

**VILLAGE OF PERRY
VILLAGE BOARD MEETING
JANUARY 2, 2018**

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 2ND day of January 2018.

PRESENT:	Rick Hauser	Mayor
	Jacquie Billings	Trustee
	Dariel Draper	Trustee
	Eleanor Jacobs	Trustee
	Bonnie Matson	Trustee
ALSO PRESENT:	Matt Jensen	Village Administrator
	Gail Vosburg	Village Clerk
GUESTS:	Mary Syberg	Nicole Manapol, LGV Director
	Sandy Schneible	Howard Wood

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

MINUTES

December 18, 2017 Regular Board meeting minutes approved – Corrections on page 2, Trustee Jacobs abstained from the vote on the FYE 05/31/2017 Audit Report acceptance. Motion by Trustee Jacobs, seconded by Trustee Matson to approve the December 18, 2017 Regular Board meeting minutes as corrected. Motion carried with all voting aye.

ANNOUNCEMENTS

- The next Village Board Meeting will be Tuesday, January 16, 2018

PUBLIC COMMENT

No one from the public spoke.

PRESENTATIONS

PROPERTY MAINTENANCE

A summary of Phase I property maintenance issues was presented.

Property Maintenance report approved – Motion by Trustee Matson, seconded by Trustee Billings, to accept the property maintenance report as presented. Motion carried with all voting aye.

NICOLE MANAPOL – LETCHWORTH GATEWAY VILLAGES

Ms. Manapol, Director of the Letchworth Gateway Villages, gave an update from the past three months. The LGV worked together with SUNY Geneseo and the Livingston County Economic Development on an "Adopt a Business" Program in Livingston County. A total of 7 communities and 17 businesses took part. Packets are being

developed to welcome new businesses. One of the next projects is to work on the Visitor Survey and learn more about the people that visited the area. The board thanked Ms. Manapol for the update.

SANDY SCHNEIBLE - WEBSITE

Ms. Schneible said that Little Hive is excited about this project. A preview of the updated website was shown to the board members. She is looking to launch the updated website the 3rd week in January. Mayor Hauser asked for a couple of items to be added to the website: grants, LGV, National Historic District, Tax Abatement programs, etc. There was discussion about a programs page for the comprehensive plan, grants, BIL program. Trustee Matson asked about links to other websites (i.e. T/Perry, Wyo. Co. Chamber, PMSA, SLA, Rotary). Anyone with information for the website should send it directly to her. It was noted that certain pages within the website will not be ready (Parks & Recreation page).

Mayor Hauser noted that he attended a meeting at the Firemen's Building earlier in the evening. He spoke about some of the services and events that the Fire Department is a part of within the community:

- Holiday DeLights Festival
- Halloween Parade
- Pumpkin Walk at PCS
- Fall Fest
- Fire Prevention Week
- Memorial Day Parade
- Spring Fest

Mayor Hauser complimented the department as they do many things that go above and beyond fire calls.

UPDATE ITEMS

AMEND WATER BUDGET

Water Budget amended for Birchwood Acres Water project – The budget fo the Birchwood Acres project was presented:

Construction	\$ 49,050.00
Engineering	\$ 12,395.00
Legal/Admin	\$ 2,452.50
Contingency	\$ 9,810.00
TOTAL	\$ 73,707.50

Motion by Trustee Jacobs, seconded by Trustee Matson to amend the water budget as follows:

Increase F8340.41 Birchwood Acres Water Project \$ 73,710.00

Motion carried with all voting aye.

ZONING LAW UPDATE

Administrator Jensen reported that he is waiting for the consultant to send a r3ed-lined zoning law update document. This document was requested to be furnished by January 15th.

BUILDING IMPROVEMENT PROGRAM

Administrator Jensen reported that in reviewing the current program, challenges were identified and language was cleaned up and clarification of the default process. The Code Enforcement element was pulled from the program. The process will be once the Village clerk receives the completed application, the consultant will review the application and meet with the committee (comprised of a board member and two members at large) and the committee will then present a written recommendation for the board to review and take action. Trustee Jacobs asked what timeframe is there if an application is denied. Administrator Jensen replied that it is 30 days after receipt of application. Trustee Billings questioned about the requirement for a licenses contractor. Trustee Matson said it is to ensure that work is being done to code. The board agreed to remove this from the program.

Rescind 2016 BIL program and adopt the proposed BIL program/guidelines – Motion by Trustee Draper, seconded by Trustee Matson, to approve rescinding the 2016 BIL Program and adopt the proposed BIL program and guidelines. Motion carried with all voting aye.

BIL Committee appointed – Mayor Hauser appointed the following to the BIL Committee:

- | | |
|----------------|------------------------------|
| Bonnie Matson | Village Board Representative |
| Matthew Jensen | Member at Large |
| Howard Wood | Member at Large |

Motion by Trustee Draper, seconded by Trustee Jacobs, to approve the Mayor's appointments to the BIL Committee.

PERRY AMBULANCE BOARD

Perry Town Supervisor Brick is asking for the Village to appoint someone from the Village Board to be on the Perry Ambulance Board. Meetings would be the 2nd Monday of the Month. Trustee Draper offered to take the appointment. Mayor Hauser appointed Trustee Draper to the Perry Ambulance Board. Motion by Trustee Billings, seconded by Trustee Matson, to approve the Mayor's appointment. Motion carried with all voting aye.

CLERK/DEPUTY TREASURER REPORT

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

Vouchers #181386 – 181403

General Fund	\$ 40,527.89
Water Fund	\$ 20,229.27
Sewer Fund	\$ 6,434.82
Cap. Projects Fund	\$114,811.78
Trust & Agency Fund	\$ 52,014.57
TOTAL	\$234,018.33

Vouchers #181404 – 181451

General Fund	\$160,537.49
CD Spec. Grant Fund	\$ 2,384.75

Water Fund	\$ 27,853.93
Sewer Fund	\$ 25,901.45
Trust & Agency Fund	<u>\$ 1,179.92</u>
TOTAL	\$217,857.54

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

November Treasurer's report was presented.

Village Association Dinner – January 17, 2018 at the Grateful Grill. The speaker will be Jim Pierce from the Wyo. Co. IDA.

Copy of the Annual Report of Violation of Watershed Rules & Regulations for 2017 was distributed (request from last board meeting).

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

TRUSTEE REPORTS

TRUSTEE JACOBS asked if there has been any word from DePaul regarding their funding for their project. Mayor Hauser said that the announcements have not come out yet. They are shovel ready and are just waiting for funding. The new plow truck in on the road.

OTHER BUSINESS

BUDGET

Budget Schedule approved – Motion by Trustee Billings, seconded by Trustee Matson, to approve the budget schedule and special board meetings as presented:

Monday, January 22, 2018	7:00 pm
Monday, January 29, 2018	7:00 pm
Monday, February 12, 2018	7:00 pm
Monday, February 26, 2018	7:00 pm
Monday, March 12, 2018	7:00 pm (if needed)

Motion carried with all voting aye.

Tax Rate – It was noted that it was an off year for the assessments that are located within the Town of Perry. We should anticipate revenues to be flat.

BOARD REQUESTS – Several board members had ideas to put into the budget: Paving the Village Park, Improvements at the Perry Public Beach, create a reserve for dredging. Clerk Vosburg will send to board members a draft equipment replacement plan. Trustee Jacobs asked about a facilities plan. Mayor Hauser said that the Village Hall Building study should be done by the end of March.

CLERK OF THE JUSTICE POSITION - Administrator Jensen spoke on the upcoming retirement of Carolyn Richardson, clerk of the justice, later this spring. Justice Miller is requesting three months for training the new clerk. Administrator Jensen outlined a

couple of options for replacement: maintain present staffing, create and hire a new full time combined position, or use the p/t clerk temporarily. These options should be explored over the next 2-3 months. There has been no promise of a f/t position and cross training could begin. Trustees are open to cross training. Trustee Billings is concerned with the budget impact. Administrator Jensen will put something together. **Cross training approved** – Motion by Trustee Billings, seconded by Trustee Matson, to increase the p/t clerk hours worked per week to 30 hours, up from 25 hours. Motion carried with all voting aye.

Motion to adjourn the meeting at 9:07 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 of Perry Board Meeting

January 2, 2018

1. Call Meeting to order and Pledge to Flag
2. Approval of Board Minutes
 - a. December 18, 2018
3. Upcoming:
 - a. Next Village Board Meeting – January 16, 2018
4. Public Comment
5. Guest
 - a. Tim Neel – PMO annual report
 - b. Nicole Manapol – LGV Director
 - c. Sandy Schneible – Website Update
6. Update Items
 - a. Amend Water Budget
 - b. Zoning Law Update
 - c. Building Improvement Program
 - i. Board to approve program guidelines
 - ii. Appoint 3 new committee members
 - d. Amend Cold War Exemption (remove 10 year limitation)
 - i. Board to schedule Public Hearing
 - e. Appoint representative to Perry Ambulance Board
7. Clerk Report
8. Trustee Reports
9. Other Business
 - a. Budget Priorities
 - i. Budget Schedule – Board to Adopt
 - ii. Rate ?
 - iii. Projects ?
 - b. Clerk of the Justice position
10. Executive Session – if needed



Property Maintenance Report
 Tuesday, January 2, 2018
 Timothy Neel, Property Maintenance Officer

Phase One Summary:

Phase Two (proposed)

	1) Letters Sent	2) Properties Completed	3) Properties in Process	4) No Response	30 – Day Notices	Reminder Letters
ZONE 1 – Chestnut, Tempest, Lake	39	24	5	10	6	8
ZONE 2 - Center, Pine, Orchard, Buckland, Liberty	38	22	9	7	6	9
ZONE 3 – Dolbeer, St Helena, Watrous, Spring	54	13	10	31	27	10
ZONE 4 – S Main, Tuna, Bradford, Needham	50	24	8	18	15	8
ZONE 5 – Gardeau, Handley, Borden, Park, Walnut	45	11	8	26	22	13
ZONE 6 – Water, Hope, Elm, Stanton, Fruit, Genesees	64	23	19	22	21	15
ZONE 7 – N Main, Olin, Benedict, Church	37	16	10	11	9	8
ZONE 8 – Park, Clark, Hawthorne, Leicester, Covington, Watkins	38	4	10	24	3	30
Zone 9 – Silver Lake	26	12	6	8	10	3
Main Street	32	14	8	18	2	6

- 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.

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.

CLERK-TREASURER REPORT
1/02/18

1. Vouchers:

VOUCHERS OF ALL FUNDS #181386 - #181403

General Fund	\$ 40,527.89
Water Fund	\$ 20,229.27
Sewer Fund	\$ 6,434.82
Capt. Project Fund	\$114,811.78
Trust & Agency	<u>\$ 52,014.57</u>
TOTAL	\$234018.33

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General Fund	\$ 160,537.49
Spec. Grant Fund	\$ 2,384.75
Water Fund	\$ 27,853.93
Sewer Fund	\$ 25,901.45
Trust & Agency	<u>\$ 1,179.92</u>
TOTAL	\$ 217,857.54

All vouchers have been audited by Trustee Draper.

(Need Board motion to pay abstract.)

2. November Treasurer's report.
3. Village Association Dinner – Wednesday, January 17, 2018 @ Grateful Grill
Speaker – Jim Pierce – Wyo. Co. IDA – let clerk know by January 9th if you wish to attend
4. Copy of the Annual Report of Violation of Watershed Rules & Regulations for 2017 is attached (from last board meeting)

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 November 2017.

DATED: December 19, 2017

Dail J. Voshung, Treasurer

	Balance 10/31/2017	Increases	Decreases	Balance 11/30/2017
A GENERAL FUND				
CASH - CHECKING	123,493.37	255,146.55	255,146.55	123,493.37
CASH - SAVINGS	261,319.03	188,553.07	225,012.71	224,859.39
CERTIFICATES OF DEPOSIT	1,876,759.45	232.28	150,190.07	1,726,801.66
PETTY CASH	50.00	-	-	50.00
SPECIAL RESERVE FIRE APPARATUS	75,055.87	3.09	-	75,058.96
SPECIAL REPAIR RESERVE	109,686.85	5.41	-	109,692.26
SPECIAL RESERVE - EQUIPMENT	248,470.71	6.13	-	248,476.84
EMPLOYEE BENEFITS ACCRD LIABIL	43,810.71	1.80	-	43,812.51
TOTAL \$	2,738,645.99	\$ 443,948.33	\$ 630,349.33	\$ 2,552,244.99
CD SPECIAL GRANT FUND				
CASH - CHECKING	358.23	17,402.96	17,402.96	358.23
CASH - SAVINGS	115,996.52	1,350.67	-	117,347.19
CASH - SAVING - LGV	(3,319.04)	9,170.41	10,564.23	(4,712.86)
CASH - HOUSING GRANT PROGRAM	-	-	-	-
TOTAL \$	113,035.71	\$ 27,924.04	\$ 27,967.19	\$ 112,992.56
CE SPECIAL GRANT FUND 2				
CASH - CHECKING	-	-	-	-
CASH - SAVINGS - NYMS GRANT	-	-	-	-
TOTAL	-	-	-	-
F WATER FUND				
CASH - CHECKING	52,180.71	49,509.75	49,509.75	52,180.71
CASH - SAVINGS	350,050.74	69,453.19	45,247.27	374,256.66
PETTY CASH	50.00	-	-	50.00
WATER RESERVE	85,176.35	5.60	-	85,181.95
TOTAL \$	487,457.80	\$ 118,968.54	\$ 94,757.02	\$ 511,669.32
G SEWER FUND				
CASH - CHECKING	50,799.93	66,208.08	66,208.08	50,799.93
CASH - SAVINGS	388,953.77	\$ 73,012.03	61,172.23	400,793.57
PETTY CASH	50.00	-	-	50.00
SEWER RESERVE	413,960.62	33.00	25,000.00	388,993.62
TOTAL \$	853,764.32	\$ 139,253.11	\$ 152,380.31	\$ 840,637.12

MONTHLY REPORT OF TREASURER

H CAPITAL PROJECTS FUND

CASH - CHECKING	1,775.70	95,074.44	95,074.44	1,775.70
CASH - SC DRAINAGE CKING	1.00	-	-	1.00
CASH - SC SAVINGS	217,558.81	282,872.00	95,074.44	405,356.37
CASH - SAVINGS - SPLASH PAD	-	-	-	-
CASH - TEP GRANT PROGRAM	28,798.09	-	-	28,798.09
CASH - SL TRAIL STUDY	-	1,345.68	-	1,345.68

TOTAL \$ 248,133.60 \$ 379,292.12 \$ 190,148.88 \$ 437,276.84

HS CAPITAL PROJECT - WWTF

CASH - CHECKING	-	11,232.90	11,232.90	-
CASH - SAVINGS	10,000.00	30,012.93	10,616.45	29,396.48

TOTAL 10,000.00 41,245.83 21,849.35 29,396.48

JA SILVER LAKE WATERSHED

CASH - CHECKING	118.91	68.98	68.98	118.91
CASH - SAVINGS	45,037.51	1.85	52.36	44,987.00

TOTAL \$ 45,156.42 \$ 70.83 \$ 121.34 \$ 45,105.91

TA TRUST & AGENCY

CASH - CHECKING	168,286.26	107,862.46	177,884.89	98,263.83
CASH - SAVINGS- SURETY FEE	713.47	0.03	-	713.50
CASH - CHALK ART FESTIVAL	-	-	-	-
CASH - SAVINGS - P&R IMPROVE	0.11	-	-	0.11

TOTAL \$ 168,999.84 \$ 107,862.49 \$ 177,884.89 \$ 98,977.44

TOTAL ALL FUNDS \$ 4,665,193.68 \$ 1,258,565.29 \$ 1,295,458.31 \$ 4,628,300.66

VILLAGE ASSOCIATION MEETING

HOST: Village of Gainesville
WHEN: Wednesday, January 17, 2018
6-7 PM Cash Bar
7 PM Dinner

WHERE: Grateful Grill
4260 Route 19
Silver Springs, NY (Rock Glen)

BUFFET MENU:

- Prime Rib
- Ziti
- Chicken Marcella
- Salt Potatoes
- Vegetable Medley
- Garden Salad
- Choice of Soup
- Desert
- Beverage (coffee, tea or soda)

PRICE: \$24 PER PERSON

SPEAKER: Jim Pierce
Executive Director, Wyoming County IDA

RSVP: Please RSVP by Tuesday Jan 9th; by phone at 716-353-5089,
by fax at 855-824-4245 or by email at rbwhite00@gmail.com

Section A. Identify Information

Year action taken 20 17 Enforcement of Rules and Regulations Part _____
Public Water Supply SILVER LAKE
Water Board or Company VILLAGE OF PERRY
Municipality VILLAGE OF PERRY County WYOMING

Section B. Inspections/Violations

Specify details of violations on reverse side.

1. Number of Inspections during the year 20 17 was 19

2. Total number of:

Violations found 0 Specify section of the Rules violated _____

Notices served 0 Specify section of the Rules violated _____

Violations corrected 0 Specify section of the Rules violated _____

3 Total number of violations remaining uncorrected as of January 1, 20 17 is 0

4. Do you wish to update or revise your rules? Yes No

Section C. Sanitary Conditions

Provide all pertinent information bearing upon the general conditions on the watershed of the supply or in the vicinity of wells or springs used as the sources of water supply:

THE LAKE LEVEL CURRENTLY IS ABOUT 76 INCHES
WHICH IS ABOUT 4 INCHES BELOW AVERAGE FOR
THIS TIME OF THE YEAR.
THE LEVEL OF THE LAKE DURING THE ENTIRE
SUMMER WAS 95 INCHES FOR THE FIRST TIME IN
12 YEARS, MAINLY DUE TO THE RAINY SUMMER
AND FALL.

Signature
(Water Supply Official)

Jeff Drain

Print Name

JEFF DRAIN

Title

CHIEF OPERATOR WATER

Date 12 07 2017
MM DD YV