

**VILLAGE OF PERRY
VILLAGE BOARD MEETING MINUTES
DECEMBER 19, 2022**

A Regular Board Meeting of the Village of Perry was held at the Village Hall, 46 North Main Street, Perry, New York at 7:30 pm on the 19th day of December 2022.

PRESENT:	Rick Hauser	Mayor
	Dariel Draper	Trustee
	Jacquie Billings	Trustee
	Arlene Lapiana	Trustee
	Ernie Lawrence	Trustee
ALSO PRESENT:	Samantha Marcy	Administrator
	Christina Slusser	Village Clerk
GUESTS:	Lorraine Sturm	Perry Herald
	Jeff Bauer	
	Michael Bauer	

Mayor Hauser called the meeting to order at 7:30 pm and led in the Pledge of Allegiance.

PUBLIC COMMENT

No comments.

PRESENTATIONS & BOARD ACTIONS

MINUTES

Trustee Lawrence made a motion to approve the minutes from the last regular board meeting on December 5, 2022 with one change to include Lorraine Sturm as a guest which was seconded by Trustee Lapiana and carried with the following vote:

Ayes	4
Nays	0
Abstain	Billings

RESOLUTION APPROVING PAYMENTS FOR WASTEWATER TREATMENT PLANT PROJECT

WHEREAS, the Village Clerk has received Pay App #19 from the general contractor, Crane-Hogan Structural Systems, Inc., for the wastewater treatment plant project in the amount of \$638,194.80 and

WHEREAS, the Village Clerk has received pay app #13 from the electrical contractor, M.W. Controls Service, Inc., for the wastewater treatment plant project in the amount of \$47,968.83; and

WHEREAS, the Village Clerk has received pay app #3 from the plumbing contractor, Crosby-Brownlie, Inc., for the wastewater treatment plant project in the amount of \$13,504.25 and pay app #4 in an amount of \$4,830.75 for a total payment of \$18,335.00; and

NOW, THEREFORE BE IT RESOLVED, that the Perry Village Board of Trustees hereby approves the following payments for the wastewater treatment plant project and directs the Village Clerk to submit vouchers for payment:

Crane-Hogan Structural Systems, Inc.	\$638,194.80
M.W. Controls Service, Inc.	\$47,968.83
Crosby-Brownlie, Inc.	\$18,335.00

Trustee Draper made a motion to adopt the resolution approving payments for the wastewater treatment plant which was seconded by Trustee Billings and carried unanimously.

RESOLUTION ACCEPTING RESIGNATION OF FULL-TIME DEPUTY VILLAGE CLERK, LAURA GIFFORD, AND APPOINTMENT TO PART-TIME CLERK

WHEREAS, Mrs. Laura Gifford has tendered her resignation from the position of full-time Deputy Village Clerk effective December 30, 2022; and

WHEREAS, it is of mutual interest for Mrs. Gifford to remain on staff as a part-time Clerk; and

WHEREAS, the Village Clerk and Village Administrator are recommending the appointment of Mrs. Gifford to the position of part-time Clerk at her current hourly rate of \$17.61 for 20 hours per week; and

NOW, THEREFORE BE IT RESOLVED, the Village of Perry Board hereby accepts the resignation of Mrs. Gifford from the full-time Deputy Village Clerk position and appoints her to the part-time Clerk position.

Trustee Billings made a motion adopting the resolution accepting resignation of Deputy Clerk Laura Gifford and appointing her to part-time Clerk. Motion was seconded by Trustee Lapiana and carried unanimously.

RESOLUTION APPOINTING FULL-TIME DEPUTY VILLAGE CLERK, AMANDA BOUCHARD

WHEREAS, there is a vacancy for a Full-Time Deputy Village Clerk due to a recent resignation; and

WHEREAS, the Village of Perry received eight applications and held four interviews; and

WHEREAS, the Village Clerk and Village Administrator are requesting the hiring of Amanda Bouchard as Deputy Village Clerk at a rate of \$17.50 per hour; and

NOW, THEREFORE BE IT RESOLVED, the Village of Perry Board of Trustees hereby approves the hiring of Amanda Bouchard as a full-time, benefit eligible, Deputy Village Clerk with a starting hourly rate of \$17.50 effective January 3, 2023.

Mayor Hauser and Trustee Lapiana were part of the interview panel where there were two strong candidates. Trustee Lapiana made a motion to adopt the resolution appointing Deputy Clerk, Amanda Bouchard, which was seconded by Trustee Lawrence and carried unanimously.

RESOLUTION APPOINTING MOTOR EQUIPMENT OPERATOR, RICARDO TORRES

WHEREAS, the Village of Perry has a vacancy for a Motor Equipment Operator at the Department of Public Works; and

WHEREAS, the Village of Perry received eleven applications and held three interviews; and

WHEREAS, the Superintendent of Public Works and Village Administrator are recommending the hiring of Mr. Ricardo Torres; and

WHEREAS, the Superintendent of Public Works and Village Administrator are recommending the hourly rate to start at 90% of the job rate with an increase to 95% after successful continuous completion of 6 months and 100% after successful continuous completion of one year based on experience and current licenses held for the position; and

BE IT RESOLVED, that the Perry Village Board of Trustees does hereby appoint Mr. Ricardo Torres as a full-time, benefit eligible, Motor Equipment Operator at a starting rate of \$22.54 per hour effective January 3, 2022.

Due to Mr. Torres having a CDL and relevant experience, it was recommended that he start out at 90% of the starting pay rate. Motion was made by Trustee Billings to appointing MEO Ricardo Torres which was seconded by Trustee Draper and carried with all voting aye.

RESOLUTION APPOINTING MOTOR EQUIPMENT OPERATOR, TRAVIS RICE

WHEREAS, the Village of Perry has a vacancy for a Motor Equipment Operator at the Department of Public Works; and

WHEREAS, the Village of Perry received eleven applications and held three interviews; and

WHEREAS, the Superintendent of Public Works and Village Administrator are recommending the hiring of Mr. Travis Rice; and

WHEREAS, the Superintendent of Public Works and Village Administrator are recommending the hourly rate to start at 85% of the job rate with an increase to 90% after obtaining his CDL, 95% after successful continuous completion of 6 months and CDL license, and 100% after successful continuous completion of one year and CDL license; and

BE IT RESOLVED, that the Perry Village Board of Trustees does hereby appoint Mr. Travis Rice as a full-time, benefit eligible, Motor Equipment Operator at a starting rate of \$21.29 per hour effective January 9, 2022.

Trustee Lapiana made a motion to adopt the resolution appointing MEO Travis Rice which was seconded by Trustee Lawrence and carried unanimously.

RESOLUTION APPROVING VILLAGE OF PERRY ECONOMIC RESILIENCY AND RECOVERY PLAN

WHEREAS, the Village of Perry received a Technical Assistance grant in 2021 to develop an Economic Resiliency and Recovery Plan; and

WHEREAS, the Village of Perry hired MRB Group as their consultant to prepare the Economic Resiliency and Recovery Plan; and

WHEREAS, public meetings were held to obtain input and recommendations from the community; and

WHEREAS, MRB Group presented the plan to the Village Board at the July 5, 2022 Village Board meeting; and

WHEREAS, the grant funding agency has reviewed and approved the Economic Resiliency and Recovery Plan; and

WHEREAS, the Village of Perry Economic Resiliency and Recovery Plan was developed with funding assistance from the Housing Trust Fund Corporation and NYS Homes & Community Renewal and the document is property of the Housing Trust Fund Corporation and the Village of Perry; and

NOW, THEREFORE BE IT RESOLVED, that the Village of Perry Board of Trustees hereby approves the Economic Resiliency and Recovery Plan and adopts the plan as an addendum to the 2015 Comprehensive Plan.

Trustee Draper made a motion to adopt the resolution approving the Economic Resiliency and Recovery Plan which was seconded by Trustee Lapiana and carried unanimously.

RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING WITH LAKEN HOLDINGS, LLC.

WHEREAS, the Village of Perry received and entered into an agreement to administer funds for a New York Main Street Program; and

WHEREAS, the Village of Perry hired LaBella Associates for grant administration up to \$15,000.00 to be reimbursed by the grant agency; and

WHEREAS, throughout the course of the project, the scope has been modified several times and has delayed the project which has exhausted the entirety of the grant administration budget; and

WHEREAS, the owner of the properties, Laken Holdings LLC, will be responsible to reimburse the Village of Perry for expenses related to grant administration over the original budget of \$15,000.00; and

BE IT RESOLVED, that the Village of Perry Board of Trustees hereby approves the Memorandum of Understanding with Laken Holdings LLC in relation to the New York Main Street grant administration costs.

The Village received a grant for NYMS but the scope of the project has changed and used up the grant administration budget. The MOU makes the property owner responsible for additional grant administration fees over \$15,000 up to \$7,500. Motion to adopt the Memorandum of Understanding with Laken Holdings, LLC was made by Trustee Billings, seconded by Trustee Lapiana, and unanimously approved.

RESOLUTION AUTHORIZING BUDGET TRANSFERS TO THE 2022-2023 VILLAGE BUDGET

WHEREAS, the Village Administrator is proposing the following Budget Transfers to correct overspent accounts for the 2022-2023 fiscal year:

General Fund

Increase:	A5110.2 (Street Maintenance – Equipment)	\$968.04	
Increase:	A6772.4 (Programs for the Aging)	\$205.06	
Increase:	A8010.4 (Zoning – Contractual)	\$216.79	
Increase:	A8010.43 (Zoning – Attorney Fees)	\$11,243.00	
Increase:	A9050.8 (Unemployment Insurance)	\$4,548.00	
Increase:	A9055.8 (Disability Insurance)	\$51.22	
Decrease:	A1990.4 (Contingency)		\$17,232.11

Increase: A9015.4 (Police Retirement) \$8,886.00
Decrease: A9010.8 (State Retirement) \$8,886.00

Sewer Fund:

Increase: G1440.4 (Engineer – Contractual) \$836.89
Decrease: G1420.4 (Law – Contractual) \$836.89; and

BE IT RESOLVED, that the Village of Perry Board of Trustees hereby authorizes the Village Administrator to make the above budget transfers for the 2022-2023 fiscal year; and

BE IT RESOLVED, that the Village Clerk shall provide a copy of this resolution to the Village Administrator.

Financial reports were run halfway through the year to correct overspent accounts. Motion to adopt the resolution authorizing budget transfers to the 2022-2023 village budget was made by Trustee Billings, seconded by Trustee Lawrence, and carried with all voting aye.

RESOLUTION APPROVING PAYMENT FOR THE SILVER LAKE TRAIL PROJECT

WHEREAS, the Village has received pay app #6 from the contractor, CP Ward, Inc., for the Silver Lake Trail project in the amount of \$41,754.90; and

WHEREAS, the engineers on the project, C&S Engineers, have reviewed and approved pay app #6; and

NOW, THEREFORE BE IT RESOLVED, that the Perry Village Board of Trustees hereby approves the following payment for the Silver Lake Trail project and directs the Village Clerk to submit a voucher for payment:

CP Ward, Inc. \$41,754.90

BE IT FURTHER RESOLVED, that the Perry Village Board of Trustees hereby authorizes the Mayor to sign the payment invoice.

This pay app covers about 1/3 of the supplemental request that was approved for sign work. Some admin work has been done and signposts have been installed. The final design for the signs is almost complete. Trustee Billings made a motion to approve payment of pay app #6 for the Silver Lake Trail project which was seconded by Trustee Lapiana and carried unanimously.

CLERK/DEPUTY TREASURER'S REPORT

FY 2022-2023
Abstract #14
Vouchers #1060 - 1163

General Fund	\$ 58,300.59
Special Grant Fund	\$ 18,213.91
Water Fund	\$ 9,826.15
Sewer Fund	\$ 23,143.01
Capital Projects Fund	\$ 769,824.07
Trust & Agency	\$ 1,312.33
Silver Lake Watershed Commission	\$ 186.28
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Total	\$ 880,806.34

Trustee Lapiana audited vouchers. Trustee Lawrence made a motion to approve the revised clerk report and payment in the amount of \$880,806.34 which was seconded by Trustee Billings and carried with all voting aye. Updated NYCLASS balances were also provided.

DEPARTMENT REPORTS

Reports were reviewed for the following departments: DPW/Parks, Police, WTP/WWTP.

TRUSTEE REPORTS

Administrator Marcy received notice today that the Village received \$2 million in BIL money in addition to the WIIA grant to go towards Water Treatment Plant upgrades. The Administrator will check on grant funds vs. matching funds and review the rate study to work towards determining which project scope to move forward with.

POLICE COMMITTEE – VEHICLE REPLACEMENT

The Police Committee discussed vehicle replacement and decided on an Explorer. The cost of the vehicle including upfits needed for a police vehicle is about \$50,000. The Village will receive \$17,000 for the vehicle that was in the accident, bring the cost down to \$39,000. The Administrator will get the vehicle ordered and figure out payment at the next meeting.

DPW COMMITTEE - STAFFING

The DPW Committee discussed staffing. One of the MEOs is retiring in January. Two MEOs have been hired which will open up a laborer spot. There is about a \$12,000 difference between an MEO and a laborer. DPW is getting busier with all the improvements made in the community and an MEO could offer more flexibility in scheduling for the department head. The Committee hopes to hire again in January.

CLIMATE SMART COMMUNITIES

Climate Smart Communities is a DEC program. A packet of information was provided with a template resolution. The goal will be to implement a task force and coordinator for the program. Questions from the Board can be answered between now and the next meeting where a resolution will likely be adopted to participate in the program. This would involve registering online, at no cost, and recording measures the Village has already done. Taking these steps could help to put the Village in a stronger position to receive grant funds in the future – funds for smart growth, comp plan updates, etc.

MEMORIAL PARK COMMITTEE

Trustee Lawrence informed the Board that a Memorial Park Committee has been formed. Ernie Lawrence, Eleanor Jacobs, Jacquie Billings, James Reynolds, and Samantha Marcy make up the Committee who will begin to develop preliminary designs for the park.

PARKS COMMITTEE

The Parks Committee discussed the possibility of finishing off the asphalt in the park, as reported by Trustee Billings. The use of the park is different now, especially with the craft show. It would help to expand the path that was deliberately made narrower. Drainage near the North Pavilion should be considered as well as repairing the tennis court that is left. Fencing needs to be repaired or replaced and there is a serious crack in the court. The Board should consider starting a reserve fund for park repairs during upcoming budget discussions

With no executive session needed, Trustee Draper made a motion to adjourn the meeting at 8:14 pm which was seconded by Trustee Lapiana and carried.

Respectfully submitted,
Christina Slusser, Village Clerk