

February 10, 2014

Deputy Mayor Bielec opened the Regular meeting at 6:30 pm, followed by the Pledge of Allegiance.

Members present: Deputy Mayor Bielec, Trustees Ianni, Busch and Lauer. Also present was Deputy Clerk Beal, Officer Retzlaff, resident Linda Tucker and Laura Landers from Freed Maxick Accounting firm. Mayor Peterson was absent.

Laura Landers informed the Board that their firm had made three audit adjustments to account for year end Receivables and Payables. They had found no material weaknesses but listed one control deficiency for the Village Office, which was "Segregation of Duties". She explained that this is a deficiency listed in almost every audit of small offices. She said if anything were to change where one clerk was not able to be in the office, the compensating controls would no longer be in place, which could lead to the deficiency of not being able to segregate duties.

In the Court Department, the auditors had listed a control deficiency of 2 unreconciled amounts at the end of the year which had been carried forward from the prior court clerk. Ms. Landers assured the Board that in the audit they use the same check list as the State Comptroller.

Ms. Landers also mentioned an Exclusion in the General Fixed Asset Group as the Village does not have a complete inventory of all fixed assets. She said if the Village were to apply for a Rural Development Grant in the future they would not accept it without Fixed Assets. She gave the example of the Village of Alexander having theirs done for them for a cost of approximately \$5000.

Ms. Landers informed the Board that at the end of the 2012-13 fiscal year the General Fund was in good shape with a fund balance of \$525,495 (\$275,299 of which is in Capital Reserve). She added that in the General fund the Village only had to appropriate a little over \$3000 from the fund balance. She also said that the Sewer did not use any of its fund balance for appropriations. The Capital Project had just started at the end of the 2012-13 fiscal year so there was little to report in that fund.

There was a brief discussion regarding the Bond for the Capital Project and re-depositing DEC reimbursements in the Capital Project Money Market when they come in.

It was questioned what the deficiencies were of the 2 unreconciled amounts at the end of the year in the Court that had been carried forward from the prior court clerk, and what should be done regarding them. Ms. Landers said she would check to see what amounts they have and email the information to the Village office.

Ms. Landers left the meeting at 7:08 pm.

Communications:

- 1) Rec'd certified PR reports for wks ending 1/12 & 1/19/14 for Nichols Long & Moore from Chatfield Engineers.

- 2) Rec'd certified PR reports for wks ending 1/12 & 1/19/14 for Gerwitz & McNeill from Chatfield Engineers.
- 3) Rec'd inquiry ltr re: paid outs to Nichols Long & Moore from Lumsden McCormick CPAs.
- 4) Rec'd price quote from Millenium Computers.
- 5) Rec'd contract for GoArt grant from GoArt for signature.
- 6) Rec'd ltr of receipt of affidavit for Bond Estoppel ad from Orrick.
- 7) Rec'd collateral agreement update for M&T from BNY Mellon.
- 8) Rec'd certified PR reports for wk ending 1/26/14 for Gerwitz & McNeill from Chatfield Engineers.
- 9) Rec'd notice of potential unemployment charges for Keith Busch.
- 10) Rec'd ck#2065 in the amt of \$68.73 from Ambit Energy for Utility Tax pymt.
- 11) Rec'd ck#1022 in the amt of \$28,699 from Judge O'Connor for January fines.
- 12) Rec'd resume from Tyler Lang for Zoning Officer position.
- 13) Rec'd representation ltr from Freed Maxick for signature.
- 14) Rec'd pay app for Nichols Long & Moore from Chatfield Engineers.
- 15) Rec'd pay app for Gerwitz & McNeill from Chatfield Engineers
- 16) Rec'd WW facility Operation report & DMR for November & December 2013 from Camden Group.

Brief discussion took place regarding the Zoning officer position. Deputy Mayor Bielec said he would contact Tyler Lang to set up an interview.

Clerk requested the Board to consider a change in Village Office hours, explaining that on Tuesday and Thursday evenings from 5pm-6pm the Village Office generally is a guide to the "next window" for Town Court clients. In the many years that the Tuesday and Thursday hours have been 10am – 6 pm, there have been very few occasions that Village residents have come in during the 5pm – 6pm hour. The Clerk requested changing the hours to 9am-5pm.

Motion was made by Trustee Busch and seconded by Trustee Lauer to change Tuesday and Thursday Office hours to 9:00 am – 5:00 pm.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Keith Busch	X			
Trustee Dave Bielec	X			
Trustee Art Ianni	X			
Trustee Ken Lauer	X			
VOTE TOTAL	4			1
RESULTS	PASS			

Also it was suggested that the Wednesday Village Office hours be changed to 8am – 4pm as Wednesday night Village Court is at 5:00 pm and utilizes the front window. There is a lot of hectic activity from 4 pm to 5pm which is not conducive to productivity.

Motion was made by Trustee Busch and seconded by Trustee Ianni to change Wednesday Office hours to 8:00 am – 4:00 pm.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Keith Busch	X			
Trustee Dave Bielec	X			
Trustee Art Ianni	X			
Trustee Ken Lauer	X			
VOTE TOTAL	4			1
RESULTS	PASS			

Motion was made by Trustee Ianni and seconded by Trustee Lauer to approve 1/20/14 budget meeting minutes.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Keith Busch	X			
Trustee Dave Bielec	X			
Trustee Art Ianni	X			
Trustee Ken Lauer	X			
VOTE TOTAL	4			1
RESULTS	PASS			

Motion was made by Trustee Ianni and seconded by Trustee Lauer to approve 1/27/14 committee meeting minutes.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Keith Busch	X			
Trustee Dave Bielec	X			
Trustee Art Ianni	X			
Trustee Ken Lauer	X			
VOTE TOTAL	4			1
RESULTS	PASS			

Trustee Busch said he had nothing to report for the Maintenance department. Trustee Lauer said he needed the Village signs taken down so they could be taken to the school for painting. Trustee Busch said he would speak to Jesse and Jay about it. Trustee Lauer also questioned Jesse having 10 hours of overtime. It was explained that the pay period was from the week of blizzard and he had come in extra hours for snow cleanup.

One account payable was questioned on the bills. It was mentioned that we had been quoted \$50.00 for the wood for the Winterfest and received a bill for \$100.00. The Board agreed to adjust the bill to \$50.00. Clerk will adjust the Treasurer report to reflect the change.

Trustee Lauer also questioned an invoice for the purchase of a second heater. It was explained that the first was for the maintenance department to replace the one that broke down. The second one was for the clarifier room to warm it up so work could continue in there as the product to be used requires the room to be 60 degrees. It was mentioned that Valerie from O'Connell's should be contacted to see if it could be included in the grant.

Trustee Ianni informed the Board that as yet there was no progress with the union since the officers could not set a date for them all to get together at one time. There was also a brief conversation about officer's taking police vehicles out of the Village for non-village business. It was also mentioned there had been some resident complaints about a couple of the officers. The new format for the police schedule was also briefly mentioned as being impossible to know when there is an officer on duty.

It was suggested that Deputy Mayor Bielec contact Village Attorney Boylan regarding the possibility of going back to a full-time officer and seasonal officers for Darien Lake season. Trustee Ianni mentioned he has tried to contact Officer Nati regarding the union and has received no response.

An issue with the Maintenance department purchasing clothing from Tractor Supply which totaled almost \$600 was brought up. Purchases over \$100 need to be approved by the Board, plus there was a question of whether the Board had approved providing clothing to temporary part-time maintenance worker Jay Feitshans when he was hired. Trustee Busch said he would speak to Jesse and Jay about the issue. It was also mentioned that follow up is needed and it should be notated in the employee files when there is a breach of the established policies.

Trustee Busch informed the Board that he was not in favor of paying out the additional \$13,000 requested in the amendment received from Chatfield Engineers. He mentioned that Camden Group is getting paid extra for supervision of the project, so there should be no need for the engineer to be on site all the time.

Officer Retzlaff questioned who oversees the DPW guys and said he had a couple of requests. He said they need mousetraps set up in the Police garage as the mice have been getting into the vehicles and have eaten through some of the wiring. He said FM Communications did fix the wire that had been eaten through. He said the officers would like the DPW to take out the garbage from the police garage on at least a weekly

basis, to help detract from the mouse problem.

Officer Retzlaff also requested to have the DPW check the police vehicle batteries and start the police vehicles up on at least once a week to make sure there are no problems.

Topic returned briefly to the Chatfield amendment and Deputy Mayor Bielec said he would call Valerie at O’Connell’s regarding the need to have the engineer from Chatfield on site all the time and to check on whether Camden has been paid any additional funds for overseeing the project.

Note: Treasurer Report includes change made for \$50.00 correction discussed.

	<u>Date</u>	<u>Gen. Fund Ckg</u>	<u>Sew.Fund Ckg</u>	<u>Cap. Proj Fund</u>	True Gen Bal
Ckg Bal. on hand	01/14/14	87,728.66	(36,328.19)	(254,379.27)	
Transfer 1/14/14				254,379.27	
Receipts to	02/10/14	71,922.92	8,089.01		
Balance	02/10/14	159,651.58	(28,239.18)	0.00	
Disbursements to	02/10/14	(31,239.87)	(4,004.26)	(134.56)	
Subtotal	02/10/14	128,411.71	(32,243.44)	(134.56)	96,033.71
Payables	02/10/14	(13,298.77)	(6,728.79)	(204,825.82)	
Ckg Total	02/10/14	115,112.94	(38,972.23)	(204,960.38)	(128,819.67)
		General Fund	Capital Reserve	Sew. Repair Res	Total Savings
SavingsTotal	12/31/13	178,164.18	247,283.29	35,794.74	461,242.21
Interest Credit	01/31/14	17.08	23.72	3.43	44.23
Balance		178,181.26	247,307.01	35,798.17	461,286.44

Capital Project Money Market Account

Beg, Balance	11/13/13	1,653,976.00
Transfer 12/10/13	12/10/13	-278,659.81
	subtotal	1,375,316.19
Interest pymt	12/31/13	124.34
		1,375,440.53
Transfer 1/13/14		-254,379.27
		1,121,061.26
Interest pymt	1/31/13	119.36

		1,121,180.62
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Vouchers: #216418 thru 216458

General Fund - Total Am't = \$ 44,538.64
 Sewer Fund - Total Am't = \$ 10,733.05
 Capital Project Fund - Total Am't = \$204,960.38

Motion was made by Trustee Busch and seconded by Trustee Lauer to approve transfer of \$204,960.38 from Sewer Project Money Market Account to checking account for coverage of Sewer Project expense balance shown on 2/10/14 Treasurer Report.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Keith Busch	X			
Trustee Dave Bielec	X			
Trustee Art Ianni	X			
Trustee Ken Lauer	X			
VOTE TOTAL	4			1
RESULTS	PASS			

Motion made by Deputy Mayor Bielec and seconded by Trustee Ianni to pay general, sewer and capital project bills, with \$50.00 adjustment on firewood bill as previously discussed.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Keith Busch	X			
Trustee Dave Bielec	X			
Trustee Art Ianni	X			
Trustee Ken Lauer	X			
VOTE TOTAL	4			1
RESULTS	PASS			

Motion made by Deputy Mayor Bielec and seconded by Trustee Ianni to approve Treasurer's Report, with \$50.00 adjustment on firewood bill as previously discussed.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X

Trustee Keith Busch	X			
Trustee Dave Bielec	X			
Trustee Art Ianni	X			
Trustee Ken Lauer	X			
VOTE TOTAL	4			1
RESULTS	PASS			

Budget was tabled until next meeting. Clerk was requested to factor in a 2% salary increase for full time Maintenance, Court and the Village clerks for next meeting.

Deputy Mayor Bielec reminded the Board that Pete Sformo and Ed Arnold Jr. would be attending the next meeting to discuss billing of Town Sewer district users.

Motion was made by Deputy Mayor Bielec and seconded by Trustee Ianni to adjourn the meeting at 8:23 pm.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Ralph Peterson				X
Trustee Keith Busch	X			
Trustee Dave Bielec	X			
Trustee Art Ianni	X			
Trustee Ken Lauer	X			
VOTE TOTAL	4			1
RESULTS	PASS			

Sandra Thomas
Clerk Treasurer