

**VILLAGE OF PERRY
VILLAGE BOARD MEETING MINUTES
SEPTEMBER 2, 2025**

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 2nd day of September 2025.

PRESENT:	Rick Hauser	Mayor
	Arlene Lapiana	Trustee
	Joel Bouchard	Trustee
	Richard Muolo	Trustee
	Sandy Lawrence	Trustee
ALSO PRESENT:	Samantha Marcy	Administrator
	Christina Slusser	Village Clerk

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

PUBLIC COMMENT

No comments.

MINUTES

Trustee Lapiana made a motion to approve the minutes for 8/18/2025 which was seconded by Trustee Lawrence and carried unanimously.

RESOLUTION DECLARING VILLAGE VEHICLE AS SURPLUS

WHEREAS, the Village of Perry maintains a fleet of equipment to support the efficient care and maintenance of Village assets; and

WHEREAS, through the natural wear and tear cycle and department needs, equipment reaches the close of its useful contribution to Village operations; and

WHEREAS, the Chief of Police maintains a 2019 Dodge Charger that has reached the conclusion of its useful life for department needs; and

NOW, THEREFORE BE IT RESOLVED, that the Perry Village Board of Trustees does hereby declare the items listed in this resolution as surplus equipment; and

BE IT FURTHER RESOLVED, that the Village Administrator is authorized to auction the equipment as is deemed appropriate.

Regarding the 2019 Dodge Charger which was used as a police vehicle, Trustee Bouchard made a motion to adopt the resolution declaring the village vehicle as surplus which was seconded by Trustee Lapiana and carried with all voting aye.

RESOLUTION AUTHORIZING BUILDING IMPROVEMENT LOAN DISBURSEMENT

WHEREAS, the Building Improvement Loan Committee has recommended a loan to Mr. Ryan Fitzsimmons for the Silver Lake Brewing Project for the Façade Renovation Program in the amount of \$5,000; and

WHEREAS, the Promissory Note and Absolute Guaranty of Payment have been executed by Mr. Ryan Fitzsimmons and received in the Village of Perry Clerk's Office; and

BE IT RESOLVED, that the Village Board of Trustees hereby approves the Building Improvement Loan Application and authorizes the Village Clerk to disburse payment to Mr. Ryan Fitzsimmons in the amount of \$5,000.

Trustee Bouchard made a motion to authorize the Building Improvement Loan (BIL) Disbursement which was seconded by Trustee Muolo and carried unanimously.

RESOLUTION AUTHORIZING PARTNERSHIP BETWEEN LETCHWORTH COMMUNITY ACCESS AND SARAH MCGINNIS PHOTOGRAPHY

WHEREAS, the Letchworth Community Access Executive Committee is requesting approval of partnership with Sarah McGinnis Photography for a one-year agreement for an amount not to exceed \$9,900.00; and

WHEREAS, the Full Community Package is focused on creating engaging, professional two short-form videos per month that showcase Perry community events and municipal funded projects which include support with interview coordination, event coverage, and uploading to social media; and

WHEREAS, the Executive Committee will provide an MOU for Board approval between the Town of Perry and Village of Perry to include video content guidelines, review of deliverables, update to bylaws and financial recommendations; and

BE IT RESOLVED, that the Village of Perry Board of Trustees hereby approves the partnership between Letchworth Community Access and Sarah McGinnis Photography for a one-year Full Community Package agreement for an amount not to exceed \$9,900.00 and authorizes Joel Bouchard as the Village of Perry's representative to sign the agreement.

Trustee Bouchard informed the board that the LCA executive committee met on 8/28/2025 regarding moving forward with an agreement with Sarah McGinnis. Money in the LCA account has been allocated for the purpose of providing media content and Sarah McGinnis is willing to provide media services in the form of 2 short form videos per month. She currently works with the Perry Main Street Association (PMSA) and their contract is up in April of 2026. The LCA committee plans to prepare an MOU between the town and village. Content is planned to be split with the town choosing 1/3 and the village choosing 2/3's of the topics based on previous contributions. LCA is looking to start October 1st for the one-year contract. Payment includes developing interviews geared towards village and town functions and events as well as the preparation and posting of content to social media. The goal is to have content to use for the promotion of future events. No contributions would be requested from the town or village at this time due to the balance in the LCA account.

Trustee Muolo made a motion to adopt the resolution authorizing partnership between Letchworth Community Access and Sarah McGinnis Photography. This motion was seconded by Trustee Lapiana and carried with all voting aye.

RESOLUTION APPROVING AUDIT OF VILLAGE FINANCIAL STATEMENTS AND THE VILLAGE JUSTICE COURT RECORDS FOR THE 2024-2025 FISCAL YEAR

WHEREAS, the Village of Perry has contracted with Allied CPAs, PC to perform an audit of the Village's financial statements and the Justice Court records for the past several years; and

WHEREAS, the fee to audit the Village's financial statements is \$11,500 and an additional \$3,000 if a single audit is required; and

WHEREAS, the fee to audit the Village Justice court records is \$1,500; and

BE IT RESOLVED, that the Village of Perry Board of Trustees hereby approves Allied CPAs, PC to perform the audits for the Village's financial statement and the Justice court records for the 2024-2025 fiscal year and authorizes the Village Administrator to sign the engagement letters.

Motion was made by Trustee Lapiana to approve the audit of village financial statements and the village justice court records for the 2024-2025 fiscal year. This motion was seconded by Trustee Bouchard and carried unanimously. The audit is set to take place this week.

CLERK/DEPUTY TREASURER REPORT

VILLAGE OF PERRY

Abstract # 007
Summary by Fund

08/29/2025
12:11:10

Code	Fund	Prepays	Unpays	Totals
A	GENERAL FUND	31,827.91	56,737.94	88,565.85
CD	SPECIAL GRANT FUND		5,000.00	5,000.00
F	WATER FUND	221.75	4,981.04	5,202.79
G	SEWER FUND	37.99	13,352.00	13,389.99
JA	SILVER LAKE WATERSHED COMMISSI	37.99		37.99
TA	TRUST & AGENCY		1,187.64	1,187.64
Total:		32,125.64	81,258.62	113,384.26

Trustee Bouchard made a motion to approve payment of abstract #7, vouchers #488-557 in the amount of \$113,384.26. Trustee Lawrence seconded the motion and it was carried with all voting aye. Positive Pay with M&T Bank has been implemented. A wire transfer of \$31,320.00 for a 2019 Ford F-250 is included in prepaids.

COMMITTEE REPORTS

The Public Works Committee met on 8/27/2025 and discussed potential projects for the general unrestricted fund balance. Recommendations from the committee include paving Covington Street (estimated at \$125,000), paving Parker Lane (estimated at \$25,000), and allocating \$25,000 to the Parks Reserve Fund for future projects. These projects would lower the unrestricted fund balance to be within the Fund Balance Policy Range. The Board can expect official resolutions when actual project costs are received.

TRUSTEE REPORTS

Trustee Lawrence met today to look at the proposals for trail and streetscape improvements as part of the DRI. The committee narrowed the selection to hear 4 presentations next week.

Trustee Bouchard stated that LCA is looking into selling unused equipment. LCA will reach out to Chase about recording the Rotary Show on a per diem basis since it is outside of the scope of what Sarah McGinnis would cover and requires little editing.

The Parks Committee reviewed the request for the Gilead School to use the soccer field at Park Ave. There is currently no fee in place to rent the space but since no staff time is involved, the committee recommends no charge but to add this option to the park rental application to ensure the space is available and proper insurance certificates are provided. This will be a trial for this year and may involve a fee in the future if something comes up. The Parks Committee will be asking for feedback on dog park ideas at the meeting on October 20th. Trustee Bouchard stated that making the dog park is not the complicated part, but rather, developing policies is.

Trustee Lapiana attended the Public Works Committee. Five parking spaces have been added behind Travers Place. A large tree fell into the outlet by the bridge and DPW is trying to figure out how to get it out.

Trustee Muolo added that the village needs someone to assess the intake line for the Water Treatment Plant project. MRB Group is struggling to find someone to test the line and may have to move forward with the design without that piece. They will need to consider options if they cannot find anyone to assess the line.

The EPG Grant for sewer was awarded and the next step is the RFP. Administrator Marcy is working on a draft for the water agreement with the Town of Perry.

With no further business, Trustee Lapiana made a motion to adjourn the meeting at 8:29 pm which was seconded by Trustee Muolo and carried.

Respectfully submitted,
Christina Slusser, Village Clerk