

## **NY MAIN ST PROGRAM**

Mayor Hauser reported that everything is moving forward.

## **ZONING LAW UPDATE**

Mayor Hauser said the proposed zoning law update is on the Wyoming County's Planning Board Agenda tonight. Trustee Jacobs asked what the timeframe is for this law. Mayor Hauser said that the board may hold the public hearing on the local law sometime next month, with the possibility of having the consultants come in.

## **RESTORE NY PROGRAM**

Mayor Hauser had no update on the current project. He said that he is working with a developer/property owner to see if there is another potential project for the next round of grant funding.

## **CDBG DRAINAGE PROJECT**

It was reported that Supt. Koziel said the project is moving along and the contractor is doing a good job.

## **TREE BOARD**

Trustee Jacobs reported that Trustee Billings and Administrator Jensen had some questions and comments on the Standards and Specifications. Dr. Zerbe will make the changes.

## **BUILDING IMPROVEMENT LOAN**

Mayor Hauser said that he spoke with the Village Attorney. The question is if the loan amounts meet the threshold. Trustee Matson suggested that the Village move ahead with the loans to Businesses and facades. There are more variables for the homeowner program that need working out. Mayor Hauser suggested breaking this program into two parts.

## **PERRY AMBULANCE**

The Town of Perry is asking for the Village to waive the water and sewer bill in the amount of \$ 101.75 for the Perry Ambulance while it is being reorganized.

**Perry Ambulance water and sewer bill waived** – Motion by Trustee Jacobs, seconded by Trustee Draper, to waive the water/sewer bill in the amount of \$101.75 for the Perry Ambulance. Motion carried with all voting aye.

## **COMMITTEE REPORTS**

**Public Safety** – The new car is here.

**Public Works** – Nothing to report.

**Recreation & Resources** – Trustee Jacobs and a group of residents planted 160 tulip bulbs in the two medians. She is requesting additional funds to buy additional bulbs to plant in the

remaining two medians. Mayor Hauser reported that there are monies available in the Community Beautification budget line.

There is a meeting with Perry Central School to discuss the tennis court agreement.

**Office** – Trustee Billings said there is a meeting this week. She is impressed that with the new Village Administrator, the clerk is catching up on here work.

**Planning** – Nothing to report.

### **NEW BUSINESS**

Trustee Jacobs announced that the Landmark Society will be holding an event at the Silver Lake Brewing Project on October 11<sup>th</sup> at 7:30 pm. Their goal is to get other communities to become members of the Landmark Society. Members of PMSA already have a membership to the Landmark Society.

Motion by Mayor Hauser to adjourn the regular meeting and enter into executive session to discuss contractual negotiations at 8:25 p.m. was seconded by Trustee Matson and carried with all voting aye.

Motion by Mayor Hauser to adjourn executive session at 8:34 p.m. and resume the regular meeting was seconded by Trustee Draper and carried with all voting aye.

Motion to adjourn meeting at 8:35 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 OF PERRY**  
**BOARD MEETING AGENDA**  
October 2, 2017

1. Call Meeting to order at 7:30 p.m.
2. Pledge to flag
3. Minutes
  - September 18, 2017 Regular Board Meeting
4. Public Comment
5. Water & Sewer Report
6. Property Maintenance Report
7. Clerk Report
8. Village Administrator Report
9. Old Business
  - Website update
  - NY Main Street Program
  - Zoning Law Update
  - Restore NY Program
  - Letchworth Gateway Villages Program
  - 2015 CDBG Drainage Project
  - Tree Board
10. Committee Reports
  - Public Safety
  - Public Works
  - Recreation & Resources
  - Office
  - Planning
11. New Business
12. Executive

2017 October Village Board Meeting

WTP

1. Collect all monthly water samples 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. Locate and repair water leak (Approximately 30,000-45,000 GPD) on Grove Street.
5. GIS waterlines.
6. Check Lake for Blue-Green Algae, found in numerous locations.
7. Wyoming County DOH took Raw and Finished water samples to test for Cyanotoxins in the water, again-NO DETECTION OF CYANOTOXINS.
8. Help DPW with sidewalk concrete pours.
9. Clean spider webs of inside and outside of WTP.
10. Check Village Generators.

WWTP

1. Complete all monthly wastewater samples for VOP.
2. Mow and weed eat WWTP, dump, roadside and Lake Street pump station.
3. Camera sewer mains and storm lines checking for I & I.
4. Run sludge press to de-water sludge.
5. Leo Dixon hauled cake sludge for us.
6. Pull pump at Simmons Road pump station, found faulty electric, repaired and put back online.
7. Found and repaired and I & I issue on Grove Street (approximately 30,000-45,000 GPD)
8. Take down #1 filter at the Primary Clarifiers, tighten chains, replaced wear shoes, greased and put back online.
9. GIS sewer lines and flush tanks.
10. Repaired sump pump at Standpipe pump station.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Jeff Dean".

From: brzk@aol.com  
 Date: Fri, 29 Sep 2017 09:59:52 -0400  
 To: gvosburg@villageofperry.com  
 Subject: Board Report

I plan on really being there this time.

Property Maintenance Report  
 Monday, October 2, 2017  
 Timothy Neel, Property Maintenance Officer

|                               | As of<br>8/4/17 | As of<br>Sept 1, 2017 | As of<br>Oct 2, 2017    |
|-------------------------------|-----------------|-----------------------|-------------------------|
| Letters Sent*                 | 352             | 380                   | 389                     |
| Properties Completed          | 144             | 150                   | 151                     |
| Properties In Process         | 86              | 85                    | 100                     |
| No Response                   | 120             | 138                   | 131                     |
| Watch List                    | 3               | 3                     | 3                       |
| Monitored Properties          | 222             | 236                   | 240                     |
| Yet to Go                     |                 | 83                    | 56                      |
|                               | ~COURT~         |                       |                         |
| 30 Day Violation Letters Sent | 4               | 4                     | 4<br>But 7 more planned |
| 10 Day Violation Letters Sent | 2               | 2                     | 2                       |
| In Process                    |                 | 1                     | 2                       |
| Resolved                      |                 | 2                     | 2                       |
| Court Pending                 | ?               | 1                     | 1<br>Soon to be 2       |
| In Court                      |                 | 0                     |                         |

Temporary Signs



\*Number of letters sent out. Larger than the number of properties cited because some properties have been cited twice.

Â©Cited properties where violations have been rectified and Thank You letters have been sent.

Â®Properties whose owners have contacted me and let me know they are in the process of addressing concerns.

â„çProperties whose owners have received letters but they have not responded.

âžProperties in all zones except Zone 8 which *might eventually* receive letters.

î²Properties that I check on every month (those who have received letters and should be addressing their violations.

â,-Properties in Zones 8 & 5 that will be cited.

Â£Properties that have received 30-day certified mail notices from me in preparation for litigation.

Â¥Properties that have received 10-day notices from the lawyer in preparation for litigation.

â€çProperties that are in the process of resolving possible court issues.

â™¥Properties that have resolved their issues before going to court.

â‰ A request for a ten day letter has been sent but no confirmation of that being done has been received

â,¹Properties for which a petition has been filed (a court day *may or may not* have been set).

**VILLAGE BOARD MEETING**  
**10/02/17**  
**CLERK-TREASURER REPORT**

1. Vouchers for Payment:

Vouchers of all funds #180787 - #180797

|                |                      |
|----------------|----------------------|
| General Fund   | \$ 47,992.50         |
| Water Fund     | \$ 12,605.00         |
| Sewer Fund     | \$ 7,895.53          |
| Trust & Agency | \$ 53,173.02         |
| <b>TOTAL</b>   | <b>\$ 121,666.05</b> |

Vouchers of all funds #180798 - #180858

|                       |                     |
|-----------------------|---------------------|
| General Fund          | \$ 14,861.77        |
| Spec Grant Fund       | \$ 110.00           |
| Spec Grant NY Main St | \$ 2,041.06         |
| Water Fund            | \$ 6,113.22         |
| Sewer Fund            | \$ 6,862.00         |
| Capt. Projects Fund   | \$ 3,195.20         |
| WWTF Projects Fund    | \$ 0.20             |
| Trust & Agency        | \$ 38,231.11        |
| <b>TOTAL</b>          | <b>\$ 71,414.76</b> |

All vouchers have been audited by Trustee Jacobs. *(Need board approval to pay)*

2. WWTF Project as recommended and approved by Clark Patterson Lee:

A. Change Order #5 – MW controls – add installation of Effluent Meter & extend contract date.  
*(Board to approve & authorize Mayor to sign.)*

B. Contract BMW Control #8 \$ 9,395.00  
*(Board to approve & authorize Mayor to sign.)*

3. August's Treasurer's report.

4. Resignation from Bryant Ferry – Part-time Police Officer effective immediately.  
*(Board to approve the training.)*

5. Employee Assistance Program renewal agreement with Employee Services Inc.:

|               |                    |
|---------------|--------------------|
| General Unit  | \$ 1,311.66        |
| Public Safety | \$ 534.38          |
| <b>TOTAL</b>  | <b>\$ 1,846.04</b> |

(last year's cost was \$1,749.36)

*(Board to approve & authorize Mayor to sign.)*

6. Appoint Joshua Brabon as a Part-Time Officer from the Civil Service List. (he would be eligible to work more than 20 hours per week)

*(Board to appoint)*

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 August 2017.

DATED: September 21,2017

*Gail J. Vosburg* , Treasurer

|                                | Balance<br>7/31/2017 | Increases       | Decreases       | Balance<br>8/31/2017 |
|--------------------------------|----------------------|-----------------|-----------------|----------------------|
| <b>A GENERAL FUND</b>          |                      |                 |                 |                      |
| CASH - CHECKING                | 123,493.37           | 300,365.53      | 300,365.53      | 123,493.37           |
| CASH - SAVINGS                 | 1,434,172.22         | 75,431.14       | 1,113,373.28    | 396,230.08           |
| CERTIFICATES OF DEPOSIT        | 1,176,005.12         | 850,227.04      | -               | 2,026,232.16         |
| PETTY CASH                     | 50.00                | -               | -               | 50.00                |
| SPECIAL RESERVE FIRE APPARATUS | 75,046.42            | 3.18            | -               | 75,049.60            |
| SPECIAL REPAIR RESERVE         | 178,160.47           | 9.08            | -               | 178,169.55           |
| SPECIAL RESERVE - EQUIPMENT    | 248,451.93           | 6.33            | -               | 248,458.26           |
| EMPLOYEE BENEFITS ACCRD LIABIL | 43,805.18            | 1.86            | -               | 43,807.04            |
| TOTAL \$                       | 3,279,184.71         | \$ 1,226,044.16 | \$ 1,413,738.81 | \$ 3,091,490.06      |
| <b>CD SPECIAL GRANT FUND</b>   |                      |                 |                 |                      |
| CASH - CHECKING                | 358.23               | 6,194.29        | 6,194.29        | 358.23               |
| CASH - SAVINGS                 | 114,944.31           | 695.69          | -               | 115,640.00           |
| CASH - SAVING - LGV            | 7,927.21             | -               | 6,194.29        | 1,732.92             |
| CASH - HOUSING GRANT PROGRAM   | -                    | -               | -               | -                    |
| TOTAL \$                       | 123,229.75           | \$ 6,889.98     | \$ 12,388.58    | \$ 117,731.15        |
| <b>CE SPECIAL GRANT FUND 2</b> |                      |                 |                 |                      |
| CASH - CHECKING                | -                    | -               | -               | -                    |
| CASH - SAVINGS - NYMS GRANT    | -                    | -               | -               | -                    |
| TOTAL                          | -                    | -               | -               | -                    |
| <b>F WATER FUND</b>            |                      |                 |                 |                      |
| CASH - CHECKING                | 52,180.71            | 49,388.81       | 49,388.81       | 52,180.71            |
| CASH - SAVINGS                 | 287,915.89           | 40,662.19       | 41,062.01       | 287,516.07           |
| PETTY CASH                     | 50.00                | -               | -               | 50.00                |
| WATER RESERVE                  | 85,159.18            | 5.78            | -               | 85,164.96            |
| TOTAL \$                       | 425,305.78           | \$ 90,056.78    | \$ 90,450.82    | \$ 424,911.74        |
| <b>G SEWER FUND</b>            |                      |                 |                 |                      |
| CASH - CHECKING                | 50,799.93            | 47,483.99       | 47,483.99       | 50,799.93            |
| CASH - SAVINGS                 | 317,027.02           | \$ 48,797.57    | 40,897.98       | 324,926.61           |
| PETTY CASH                     | 50.00                | -               | -               | 50.00                |
| SEWER RESERVE                  | 413,856.29           | 35.15           | -               | 413,891.44           |
| TOTAL \$                       | 781,733.24           | \$ 96,316.71    | \$ 88,381.97    | \$ 789,667.98        |

MONTHLY REPORT OF TREASURER

**H CAPITAL PROJECTS FUND**

|                             |            |          |          |            |
|-----------------------------|------------|----------|----------|------------|
| CASH - CHECKING             | 1,775.70   | 2,547.75 | 2,547.75 | 1,775.70   |
| CASH - SC DRAINAGE CKING    | 1.00       | -        | -        | 1.00       |
| CASH - SC SAVINGS           | 119,431.21 | -        | -        | 119,431.21 |
| CASH - SAVINGS - SPLASH PAD | -          | -        | -        | -          |
| CASH - TEP GRANT PROGRAM    | 17,660.09  | -        | -        | 17,660.09  |
| CASH - SL TRAIL STUDY       | 1,347.75   | 1,200.00 | 2,547.75 | -          |

TOTAL \$ 140,215.75 \$ 3,747.75 \$ 5,095.50 \$ 138,868.00

**HS CAPITAL PROJECT - WWTF**

|                 |      |            |           |           |
|-----------------|------|------------|-----------|-----------|
| CASH - CHECKING | -    | 46,070.25  | 46,070.25 | -         |
| CASH - SAVINGS  | 0.20 | 111,983.45 | 46,070.25 | 65,913.40 |

TOTAL 0.20 158,053.70 92,140.50 65,913.40

**JA SILVER LAKE WATERSHED**

|                 |           |        |        |           |
|-----------------|-----------|--------|--------|-----------|
| CASH - CHECKING | 118.91    | 108.52 | 108.52 | 118.91    |
| CASH - SAVINGS  | 45,215.23 | 1.92   | 108.52 | 45,108.63 |

TOTAL \$ 45,334.14 \$ 110.44 \$ 217.04 \$ 45,227.54

**TA TRUST & AGENCY**

|                              |            |            |            |            |
|------------------------------|------------|------------|------------|------------|
| CASH - CHECKING              | 147,086.38 | 179,862.46 | 178,278.95 | 148,669.89 |
| CASH - SAVINGS - SURETY FEE  | 713.38     | 0.03       | -          | 713.41     |
| CASH - CHALK ART FESTIVAL    | -          | -          | -          | -          |
| CASH - SAVINGS - P&R IMPROVE | 0.11       | -          | -          | 0.11       |

TOTAL \$ 147,799.87 \$ 179,862.49 \$ 178,278.95 \$ 149,383.41

TOTAL ALL FUNDS \$ 4,942,803.44 \$ 1,761,082.01 \$ 1,880,692.17 \$ 4,823,193.28

## ADMINISTRATOR REPORT

From: Matthew Jensen  
To: Mayor Hauser & Village Trustees  
Date: October 2, 2017  
Re: Board Meeting Agenda

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

- **Birchwood Acres Water Improvements** – Attached, please find a contract for engineer service's with Chatfield Engineers, PC for water line improvements at Birchwood Acres. Contract amount is \$12,395. Total project (including engineer services) is anticipated to be \$115,000. Proposed motion to approve Mayor Hauser to sign contract contingent upon Village Attorney's review.
- **Main Street Improvement Signage** – Design and pricing for Main Street Streetscape items are being finalized. Items on the list include Historic Main Street signs (x2), Horse Trough plaque, Memorial Park sign, benches (x4), trash receptacles (x2), and cigarette urns (x2). Finalized information will be shared with board members through email before submitting to LaBella.
- **Perry Ambulance Update** – The Town of Perry is reviewing options for ambulance coverage since the Perry Ambulance has been dissolved. Monroe Ambulance currently provides a Basic Life Support (BLS) crew in town for 12 hours a day. This will increase to 16 hours a day on October 8th. When Monroe Ambulance is not on-site, Warsaw Ambulance provides coverage with Mt Morris providing backup within the Village while Silver Springs provides coverage outside of the Village. The Town has contracted with David DiSalvo to help restructure ambulance services. Mr. DiSalvo helped Mt Morris through a restructure effort. The goal is to provide coverage 24 hours a day. The Town is also considering outsourcing ambulance services. The Town is awaiting word from the State Comptroller on scheduling an audit. If the audit reveals wrongdoing, a police investigation will commence.
- **Employee Trainings** – Chief Grover and Marlos Norman attended a training in Rochester on September 19<sup>th</sup>. The training was "Making the Transition from Staff to Supervisor". Training was well received though reported that a more public sector emphasis would be more beneficial.
- **Village Administrator Meetings**– Meetings were held with the following:
  - Herbie Carr – South Main Street Easement
  - Town of Arcade – WWTF Tour
  - Town of Perry – Perry Ambulance Status
  - Laura Stiffler – Property Maintenance Issue
  - Clark Patterson Lee – WWTF Project