

Village of Webster
Organizational Meeting
July 11, 2017

Webster Community Meeting Hall
29 South Avenue
Webster, NY 14580

Pastor Ray Tomkins administered Oath of Office to Mayor Darrell Byerts.
Webster Police Sergeant Tony Galante administered Oath of Office to Trustee Jerry Ippolito, Jr.
Robert Laurer, US Coast Guard administered Oath of Office to Trustee Karl Laurer.

Present: Mayor Byerts, Trustee Balcaen, Trustee Ippolito Jr., Trustee Lancy, Trustee Laurer and Attorney Don White

Annual Organizational Meeting

Mayor Appointment NOT subject to Board approval

Appointment of Jerry Ippolito Jr., as Deputy Mayor to act as Mayor when the Mayor cannot fulfill his duties.

Board Designations

Motion Trustee Laurer, Second Trustee Ippolito Jr. for: Canandaigua National Bank to be designated our official bank of the Village: all were in favor and carried.

Motion Trustee Lancy, Second Trustee Balcaen to: designate the Webster Herald as the official newspaper of the Village of Webster: all were in favor and carried.

Mayor's Appointments Subject to Approval of the Board of Trustees

Motion Trustee Ippolito Jr., Second Trustee Lancy to: Appoint Jo O'Neill as Deputy Treasurer for a term ending July 10, 2018: all were in favor and carried.

Motion Trustee Ippolito Jr., Second Trustee Balcaen to: Reappoint Jo O'Neill as Deputy Clerk for a term ending July 10, 2018: all were in favor and carried.

Motion Trustee Lancy, Second Trustee Ippolito Jr., to: Reappoint Don White as Village Attorney for a term ending on July 10, 2018, and authorize Mayor Byerts to sign the retainer agreement with Kelly White Donofrio Attorneys LLP: all were in favor and carried.

Motion Trustee Ippolito Jr., Second Trustee Lancy to: Reappoint David Mayer, as Deputy Village Attorney for a term ending July 10, 2018, at a compensation rate of \$3927.40 with the duties described in the Deputy Village Attorney job description: all were in favor and carried.

Motion Trustee Laurer, Second Trustee Ippolito Jr., to: Reappoint Jo O'Neill as Sub-Registrar Vital Statistics for a term ending July 10, 2018: all were in favor and carried.

Planning Board and Zoning Board of Appeals

Motion Trustee Ippolito Jr., Second Trustee Lancy to: Adjust the term expiration dates of the members of the Planning and Zoning Board of Appeals, as designated below, to reestablish the correct stagger of terms: all were in favor and carried.

Motion Trustee Ippolito Jr., Second Trustee Lancy to: Reappoint Chris Krawiec, Chairman of the Planning Board for a term ending July 10, 2018: all were in favor and carried.

Motion Mayor Byerts, Second Trustee Balcaen to: Reappoint Chris Krawiec, member of the Planning Board for a term ending July 10, 2022: all were in favor and carried.

Motion Trustee Ippolito Jr., Second Trustee Balcaen to: Reappoint Sherri Licata, member of the Planning Board for a term ending July 10, 2018: all were in favor and carried

Motion Trustee Ippolito Jr., Second Trustee Lancy to: Reappoint Peter Bowers, member of the Planning Board for a term ending July 10, 2019: all were in favor and carried.

Motion Trustee Lancy, Second Trustee Ippolito Jr. to: Reappoint Kathleen Bills, member of the Planning Board for a term ending July 10, 2020: all were in favor and carried.

Motion Mayor Byerts, Second Trustee Balcaen to: Reappoint Judy Gurnett, member of the Planning Board for a term ending July 10, 2021: all were in favor and carried.

Motion Trustee Balcaen, Second Trustee Laurer to: Reappoint Mark Nicholson, Chairman of the Zoning Board of Appeals for a term ending July 10, 2018: all were in favor and carried.

Motion Trustee Ippolito Jr., Second Mayor Byerts to: Reappoint Mark Nicholson, member of the Zoning Board of Appeals for a term ending July 10, 2018: all were in favor and carried.

Appoint TBD, member of the Zoning Board of Appeals for a term ending July 10, 2018.

Motion Trustee Ippolito Jr., Second Trustee Balcaen to: Reappoint Michael O'Connor, member of the Zoning Board of Appeals for a term ending July 10, 2019: all were in favor and carried.

Motion Trustee Lancy, Second Trustee Laurer to: Reappoint William Baker, member of the Zoning Board of Appeals for a term ending July 10, 2020: all were in favor and carried.

Motion Trustee Ippolito Jr., Second Trustee Balcaen to: Reappoint Robert Fantauzzo, member of the Zoning Board of Appeals for a term ending July 10, 2021: all were in favor and carried.

Appoint TBD, as an alternate member of the Zoning Board of Appeals for a term ending July 10, 2018: all were in favor and carried

Historic Preservation Commission and Historian

Motion Trustee Lancy, Second Trustee Laurer to: Reappoint Ed Atkisson, Chairperson of the Historical Preservation Commission for a term ending July 10, 2018; all were in favor and carried.

Motion Trustee Balcaen, Second Mayor Byerts to: Reappoint Lynn Barton as Village Historian for a term ending July 10, 2018: all were in favor and carried.

Parks and Recreation Committee

Motion Trustee Lancy, Second Trustee Laurer to: Appoint Peter Elder to the Parks and Recreation Committee for a term ending July 10, 2018: all were in favor and carried.

Village Band

Motion Trustee Balcaen, Second Trustee Ippolito Jr., to: Reappoint Tom Indiano, Band Director for a term ending July 10, 2018; all were in favor and carried.

Business Improvement District (BID)

Motion Trustee Ippolito Jr., Second Trustee Balcaen to: Appoint Mayor Byerts, Trustee Lancy and Gordon Clark to the Business Improvement District Board of Directors for a term ending July 10, 2018: all were in favor and carried.

Ethics Committee

Motion Trustee Lancy, Second Mayor Byerts to: Reappoint Trustee Ippolito Jr., Village Board Member, to the Ethics Committee for a term ending July 10, 2018; all were in favor and carried.

Motion Trustee Laurer, Second Trustee Ippolito Jr., to: Appoint Jo O'Neill as Village Employee, to the Ethics Committee for a term ending July 10, 2018: all were in favor and carried.

Motion Trustee Balcaen, Second Mayor Byerts to: Reappoint Tom Cippolla as Village Resident to the Ethics Committee for a term ending July 10, 2018; all were in favor and carried.

General Office

Motion Trustee Ippolito Jr., Second Trustee Lancy to: Set the mileage reimbursement for authorized Village employees traveling with their private vehicle to be \$.54/mile thru December 31, 2017, and \$.535/mile effective January 1, 2018: the current IRS reimbursement rate: all were in favor and carried.

Motion Trustee Lancy, Second Trustee Laurer that: All invoices will be subject to a delinquency charge of 15% after 30 days and 2% additional for each month or portion thereof beginning on the 61st day: all were in favor and carried.

Motion Trustee Lancy, Second Trustee Balcaen that: Any one of the following may sign Village checks: Mayor Darrell Byerts, Village Clerk, Josette Amalfi, and Village Treasurer, Krystina Lizak: all were in favor and carried.

Motion Trustee Laurer, Second Trustee Ippolito Jr. to: Adopt the Village of Webster Payroll Chart for 2017-2018 as amended: all were in favor and carried.

Motion Trustee Balcaen, Second Trustee Ippolito Jr. to: Adopt the Village of Webster Fee Schedule for 2017-2018 as amended: all were in favor and carried.

Motion Trustee Balcaen, Second Trustee Lancy that: Village office hours shall be: Monday through Friday 8:00am to 4:30pm, except Thursday's current hours are 8:00am to 7:00pm. Village office will be closed on Saturday and Sunday. The office will be closed for all governmental holidays including July 3rd and 4th for the 2017 Fourth of July holiday and the Friday after Thanksgiving, November 23, 2017 and the Monday after Christmas, December 24, 2017. The Village office will close Thursday, July 12, 2018 at 4:30 pm due to the Fireman's Parade; all were in favor and carried.

TBD to: Set the Village of Webster Open House (date to be determined).

Policy Manual

Motion Trustee Ippolito Jr., Second Trustee Lancy to: Approve and adopt the Village Policy Manual (sections 01-1 to Sections 10-5) with amendments to the following sections: inclusive of any amendments made during the fiscal year 2016-2017, and shall be effective June 1, 2017:

Personnel File: Section 6-28
Medical Insurance Buy Out: 8-8

Motion Trustee Balcaen, Second Trustee Laurer that: The following 2017-2018 Village of Webster policies are adopted as written in these sections of the Policy Manual and shall be effective June 1, 2017: all were in favor and carried.

Procurement Policy as amended: Section 5-2
Investment Policy: Section 5-3
Credit Card/Charge Account: Section 5-5
Payment in Advance of Audit of Claims: Section 5-6
Fee Schedule: Section 4-1 (as amended)

Village Meetings

Motion Trustee Ippolito Jr., Second Trustee Lancy that: Village Meetings to be conducted according to section 2-2 of Policy Manual; Regular Village Board meetings will be the 2nd and 4th Thursday of each month at 7:30pm; meetings of the Planning Board will be on the 1st Thursday and Zoning Board 3rd Thursday of each month at 7:30pm. Village Board Workshop meetings will be on the 1st Tuesday of each month at 7:00pm: all were in favor and carried.

Motion Trustee Ippolito Jr., Second Trustee Lancy to: Change the Following Meeting Dates:

Workshop Meetings

November 7, 2017 moved to TBD
February 6, 2018 moved to January 30, 2018
March 6, 2018 moved to February 27, 2018
August 7, 2018 moved to July 31, 2018
November 6, 2018 moved to October 30, 2018

Village Board Meetings

November 23, 2017 moved to November 21, 2017
July 12, 2018 moved to July 10, 2018
November 22, 2018 moved to November 20, 2018
All were in favor and carried.

Village Board Liaison Assignments

Motion Trustee Lancy, Second Trustee Balcaen that: The following liaison assignments are in place until the Village Board Organizational Meeting on July 10, 2018:

Webster Economic Development Alliance (WCCED)	Mayor Byerts
Village Band	Trustee Balcaen
Town Board, Chamber of Commerce, other Government	Mayor Byerts
School Board	Mayor Byerts
Village Hall	Trustee Ippolito Jr.
Webster Police	Trustee Balcaen
Cable / Media	Trustee Lancy
Sewer Department	Mayor Byerts
North East Joint Fire Department	Trustee Ippolito Jr.
Fire Counsel and other Fire related public organizations	Trustee Ippolito Jr.
Village Planning Board	Trustee Lancy
Village Zoning Board	Trustee Laurer
Webster Museum and Webster Historical Society	Trustee Lancy & Trustee Laurer
Historic Preservation Commission	Trustee Lancy
Parks and Recreation Committee	Trustee Ippolito Jr.
Senior Bus Program (WASPS)	Trustee Balcaen
Friends of the Trails	Trustee Laurer

All were in favor and carried.

Next Organizational Meeting

Motion Trustee Ippolito Jr., Second Mayor Byerts that: The next organizational meeting will occur on, July 10, 2018 at prior to the regularly scheduled Board meeting; all were in favor and carried.

Public Comments

Peter Elder – 59 Dunning Avenue – Addressed the Board and congratulated Mayor Byerts, Trustee Ippolito, and Trustee Laurer. Mr. Elder said he is confident that great deeds and good things will happen for the Village and he looks forward to working with the new Mayor and the Board of Trustees in the future.

Village Board Business

Motion Trustee Balcaen and Seconded by Trustee Lancy to approve the Village Board Meeting Minutes of June 22, 2017, all were in favor and carried.

Motion Trustee Lancy and Seconded by Trustee Balcaen to approve the claims and warrants totaling: General – \$69,269.83 and Sewer \$44,215.42, all were in favor and carried.

Motion Trustee Laurer and Seconded by Trustee Lancy to authorize Mayor Byerts to sign the application for Webster Pioneer Burial Grounds with tax map #080.10-2-34 located between 242 and 256 East Main Street for designation as a Village Landmark Pursuant to the Historic Preservation Ordinance, all were in favor and carried.

The following resolution was offered by Trustee Ippolito, Jr. Seconded by Trustee Lancy and moved for its adoption:

WHEREAS, at the time that Jake Swingly was hired as Superintendent of Public Works it was agreed that he would receive an additional one week or forty (40) hours of paid vacation time in addition to that set forth in Section 8-3 of the Village of Webster Policy Manual; and

WHEREAS, this agreement was never reduced to writing; and

WHEREAS, the Village Board of Trustees now wishes to correct this oversight;

NOW THEREFORE, be it resolved:

1. That effective immediately, Jake Swingly shall receive an additional forty (40) hours of paid vacation.
2. That Jake Swingly's vacation time will increase at the same schedule as other employees per Village Policy Section 8-3, but would remain at an additional 40 hours commensurate with his years of service.
3. A copy of this resolution shall be placed in Jake Swingly's personnel file, all were in favor and carried.

Attorney

Attorney White thanked the Board for his reappointment and said he would send a new retainer agreement.

Office

The comp and overtime report for June 2017 was reviewed.

Motion Trustee Lancy and Seconded by Trustee Ippolito Jr., to approve the following General Fund budget modifications May 31, 2017, all were in favor and carried.

From:	01-01-1210-100	Executive Mayor Personnel	0.20
To:	01-01-1010-100	Legislative Trustees Personnel	0.20
Year end adjustment, due to rounding of budget figures.			

From:	01-01-1325-402	Postage	1,211.70
To:	01-01-1325-100	Clerk/Treasurer/Office Personnel	1,211.70
Year end Payroll adjustment, due to overtime.			
From:	01-01-1420-401	Bond Counsel	471.37
To:	01-01-1325-422	Passport Postage	471.37
More passports were processed than budgeted for as well as postal chngs rose in the past fiscal year.			
From:	01-05-5112-100	CHIPS Personnel	3,853.78
To:	01-02-1620-100	Buildings/Village Hall Personnel	3,853.78
Year end Payroll adjustment.			
From:	01-02-1620-412	Building Maintenance	344.85
To:	01-02-1680-401	Payroll Processing Services	344.85
Year end adjustment, Paychex fees increased more than budgeted for.			
From:	01-05-5010-100	Street Admin Personnel	1,632.12
	01-04-4010-401	Physicals/Licenses	810.66
To:	01-03-3620-100	Safety Personnel	2,442.78
Year end adjustment, line budgeted for 60 hrs per week and more than that was typically worked.			
From:	01-05-5112-100	CHIPS Personnel	2,288.26
To:	01-05-5182-100	Street Lighting Personnel	2,288.26
Year end Payroll adjustment.			
From:	01-05-5112-100	CHIPS Personnel	4,080.53
To:	01-05-8560-100	Refuse Collection Personnel	4,080.53
Year end Payroll adjustment.			
From:	01-05-5112-100	CHIPS Personnel	1,992.24
To:	01-05-8560-100	Shade Trees Personnel	1,992.24
Year end Payroll adjustment.			
From:	01-06-6410-406	Plants & Baskets	2,801.89
	01-07-7140-100	Parks & Rec Personnel	929.79
To:	01-06-6410-100	Economic Assistant Personnel	3,731.68
Year end Payroll adjustment.			
From:	01-05-5112-100	CHIPS Personnel	3,167.10
	01-05-5142-100	Snow Removal Personnel	7,050.95
	01-07-7140-100	Parks & Rec Personnel	3,625.53
To:	01-06-6410-101	Landscape Maintenance	13,843.58
Year end Payroll adjustment.			
From:	01-07-7510-400	Historian Contractual	571.98
To:	01-07-7270-404	Promotion	571.98
Year end adjustment – line was not budgeted for.			

From:	01-07-7510-300	Historical Preservation Commission	0.48
To:	01-07-7510-100	Historian Personnel	0.48

Adjustment due to rounded of budget figures.

From:	01-07-7550-405	Veterans Day	17.16
To:	01-08-8120-401	Repair/Replace Pipe, Manholes	17.16

Adjustment due to rounded of budget figures.

From:	01-08-8140-401	DI Repairs	2,302.09
	01-08-8140-409	Concrete & Block	2,000.00
	01-08-8140-408	Pipe, Tools, Wood	19.62
To:	01-08-8140-100	Storm Sewer Personnel	4,321.71

Year end Payroll adjustment.

From:	01-05-5410-100	Sidewalks Personnel	1,632.51
	01-05-5650-100	Parking Lots Personnel	632.25
To:	01-08-8170-100	Street Cleaning Personnel	2,264.76

Year end Payroll adjustment.

From:	01-02-1620-200	Buildings/Village Hall Equipment	1,350.00
To:	01-08-8170-400	Street Cleaning Contract	1,350.00

Cost for disposing of fall leaves, taking them to the town for composting, was not budgeted for.

From:	01-02-1620-200	Buildings/Village Hall Equipment	1,174.40
To:	01-08-8170-401	Operation/Maint of Equipment	1,174.40

Leaf machine had many repairs this past year, not budgeted for.

From:	01-10-9710-700	Serial Bond Interest	26,510.94
To:	01-09-9060-800	Group Health Insurance	26,510.94

Health Insurance rates increased more than anticipated coupled with the additional funding of HSA accounts for \$14,000 in November 2016.

Motion Trustee Ippolito Jr., and Seconded by Trustee Balcaen to approve the following Sewer Fund budget modifications May 31, 2017, all were in favor and carried.

From:	04-01-1325-100	Clerk/Treasurer/Office Personnel	0.40
To:	04-01-1210-100	Executive Mayor Personnel	0.40

Adjustment due to rounded of budget figures.

From:	04-01-1325-100	Clerk/Treasurer/Office Personnel	219.09
	04-02-1910-400	Insurances	184.49
	04-01-1325-421	Financial Advisor	10.68
To:	04-01-1325-402	Postage	414.26

First year for the Sewer Fund budget it was not certain what actual postage usage would be.

From:	04-02-1910-409	Fixed Asset Appraisal	132.50
	04-08-8130-200	Sewage Treatment Equipment	158.85
To:	04-01-1325-403	Office Supplies	291.35

First year for the Sewer Fund budget it was not certain what actual office expenses would be.

From:	04-08-8130-200	Sewage Treatment Equipment	37.00
To:	04-01-1325-415	Bank Service Charges	37.00

Bounced check fee which wasn't budgeted for nor expected.

From:	04-08-8130-100	Sewage Treatment Personnel	722.12
To:	04-01-1325-417	Computer Assistance	425.25
	04-01-1325-425	Computer Hardware	113.65
	04-02-1620-205	Copier	144.88
	04-02-1680-401	PR Processing Service	38.34

Year end adjustments, items were under budgeted for.

From:	04-08-8120-200	Sanitary Sewer System Equipment	8,623.19
To:	04-01-1420-400	Village Attorney	8,623.19

Due to Conn Litigation expenses were higher than budgeted for.

From:	04-08-8120-200	Sanitary Sewer System Equipment	5,369.69
To:	04-02-1910-405	Worker's Compensation	5,369.69

Year end adjustment, items was under budgeted for.

From:	04-08-8130-464	PLC Program Maintenance	1,500.00
	04-08-9050-804	Unemployment Insurance	150.00
	04-08-8130-200	Sewage Treatment Equipment	202.00
To:	04-08-9010-802	Retirement	1,852.00

Due to Conn Litigation expenses were higher than budgeted for.

From:	04-08-8120-200	Sanitary Sewer System Equipment	21,358.12
	04-08-8120-401	Repair/Replace Pipe, Manholes	1,538.13
	04-08-8120-402	Pump Station Maintenance	5,083.54
	04-08-8120-403	Lime	100.00
	04-08-8120-100	Sanitary Sewer System Personnel	535.00
	04-08-8110-100	Sanitary Admin Personnel	277.70
	04-08-8120-404	Sewer Maintenance	2,000.00
	04-08-8120-405	Photographing	1,500.00
	04-08-8120-409	Orchard/Phillips Flow Meter Calib	800.00
	04-08-8120-416	Grouting	970.00
	04-08-8120-424	Vehicle Maintenance & Repair	2,420.48
	04-08-8130-200	Sewage Treatment Equipment	2,837.92
To:	04-08-8130-475	Digester Repair/Maintenance	39,421.49

Due to the extreme emergency repairs necessary for the digester this line was way under budget.

From:	04-08-9089-803	Clothing	1,985.66
	04-08-9063-800	Health & Dental Payout	60.00
	04-08-8110-100	Sanitary Admin Personnel	196.26
	04-08-8130-438	Polymer	68.28
To:	04-08-9030-800	Social Security	2,310.20

Year end adjustment, item was under budgeted for.

From:	04-08-8130-100	Sewage Treatment Personnel	3,338.56
To:	04-08-9060-801	Group Health Insurance	3,338.56
Year end adjustment, item was under budgeted for.			
From:	04-08-8130-200	Sewage Treatment Equipment	60,981.25
To:	04-10-9710-600	Serial Bonds Principle	60,981.25
Year end adjustment, item was not budgeted for.			
From:	04-08-8130-200	Sewage Treatment Equipment	26,965.64
To:	04-10-9710-700	Serial Bond Interest	26,965.64
Year end adjustment, item was not budgeted for.			

Department of Public Works

Jake Swingly, Superintendent of Public Works updated the Board and said the Dunning Avenue gutters are poured and the DI's are done. They started the rehab on the edge of the road before the kiddy parade. Then it will be milled and paved later in the summer. He said the crew will finish a small part of the curbing on Kittelberger Park because it was missing and hopefully it will solve some water drainage issues. The North Avenue Connector Project advance detail plans will be submitted to NYS. He said originally the State wanted the parking on the street but they will not do that because we cannot fit the on street parking spaces along the curb. Superintendent Swingly walked the corridor with Matt Chatfield and discussed with Dave Prinze the street lights which will be similar to the Main Street lights with a more decorative base and LED lights on the top. The planters look really great and Josh Welch is doing a good job watering them. He said brush pick up will start this week.

Jake Swingly discussed a contract with Cintas for the duration of 60 months for cleaning of uniforms for the crew and it would also include the office mats. It was decided to wait on the Cintas contract until more information can be obtained to see if a separate agreement can be written up for the office floor mats. Attorney White suggested the end date should coincide with the Union Contract.

Adjournment

Motion Trustee Ippolito Jr. and Seconded by Trustee Balcaen to adjourn the meeting at 8:50 p.m., all were in favor and carried.

Josette Amalfi, Village Clerk

Darrell Byerts, Mayor