

Village of Webster
Village Board Meeting
May 26, 2011

Webster Community Meeting Hall
29 South Avenue
Webster, NY 14580

Present: Mayor Elder, Trustee Reynolds, Trustee Lancy, Trustee Kildal, Trustee Balcaen and Attorney Don White

Visitors, Guests and Residents:

Mayor Elder congratulated Trustee Reynolds on her award of Volunteer of the Year for the YMCA Bay View Branch. Don White wished his son a happy birthday.

The following resolutions were made:

Motion Trustee Kildal and Seconded by Trustee Lancy to abolish the titles of Clerk/Treasurer and Deputy Clerk/Treasurer, all were in favor and carried.

Motion Trustee Reynolds and Seconded by Trustee Lancy to establish the office of Village Clerk, all were in favor and carried.

Motion Trustee Reynolds and Seconded by Trustee Lancy to appoint Dorothea Ciccarelli as Village Clerk, all were in favor and carried.

Motion Trustee Lancy and Seconded by Trustee Reynolds to establish the office of Village Treasurer, all were in favor and carried.

Motion Trustee Kildal and Seconded by Trustee Reynolds to establish the office of Village Deputy Treasurer, all were in favor and carried.

Motion Trustee Lancy and Seconded by Trustee Balcaen to appoint Dorothea Ciccarelli as Deputy Treasurer, all were in favor and carried.

Mayor Elder, explanation for everyone, the Village of Webster has operated for about 10 years with two positions, principally with the Village Clerk/Treasurer and Deputy Clerk/Treasurer position. The board after many conversations over the phone decided to make a change and we are changing course. The course we are setting is to break the two positions a part, have a Village Clerk and Village Treasurer. The appointment of the Deputy Treasurer position was primarily done, so Dorothea will be able to sign the BAN payment in tonight's meeting and very well might be abolished in the future as well. The board has worked diligently to understand the positions and structure and this is the result. Mayor Elder further wanted to assure the employees that they hope this will be a better set up. Mayor Elder also indicated he would be putting out a memo to all employees tomorrow, explaining the changes and how much they appreciate what they do. Mayor Elder further explained that in the next 60 to 90 day to place a notice out to hire a Village Treasurer. If there any questions regarding this change he would be happy to answer questions he is able to answer.

Motion Trustee Lancy and Seconded by Trustee Kildal to approve the minutes from April 28, 2011 with corrections, all were in favor and carried.

Motion Trustee Kildal and Seconded by Trustee Reynolds to approve the minutes from May 12, 2011, all were in favor and carried.

Motion Trustee Kildal and Seconded by Trustee Lancy to approve the payrolls and claims all were in favor and carried.

Motion Trustee Lancy and Seconded by Trustee Reynolds to approve Salary Step schedule for non-union employees, all were in favor and carried.

Motion Trustee Lancy and Seconded by Trustee Reynolds to set the following salary steps for non-union employees, all were in favor and carried.

- Mayor: decrease salary to be in line with steps to \$9,804 (9995) – 1.9%
- Trustee: decrease salary to be in line with steps to \$4902 (4995) – 1.9%
- Village Clerk: 54,898 (step 6) for six months, at that time review to move to step 7.
- Superintendent of Public Works: 61,167, step 3 (1.9%)
- Building Inspector / Assistant Superintendent of PW: \$57,356, step 8 (2.1%).
- Clerk III: No increase until test taken and passed for Clerk I
- Clerk II: No increase until test taken and passed for a new title.

Motion Trustee Reynolds and Seconded by Trustee Kildal to declare that all reviews be done by Village Departments heads are hereafter considered recommendations to the Village board, such salary increases not to be considered effective until approved by the Village Board, all were in favor and carried.

Mayor Elder and the board reviewed the tuition bill submitted and requested that the item be tabled at this time and placed in new section on future agendas called old business.

Mayor Elder also addressed the public regarding the possibility of a public forum regarding the proposal of the OTB behind Prime Steak House. Mayor Elder announced that this meeting would take place Tuesday, June 7, at 7 pm at the Village Community Meeting Room.

Mayor Elder, questioned Superintendent Swingly as to the outcome of items sent to auction this year. Superintendent Swingly, informed everyone the items sent to auction had a greater return than expected. The total amount received was \$26,235.00.

Mayor Elder requested that Attorney, Don White review with everyone the Bond Anticipation Note (BAN). The attorney explained that the BAN originated in 2009 for the Sewage Treatment Plant. The BAN at this time has come due for payment; we are paying \$10,000 in principal and accrued interest of \$9,473.61. Canandaigua National Bank will be renewing the BAN at 2.1% interest. The attorney further requested that the board make a resolution for a Bond Anticipation

Renewal Note for \$465,000 and interest accrued at rate 2.1%. In addition, the attorney requested the board make a separate resolution to designate Dorothea as the interim officer with authority to execute the note and associated documents.

Motion Trustee Reynolds and Seconded by Trustee Lancy to authorize the Bond Anticipation Renewal Note for \$465,000 at an interest rate of 2.1%, all were in favor and carried.

Motion Trustee Kildal and Seconded by Trustee Reynolds to authorize the Deputy Treasurer to sign the Bond Anticipation Note, all were in favor and carried.

Mayor Elder reviewed the Building Report received from William Barham, regarding all notices and letters sent out about unregistered vehicles and other violations. In addition, information regarding a possible grant the Village will be able to pursue for next year. Also included new business in the Village as follows:

1. 46 Commercial Street: Webster Precision Fabrication (metal fabrication).
2. 82 East Main Street (building in the back): Practical Instrument Electronics. They manufacture precision measuring equipment.
3. 26 East Main Street: Empire Train and Hobby.

Mayor Elder read to the public a letter sent to the Old Church Mall, regarding the condition of the bell tower.

Dorothea reviewed with the board the amounts in the Village Tax Warrant and requested approval of the warrant.

Motion Trustee Kildal and Seconded by Trustee Lancy to approve the 2011 Tax Warrant, all were in favor and carried.

Mayor Elder discussed with the board the hiring of a summer intern and the board felt additional application needed to be acquired. The board requested an ad be placed to fill obtain additional applications and encouraged anyone interested to apply.

Mayor Elder informed the board that the Comprehensive Committee had completed their work and the document they have is the results of two years, the document has a different format than in previous years and has a new look. Mayor Elder thanked the various members of the boards that helped with the Comprehensive Plan and other reports within the document included the following:

Comprehensive Plan Committee:

Mayor Peter Elder, Matthew Chatfield – Chairman, Mark Nicholson – Chairman, Peter Adams, Peter Bowers, Dorothea Ciccarelli, Pam Elder, Robert Fantauzzo, Jude Lancy, Bill MacDonald, Donna Rickard, Paul Scheible Jr., Jerry Spronz, Jake Swingly, Dimitri Stefanou, Rick Walter, David White

Village Core Revitalization Committee Members:

Matthew Chatfield, Mayor Peter Elder, David Galeazzo, David McLellan, Amy Werther, Kevin Werther

Village of Webster Design Guidelines Committee:

Mayor Peter Elder, Trustee Jude Lancy, Matt Chatfield, Amy Werther, Kevin Werther, Peter Adams

Mayor Elder requested that the Village Board accept the 2011 Comprehensive Plan and reviewed with everyone the steps that will be needed to complete the process of adopting the plan.

Motion Trustee Reynolds and Seconded by Trustee Kildal to accept the 2011 Comprehensive Plan, all were in favor and carried.

Motion Trustee Lancy and Seconded by Trustee Reynolds to declare the Village Board as lead agency for the Comprehensive Plan and to direct Will Barham to prepare the long form EAF, all were in favor and carried.

Discussion was held on the State Environmental Quality Review, Lead Agency Application. Will Barham forward the receipt of documentation from Monroe County Planning to the board regarding the application. Attorney, Don White pointed out that there was an error on the form received from Monroe County, that needed to be corrected and given the board was still a day short on the 30-day notice he suggested the board table this action until next meeting. Mayor Peter Elder requested at this point this item be placed on the next agenda.

Superintendent, Jake Swingly explained that the MS4 Annual Report is put together every year to showing how the storm water within the Village of Webster is handled.

Motion Trustee Reynolds and Seconded by Trustee Kildal to accept the MS4 Annual Report, all were in favor and carried.

Motion Trustee Reynolds and Seconded by Trustee Lancy to hire Melody Stacklyn for summer help at \$10/per hour, from May 31 – 12/1/2011, all were in favor and carried.

Motion Trustee Kildal and Seconded by Trustee Lancy to approve the Legal Notice for a Compactor Loader and Skid Steer STP, all were in favor and carried.

Motion Trustee Kildal and Seconded by Trustee Balcaen to approve 2.5 plus time and half for 15th May, emergency comp-time for Jake Swingly, all were in favor and carried.

Superintendent, Jake Swingly indicated that the water department at this time is quiet, and planning for the next project is all set and everything is going good at this time. Attorney Don White, questioned if the materials regarding the Robb Cemetery had been located, he was awaiting the documentation to continue with the process. Dorothea Ciccarelli indicated that she would to continue to search for the documentation.

Motion Trustee Lancy and Seconded by Trustee Reynolds to set a public hearing for June 23, 2011 at 7:45 pm for the purpose of amending Chapter 13 of the Village Code: 13-1 In addition to any other legal requirement or prohibitions, any person appointed as the Village Clerk, Deputy Clerk, Village Treasurer, Deputy Village Treasurer, Building Inspector or Superintendent of Public Works need not be residents of the Village but must be residents of Monroe County, all were in favor and carried.

Motion Trustee Reynolds and Seconded by Trustee Lancy to allow the girl scouts to conduct “tot spot” for the Farmers Market in the small meeting room; all were in favor and carried.

Mayor Peter Elder, discussed with the board members about placing the graduation ad in the Webster Herald, the board members all agreed to place the ad.

Motion Trustee Reynolds and Seconded by Trustee Lancy to sell David Mayer, 20 Centennial Coins for a cost of \$1, all were in favor and carried.

Laura Landers with Freed Maxick & Battaglia, PC, auditors for the Village reviewed with the board the most recent audit. Ms. Landers reviewed with the board the GASB 45 requirement regarding health care, and indicated the numbers need to be reviewed, every three years. Ms. Landers also related that the Village is currently has a percent in reserves than required and is currently doing fine. Mr. Landers also indicated that the Water Fund is doing much better as well.

Mayor Peter Elder, informed the board that the Village Band will kick off their season on June 9, at 8 pm and the upcoming Jazz Festival will be on July 9, 2011 as well as the Village Farmers Market will begin on June 11, 2011,

Motion Trustee Reynolds and Seconded by Trustee Lancy to provide for severance for Kathleen Vendel in the amount of \$3,000 and the Village will honor and buy back any vacation, compensatory time, all were in favor and carried.

Superintendent Swingly informed the board that the Sewer outfall pipe has been completed and he should have good numbers on the Village’s portion of the project. Swingly further informed the public we are responsible for 1/3 of the bill, since we partake in 1/3 of the flow.

Motion Trustee Kildal and Seconded by Trustee Lancy to adjourn the meeting, all were in favor and carried.

Dorothea M. Ciccarelli, Village Clerk

Peter Elder, Mayor