

**Regular meeting of the Trustees, Village of Lyndonville was held on Tuesday, January 3, 2017 at the Village Hall. Meeting opened at 6:00 p.m.**

PRESENT: Mayor: John Belson  
Trustees: Andrew Cousins - Absent  
Charles Covell  
Mary Kage  
Danny Woodward Jr.  
Clerk-Treasurer Teri Woodworth  
Supt. of Public Works Terry M. Woodworth  
Code Enforcement Officer Michael Hartman - Absent  
Attorney Katherine Bogan  
Fire Chief Ben Bane  
Public: Carla Woodworth and Randall Shepard

**APPROVAL OF THE MINUTES**

**ON MOTION** of Trustee Kage seconded by Trustee Woodward Jr., to accept the minutes of the December 5, 2016 Regular meeting.

Vote: 5 Ayes (Belson, Cousins, Covell, Kage, Woodward Jr.); 0 Nays; 0 Abstain

**PRIVILEGE OF THE FLOOR:**

- Bonadio Group - Randall Shepard, CPA/Partner of the Bonadio Group presented the Board with the draft Financial Statements as of May 31, 2016. As noted in the management letter there were no significant audit findings. The Bonadio Group will provide Clerk-Treasurer Woodworth with a recommended journal entry to be made to balance the books as a result of switching accounting software's. The Bonadio Group also advised the Board that the Sewer Fund should be a self-sustaining fund and they may need to consider an increase in the sewer rates in the future.

**USE OF FACILITIES**

- Fire Hall - Anna Schuner is requesting the use of Fire Hall for birthday party on December 30, 2016 from 4pm to 9pm..

**RESOLUTION NO 2017-1**

**USE OF FACILITIES – ANNA SCHUNER**

**ON MOTION** of Mayor Belson, seconded by Trustee Woodward Jr. to approve the use of facilities for Anna Schuner for December 30, 2016.

Vote: 5 Ayes (Belson, Cousins, Covell, Kage, Woodward Jr.); 0 Nays; 0 Abstain

**Report – Fire Chief Bane**

- Report – 226 Calls for 2016; 23 Calls for December (7 - EMS Town, 7 - EMS Village, 4 - Gas/Propane Leak, 1 - Garage Fire, 1 - MVA and 3 - Good Intent)
- Chief Bane noted that the new fire truck is expected to be here around March 2017.

**Report – Code Enforcement**

- No report was provided

**Report – Attorney Bogan**

- Solar Ordinance - Attorney Bogan will be working the Village Planning Board to draft a Village Solar Ordinance.
- Communications Technology Policy - Attorney Bogan provide Clerk-Treasurer Woodworth with a copy of a Town's communications technology policy and recommended that Village consider having their employee's receive and sign off on the policy annually. Clerk-Treasurer Woodworth noted that the Village currently has a policy and all new employee's are required to sign it upon employment. Attorney Bogan and Clerk-Treasurer Woodworth will compare the two policies and prepare a draft for the Boards approval to be implemented annually.

**Report – Clerk-Treasurer Woodworth**

- Vouchers – Abstract A7-2 #11250 to be paid

General	\$ 11.97
Water	\$ 11.97
Sewer	\$ <u>11.96</u>
<b>Grand Total</b>	<b>\$ 35.90</b>

- Vouchers – Abstract A7-3 #11252 - 11256 to be paid

General	\$ 996.82
Water	\$ 2,139.21
Sewer	\$ <u>1,038.31</u>
<b>Grand Total</b>	<b>\$ 4,174.34</b>

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- Vouchers – Abstract A8 #11257 - 11313 to be paid

General	\$ 16,462.84
Water	\$ 2,667.23
Sewer	\$ <u>3,381.85</u>
<b>Grand Total</b>	<b>\$ 22,511.92</b>

**RESOLUTION NO 2017 -2**

**VOUCHERS TO BE PAID FOR ABSTRACT A7-2 A7-3 & A8**

**ON MOTION** of Trustee Woodward Jr. seconded by Trustee Kage to have Clerk-Treasurer Woodworth to pay Abstract A7-2, A7-3 & A8 #11250 - #11313.

Vote: 5 Ayes (Belson, Cousins, Covell, Kage, Woodward Jr.); 0 Nays; 0 Abstain

**Report – Superintendent Woodworth**

- LED Bulbs - Superintendent Woodworth has put in some LED lights at the Fire Hall as a test. He will start working on replacing bulbs with LED bulbs in any of the buildings where the lights are on a large amount of time.

**Report – Trustee Kage**

- Solar - Trustee Kage mentioned that the Planning Board spend 2.5 hours reviewing the Town of Shelby's Solar Ordinance as well as consulted with Code Enforcement Hartman. Also they will be looking to work with Attorney Bogan on a draft. She also noted their next meeting is January 21, 2017.
- Cats - Trustee Kage inquired if Attorney Bogan had sent a letter to Mrs. Leonard regarding her cats. Attorney Bogan will be sending it tomorrow. Trustee Kage noted she has been in contact with the family regarding a program that will spay and neuter the cats for \$25.00 per cat.

**Report – Trustee Woodward Jr.**

- Trustee Woodward Jr. confirmed the Village will be providing a proclamation for Harold Scribner. Clerk-Treasurer Woodworth noted she's working on it.

**Report – Trustee Covell**

- Nothing

**Report – Trustee Cousins**

- Absent

**Report – Mayor Belson**

- Planning Board Member Susan Campbell - Mayor Belson provided the Board with a written notice of resignation from Planning Board Member Susan Campbell.
- Orleans County Law Enforcement Study - Mayor Belson noted there will be a public meeting on January 10, 2017 at the Hoag Library and Ridgeway FireHall regarding the Orleans County Law Enforcement Study.
- Western Orleans Comprehensive Plan - Mayor Belson asked how things were going with the update process, he had received an email about the upcoming survey. Attorney Bogan noted she had reviewed the letter and survey and felt the letter was too long and is concerned regarding the questions that allow departments to be rated when it doesn't specify which department you're rating. Trustee Covell is on the committee he will take that feedback back to the group.

**OLD BUSINESS:**

- Water Rate Assessment – Mayor Belson noted we will start working on this next month.

**NEW BUSINESS:**

- Language Access Plan (LAP) - Clerk Treasurer Woodworth presented the Board with the Village of Lyndonville's Language Access Plan (LAP) required by USDA and asked for approval to accept the plan. (Original on file in the Clerk's Office)

**RESOLUTION NO 2017 -3**

**TO ACCEPT THE LANGUAGE ACCESS PLAN**

**ON MOTION** of Trustee Covell seconded by Trustee Woodward Jr. to accept the Language Access Plan (LAP) for the Village of Lyndonville.

Vote: 5 Ayes (Belson, Cousins, Covell, Kage, Woodward Jr.); 0 Nays; 0 Abstain

- 2017 Fire Department Elected Officials
  - Chief - Ben Bane
  - 1st Assistant Chief - Steve Bane
  - 2nd Assistant Chief - Lee Kistner
  - Captain - T.J. Heideman
  - EMS Captain - Scott Buffin

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- Fire Police Captain - Harold Scribner
- Chaplain - Wes Bradley
- President - Anna Schuner
- Vice-President - Mike Tabor
- Treasurer - Jim Wells
- Secretary - Pamela Durow
- Director - Ken Starr
- WNY Delegate - Morgan Gerety

**RESOLUTION NO 2017 -4**

**TO ACCEPT THE 2017 FIRE DEPARTMENT ELECTED OFFICIALS**

**ON MOTION** of Trustee Kage seconded by Trustee Covell to accept the 2017 Fire Department elected officials.

Vote: 5 Ayes (Belson, Cousins, Covell, Kage, Woodward Jr.); 0 Nays; 0 Abstain

- Old Television and VCR - Clerk-Treasurer Woodworth ask the Board for approval to declare the old television and VCR in the meeting room at the Village Hall as surplus and to dispose of it at the e-waste shed.

**RESOLUTION NO 2017 -5**

**DECLARE THE OLD TELEVISION AND VCR AT THE VILLAGE HALL SURPLUS AND GRANT PERMISSION TO DISPOSE OF THEM AT THE E-WASTE SHED**

**ON MOTION** of Trustee Woodward Jr. seconded by Trustee Kage to declare the old television and VCR at the Village Hall surplus and grant permission to dispose of them in the e-waste shed.

Vote: 5 Ayes (Belson, Cousins, Covell, Kage, Woodward Jr.); 0 Nays; 0 Abstain

**ON MOTION** of Trustee Woodward Jr., seconded by Trustee Covell, to adjourn the meeting at 6:38 pm.

Vote: 5 Ayes (Belson, Cousins, Covell, Kage, Woodward Jr.); 0 Nays; 0 Abstain

*Teri M. Woodworth*  
Clerk-Treasurer