

## REGULAR MEETING

March 6, 2023

Present: Mayor Robinson, Trustees Appleton, Rajk and Schurr, Clerk Allen, Superintendent Evans and Chief Hoffmeister.

Others Present: Sally Smith and Brenda Kelly

Mayor Robinson presided

Meeting was open with a salute to the flag.

The minutes from previous meeting of February 21, 2023 were approved as submitted by email.

LEGION HALL – Warsaw Fire Department request to use hall for Chicken BBQ July 1-4, 2023.

PARK - Warsaw Fire Department request permission for annual Firework display on July 4, 2023.

PARK USE – Warsaw Fire Department request use of village park for 4<sup>th</sup> of July carnival July 1-4, 2023.

PARK PAVILION – Walter Klein Post 532 request use of pavilion for annual community Easter egg hunt on April 1, 2023.

LEGION HALL- Wyoming County Youth Bureau request use of hall for their Stars of Tomorrow summer program on July 13<sup>th</sup> and 25<sup>th</sup> and August 2<sup>nd</sup> .

STREETS DEPARTMENT PERSONNEL – Received Keith Freeman’s letter of retirement resignation.

PARK USE – Rochester Lady Lions request use of softball fields for annual tournament July 20-23, 2023.

POLICE DEPARTMENT PERSONNEL- Chief Hoffmeister advised the board that Officer Anthony Phillips has resigned to take a position with the Irondequoit Police Department. The board thanked Mr. Phillips for his time with the department and wished him the best of luck in his new position.

### RESOLUTION #41 of 2023

POLICE DEPARTMENT PERSONNEL:

Motion made by Trustee Appleton  
Seconded by Trustee Schurr

RESOLVED – That resignation from full-time Police Officer Anthony Phillips be hereby accepted effective March 4, 2023.

CARRIED

PUBLIC WORKS PROGRESS REPORT - STREETS - Daily property & grounds maintenance of all village owned properties including, Commerce Way, Wyoming St Vault, Summit Ave Pump House, Duschen's Pond, Water Storage Tank, Central Garage, Bldg. #2 and Liberty Way, plow/salt/sand village streets, parking lots and alleyways as needed, plow/salt Town of Warsaw sidewalks as needed per agreement, load and haul snow from parking lots as needed, cold patched village streets, chipped brush as scheduled, drainage improvements at Bldg #1, assist with loader at WWTP when they are pressing sludge, jetted sanitary sewer on E. Buffalo, assist with watermain repair near Martinsville Road, and cleaned dump trucks, plow trucks and equipment. VILLAGE PARK - Daily grounds maintenance, emptying trash cans, pick up trash, plowing snow, clearing /salting sidewalks as needed, stock/Clean Legion Hall as needed for rental, clean/Stock restrooms daily, assist with project at bldg. #1 (Shelving), assist with plowing/salting village streets as needed, and assist with watermain break near Martinsville Road. WATER DISTRIBUTION - Daily distribution checks as required, daily stake outs as requested, daily samples of North Water Dist. as required, finals read as requested, repaired water meter at 142 Center St, checked water meter installation of water meter at 149 W. Court Street to insure properly installed, continue required Lead/Copper Water Service Survey as time allows, read Industrial meters for billing, assist with snow & ice removal as needed, and repair 10" watermain leak just North of Martinsville Road. WATER TREATMENT PLANT – Daily tests were performed and results recorded, generator ran successfully under load, we currently draw water from creek feed, reservoir feed used from 2/23-2/26, water intake screen is cleaned off as necessary, perform routine housekeeping and building maintenance, received delivery of 1,116 gallons of Pch180 coagulant on February 17<sup>th</sup>, and decanted back lagoon on February 23<sup>rd</sup>. WASTEWATER TREATMENT PLANT - Wash primary and secondary clarifiers, wash rotating arms on bio towers, clean vacuum switch on pista grit, drain drip traps, read electric and gas meters, remove snow, read and service industrial park lift station, service wastewater pumps in basement, rotate gas compressors and blowers weekly, set samplers, wash UV channel weekly, pour sludge beds, remove dried sludge from beds, wash and grease bar screen, service pista grit grease and oil, and wash aeration tanks. WYCO dumped 8,000 gallons, February belt press total was 122,433 gallons, 2/16- press all day 16, 615 gallons, 2/17 – press all day 18,125 gallons, 2/21-put new hose on influent sampler, prepare paperwork for annual flow certification, press all day 17,774 gallons, 2/22 – press all day 18, 525 gallons, 2/23- power outage 5am, reset main pumps, digester blowers and pista grit PLC, 2/27 press all day 13,000 gallons, submit January DMR to the DEC, 2/28-put new seal on ORF Carter pump, 3/1-press all day 16,812 gallons, picked up generator radiator from Caledonia Diesel, Sam Holmes here to look at generator for Commerce Way lift station and take woodchipper clutch for repair.

WATER DISTRIBUTION – Superintendent Evans noted that the recent watermain break required additional resources to make the repair.

TREES – NYSEG is in the village cutting trees ahead of their upgrade. Superintendent Evans has met several times with Forrester and crews should be putting new poles in by weeks end.

RESOLUTION #42 of 2023

LEGION HALL USE:

Motion made by Trustee Appleton  
Seconded by Trustee Rajk

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

Warsaw Fire Dept. – 7/1-4/23 – Chicken BBQ – waive fee

Wyo Cty Yth Bureau – 7/13, 25 and 8/2/23- Stars of Tomorrow Program – waive fee  
Pavilion

Walter Klein Post 532- 4/1/23- Community Easter Egg Hunt – waive fee

David Schreiner – 6/24/23 – Family gathering – private w/alcohol

Park Use

Warsaw Fire Dept. - 7/1-4/23 – 4<sup>th</sup> of July carnival- public – waive fee

Warsaw Fire Dept – 7/4/23 – Fireworks display

Rochester Lady Lions – Softball fields – 7/20-23/23 – waive fee

CARRIED

MEETINGS:

Police Committee – Mon 3/20 – 6:45 pm – Fire Hall

Public Hearing – Mon 3/20 – 8:00 pm – Fire Hall – Proposed Tree Law

Fire Committee – Mon 02/27– 6:00 pm – Fire Hall

Justice Court Audit – TBD

TREES – Mayor Robinson reported that future members of the tree board have applied for a small grant and are planning to do an Arbor Day tree planting at the village park.

STREETS DEPARTMENT PERSONNEL – Keith Freeman has spent the last 21 years working for the village. We are sorry to see him leave but thank him for his many years of service and wish him well in his retirement.

RESOLUTION #43 of 2023

STREETS DEPARTMENT PERSONNEL – Resignation

Motion made by Trustee Appleton

Seconded by Trustee Rajk

RESOLVED – That letter of resignation due to retirement of Keith Freeman effective February 24, 2023 be hereby accepted.

CARRIED

RESOLUTION #44 of 2023

STREETS DEPARTMENT PERSONNEL:

Motion made by Trustee Rajk

Seconded by Trustee Appleton

RESOLVED – That upon recommendation of Superintendent Evans hereby hire Samuel Piepenburg as MEO to fill vacancy left by Nick Baker.

CARRIED

RESOLUTION #45 OF 2023

BUDGET HEARING – Budget for 2023-24

Motion made by Trustee Appleton  
Seconded by Trustee Schurr

NOTICE is hereby given that the estimated and tentative budget of the Village of Warsaw, New York for the fiscal year June 1, 2023 through May 31, 2024 will be completed on March 21<sup>st</sup> and a copy thereof will be on file in the Office of Village Clerk, 15 South Main Street, Warsaw, New York where it will remain open for inspection during the office hours of 8:30 a.m. to 4:30 p.m. until Monday April 3, 2023 when a public hearing will held at 8:00 p.m. at the regular meeting of the Board of Trustees at the Warsaw Fire Hall at 40 East Buffalo Street, Warsaw, New York. Any resident of the Village of Warsaw is entitled to be heard upon said proposed budget at such Public Hearing.

CARRIED

RESOLUTION #46 of 2023

**A RESOLUTION OF THE VILLAGE OF WARSAW AUTHORIZING NEGOTIATIONS WITH THE HIGHEST-RANKED QUALIFIED FIRM, CLARK PATTERSON LEE (CPL), PURSUANT TO AN RFP FOR ENGINEERING SERVICES RELATED TO THE VILLAGE’S ENVIRONMENTAL PLANNING GRANT CFA PROJECT NO. 120850, AND AUTHORIZING, UPON SUCCESSFUL NEGOTIATION, THE AWARD OF A PROFESSIONAL SERVICES AGREEMENT FOR SUCH SERVICES**

**WHEREAS**, on February 2, 2023, the Village of Warsaw (“Village”) issued and advertised a Request for Qualifications seeking qualified firms to provide general planning services and the preparation of an Infiltration and Inflow report for the Village (“Services”); and

**WHEREAS**, proposals received from qualified firms in response to the RFQ were evaluated and ranked, with one firm responding, which said firm ranked as responsive and qualified, with Clark Patterson Lee (CPL) engineers; and

**WHEREAS**, the Village Board wishes to authorize the Village Treasurer and/or Mayor to negotiate a professional services agreement with the highest-ranked firm, Clark Patterson Lee, including a scope of services and fees for the Services; and

**WHEREAS**, the Village Board finds that it is in the best interests of the Village to proceed as indicated in this Resolution and authorize negotiations with the qualified firms in order to enter into a professional services agreement for the Services.

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE BOARD OF THE VILLAGE**

**OF WARSAW AS FOLLOWS:**

**Section 1. Negotiations Authorized with Clark Patterson Lee for services related to the Village’s Engineering Planning Grant No. 120850.** The Village Treasurer and/or Village Mayor are hereby authorized to negotiate a professional services agreement with Clark Patterson Lee including a scope of services and fees for the Services and, if necessary, authorization is granted to readvertise for additional engineering proposals if successful negotiations cannot be completed with the firm.

**Section 2. Implementation.** The Village Treasurer and/or the Village Mayor are hereby authorized to take any further action as necessary to implement the purposes of this Resolution.

**Section 3. Effective Date.** This Resolution shall be effective immediately upon adoption.

Motion by Trustee Appleton  
Seconded By Trustee Schurr

Summary of Vote                      **4** Aye                      **0** Nay                      **0** Abstain

COMMUNITY AFFAIRS – Brenda Kelly, president of the Warsaw Chamber of Commerce, reported that the Ice Cream for Breakfast fundraiser proceeds along with donations from the Garden Club will be used to fund the flowers and coco liners for the hanging baskets that hang on Main and Buffalo Streets for the summer. This year they are having J & A Greenhouses plant them. The annual Chamber dinner will be held on March 23<sup>rd</sup> with a Taste of Warsaw menu. Some of the proceeds from additional food purchased will go towards the Beautification fund as well. Speakers will be Urban Vantage who are currently working on the new Comprehensive Plan for the village and Passero Associates who are working with the Genesee Transportation Council on the Transportation study.

**RESOLUTION #47 OF 2023**

**AUDIT AND PAY BILLS:**

Motion made by Trustee Schurr  
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 #19 in the amount of \$46,220.46, Water Abstract #19 in the amount of \$9,838.51, and Sewer Abstract #19 in the amount of \$52,947.46.

**CARRIED**

Moved and seconded to adjourn at 8:01 p.m.

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Lisa A. Allen, Clerk