

**VILLAGE OF PERRY
VILLAGE BOARD MEETING
DECEMBER 4, 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 4th day of dECEMBER 2017.

PRESENT:	Rick Hauser	Mayor
	Jacquie Billings	Trustee
	Dariel Draper	Trustee
	Bonnie Matson	Trustee
ABSENT:	Eleanor Jacobs	Trustee
ALSO PRESENT:	Matt Jensen	Village Administrator
	Gail Vosburg	Village Clerk
	Jeff Drain	Chief Water & Sewer Operator
	Tim Neel	Property Maintenance Officer
GUESTS:	Mary Syberg	Bill Bark
	Jacqueline Hoyt, ACWC	Heather Briggs – Bonadio Group
	Tom Carpenter, CPL	

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

MINUTES

November 14, 2017 Special Board meeting minutes approved –Motion by Trustee Matson, seconded by Trustee Billings to approve the November 14, 2017 Special Board meeting minutes as presented. Motion carried with all voting aye.

November 20, 2017 Regular Board meeting minutes approved –Motion by Trustee Matson, seconded by Trustee Billings to approve the November 20, 2017 Regular Board meeting minutes as presented. Motion carried with all voting aye.

ANNOUNCEMENTS

- The Village Offices will be closed Monday, December 25, 2017 & Monday, January 1, 2018
- CDBG Drainage progress meeting Wednesday, December 13th at 1:00 pm

PUBLIC COMMENT

Jacqueline Hoyt – Acts Council for Wyoming County – was present to discuss holding a Ryan McDanel Day to honor the memory of the artist. The goal is to raise monies to provide a youth scholarship through the BOCES program. An event is being planned for May 2018 with sculptures of Ryan’s to be installed on Main Street as part of a “trail” with the event ending at the garden of his mother’s home.

UPDATES

PROPERTY MAINTENANCE

PMO Tim Neel gave an update that by the end of next week Round 1 will be complete. He passed onto the board that a former resident that was back in town commented what a difference the Village looks like compared to several years ago. A lot of properties, both commercial and residential, have seem improvements.

HEATHER BRIGGS – BONADIO GROUP

Heather Briggs – Bonadio Group – presented the draft Single Audit Report, draft financial statements, and the communication letter to the board. She disclosed in the required communications letter that Bonadio did not encounter any difficulties in performing the audit. The Single Audit was required due to the NYS DOT Transportation Enhancement Program (Main Street Improvement Project). It was noted, in their unmodified opinion, that there were no material weaknesses and no significant deficiencies. There will be a couple of minor adjustments before issuing the final report.

TOM CARPENTER – CLARK PATTERSON LEE

PHASE I LASER METERS

Mr. Carpenter said that CPL has spent time looking at metering options at the headworks building. He said that they have a better understanding of the meter flows at the plant. CPL feel that laser meters would be the most effective meter to determine the flow at headworks building and would not create major headaches for the operators. These laser meters would be installed in a new “doghouse” building at the side of the road for the VOP flow and in the TOC manhole at the road. These manholes can be easily accessed by the operators to clean debris from the meter if this occurs during high flows. The proposal includes a 36” cover with a hydraulic lift. These meters will be something that CPL will take care of.

PUBLIC HEARING

Mayor Hauser opened the public hearing at 8:00 pm on the Restore NY Program application.

Clerk Vosburg read the notice “ Please take notice that the Village of Perry will be applying for grant funding from the RESTORE NY program administered by the Empire Department Corporation. RESTORE NY funds can be used to demolish, deconstruct, rehabilitate and/or reconstruct vacant, abandoned, condemned and surplus properties. A public hearing will be held on December 4, 2017 at 4:00 pm at the Village Hall, 46 North Main Street, Perry, NY regarding the application and the properties designated for funding as outlined in the Property Assessment List below:

Site	Size(sq.ft)	Building Type	Project Type	Building Category
59 Leicester St	109,620	Commercial/Residential	Rehabilitation	Vacant

Bill Bark asked what the plans were for the building. Mayor Hauser said that there are 24 apartment units on the second floor in the Old School. The first floor has not been converted and has a few commercial spaces. The intent is to convert more space to apartments as they have a waiting list for apartments and there is an elevator and on-site parking. The Village would be the administrative agency.

CLARK PATTERSON LEE CONTINUED

Laser Meters approved for WWTF Project – Motion by Mayor Hauser, seconded by Trustee Matson, to approve the installation of laser meters at the headworks to measure the influent flow on the VOP line and the TOC line at no additional cost to the Village. Motion carried with all voting aye.

NYSDEC MWRR GRANT – COMPOST/RECYCLING

Mr. Carpenter distributed spreadsheets outlining different options for the compost /recycling grant. It compares sludge hauling, drying and composting costs. The Village has been notified that it needs to file a final application, due January 4, 2018, if it wants to pursue the grant funding. Mr. Carpenter noted that composting is very labor intensive whereas the dryer system is not. Option 1 is a grant of 50% of capital cost with no storage building contribution, Option 2 is a grant of 50% capital cost and 50% storage building; Option 3 is no grant monies. The dryer operation was discussed as it makes more financial sense than composting. The dryer dries the sludge to a grit that can be spread on lawns. The process is more expensive than the sludge hauling method, which is currently being done. At some point, we would have to find another avenue to dispose of the sludge if land applying or landfilling the sludge comes to an end. Administrator Jensen said that the building that was built as part of Phase I does not seem to be efficient for composting. It was noted that replacement parts would need to be kept in stock and the equipment services or it will not work or last as long as anticipated. Mayor Hauser asked if there is enough time if the board made a decision at its next board meeting whether or not to pursue the grant. Mr. Carpenter said that CPL would have to change the application from composting to the dryer and complete the remaining information. Mayor Hauser felt that since a lot of information was shared tonight, the decision should be tabled until the next meeting.

Motion by Mayor Hauser, seconded by Trustee Matson, to close the public hearing on the RESTORE NY grant application at 8:34 pm. Motion carried with all voting aye.

Resolution to submit RESTORE NY grant application approved

RESOLUTION TO SUBMIT AN APPLICATION FOR THE ROUND 5 RESTORE NY COMMUNITIES INITIATIVE MUNICIPAL GRANT PROGRAM

WHEREAS, the Empire State Development Corporation is requesting funding proposals for the fifth round of the RESTORE NY Municipal Grant program; and

WHEREAS, grant funds are available for projects to demolish, deconstruct, rehabilitate and/or reconstruct vacant, abandoned, condemned and surplus properties; and

WHEREAS, the goals of the RESTORE NY program are to revitalize urban centers, induce commercial investment and improve the municipal housing stock; and

WHEREAS, municipalities with populations less than 40,000 can apply for up to \$1,000,000 in grant funding;

NOW ON MOTION BY Trustee Matson, which has been duly second by Trustee Billings;

NOW THEREFORE, LET IT BE RESOLVED by the Village Board of the Village of Perry that it hereby authorizes submission of a RESTORE NY grant application not to exceed \$1,000,000 for the Restore Old Perry School redevelopment project at 59 Leicester Street.

BE IT FURTHER RESOLVED, that project meets the following objectives:

- (1) The project is consistent with the Village of Perry Comprehensive Plan.
- (2) Financing for the project is appropriate and committed.
- (3) The Project facilitates effective and efficient use of existing and future public resources so as to promote both economic development and preservation of community resources.
- (4) The project enhances infrastructure and/or other facilities in a manner that will attract, create and sustain employment opportunities.

Ayes 4
Nays 0

BIRCHWOOD ACRES WATER SERVICES BID UPDATE

Administrator Jensen reported that seven bids were received with four bids that are close together. The apparent low bidder is \$19,000 less than the next low bidder. Chatfield Engineers will review all bids.

PURCHASING POLICY REVISIONS

Administrator Jensen said that revisions are being made to the purchasing police and it is very restrictive and has impacted our relationship with some vendors. The proposed changes will be reviewed with the office committee in further detail.

CLERK/DEPUTY TREASURER REPORT

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

Vouchers #181201 – 181216

General Fund	\$ 48,538.63
Water Fund	\$ 13,633.23
Sewer Fund	\$ 8,584.43
SLWC	\$ 17.14
Trust & Agency Fund	\$ 51,174.81
TOTAL	\$121,948.24

Vouchers #181217 – 181273

General Fund	\$144,854.02
CD Spec. Grant Fund	\$ 1,000.00
Water Fund	\$ 22,057.48
Sewer Fund	\$ 17,233.32
Cap. Project Fund	\$253,543.72

WWTF Project	\$ 29,395.00
Trust & Agency Fund	\$ 140.00
TOTAL	\$468,223.54

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

Board meetings rescheduled due to holidays – Motion by Trustee Billings, seconded by Trustee Matson, to reschedule the following meetings due to holidays:

Monday, January 1, 2018 to Tuesday, January 2, 2018

Monday, January 15, 2018 to Tuesday, January 16, 2018

Motion carried with all voting aye.

Final Payment to CP Ward approved for Main Street Project - Motion by Mayor Hauser, seconded by Trustee Matson, to approve the final payment to CP Ward:

Payment #7 – sidewalk drains & hanger arms	\$ 13,122.05
Payment #5 – underpayment (due to program error)	\$ 6,576.60
Total payment	\$ 19,698.65

Motion carried with all voting aye.

CDBG Drainage Project – Pay Application #4 approved – Motion by Trustee Matson, seconded by Trustee Draper, to approve CDBG Drainage Project pay application #4 for Visone Construction in the amount of \$ 49,085.08 (grant funds). Motion carried with all voting aye.

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

TRUSTEE REPORTS

COMMUNITY BAND

Mayor Hauser announced that the Community Band received a \$ 1,500 Community Arts program award from the Arts Council for Wyoming County.

VILLAGE HALL RFP FOR ARCHITECTURAL SERVICES

Mayor Hauser reported that the committee interviewed two firms. They are recommending the Village select Wendel for architectural services for the Village Hall with a not to exceed amount of \$ 12,900.

Agreement with Wendel approved for Village Hall architectural services – Motion by Trustee Billings, seconded by Trustee Draper, to authorized the Mayor to sign an agreement with Wendel for Village Hall architectural services.

WEBSITE

Sandy Schieble hopes to have something ready soon.

BUSINESS IMPROVEMENT LOAN PROGRAM

The committee met to discuss the draft revised policy. Code enforcement element is a small portion of the program and most likely be difficult to collect. It appears that there

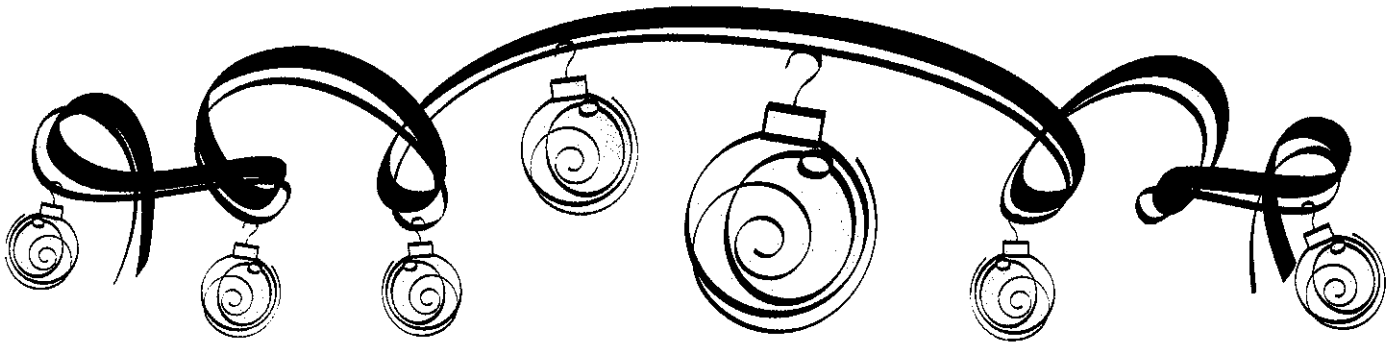
would be a lot of administrative overhead for possible uncollectible loans. The BIL program will focus on façade improvements and rehabilitation.

OTHER BUSINESS

Motion to adjourn the meeting at 9:02 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
December 4, 2017

1. Call Meeting to order and pledge to flag.
2. Approval of Minutes
 - a. Special Board Meeting November 14, 2017
 - b. Regular Board Meeting November 20, 2017
3. Upcoming:
 - a. Village Office will be closed Monday, December 25th & Monday, January 1st
 - b. CDBG Drainage Project progress meeting, Wednesday, December 13th at 1:00 pm
4. Public Comment
5. Update Items:
 - a. Property Maintenance Officer – Tim Neel
 - b. Heather Briggs – Bonadio Group – Village of Perry Audit Report
6. **8:00 pm - PUBLIC HEARING – RESTORE NY GRANT APPLICATION – OLD SCHOOL**
7. Update items continued
 - b. Jacquie Hoyt – Arts Council for Wyoming County – proposes Ryan McDanel Day in May
 - c. Clark Patterson Lee – Tom Carpenter
 - i. WWTF Phase I Laser Meters
 - ii. NYS DEC Recycle Grant/Composting
 - d. Birchwood Acres water services bid update
 - e. Purchasing Policy revisions – Matt Jensen
8. Clerk's Report
9. Trustee Reports
10. Other Business
11. Executive Session – if needed



Property Maintenance Report

Monday, December 4, 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	As of 12/1/2017
1) Letters Sent	352	380	389	404	413
2) Properties Completed	144	150	151	165	168
3) Properties In Process	86	85	100	103	106
4) No Response	120	138	131	126	131
5) Watch List	3	3	3	3	5
6) Monitored Properties	222	236	240	268	274
7) Yet to Go		83	56	20	7

- 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:

Eleven Thirty Day Notices have been sent.

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

Of those: **two** have been resolved

Of those: **five** Ten Day Notices have been sent and a court dates have been requested.

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

Of those: **one** will receive a Ten Day Notice this next week.



RECEIVED

NOV 29 2017

Village of Perry,
Perry, New York

Mayor Rick Hauser
Dick Barth
Village of Perry
46 N. Main Street
Perry, NY 14530

Dear Rick and Dick:

I am writing to let you know that you have been recommended and approved for \$1,500 in funding from the Community Arts grant program. There were requests totaling \$43,721 and \$25,740 to regrant in this competitive cycle. If you plan to appeal this decision, you must contact me by telephone or postal mail by December 7. After this appeals deadline, you will receive a contract in early January. Please contact me for panel comments regarding your application. You will find them insightful, and they will improve your good work in the community. The ACWC offices will be closed for construction at that time, so please leave a voicemail at 585-237-3517 ex 102.

Please add me to your e-mail and postal mailing lists, and be sure to give me notice of your events, even if you are following the dates in your grant proposal. The panel was very impressed with the quality of the applications, however they did not have enough funds to completely fund all applications

I hope that the holiday season brings you great joy.

Best wishes,

Kathryn Hollinger
Grant coordinator

**VILLAGE BOARD MEETING
12/04/17
CLERK-TREASURER REPORT**

1. Vouchers:

VOUCHERS OF ALL FUNDS AS SET FORTH #181201 - #18121

General Fund	\$ 48,538.63
Water Fund	\$ 13,633.23
Sewer Fund	\$ 8,584.43
SLWC	\$ 17.14
Trust & Agency	<u>\$ 51,174.81</u>
TOTAL	\$ 121,948.24

VOUCHERS OF ALL FUNDS AS SET FORTH #181217 - #181273

General Fund	\$ 144,854.02
CD Spec. Grant fund	\$ 1,000.00
Water Fund	\$ 22,057.48
Sewer Fund	\$ 17,233.32
Cap. Project Fund	\$ 253,543.72
WWTF Capital Projects Fund	\$ 29,395.00
Trust & Agency	<u>\$ 140.00</u>
TOTAL	\$ 468,223.54

All vouchers have been audited by Trustee Billings.

Board to approve payment of vouchers.

2. Reschedule following board meetings due to holidays:

1/1/2018 – New Year’s Day Holiday	reschedule to 1/2/2018 (Tuesday)
1/15/2018 – Martin Luther King Holiday	reschedule to 1/16/2018 (Tuesday)
2/19/2017 – President’s Day Holiday	reschedule to 2/20/2017 (Tuesday)

Board to approve reschedule of meetings.

3. Final payment to CP Ward – Main Street project

Payment #7 – sidewalk drains & hanger arms	\$ 13,122.05
Payment # 5 correction – underpaid	<u>\$ 6,576.60</u>
Total	\$ 19,698.65

Board to approve final payment.

4. CDBG Drainage project - Pay Application No. 4 – Visone Construction ~~\$ 49,085.08~~ as approved by Clark Patterson Lee.

Board to approve/disapprove pay application.

VOUCHER

VILLAGE OF PERRY

46 NORTH MAIN STREET
 PERRY, NY 14530
 585-237-2216 FAX: 585-237-5975

CLAIMANTS NAME & ADDRESS:

CP Ward, Inc.
 100 West River Road
 PO Box 900
 Scottsville, New York 14546

1. David R. Pratt

Certify that the amount shown below is true and correct,
 that the items, services and disbursements listed are correct
 and that no part has been paid or satisfied.

David R. Pratt 12-1-17
 Signature Date

Purchase Order No.		Voucher No.	
Abstract No.		Date voucher Received	
Account No.	Fund	Amount	
Total:			
Check No.			

Date Paid:

Invoice Number	Description	Amount
Payment # 7	Payment for Sidewalk Drains + Hanger Arms	\$13,122.05
Payment Correction	Pay Underpayment for Payment #5 due to program error	\$6,576.60
approved @ 12/4/2017 Bd meeting Total		\$19,698.65

DEPARTMENT APPROVAL

The above items were rendered or furnished and the charges are correct.

 Village Employee/ Officers Date

 Village Employee/ Officers Date

APPROVAL FOR PAYMENT

This claim is approved and ordered paid from the appropriations indicated.

 Auditor

 Auditor

 Auditor

Benton Holdings, LLC

55 North Water Street, Suite 3
South Norwalk, CT 06854

December 4, 2017

Village of Perry
46 North Main Street
Perry, NY 14530

Rick/Matt:

Please accept this letter as acknowledgment that Benton Holdings, LLC has agreed to reimburse the Village of Perry a maximum of \$5,600.00 for the processing of the Restore NY grant application.

If you have any question, please feel free to contact me.



Darin Haft
Vice President of Asset Manager
301 Yamato Road, Suite 1240
Boca Raton, FL 33431
(561) 235-7140