

REGULAR MEETING
&
BUDGET HEARING

April 5, 2021

PRESENT: Mayor Robinson, Trustees Appleton, Gardner, and LaWall and Wagner, Chief Hoffmeister, Superintendent Evans, and Clerk Allen

Others Present: Valerie Duell, Sally Smith, Ken Smith, and Valerie Henrici

Mayor Robinson presided.

Meeting was open with a salute to the flag.

DEPUTY MAYOR APPOINTMENT: Mayor Robinson hereby appoints Cynthia Appleton as Deputy Mayor for the ensuing year.

APPOINTMENTS: Mayor Robinson hereby makes the following appointment of Officers:

Acting Justice (1 yr)	Ronald Errington
Deputy Clerk (1 yr)	Barbara J Mann
Village Attorney (1 yr)	David DiMatteo
Fire Marshall (1 yr)	Open
Deputy Fire Marshall (1yr)	Open
Workers' Comp Board/Trustee (2yr)	Lisa Allen

RESOLUTION #38 of 2021

APPOINTMENT CONFIRMATION:

Motion made by Trustee Gardner
Seconded by Trustee Wagner

RESOLVED - That the following appointments as made by Mayor Robinson be hereby confirmed:

Acting Justice (1 yr)	Ronald Errington
Deputy Clerk (1 yr)	Barbara J Mann
Village Attorney (1 yr)	David DiMatteo
Fire Marshall (1 yr)	Open
Deputy Fire Marshall (1yr)	Open
Workers' Comp Board/Trustee (2yr)	Lisa Allen

CARRIED

RESOLUTION #39 of 2021

ANNUAL MEETING:

Motion made by Mayor Robinson
Seconded by Trustee Appleton

RESOLVED - That the Annual Meeting of the Board of Trustees shall be held on the first Monday in the month following the annual Village election at the Warsaw Fire Hall on East Buffalo Street at 7:30 in the evening.

CARRIED

RESOLUTION #40 of 2021

MEETING - SET TIME FOR:

Motion made by Mayor Robinson
Seconded by Trustee Appleton

RESOLVED - That the regular meeting of the Board of Trustees for the ensuing year be held on the first and third Monday evening at 7:30 in the evening at the Warsaw Fire Hall. When the need arises for a special meeting, an advance notice will be given. When the meeting falls on a holiday observed by the Village, the meeting will be held the following evening.

CARRIED

RESOLUTION #41 of 2021

OFFICIAL NEWSPAPER:

Motion made by Mayor Robinson
Seconded by Trustee Gardner

RESOLVED – That the Country Courier be hereby designated as the Village Official Newspaper until the next annual meeting of the Board of Trustees.

CARRIED

RESOLUTION #42 of 2021

DEPOSITORY DESIGNATION:

Motion made by Mayor Robinson
Seconded by Trustee Appleton

RESOLVED - That the Five Star Bank and the Bank of Castile be hereby designated Village depository until the next annual meeting of the Board of Trustees.

CARRIED

RESOLUTION #43 of 2021

MILEAGE:

Motion made by Mayor Robinson
Seconded by Trustee Appleton

RESOLVED - That the mileage reimbursement rate for the use of private vehicles for official Village business shall be at the rate of \$.56 per mile.

CARRIED

RESOLUTION #44 of 2021

DELINQUENT TAXES COLLECTION:

Motion made by Mayor Robinson
Seconded by Trustee LaWall

RESOLVED - That from and after the first day of April 2021 the Village of Warsaw elects to adopt the provisions of the Real Property Tax Laws for the purposes of enforcing the collection of delinquent taxes in such Tax District.

CARRIED

RESOLUTION #45 of 2021

TAX BILL MAILING:

Motion made by Mayor Robinson
Seconded by Trustee Gardner

RESOLVED - That within twenty days after completion of the tax roll and levying of taxes the Village Clerk, acting as Collector, shall mail out the bills to all persons or alleged owners of property whose property appears on the assessment roll to their last known address.

CARRIED

COMMITTEE APPOINTMENTS:

Budget and Finance	J Robinson	All Trustees	
Fire Department	J Robinson	R LaWall	C Appleton
Contracts and Grants	J Robinson	C Appleton	M Gardner
Parks and Recreation	J Robinson	J Wagner	C Appleton
Police Department	J Robinson	C Appleton	M Gardner
Waste Water and Sewers	J Robinson	M Gardner	R LaWall
Water Distribution	J Robinson	J Wagner	R LaWall
Water Filtration	J Robinson	J Wagner	R LaWall

Streets and Parking Lots	J Robinson	C Appleton	M Gardner
Justice Court Oversight	J Robinson	C Appleton	M Gardner
Planning and Development	J Robinson	All Trustees	

Each committee will elect their own chairs. The above are voting members of their respective committee assignments. All members are welcome to attend committee meetings.

RESOLUTION #46 of 2021

STATEMENT OF MEETING PROCEDURE:

Motion made by Mayor Robinson
Seconded by Trustee Gardner

- A. The Village Board will generally operate under Roberts Rules of Order except for the following modifications:
- B. The Chair (Mayor) will prepare and publish an agenda prior to each meeting. The Agenda will be followed in order except if Chair (without objection) shall rule otherwise. The general format of the agenda will be as follows:
 - 1. Approval of the Minutes
 - 2. Public Forum and Petitions
 - 3. Correspondence
 - 4. Police Department Report
 - 5. Fire Department Report
 - 6. Building Inspector's Report
 - 7. Village Attorney's Presentation (when present)
 - 8. Superintendent of Public Works' Report
 - 9. Village Clerk's Report
 - 10. Committee Activities
 - 11. Old Business
 - 12. Appropriations
 - 13. New Business
 - 14. Audit and Pay Bills
- C. The minutes of the previous meeting will be electronically transmitted by the Clerk to the members of the Board prior to each meeting. The Reading of the Minutes will be waived unless requested by any member of the board.
- D. The Public is welcome to address the Board at the invitation of the Board. Topics must be pertinent to the conduct of Village affairs and not be subject to restrictions under New York's Open Meeting Law. The Chair will determine whether a topic is suitable for public discussion. A time restriction may be placed on each individual. All individuals who, prior to the meeting, that have requested to be placed on the agenda will be recognized first.
- E. An Executive Session may be called by any Board member and granted subject to the stipulations in the NYS Open Meetings Law.
- F. Topics, proposals or resolutions may be introduced by any member of the Board and may be discussed prior to a formal motion and second.

- G. Special Meetings may be called by the Chair without prior approval of the Board or may be called upon the written request of two (2) or more Board members as submitted to the clerk. No meetings may be convened unless proper public notification has been effectuated.
- H. Committee meetings must be scheduled in advance and recorded in the Minutes of the Board

CARRIED

RESOLUTION #47 of 2021

PROCUREMENT POLICY:

Motion made by Mayor Robinson
Seconded by Trustee Appleton

RESOLVED - That the Village of Warsaw adopt the following policy for purchases:

- A. All purchases must be made in accordance with the Village Purchasing Policy. Purchases to be made in excess of (\$200.00) will require prior approval by the Board or appropriate Committee with the following exceptions (Limits listed in parentheses):
 - 1. Vehicle repair and maintenance (\$500.00)
 - 2. Building repair and maintenance (\$500.00)
 - 3. Contractual expenses (as per contract agreement)
 - 4. Utility services
 - 5. Clerical Supplies (\$200.00)
- B. All items budgeted as .200 (Equipment and Capital Outlay) or non-budgeted items in excess of \$500.00 will require the approval of the Village Board prior to purchase. All conference requests that require Village employees to be out of the Village during normal work hours also will require the prior approval of the Village Board.
- C. The Village will accept State and County Bids for items that are covered by those agencies.

CARRIED

The minutes from the previous meeting of March 15, 2021 were approved as submitted by email.

COMMUNITY AFFAIRS – Valerie Henrici approached the board about a potential Eagle Scout gazebo project at Liberty Way and was wondering who owned the property adjacent to the Chamber's. Will have to research who owns it and to see if this is in the flood plain and if so, the DEC would have to be contacted. The Chamber is requesting use of the park in the area in front of the Legion Hall for their Annual Chamber Dinner Meeting on April 22nd and if there is inclement weather if they could have use of the Legion Hall. There are going to be food trucks and a strolling magician. At a recent meeting, the chamber discussed the idea of a Wyoming County store where all items would be made in Wyoming County. They also received two grants from the Arts Councils for murals which they are considering placing on W. Buffalo Street near Vertical Café and on S. Main St. near Spotlight Movie Theater. Trustee Appleton

also advised that the Fire Department had mentioned wanting to get their doors painted if there was any interest in that.

LOSAP – Received the annual valuation report and condolences in the passing of Todd MacConnell.

STREETS – Received response from NYS Department of Transportation in regards to addressing pedestrian safety on Main St.

WASTEWATER TREATMENT PLANT – Received application from TSP Corp for approval of use of the Wastewater Treatment Plant and Disposal Facility to dispose of septage.

FIRE DEPARTMENT – Received ISO's Public Protection Classification Survey of the Fire Department with a classification of 04/4Y.

INSURANCE – Received letter from Tompkins Insurance Agencies to comply with Regulation 87 of NY State Insurance Department.

POLICE DEPARTMENT – Chief Hoffmeister requested a funds placement for monies received for STOP DWI DRE patrol hours. He would like to have the next police committee meeting at the new office and invited everyone from the board to attend. Kate Fuest submitted her letter of resignation. Mayor Robinson thanked her for doing a great job as police clerk and for so many years of service to the Village.

RESOLUTION #48 of 2021

POLICE DEPARTMENT PERSONNEL:

Motion made by Trustee Wagner
Seconded by Trustee Appleton

RESOLVED – That resignation from Part-time Police Clerk Kate Fuest be hereby accepted effective April 2, 2021.

CARRIED

RESOLUTION #49 of 2021

BUDGET TRANSFERS:

Motion made by Trustee LaWall
Seconded by Trustee Appleton

RESOLVED – That the following budget transfers be hereby approved:

FROM	TO	AMOUNT
A2680	A3120.100 DWI/DRE patrol hours	\$679.50
	CARRIED	

FIRE DEPARTMENT - Reviewed ISO Audit and how it impacts insurance rates for fire protection in the village. The village's current rating is a 04/4Y. There have been 68 calls for March and 217 thus far for 2021. WA1 generator has been replaced. Recruit NY will take place April 24 from Noon-5pm at the Fire Hall. It will be a scaled down event with ladder truck rides and jaws of life demonstration.

PUBLIC WORKS PROGRESS REPORT - STREETS - Daily property & grounds maintenance of all village owned properties, including, Commerce Way, Wyoming St vault, Mt. View Ave pump house, Dueschen's Pond storage tank, Central Garage, Bldg. #2, relocated the pre-settlement stone stockpile from our WWTP to building #2 with assistance from Town of Warsaw & Town of Perry Highway Departments, cleaned drainage ditches on the South side of the WWTP, prepared staging area with gravel at bldg.#1, collected grass & leaves as scheduled, chipped brush as scheduled, assisted in relocating PD into their new location, sweep village streets as weather allowed, removed large tree from flood project drop structure, cold patched watermain break excavation areas on W. Buffalo and Mt. View Ave, began preparing summer equipment for use, jet sanitary sewer main on Perry Ave, clean roof at fire hall/repair small hole in membrane, formed and poured concrete apron around catch basin on Allen Street, broomed sidewalks in the village and North of the village per village/town agreement, and serviced PD Explorer.

BUDGET HEARING: As duly advertised the Budget Hearing was called to order at 8:00 p.m.

The Mayor let Superintendent Evans finish his report and then convened the Budget Hearing.

VILLAGE PARK - Daily grounds maintenance, snow & ice removal, shovel sidewalks, apply salt as needed, empty trash cans & check all buildings for weather related issues daily, daily cleaning of the picnic pavilion, continue to disinfect restrooms & playground equipment daily, prepared floor in mens room at maintenance bldg. by grinding, etching and applied epoxy, clean up/restoration from plow damage in lawn and stoned areas, clean out dug-outs, remove leaves from backstops & tennis courts, finished repairing broken picnic tables, cleaned up playground area, and washed windows in Legion Hall. WATER DISTRIBUTION - Daily distribution checks as required, daily stake outs as requested, daily samples of North Water Dist. as required, finals read as requested, installed new water service to 3925 State Rt.19S (Cole Building Solutions), replaced leaking curb-stop at 29 State Street, read books A, B, C, & D for billing, read industrial meters for billing, and located curb-box at 10 Roberts Street. Property owner wishes to install a water service to the existing building. WATER TREATMENT PLANT - Daily tests were performed, and results recorded, generator ran successfully, under load, drew water from the reservoir March 9th to the 16th and again March 28th to the 30th, water intake screen is cleaned off as necessary, Steve continues alternating weekend distribution checks with Tom Uptegrove when on weekend checks at Water Plant, completed DEC Water Withdrawal Report first draft for the Village Office to complete and submit, performing routine housekeeping and maintenance, decanted and tested lagoon March 18th, Steve attended operator training in Cuba, NY on March 16th, and replaced leaky natural gas line by boiler on March 25th and also replaced thermostat control. WASTE WATER TREATMENT PLANT - Rinsing, hosing, draining tanks, checking sludge blanket, reading lift stations/generator, test CO2, PH, DO, Alkalinity and Acidity ratio test, reading digester temperature as needed, draining drip traps, greasing, testing and sampling as required, clean arms on bio-towers, cleaning electrode on Pista-Grit, WYCO dumped 44,000 gallons, alarm for low water, #2 WW pump can't be run all the time it will pull the wet well down below float, change clocks and times for time change, pour 6,000 gallons in

bed #2, submit sludge report to EPA, ALS here mercury testing, replace diaphragm in supernatant pump, unplug scum boxes due to massive grease from one of our septage contractors, record gas and electric usage, surveying stone pile with CPL, arrange for the WTP's water test pick up at sewer plant by ALS, return pista grit impeller, factory sent wrong part and correct part is coming Friday, alarm power blink reset bar screen, and TP Firestop here servicing fire extinguishers. GENERAL INFORMATION – Contractor to hopefully start on the WWTP project within the week. Trustee Appleton asked to reach out to the NYSDOT regarding pedestrian safety on Main Street. South Warsaw DOT put us in touch with the Regional Safety Director and sent views of areas of concern that would benefit from improvements and that sparked a study. Could be 3-4 months before there are any plans for upgrades. Mayor Robinson noted that the downtown area is not as safe as it could be. Will continue to address and Superintendent Evans will continue to update.

BUDGET HEARING – Mayor Robinson addressed the Public Health Crisis and the effects on the budget especially where revenues are concerned. Justice Court has been affected most with the lack of traffic and the court system being closed for most of last year leaving the village with much less income revenue. This will be a flat year leaving most of the budget lines with no increase except for the unavoidable lines such as health insurance and retirement. With the increase in assessed values, the tax rate was lowered. In public safety, the pilot paid part-time firefighter/EMT position was introduced to help bring call response rate up. Call volume is pretty hefty for volunteers. There was a need to increase the payroll line for the youth recreation to accommodate the minimum wage increase. Increase to the Police contractual line was made to accommodate the additional training and evals that will have to be done under reform. Will continue with streets maintenance as Allen St. is nearing completion. While infrastructure is key, we will have to prioritize others. BANs required additional funds and interest. Allocated funds to upgrade the website and bring online bill pay to residents. Stayed within 2% cap and have never exceeded it for the ten years it has been in effect. Due to decrease in Justice Court revenues and in order to balance the budget, we have sent a request to the Town to dissolve the Joint Industrial Account which would be the funds needed to balance the shortfall. If they are not in agreement, we will have to look to fund balance to balance the budget. Valerie Duell asked if the topcoat for Allen St. was in the budget for this year and Superintendent Evans said they are working on the sidewalks now and the topcoat will be put on Allen St. this year. She also questioned the decrease in tax rate when most people expect an increase. Clerk Allen explained that with the increase in assessed values that resulted in the decreased rate and if we were to increase that rate that would put the village over the 2% cap when all things are taken into consideration. Sally Smith asked about the decrease in taxes and about the increase for garbage pickup. Most homeowners will see the reduction unless the assessment was raised on their property and as far as the increase for garbage pickup, she was referred to the county as the village is under the county wide program. Valerie Henrici asked if there was any plan to work on the park road and as of now there is not due to cost. She also asked if the Industrial Park account is dissolved if that would leave any extra money in the budget but unfortunately those funds would completely cover the budget shortfall.

The Mayor left the budget meeting open until the end of the regular meeting.

CODE ENFORCEMENT – The Mayor received a call about pet owners not cleaning up after their pets on private property. CEO Cutcliffe will include this with her reminder ad in the pennysaver.

RESOLUTION #50 of 2021

LEGION HALL USE:

Motion made by Trustee Appleton
Seconded by Trustee LaWall

RESOLVED – That the following requested use of the Legion Hall be hereby approved under conditions of Covid-19 rules and regulations:

Ellen Skora – Wedding reception – 2/26-27/2022 – private w/alcohol
Pavilion

Laurie LiPuma – Birthday party – 5/2/21 – private

Debbie Ferry – Bridal Shower – 6/6/21 – private

Park Use(area in front of Legion Hall and Legion Hall if inclement weather)

Warsaw Chamber- Annual Chamber Dinner Meeting- waive fee

CARRIED

MEETINGS:

Police Committee–Mon 4/19– 6:15 pm –New Police Headquarters(All board members welcome)

Fire Committee – Mon 4/26 – 6:00 pm – Fire Hall

JUSTICE COURT – Trustee Appleton expressed how she’s continually amazed at the work the justices and clerk do. Even during a pandemic, they met the challenge and got the job done.

RESOLUTION #51 of 2021

JUSTICE COURT: Annual Audit

Motion made by Trustee LaWall
Seconded by Trustee Gardner

RESOLVED – That state mandated annual audit for the Justice Court was completed on March 29, 2021 by the Justice Committee.

CARRIED

RESOLUTION #52 OF 2021

VILLAGE EMPLOYEES AND BENEFITS: Payment in Lieu of Health Insurance

Motion made by Mayor Robinson
Seconded by Trustee Appleton

RESOLVED: That payment in lieu of Health Insurance for salaried employees will be based on the superior contract adopted by the Police and CSEA.

CARRIED

RESOLUTION #53 of 2021

VILLAGE PROPERTY: Snowmobile Trail

Motion made by Trustee Wagner
Seconded by Appleton

RESOLVED – That permission for use of the snowmobile trail be hereby approved for Oatka Valley Snowmobile Association Club members for the 2021-22 season.

CARRIED

WASTEWATER TREATMENT PLANT – Received an application for Approval of Use of Wastewater Treatment Plant and Disposal Facility from TSP Corp to dump septage at the plant. The Mayor asked the Superintendent if our facility can handle the demand. The Superintendent is confident that it can and a contract is in place.

RESOLUTION #54 of 2021

WASTEWATER TREATMENT PLANT: Septage Disposal

Motion made by Trustee Gardner
Seconded by Trustee Appleton

RESOLVED – That request from TSP Corp to discharge septage at the Warsaw Waste Water Plant pending submission of signed contract be hereby approved.

CARRIED

CODE ENFORCEMENT – Superintendent Evans consulted with the village attorney in creating a permit application for work in the village right of way. This permit application will replace the former excavation permit. This will allow the Superintendent to get involved with work that is done in the right of way as it has always been written but not enforced properly.

Valerie Duell talked about the cannabis webinar she had recently attended and how towns and villages are going to address topics such as dispensaries and their locations. There will be much discussion as it all unfolds. Mayor Robinson said that municipalities will have options when it comes to the number allowed in the community. Local law would have to allow and public hearings would have to be held.

The Budget hearing adjourned at 8:54 p.m.

RESOLUTION #55 of 2021

AUDIT AND PAY BILLS:

Motion made by Trustee LaWall

Seconded by Trustee Appleton

RESOLVED – That the bills be allowed as read; that checks in the payment thereof be issued, that Mayor Robinson be and hereby is authorized to sign General Abstract #21 in the amount of \$32,144.32, Water Abstract #21 in the amount of \$2,976.34, Sewer Abstract #21 in the amount of \$70,918.13 and Joint Acct in the amount of \$249.18.

CARRIED

Moved and seconded to adjourn at 8:55 p.m.

Lisa A. Allen, Clerk