

**VILLAGE OF PERRY  
VILLAGE BOARD MEETING  
OCTOBER 16, 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 16<sup>th</sup> day of October 2017.

|               |                    |                                  |
|---------------|--------------------|----------------------------------|
| PRESENT:      | Rick Hauser        | Mayor                            |
|               | Jacque Billings    | Trustee                          |
|               | Dariel Draper      | Trustee                          |
|               | Eleanor Jacobs     | Trustee                          |
| ABSENT:       | Bonnie Matson      | Trustee                          |
| ALSO PRESENT: | Matt Jensen        | Village Administrator            |
|               | Gail Vosburg       | Village Clerk                    |
|               | Michael Grover     | Chief of Police                  |
|               | Ed Koziel          | Supt. Department of Public Works |
|               | Renee Koziel       | Park Maintenance Supervisor      |
|               | Steve Laraby       | Fire Chief                       |
| GUESTS:       | Mary Syberg        | Bill Bark                        |
|               | Jason Schwarz, BPD |                                  |

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

**MINUTES**

**October 2, 2017 minutes approved** – Motion by Trustee Jacobs, seconded by Trustee Billings to approve the minutes as presented. Motion carried with all voting aye.

**PUBLIC COMMENT**

No one from the public spoke

**POLICE DEPARTMENT REPORT**

Chief Grover reviewed the activity for the month of September:

- Total calls 384
- Domestic 14
- Vehicle Accidents 2
- Gallons of Gasoline used 373
- Value of Stolen Property/larceny \$ 100
- Loss Due to Mischief \$ 1,050
- Value of recovered property \$ 100
- Summons issued 95
- Arrested persons 14
- S Main St speed sign # vehicles 89,183
- Highest speed 65 mph

- N Center St Speed Sign - # vehicles 37,737 (partial month)
- Highest speed 67 mph

**Police Department Report approved** – Motion by Trustee Draper, seconded by Trustee Billings, to approve the police department report as presented. Motion carried with all voting aye.

### **PARKS & RECREATION REPORT**

Park Maintenance Supervisor Renee Koziel gave the following report:

- Rotary Banners were put up Oct. 6<sup>th</sup>
- Flower baskets were removed and stored
- Cabin renovations & pavilion metal roofs will be completed by the end of the year
- Splash park will close week of Oct. 16<sup>th</sup>

**Parks & Recreation Report approved** – Motion by Trustee Draper, seconded by Trustee Billings, to approve the parks & recreation report as presented. Motion carried with all voting aye.

### **DEPARTMENT OF PUBLIC WORKS**

Supt. of DPW Ed Koziel gave the following report:

- Paving Project – almost complete
- Water leak repaired at the Old Rich Plan
- Started cleaning & pumping catch basins
- Clean up after last night's storm
- After paving project is complete, all the trees will be planted

**DPW report approved** – Motion by Trustee Draper, seconded by Trustee Jacobs, to approve the DPW report as presented. Motion carried with all voting aye.

### **FIRE DEPARTMENT REPORT**

Fire Chief Laraby gave the report for April – Sept.:

|                       |    |
|-----------------------|----|
| Total number of calls | 96 |
| Structure fires       | 14 |
| Vehicle fires         | 1  |
| Vegetation fires      | 1  |
| EMS                   | 3  |
| MVA                   | 7  |
| Hazardous conditions  | 18 |
| False Alarms          | 13 |
| Cancelled enroute     | 13 |
| Mutual Aid given      | 12 |
| Other                 | 14 |

Chief Laraby reported that the new brush truck is in – it was sent to Churchville Fire for additional equipment installation. Hopefully, the truck will be in service the first week in November.

**Fire Department report approved** – Motion by Trustee Draper, seconded by Trustee Jacobs, to approve the fire department report as presented. Motion carried with all voting aye.

**GUEST**

Jason Schwartz from Bernard P. Donegan Inc. was present to discuss their review of the Village's water and sewer rates. The reason for this review was to see if the village's present rate structure would cover the costs associated with the facility improvements currently underway and any potential future updates.

**SEWER**

The schedule of the sewer rates since 2011 was shown with the corresponding revenues. A summary of revenues versus expenditures were compared for the last five years. The debt service schedule showed our annual bond payments including the anticipated payment for the WWTF Improvement project. A projection of revenues (with no rate increase) and expenditures (using historical averages and known factors) show that the fund balance in the sewer fund would be depleted by the fiscal year 2022 (using approximately \$80,000 of fund balance each year). This shows that the Village is in a good position with no immediate need to raise the sewer rate; however, this may change depending on future improvements and/or upgrades within the system.

**WATER**

The schedule of water rates since 2011 was shown with the corresponding revenues. A five year comparison of revenues and expenditures was summarized. The debt service schedule outlined the annual bond payments that the Village currently has. A projection of revenues (with no rate increase) and expenditures (using historical averages and known factors) show that the fund balance in the water fund would be reduced each year by approximately \$20,000 and would last for an estimated 8 years. The expenditures for this fiscal year include the Birchwood Acres waterline improvements of \$115,000. The debt service schedule does not include any future improvements or projects. The Village is in a good position with no immediate need to raise the water rate, however, this may change depending on future improvements and/or upgrades within the system.

The board thanked Mr. Schwartz for attending the meeting and for the rate study.

**CLERK/DEPUTY TREASURER REPORT**

**Vouchers approved for payment** – Clerk Vosburg presented the following vouchers for payment:

Vouchers #180859 – 180950

|                     |                     |
|---------------------|---------------------|
| General Fund        | \$ 66,230.54        |
| CD Spec Grant Fund  | \$ 5,198.65         |
| Water Fund          | \$ 14,269.29        |
| Sewer Fund          | \$ 12,542.78        |
| Cap. Project fund   | \$ 9,730.00         |
| SLWC                | \$ 18.60            |
| Trust & Agency Fund | <u>\$ 50,975.86</u> |
| TOTAL               | \$188,965.72        |

Trustee Jacobs has audited the vouchers. Motion by Trustee Jacobs, seconded by Trustee Billings that all vouchers are ordered to be paid.

**Budget Amendment & Transfers approved** – Motion by Trustee Jacobs, seconded by Trustee Draper, to approve the following budget amendments and transfers:

|                      |   |           |             |
|----------------------|---|-----------|-------------|
| a. Budget Amendment  |   |           |             |
|                      | Increase A8010.44Zoning Contractual – Zoning Law Update |           | \$ 7,423.00 |
| b. Budget Transfers: |   |           |             |
|                      |   | From:     |             |
| A1990.4              | Contingency   |           | \$ 8,000    |
| A5112.4              | Perm. Improvements Contractual                          |           | \$ 2,500    |
| A9050.8              | Unemployment Insurance                                  |           | \$ 3,000    |
| A9060.8              | Health Insurance  |           | \$ 5,805    |
|                      |   | To:       |             |
| A1110.4              | Justice Contractual                                     |           | \$ 3,000    |
| A1410.4              | Clerk Contractual – Grants                              |           | \$ 8,000    |
| A5112.22             | Perm. Improvements – Church St                          |           | \$ 900      |
| A5112.23             | Perm. Improvements – Camp Rd                            |           | \$ 2,405    |
| A9055.8              | Disability Insurance                                    |           | \$ 3,000    |
| <b>TOTALS</b>        |   |           |             |
|                      |   | \$ 19,305 | \$ 19,305   |

Motion carried with all voting aye.

**Visone Construction Pay application #1 approved** – Motion by Trustee Draper, seconded by Trustee Billings, to approve pay application #1 for Visone Construction in the amount of \$68,985.56 as approved by Clark Patterson Lee. Motion carried with all voting aye.

**Clerk/Deputy Treasurer’s Report approved** – Motion by Trustee Jacobs, seconded by Trustee Draper, to approve the clerk/deputy treasurer’s report as presented. Motion carried with all voting aye.

**ADMINISTRATOR REPORT**

Administrator Jensen reported on the following:

**RFP FOR VILLAGE HALL MAIN FLOOR**

An RFP for space design consideration of the main floor of the Village Hall has been released. Proposals are due on November 9<sup>th</sup> with an anticipated November 20<sup>th</sup> recommendation for a contractor.

**MAIN STREET IMPROVEMENT SIGNAGE**

Revisions have been made to the list of streetscape items as part of the NY Main Street program. The list has been sent to LaBella for approval.

**PERRY AMBULANCE UPDATE**

The Town of Perry is determined to reorganize an ambulance organization. Monroe Ambulance will continue coverage of the Village & Town while the Town finalizes its plans.

**WWTF - Lakeview Construction Pay application approved** – Clark Patterson Lee has recommended payment in the amount of \$10,000 on the Lakeview Construction project (Compost Building). This will close out the Compost Building project as part of the WWTF improvements. The lien has been cleared and the minor issues are being corrected through no fault of the contractor. Motion by Trustee Jacobs, seconded by Trustee Billings, to approve Lakeview Construction's pay application in the amount of \$10,000 as approved by Clark Patterson Lee. Motion carried with all voting aye.

**Administrator Report approved** – Motion by Trustee Draper, seconded by Trustee Billings, to approve the administrator report as presented. Motion carried with all voting aye.

## **OLD BUSINESS**

### **ZONING LAW UPDATE**

The draft law was formally sent to the Zoning & Planning Boards with comments to be back by November 3<sup>rd</sup>. Village Attorney DiMatteo is reviewing the law for content.

### **RESTORE NY PROGRAM**

There was a deadline of October 13<sup>th</sup> for submission of a pre-application to determine eligibility of projects for the new round of Restore NY funding. There are two potential projects in the Village:

- a. Conversion of former classrooms for additional apartments ( at the Old School)
- b. Acquisition & renovations of additional buildings by Greg O'Connell

### **WEBSITE**

There is a meeting tomorrow.

### **TREE BOARD**

Trustee Jacobs reported that Tree Board made the revisions to the Master Plan and Standards and Specifications. Mayor Hauser commended the Tree Board for all of their hard work on the documents.

**Tree Standards & Specifications and Master Plan approved** – Motion by Trustee Jacobs, seconded by Trustee Billings, to approve the Tree Board's Master Plan and the Standards & Specifications. Motion carried with all voting aye.

## **COMMITTEE REPORTS**

**Public Safety** – Trustee Jacobs complimented the police during the wind storm as an officer moved tree limbs out of the road on Watrous Street.

**Public Works** – Nothing to report.

**Recreation & Resources** – Nothing to report.

**Office** – Nothing to report.

**Planning** – There is a meeting coming up in a couple of weeks.

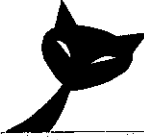
**NEW BUSINESS**

Trustee Jacobs reported that tulip bulbs will be planted in the remaining medians on Main Street this Saturday.

Motion to adjourn the meeting at 8:35 pm was made by Trustee Draper, which was seconded by Trustee Billings. Motion carried with all voting aye.

*Gail I. Vosburg*

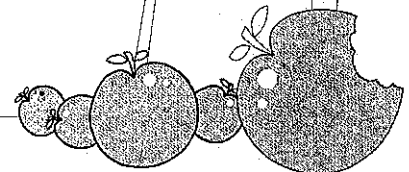
Gail I. Vosburg, Village Clerk



# Village Board Agenda

October 16, 2017

1. Open Meeting and Pledge to flag
2. Approval of Minutes
3. Public Comment
4. Jason Schwartz – BPD – water & sewer rate study
5. Police Department Report
6. Parks & Recreation Report
7. DPW Report
8. Fire Report
9. Clerk Report
10. Administrator Report
11. 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
12. Committee Reports
  - a. Public Safety
  - b. Public Works
  - c. Recreation & Resources
  - d. Office
  - e. Planning
13. New Business
14. Executive ?



MEETING ATTENDANCE SIGN-IN

MEETING DATE: Monday, October 16, 2017

COMMITTEE/BOARD: Village Board Meeting

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

|    |                        |    |         |
|----|------------------------|----|---------|
| 1  | <u>Chief Grover</u>    | 21 | <u></u> |
| 2  | <u>Edward J. Kozel</u> | 22 | <u></u> |
| 3  | <u>Zoe M. Kozel</u>    | 23 | <u></u> |
| 4  | <u>Bill Isot</u>       | 24 | <u></u> |
| 5  | <u>Mary Sykes</u>      | 25 | <u></u> |
| 6  | <u></u>                | 26 | <u></u> |
| 7  | <u></u>                | 27 | <u></u> |
| 8  | <u></u>                | 28 | <u></u> |
| 9  | <u></u>                | 29 | <u></u> |
| 10 | <u></u>                | 30 | <u></u> |
| 11 | <u></u>                | 31 | <u></u> |
| 12 | <u></u>                | 32 | <u></u> |
| 13 | <u></u>                | 33 | <u></u> |
| 14 | <u></u>                | 34 | <u></u> |
| 15 | <u></u>                | 35 | <u></u> |
| 16 | <u></u>                | 36 | <u></u> |
| 17 | <u></u>                | 37 | <u></u> |
| 18 | <u></u>                | 38 | <u></u> |
| 19 | <u></u>                | 39 | <u></u> |
| 20 | <u></u>                | 40 | <u></u> |



PERRY POLICE DEPARTMENT  
2017 REPORT

|                                  | JAN   | FEB      | MAR   | APRIL   | MAY     | JUNE     | JULY    | AUG     | SEPT    | OCT | NOV | DEC | TOTAL     |
|----------------------------------|-------|----------|-------|---------|---------|----------|---------|---------|---------|-----|-----|-----|-----------|
| Total Calls                      | 265   | 276      | 359   | 326     | 329     | 375      | 333     | 391     | 384     |     |     |     | 3038      |
| Domestics                        | 11    | 3        | 7     | 4       | 12      | 7        | 6       | 5       | 14      |     |     |     | 60        |
| Vehicle Accidents                | 1     | 2        | 5     | 3       | 0       | 9        | 4       | 5       | 2       |     |     |     | 35        |
| (vehicle injury)                 | 0     | 0        | 0     | 0       | 0       | 2        | 0       | 2       | 0       |     |     |     | 4         |
| Gasoline                         | 472   | 407      | 436   | 408     | 426     | 420      | 418     | 390     | 373     |     |     |     | 3750      |
| Value of Stolen Property/larceny | \$580 | \$2,740  | \$172 | \$4,162 | \$1,588 | \$1,010  | \$1,430 | \$1,150 | \$100   |     |     |     | \$17,932  |
| Loss Due Mischief                | \$140 | \$45,000 | \$200 | \$0     | \$1,700 | \$66,600 | \$0     | \$1,250 | \$1,050 |     |     |     | \$115,940 |
| Value of Recovered Property      | \$300 | \$50     | \$0   | \$20    | \$500   | \$420    | \$0     | \$350   | \$100   |     |     |     | \$1,740   |
| Ammons Issued                    | 26    | 62       | 66    | 89      | 56      | 78       | 67      | 97      | 95      |     |     |     | 536       |
| Arrested Persons                 | 14    | 12       | 9     | 12      | 9       | 12       | 14      | 13      | 14      |     |     |     | 108       |
| Misdemeanor (counts)             | 15    | 11       | 14    | 13      | 4       | 12       | 18      | 21      | 17      |     |     |     | 125       |
| Felonies (counts)                | 1     | 2        | 0     | 3       | 4       | 1        | 4       | 0       | 4       |     |     |     | 19        |
| Detention (counts)               | 2     | 2        | 4     | 2       | 3       | 5        | 2       | 13      | 3       |     |     |     | 36        |
| Search Warrants                  | 2     | 2        | 1     | 2       | 2       | 2        | 2       | 1       | 2       |     |     |     | 17        |
| IHA Arrest                       |       |          |       |         |         |          | 4       | 2       | 4       |     |     |     | 10        |

# PARKS AND RECREATION

BOARD AGENDA

OCTOBER 16, 2017

- 1.) Rotary Show Banners were up 10/6/17.
  
- 2.) ♦ Thirty-six of forty-seven flower baskets removed and stored.
  - ♦ Eleven remaining plus seven flower boxes continue, weather permitting.
  - ♦ J&A Greenhouses will plant follower baskets/boxes in 2018.
  - ♦ Same cost as 2017, approximately \$2000.
  
- 3.) Parks laborer, Anthony Ricotta, will start at DPW on 10/30/17 for leaf removal.
  
- 4.) Cabin renovations and pavilion metal roof completion by the end of the year.
  
- 5.) Splash park will close the week of 10/16/17, closing ad in the shopper.

# DPW REPORT

October 16, 2017

## 1. PAVING PROJECT:

Covington Street — Just a few more driveways left and topsoil.

Leicester Street — Driveways, topsoil, and crosswalks.

Church Street — Done

2. Found a water, leak old rich plan fixed.
3. Started cleaning and pumping catch basins.
4. Vivone Drainage project is going good.
5. County project, all pipe is in.
6. Last night's storm: Borden Avenue had a lot of damage. Crews were out cleaning up what they could.

## UPCOMING:

First thing we will do after the paving project is all done is to plant all the trees.

**VILLAGE BOARD MEETING  
10/16/17  
CLERK-TREASURER REPORT**

1. Vouchers for Payment:

Vouchers of all funds #180859 - #180950

|                    |                      |
|--------------------|----------------------|
| General Fund       | \$ 96,230.54         |
| Spec. Grant Fund   | \$ 5,198.65          |
| Water Fund         | \$ 14,269.29         |
| Sewer Fund         | \$ 12,542.78         |
| Cap. Projects Fund | \$ 9,730.00          |
| SLWC               | \$ 18.60             |
| Trust & Agency     | \$ 50,975.86         |
| <b>TOTAL</b>       | <b>\$ 188,965.72</b> |

All vouchers have been audited by Trustee Jacobs.

*(Need board approval to pay)*

2. Budget Amendment & Transfers

a. Budget Amendment

Increase A8010.44 Zoning Contractual – Zoning Law Update \$ 7,423.00

b. Budget Transfers:

From:

|         |                                |          |
|---------|--------------------------------|----------|
| A1990.4 | Contingency                    | \$ 8,000 |
| A5112.4 | Perm. Improvements Contractual | \$ 2,500 |
| A9050.8 | Unemployment Insurance         | \$ 3,000 |
| A9060.8 | Health Insurance               | \$ 5,805 |

To:

|          |                                |                                 |
|----------|--------------------------------|---------------------------------|
| A1110.4  | Justice Contractual            | \$ 3,000                        |
| A1410.4  | Clerk Contractual – Grants     | \$ 8,000                        |
| A5112.22 | Perm. Improvements – Church St | \$ 900                          |
| A5112.23 | Perm. Improvements – Camp Rd   | \$ 2,405                        |
| A9055.8  | Disability Insurance           | \$ 3,000                        |
|          | <b>TOTALS</b>                  | <b>\$ 19,305      \$ 19,305</b> |

*(Board to approve budget amendment & transfers)*

3. Pay Application #1 – CDBG Drainage Project as approved by Clark Patterson Lee

Vison Construction \$ 67,985.56

*(Board to approve pay application.)*

## ADMINISTRATOR REPORT

From: Matthew Jensen

To: Mayor Hauser & Village Trustees

Date: October 16, 2017

Re: Board Meeting Agenda

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

- **Main Street Improvement Signage** – Some revisions have been made to the list of items. Attached is a document showing the breakdown of items, specifications, and costs.
- **Perry Ambulance Update** – The Town of Perry is determined to reorganize an ambulance organization. Monroe Ambulance will continue coverage of the Village and Town while the Town finalizes its plans.
- **Workers Compensation Fund Annual Board Meeting** – Meeting was held on Tuesday, October 3<sup>rd</sup>. The County's self-insured plan is functioning well according to actuary reports. The plan anticipates no increase in premiums from the Village for the 2018 budget. A copy of the annual report is available for Trustee review if desired.
- **RFP for Village Hall Main Floor** – An RFP for space design consideration of the main floor of the Village Hall has been released. Proposals will be due on November 9<sup>th</sup>. We anticipate presenting a contractor for approval at the November 20<sup>th</sup> Board Meeting.
- **Board Strategic Retreat** – Date and facilitator is still being determined. A date between November 13<sup>th</sup> and 16<sup>th</sup> is under consideration. We will finalize that in the next week.
- **ICMA Conference** – I will attend the annual national conference in San Antonio from October 21<sup>st</sup> to the 25<sup>th</sup>.
- **Village Administrator Meetings**– Meetings were held with the following:
  - Perry Central School District – Tennis Court Discussion
  - Landmark Society – Larry Francer
  - DEC – Dan Judd
  - Wyoming County – Steve Perkins: Water Issues
  - Bernard Donegan – Jason Schwartz: Water & Sewer Rates
  - Clark Patterson Lee – WWTF Project