

RUSHVILLE VILLAGE BOARD MEETING

April 14, 2014

TIME: 6:43 PM

PLACE: Rushville Village Hall

PRESENT: Trustees David Field, Timothy Jabaut, Chuck Elwell, and John Sawers

ABSENT: Mayor Jon Bagley

ALSO IN ATTENDANCE: Janet Landcastle, Art Rilands, Jonette Keneston, Jim Adams, Reggie O'Hearn and Dodie Baker

PUBLIC HEARING

RE: Opening the Public Hearing

Trustee (and Vice-Mayor) John Sawers opened the public hearing at 6:43pm.

RE: Local Law #1-2014

A copy of this report is on file with these minutes.

The Board of Trustees reviewed the local law to override the tax cap levy limit. It was explained the current levy prepared for adoption does not exceed the 2% tax cap, but it is recommended by the Village Attorney to adopt the local law for administrative purposes.

RE: Adjournment

A motion was made by Trustee David Field and seconded by Trustee Timothy Jabaut to adjourn the meeting at 6:45pm. Unanimously carried.

BUDGET HEARING

RE: Opening the Budget Hearing.

Trustee John Sawers opened the budget hearing at 6:45pm

RE: 2014/2015 Fiscal Year Budget

Trustee John Sawers asked for questions and comments from the Board regarding the 2014/2015 fiscal year budget. Janet Landcastle asked why there was \$28,000.00 set aside for the community center. Clerk-Treasurer, Jennifer Gruschow commented that it's better to put some money in the budget just in case it's needed but that there are no immediate plans for the community center.

Janet Landcastle asked what a health officer was. Jennifer Gruschow commented that Dr. Ostrander is the Village health officer. It's a State mandated position and it is held by a doctor to certify the birth or death of a person. The health officer also assists in condemning properties if they are deemed unfit or unsuitable to live in.

RE: Closing

Trustee John Sawers closed the budget hearing at 6:49pm.

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ANNUAL ORGANIZATION MEETING

RE: Calling the Annual Organization Meeting to Order

Trustee John Sawers called the annual organizational meeting to order at 6:50pm.

RE: Planning Board Appointments

A motion made by Trustee Chuck Elwell and seconded by Trustee Timothy Jabaut to appoint David LeClair and Tad Gerace as members of the Planning Board, each for a term of 2 years to expire April 2016. Unanimously carried.

RE: Zoning Board of Appeals Appointments

A motion was made by Trustee Timothy Jabaut and seconded by Trustee David Field to appoint Karen Johnson as a Zoning Board of Appeals member for a term of 3 years, to expire in April 2017. Unanimously carried.

RE: Reading Center Board Appointment

A motion was made by Trustee Chuck Elwell and seconded by Trustee Timothy Jabaut to appoint Heather Bassett as a Reading Center Board member for a term of 5 years, to expire in April 2019. Unanimously carried.

RE: Historian

A motion was made by Trustee David Field and seconded by Trustee Timothy Jabaut to appoint James Rice as Village Historian for a term of 1 year, to expire April 2015. Unanimously carried.

RE: Fire Chief

A motion was made by Trustee Chuck Elwell and seconded by Trustee David Field to approve Art Rilands as Fire Chief, as elected by the members of the Rushville Hose Company, for the term of 1 year, to expire April 2015. Unanimously carried.

RE: Fire Police and Drivers

A motion was made by Trustee Chuck Elwell and seconded by Trustee David Field to appoint William Gardner, Charlie Lazarus, Gerald Lazarus, Gerald Duel, Randy Gibeau, Earl Gorton Jr., and Ken Seeling as fire police for the Rushville Hose Company

and to appoint Arthur Rilands, Phil Catlin, Andy Gardner, Gerald Duel, Charlie Lazarus, Gerald Lazarus, Todd Conaway, Earl Gorton Jr., Paul Moberg, Christine Olsen and Jim Santee as drivers; and Dave LeClair, Anthony Olsen, and Dylan Gardener as drivers of unrated vehicles for the Rushville Hose Company. Unanimously carried.

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RE: Vice-Mayor Appointment

A motion was made by Trustee Chuck Elwell and seconded by Trustee Timothy Jabaut to appoint Trustee John Sawers as Vice-Mayor for a term of 1 year to expire April 2015. Unanimously carried.

Re: Trustee Committee Assignments

A motion was made by Trustee David Field and seconded by Trustee Chuck Elwell to approve the list of Trustee committee assignments as follows, unanimously carried.

Cemetery	David Field & Tim Jabaut
Personnel	John Sawers & Charles Elwell
Streets	David Field & Tim Jabaut
Youth Program	Charles Elwell & John Sawers
Village Park	Charles Elwell & John Sawers
Sewer Department	David Field & Tim Jabaut
Water Department	David Field & Tim Jabaut
Finance	John Sawers & Charles Elwell
Fire Department	David Field & Tim Jabaut

RE: Appointed Representatives to Other Governmental Boards & Committees

A motion was made by Trustee Timothy Jabaut and seconded by Trustee David Field to approve the list of appointed representative to other governmental Board and committees as follows, unanimously carried.

Planning Board	John Sawers
Zoning Board of Appeals	John Sawers
Mabel D. Blodgett Reading Center	Charles Elwell
Cndga Lake Watershed Council	Charles Elwell
Cndga Lake Watershed Commission	John Sawers

RE: Official Newspaper

A motion was made by Trustee David Field and seconded by Trustee Timothy Jabaut to declare the official newspaper of the Village of Rushville to be the Finger Lakes Times. Unanimously carried.

RE: Official Depositories

A motion was made by Trustee Timothy Jabaut and seconded by Trustee Chuck Elwell to declare the official depositories to be Community Bank, N.A. and the Lyons National Bank. Unanimously carried.

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RE: Village Attorney

A motion was made by Trustee David Field and seconded by Trustee Chuck Elwell to appoint William Kenyon as Village Attorney for a term of 1 year, to expire April 2015. Unanimously carried.

RE: Village Engineer

A motion was made by Trustee Timothy Jabaut and seconded by Trustee Chuck Elwell to appoint Chatfield Engineers as Village Engineer for a term of 1 year, to expire April 2015. Unanimously carried.

RE: Dates for Regular Monthly Meeting

A motion was made by Trustee Timothy Jabaut and seconded by Trustee Chuck Elwell to schedule the date, time and place for the regular monthly meeting as the 2nd Monday of the Month, (3rd Monday, if 2nd is a holiday), at 7:00pm at the Village Hall. Unanimously carried.

RE: Date for Annual Organizational Meeting

A motion was made by Trustee Timothy Jabaut and seconded by Trustee Chuck Elwell to tentatively set the next Organizational Meeting for April 13, 2015. Unanimously carried.

RE: Mileage Rate

A motion was made by Trustee Timothy Jabaut and seconded by Trustee David Field to set the mileage reimbursement rate to be \$0.50 per mile. Unanimously carried.

RE: Real Property Rental Fees

A motion was made by Trustee Timothy Jabaut and seconded by Trustee David Field to set the real property rental fees as follows, unanimously carried.

Fire House

- \$150 for meeting room
- \$175 for meeting room & kitchen
- \$200 for meeting room, kitchen & pavilion
- \$200 deposit required w/signed rental agreement

Park

- No charge for Village residents
- \$10/day for Non-Village residents
- \$25/day for Non-Village resident if using water & electric
- \$25 deposit required w/signed rental agreement for all users

Village Hall Meeting Room

- Single Time Use:
 - Free to Village Residents

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\$25 for Non-Village Residents
Weekly Use up to 8 Weeks:
\$50 for Village Residents
\$100 for Non-Village Residents
Weekly Use for More than 8 Weeks
\$100 for Village Residents
\$200 for Non-Village Residents
\$50 deposit required w/signed rental agreement for single time use
outside of normal office hours and for weekly use up to 8 weeks

RE: Water Meter Replacement, Turn-On & Turn-Off Fees

A motion was made by Trustee Chuck Elwell and seconded by Trustee Timothy Jabaut to set the water fee as follows, unanimously carried.

\$150 for meter replacement
\$50 to turn off (meter will be removed)
\$50 to turn-on

RE: Bounced Check Fee

A motion was made by Trustee Chuck Elwell and seconded by Trustee Timothy Jabaut to set the bounced check fee at \$20, the maximum amount allowed by NYS General Obligation Law section 5-328. Unanimously carried.

RE: Procurement Policy

A motion was made by Trustee David Field and seconded by Trustee Timothy Jabaut to adopt the following procurement policy as written. Unanimously carried.

Purchases in excess of \$20,000 and public works contracts in excess of \$35,000 will be competitively bid unless such purchase of goods and services are under State or County contracts. A determination will be made by the Board as to whether proposed purchases or contracts are required to be competitively bid. If no bid is necessary; the following quotes will be sought: for regular purchases department heads are required to seek two (2) verbal quotes for purchases between \$500-\$2,999; two (2) written quotes for purchases between \$3,000-\$9,999; and three (3) written quotes for purchases between \$10,000-\$19,999. For Public Works contracts department heads are required to seek two (2) verbal quotes for contracts between \$500-\$2,999; two (2) written quotes for contracts between \$3,000-\$9,999 and three (3) written quotes for contracts \$10,000-\$34,999.

RE: Investment Policy

A motion was made by Trustee David Field and seconded by Trustee Chuck Elwell to maintain the current investment policy on file. Unanimously carried.

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RE: Purchasing Card Policy

A motion was made by Trustee Timothy Jabaut and seconded by Trustee David Field to maintain the current purchasing card policy on file. Unanimously carried.

RE: Notice of Defect Policy

A motion was made by Trustee Timothy Jabaut and seconded by Trustee David Field to maintain the current notice of defect policy on file. Unanimously carried.

RE: Rule of Procedure Policy

A motion was made by Trustee David Field and seconded by Trustee Chuck Elwell to adopt Roberts Rules of Order as its meeting rules of procedure policy. Unanimously carried.

RE: Special Meeting Policy

A motion was made by Trustee Timothy Jabaut and seconded by Trustee David Fields to adopt the following as the policy for calling a special meeting. Unanimously carried.

If the need for special meeting arises, the Mayor or two (2) Trustees will inform the Village Clerk of the date, time and purpose at least 72 hours in advance for meetings planned at least one week in advance and at least 48 hours in advance for meetings planned less than one week in advance. The Clerk will then contact the news media and ensure that all members of the Board of Trustees are aware of the meeting. After this the Clerk will be sure to post notices in at least eight (8) public locations.

RE: Advance Approval of Claims

A motion was made by Trustee Timothy Jabaut and seconded by Trustee Chuck Elwell to adopt the following as its advance approval of claims policy. Unanimously carried.

The Board of Trustees authorizes payment in advance for public utility services, postage, freight and credit balances. The need for payment of time sensitive claims may be made as required not to incur late fees. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the Board of Trustee disallows.

RE: Attendance at Schools & Conferences

A motion was made by Trustee Timothy Jabaut and seconded by Trustee David Field to adopt the following as the attendance at schools and conferences policy. Unanimously carried.

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The Board of Trustees authorizes and supports the schooling and certification necessary to maintain proper licensing in regards to the water and sewer treatment plants. Mandatory credit hours do not need pre-approval. However any credit hours over the minimum State requirements do need pre-approval by the Board. All other schooling that has an associated fee for the Clerk-Treasurer, Code Enforcement Officer, Planning Board Members, Zoning Board of Appeals Members, and the Volunteers of the Rushville History Room, need pre-approval.

RE: Unpaid Water & Sewer Relevy Policy

A motion was made by Trustee Chuck Elwell and seconded by Trustee Timothy Jabaut to adopt the following as the unpaid water and sewer relevy policy. Unanimously carried.

Any and all water/sewer account that have outstanding balances on March 1st will receive a notice from the Clerk-Treasurer indicating that such account holders have until March 25th, or the previous business day if the 25th falls on a Saturday or Sunday, to clear the outstanding balance. If the outstanding balance is not cleared by the given date then a \$100 relevy fee for outstanding water charges and a \$100 relevy for outstanding sewer charges, will be applied and the total amount will be sent to the appropriate County for relevy onto their Village tax bill. In the event that the account holder is not also the homeowner, then a notice will be sent to both the landlord and their occupying tenant as long as the Clerk has knowledge of such property is a rental unit. This policy will allow the Clerk-Treasurer to prepare an accurate relevy list to present to the Board for approval at the April monthly Board Meeting.

RE: Adjournment

A motion was made by Trustee Timothy Jabaut and seconded by Trustee David Field to adjourn the annual organization meeting at 7:00pm. Unanimously carried.

REGULAR MONTHLY MEETING

RE: Calling the Meeting to Order

Trustee John Sawers called the regular monthly meeting to order at 7:00pm.

RE: Minutes

The Board reviewed the minutes from the March 10, 2014 Board meeting. A motion was made by Trustee Tim Jabaut to approve the minutes as printed. Trustee David Field seconded the motion. Unanimously carried.

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The Board reviewed the minutes from the March 24, 2014 special meeting. A motion was made by Trustee David Field to approve the minutes as printed. Trustee Tim Jabaut seconded the motion. Unanimously carried.

RE: Public Work's Supervisor: Art Rilands

A copy of this report is on file with these minutes.

The Toro mower is no longer used to cut grass and is only used for hauling a wagon. Art asked to Board if we could sell the mower and look into getting a used mower. Art feels a used Gator with a small dump box would be more useful. He has found a used one for around \$4,000-\$5,000. Trustee John Sawers was recently inquiring about one for himself and believes you can buy a new one for around \$5,800 with spring assist and no electric. Art said he would look around more and get some prices together.

Suit Kote asphalt materials is going to do some of the work on Bassett Street this summer. They will do some core samples late next week to see if we can reuse the old asphalt. There are many potholes on Bassett Street that will be fixed this week.

Art asked the Board of Trustees when they would like to come and see the water plant. Everyone said they could go see the water plant Wednesday, April 16th at 3:30pm.

RE: Fire Department: Todd Conaway

A copy of this report is on file with these minutes.

Todd Conaway was not in attendance. Art Rilands reported that the old ladder wagon from 1913 was being returned to the Fire Department. Art would like permission to put an addition onto the Fire Department so the members can display the ladder wagon. Art feels the addition would cost around \$15,000 and most of the work will be done by members of the Fire Department. Art asked if he could use some of the money set aside in the Village budget for the Fire Chief toward the addition.

Trustee Chuck Elwell made the comment that we gave the ladder wagon away years ago and doesn't feel the Village should put money towards something we didn't want in the first place. Trustee Chuck Elwell stated he does not support the idea of an addition.

Discussion continued back and forth and Art said to forget about using the Fire Chief's money and that all the money for the addition would come from the Fire Department's own money that they have through fundraising. Art also commented that the Ladder Wagon was a part of the Village history and if the Trustees feel money shouldn't be used for the Village history then they should close the doors to the History Room.

Trustee John Sawers feel the addition for the ladder wagon is a great idea. It will also give some room for the history room to put information about the history of fire department in Rushville.

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Dodie Baker commented that the historians could also put information about the ladder wagon in the history room to inform people of the display. Dodie asked Art if the public could come and walk around in the room to look at the ladder Wagon. Art said absolutely.

A motion was made by Trustee John Sawers and seconded by Trustee David Field to approve the addition to the Village of Rushville Fire Department. Chuck Elwell opposed the addition.

RE: Reading Center Director: Dodie Baker

A copy of this report is on file with these minutes.

Dodie reports that new books and DVD's have been donated to the Reading Center.

Southern Tier Library System is encouraging libraries to participate in a new service they are offering for free music download to members of the Library/Reading center. Libraries will have a one month free trial to "Freegal Music". This service for downloading music will be partly paid by STLS and partly by the Village. The price will be based on usage at the Reading Center. Dodie did not have all the information yet and said once she finds out more information she will share it at the next Board meeting.

Dodie also would like to get some house numbers for the Reading Center. There are currently no number and would like to make sure it is labeled 35 South Main because there is a 35 North Main.

RE: Code Enforcement Officer: Reggie O'Hearn

A copy of this report is on file with these minutes.

Reggie talked about Joe Conte buying a piece of Village property to build a wood shop. Joe Conte would like to be moved into a new location by September. If any of the Trustees would like to discuss thing with Joe Conte he would be happy to set a meeting up.

Trustee Chuck Elwell would like to check to make sure water and sewer lines go to the property.

Trustee John Sawers asked Reggie if everything went ok with the fire inspections. Reggie commented that everything went well.

RE: Adopt Local Law #1-2014

A motion was made by Trustee Chuck Elwell and seconded by Trustee David Fields to adopt local law #1-2014. Unanimously carried.

RE: Adopt 2014/2015 Fiscal Year Budget

A motion was made by Trustee Tim Jabaut and seconded by Trustee David Fields to adopt 2014/2015 fiscal year budget. Unanimously carried.

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RE: Relevy Unpaid Water & Sewer Charges

A motion was made by Trustee Chuck Elwell and seconded by Trustee David Field to approve the relevy of unpaid water and sewer charges. Unanimously carried.

RE: Schedule Special Meeting for SRTS Sidewalk Projects

Clerk-Treasurer Jennifer Gruschow reported that the special meeting to award the SRTS Sidewalk project is currently on hold. A meeting may be set up before the next Board meeting.

RE: Safe Routes to school Sidewalks Project

Bruce St. Lawrence is currently giving City Hill Construction a chance to clean up their bid packet and complete the unanswered items. Their bid proposal included 55% subcontractors and City Hill Construction has never worked on a federally funded project. By the next Board meeting we should have a meeting set up to award the SRTS Sidewalk project.

RE: Bay Water Easement

Attorney Kenyon is still working to file the petition for a judge's interpretation of the easement.

RE: Sewer Planning Study

MRB Group was awarded the contract for the Sewer Planning Study. Jennifer Gruschow asked the Board of Trustees to authorize Mayor Jon Bagley to sign the Engineering Agreement.

A motion was made by Trustee Chuck Elwell and seconded by Trustee Tim Jabaut to authorize Mayor Jon Bagley to sign the Engineering Agreement with MRB Group. Unanimously carried.

RE: Maintenance Agreement for Generator at Water Plant

EPS are the current company that checks the generator at the sewer plant and Art would like to add the water plant to the contract.

Trustee Tim Jabaut commented that if you don't have a contract with EPS they will not come right out if something is wrong. You will be put at the bottom of the list and that means they may not come that day to fix the problem.

A motion was made by Trustee David Field to except the new contract and second by Tim Jabaut. Unanimously carried.

RE: Memorial Day Parade

The Memorial Day Parade will be held in Rushville this year. Jennifer Gruschow would like to set up a meeting to include one of the Trustees to help with the parade. Trustee David Field volunteered to go to the meetings for the Memorial Day Parade.

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RE: Hire Cemetery Laborers

A motion was made by Trustee David Field and seconded by Trustee Chuck Elwell to hire Brad Quayle at a rate of \$12.00/hour and Austin Conaway at a rate of \$8.00/hour as seasonal laborers. Unanimously carried.

RE: Bills

A motion was made by Trustee David Field and seconded by Trustee Tim Jabaut to authorize payment of the general bills in the amount of \$15,053.55, noting \$8,945.27 had already received payment due either to prior authorization or a due date prior to the Board meeting. Unanimously carried.

A motion was made by Trustee David Field and seconded by Timothy Jabaut to authorize payment of the capital projects fund bills in the amount of \$5,000.00. Unanimously carried.

A motion was made by trustee Chuck Elwell and seconded by Trustee David Field to authorize payment of the cemetery bills in the amount of \$626.27. Unanimously carried.

A motion was made by Trustee Timothy Jabaut and seconded by Trustee David Field to authorize payment of the water bills in the amount of \$5,328.33, noting \$591.00 had already received payment due either to prior authorization or a due date prior to the Board meeting. Unanimously carried.

A motion was made by Trustee Chuck Elwell and seconded by Trustee Timothy Jabaut to authorize payment of the sewer bills in amount of \$8,792.82, Unanimously carried.

RE: Adjournment

A motion was made by Trustee Chuck Elwell and seconded by Trustee Timothy Jabaut to adjourn the meeting at 8:02pm. Unanimously carried.

Respectfully Submitted,

Jenna Bergstresser
Village Deputy Clerk