



Village of Perry Board of Trustees

Village Board Meeting • Agenda • Tuesday, January 2, 2024 • 7:30 PM

Village Board Room • 46 N Main Street, Perry, NY 14530

1. Open Meeting and Pledge of Allegiance
2. Public Comment
3. Presentations & Board Actions
 - a. Approval of Minutes – December 18, 2023
 - b. Village Administrator – 2024-2025 Budget Overview
 - c. Resolution to Support Submission of a 2023 Transportation Alternatives Program Grant
 - d. Resolution Creating Capital Project (HF) and Budget for Water Treatment Plant Project
4. Clerk/Deputy Treasurer's Report
5. Department/Committee Reports
6. Trustee Reports
7. Executive Session, as requested

**VILLAGE OF PERRY
VILLAGE BOARD MEETING MINUTES
DECEMBER 18, 2023**

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 18th day of December 2023.

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

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

PUBLIC COMMENT

No comments.

MINUTES

Trustee Lawrence made a motion to approve the minutes from the last regular board meeting on December 4, 2023 which was seconded by Trustee Lapiana and carried with all voting aye.

**RESOLUTION AUTHORIZING BUDGET TRANSFER AND ADJUSTMENT TO THE 2023-2024
VILLAGE BUDGET**

WHEREAS, the Village Administrator is proposing the following Budget Transfers to correct overspent accounts for the 2023-2024 fiscal year:

General Fund:

Increase:	A3310.4 (Traffic Control - Contractual)	\$256.68	
Decrease:	A5110.2 (Street Maintenance - Contractual)		\$256.68

WHEREAS, the Village of Perry will receive \$210,158.61 from insurance recoveries related to the Waste Water Treatment Plant Project; and

WHEREAS, the Village Administrator is recommending the following budget amendment to account for monies received and expenses for the Waste Water Treatment Plant Project:

Increase Revenue:	G2680 (Insurance Recoveries)	\$210,158.61
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Increase Expense: G8130.42 (Sew. Treat. Disp. – WWTP) \$210,158.61

BE IT RESOLVED, that the Village of Perry Board of Trustees hereby authorizes the Village Administrator to make the above budget transfer and amendment for the 2023-2024 fiscal year; and

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

Trustee Draper made a motion to adopt the resolution authorizing budget transfer and adjustment to the 2023-2024 village budget which was seconded by Trustee Lapiana and carried with all voting aye.

RESOLUTION CLOSING SILVER LAKE TRAIL CAPITAL PROJECT

WHEREAS, the Village of Perry Board of Trustees created the Silver Lake Trail Capital Project in the H Fund and established the project budget funded through a Department of Transportation grant and monies from the General Fund Unallocated Fund Balance; and

WHEREAS, expenses for the project totaled \$1,239,661.53: \$990,061.53 received from the Department of Transportation and \$249,600.00 local funds; and

WHEREAS, all work has been completed on this phase of the Silver Lake Trail Project and the Village Administrator is requesting closing the capital project; and

BE IT RESOLVED, that the Village of Perry Board of Trustees hereby closes the Silver Lake Trail Capital Project.

Trustee Lawrence made a motion to adopt the resolution closing out the Silver Lake Trail project which was seconded by Trustee Lapiana and carried with all voting aye.

RESOLUTION SUPPORTING THE TOWN OF CASTILE GARDEAU WATER DISTRICT EXPANSION

WHEREAS, the Village of Perry Board of Trustees received notification from the Town of Castile Attorney seeking approval for the enlargement and extension of the Gardeau Water District; and

WHEREAS, the proposed enlargement of the Gardeau Water District encompasses all the current users under the inter-municipal agreement and the allocation for water usage will remain the same; and

WHEREAS, the Village of Perry's Comprehensive Plan supports residential growth within the village to support infrastructure and services; and

BE IT RESOLVED, that the Village of Perry supports the enlargement of the Town of Castile Gardeau Water District to encompass only users currently being served by the water district; and

BE IT RESOLVED, that all new users would need to make a formal request to the Village of Perry and no connection shall be made without first obtaining the approval of the Village per the inter-municipal agreement.

Motion to adopt the resolution supporting the Town of Castile Gardeau Water District Expansion was made by Trustee Lapiana, seconded by Trustee Lawrence, and carried with all voting aye.

RESOLUTION APPROVING CONTRACT FOR FIRE PROTECTION SERVICES WITH THE TOWN OF CASTILE

WHEREAS, the Village of Perry provides fire protection to the Town of Castile; and

WHEREAS, the Village of Perry and Town of Castile current Fire Protection Contract expires on December 31, 2023; and

WHEREAS, a one-year agreement with a \$500.00 increase for the previous year has been provided; and

BE IT RESOLVED, the Perry Village Board of Trustees approves the Fire Protection Contract with the Town of Castile for a one-year term and authorizes the Mayor to execute the contract.

Trustee Lapiana made a motion to adopt the resolution approving the contract for fire protection services with the Town of Castile which was seconded by Trustee Draper and carried with all voting aye.

RESOLUTION APPROVING PERRY ROTARY CLUB'S EVENT REQUEST

WHEREAS, the Perry Rotary Club is requesting to use the Village Park and pavilions to host a community event to celebrate the Club's 100th anniversary on June 15, 2024; and

WHEREAS, the Parks Committee is suggesting waiving fees for the usage of the park and pavilions; and

NOW, THEREFORE BE IT RESOLVED, the Village of Perry Board hereby accepts the Perry Rotary Club's request and approves waiving fees for the usage of the park and pavilions.

Trustee Lapiana made a motion to approve the Perry Rotary Club's event request which was seconded by Trustee Lawrence and carried unanimously.

CLERK/DEPUTY TREASURER'S REPORT

FY 2023-2024

Abstract # 14

Vouchers # 1050 - 1133

General Fund	\$ 24,157.07
Water Fund	\$ 10,171.15
Sewer Fund	\$ 49,312.86
Capital Projects Fund	\$ 5,973.52
Trust & Agency	\$ 880.00
Silver Lake Watershed Commission	\$ 51.27
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Total	\$ 90,545.87

Trustee Lapiana audited vouchers. Trustee Draper made a motion to approve payment of vouchers #1050-1133 for a total of \$90,545.87 which was seconded by Trustee Lawrence and carried with all voting aye.

An employment ad is out for the part-time clerk position. Revenue and expense reports through the end of November 2023 were reviewed as well as the NYCLASS statement for 11/30/2023.

DEPARTMENT REPORTS

Reports were reviewed for the following departments: DPW/Parks, WTP/WWTP, and Police. The Stormwater project is going to be put back out to bid with construction targeted for the summer.

TRUSTEE REPORTS

CENTER STREET – TAP GRANT

Center Street improvements would include pedestrian safety concerns, storm water management, curb repairs, green zones, gateway considerations, etc. LaBella Associates is assisting with grant writing for a proposed \$3.75 million project which requires a 20% match (\$750,000). The grant application is due in January and the consultants are looking for feedback from the board. The board discussed 3 options to come up with the matching funds, some of

which include other possible grant opportunities, using potential excess revenues, or bonding for up to 15 years. The board will continue considerations and discuss at the next meeting.

EXECUTIVE SESSION

Mayor Hauser made a motion to enter executive session at 8:15 pm to discuss collective negotiations pursuant to article fourteen of the civil service law which was seconded by Trustee Lawrence and carried.

At 8:31 pm, Mayor Hauser made a motion to exit the executive session which was seconded by Trustee Draper and carried.

At 8:32 pm, Trustee Draper made a motion to adjourn the meeting which was seconded by Trustee Lapiana and carried.

Respectfully submitted,
Christina Slusser, Village Clerk



VILLAGE OF PERRY FY 2024-2025 BUDGET CALENDAR

Board Budget Briefing	Tue, January 2, 2023 – 7:30pm
Parks Prioritization Session	Wed, January 3, 2023 – 8:15am
Public Works Prioritization Session	Wed, January 10, 2023 – 8:15am
Police Prioritization Session	Wed, January 10, 2023 – 9:30am
Fire Prioritization Session	Tue, January 16, 2023 – 6:00pm
Administrative Prioritization Session	Thu, January 25, 2023 – 8:30am
Board Budget Workshop #1 *Regular board meeting	Mon, February 5, 2023 – 7:30pm
Board Budget Workshop #2 *Department Heads	Mon, February 12, 2023 – 7:00pm
Board Budget Workshop #3 *Regular board meeting	Tue, February 20, 2023 – 7:30pm
Board Budget Workshop #4 (tentative)	Mon, February 26, 2023 – 7:00pm
Final Budget Presentation/ Tentative Budget	Mon, March 18, 2023 – 7:30pm
Public Hearing	Mon, April 1, 2023 – 8:00pm
Adoption	Mon, April 15, 2023 – 7:30pm

Fund Performance

<u>General</u>		
2022-2023		
Revenues	\$	3,197,360.08
Expenditures	\$	3,177,220.96
2022-2023 Operating net increase	\$	20,139.12

<u>Water</u>		
2022-2023		
Revenues	\$	747,525.21
Expenditures	\$	726,133.20
2022-2023 Operating net increase	\$	21,392.01

<u>Sewer</u>		
2022-2023		
Revenues	\$	1,011,587.37
Expenditures	\$	946,107.24
2022-2023 Operating net increase	\$	65,480.13

GENERAL FUND	31-May-22	31-May-23	Increases or Decreases	Projected balance
<i>Nonspendable</i>				
Notes receivable				
<i>Restricted</i>				
Equipment	\$ 205,205	\$ 211,954	\$ (52,955)	\$ 158,999
Fire Apparatus	\$ 85,615	\$ 63,115	\$ 1,647	\$ 64,762
Repair	\$ 99,253	\$ 102,517	\$ 2,675	\$ 105,192
Employee Benefits and acc. Liab.	\$ 38,363	\$ 39,624	\$ 1,034	\$ 40,658
Park Capital	\$ 10,042	\$ 10,372	\$ 271	\$ 10,643
<i>Other</i>				
Assigned (encumbrances)	\$ 31,915	\$ 54,299		\$ 54,299
Unassigned	\$ 529,643	\$ 589,698		\$ 589,698
Total fund balance and reserves	\$ 1,000,036	\$ 1,071,579	\$ (47,329)	\$ 1,024,251
		Total 2023-2024 Appropriations		\$ 3,047,504
			15%	30%
		Range for unrestricted	\$ 457,126	\$ 914,251
		Total Unrestricted FB		\$ 589,698

WATER FUND				
<i>Restricted</i>				
Capital Reserve	\$ 87,491	\$ 90,368	\$ 2,359	\$ 92,727
<i>Other</i>				
Assigned (encumbrances)	\$ 29,475			
Unassigned	\$ 676,846	\$ 724,836		\$ 724,836
Total fund balance and reserves	\$ 793,812	\$ 815,204	\$ -	\$ 817,563
		Total 2023-2024 Appropriations		\$ 798,745
			20%	35%
		Range for unrestricted	\$ 159,749	\$ 279,561
		Total Unrestricted FB		\$ 724,836

SEWER FUND				
<i>Restricted</i>				
Capital Reserve	\$ 162,667	\$ 168,016	\$ 4,384	\$ 172,400
<i>Other</i>				
Assigned (encumbrances)	\$ -			
Unassigned	\$ 486,554	\$ 546,686		\$ 546,686
Total fund balance and reserves	\$ 649,221	\$ 714,702	\$ -	\$ 719,086
		Total 2023-2024 Appropriations		\$ 1,159,662
			\$ 0	\$ 0
		Range for unrestricted	\$ 231,932	\$ 405,882
		Total Unrestricted FB		\$ 546,686



RESOLUTION TO SUPPORT THE SUBMISSION OF A 2023 TRANSPORTATION ALTERNATIVES PROGRAM GRANT

WHEREAS, all Village Board Members, having due notice of said meeting, and that pursuant to Section 94 of the Public Officers Law (Public Meetings Law), said meeting was open to the general public and due and proper notice of the time and place whereof was given as required by law; and

WHEREAS, the New York State Department of Transportation announced the availability of Transportation Alternatives program (TAP) grant funding; and

WHEREAS, the TAP grant program provides up to \$5 million in grant funding for communities to implement alternative transportation projects; and

WHEREAS, the TAP grant program provides up to 80 percent of total project costs; and

WHEREAS, the Village of Perry desires to implement the Center Street Phase I Project; and

BE IT RESOLVED, that the Village of Perry Board of Trustees does hereby enthusiastically authorize submission of a 2023 Transportation Alternatives Program grant for the Center Street Phase I Project; and

BE IT RESOLVED, that the Board of Trustees authorizes the Village's share of the project to equal 20% of total project costs.



RESOLUTION CREATING CAPITAL PROJECT (HF) AND BUDGET FOR WATER TREATMENT PLANT PROJECT

WHEREAS, the Village of Perry has been awarded a Drinking Water State Revolving Fund Grant for improvements to the water treatment plant facility in an amount not to exceed \$3,000,000.00; and

WHEREAS, the Village of Perry has received funding through the New York State Department of Health 2022 Bipartisan Infrastructure Law General Supplemental funding through the Drinking Water State Revolving Fund for the Water Treatment Plant Project in an amount not to exceed \$2,000,000.00; and

WHEREAS, the Village Administrator has proposed a budget for the project as follows:

REVENUE:

HF5710	Serial Bonds	\$ 2,159,225.00
HF4097	Federal Aid (WIIA/BIL)	<u>\$ 5,000,000.00</u>
		\$ 7,159,225.00

EXPENDITURES:

HF8320.2	Water Capital Project - Construction	\$ 4,772,725.00
HF8320.21	Water Capital Project - Contingency	\$ 1,193,200.00
HF8320.22	Water Capital Project - Engineering	\$ 954,600.00
HF8320.23	Water Capital Project – Admin, Financial, Legal	<u>\$ 238,700.00</u>
		\$ 7,159,225.00

TOTAL PROJECT BUDGET **\$ 7,159,225.00**
; and

BE IT RESOLVED, the Village of Perry Board of Trustees hereby authorizes the creation of the capital project (HF) and the project budget for the Water Treatment Plant Project; and

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

Village of Perry
Village Board Meeting
1/2/2024

Clerk/Deputy Treasurer Report

FY 2023-2024

Abstract # 15

Vouchers # 1134 - 1179

General Fund	\$ 94,712.77
Special Grant Fund	\$ 1,220.00
Water Fund	\$ 35,475.63
Sewer Fund	\$ 197,909.94
Capital Projects Fund	\$ -
Trust & Agency	\$ 828.65
Silver Lake Watershed Commission	\$ 134.87
Total	\$ 330,281.86

- Vouchers were audited by Trustee Lawrence
- Prepaid to avoid late fees **\$ 8,380.39**
- Water fund dept payments \$ 7,500.00