

Regular meeting of the Trustees, Village of Lyndonville was held on Monday, October 13, 2014 at the Village Hall. Meeting opened at 6:02 p.m.

PRESENT:	Mayor:	Stephen C. McAvoy
	Trustees:	Charles Covell
		James Tuk
		Ellen Tuohey
		Danny Woodward Jr.
	Clerk-Treasurer	Teri Woodworth
	Supt. of Public Works	Terry M. Woodworth
	Code Enforcement Officer	Aaron Young
	Attorney	David Schubel
	Fire Chief	Jason Gerety - Absent
	Public:	Rob Woolley, Mark Braley, Bonnie Heck & Thomas Heck

APPROVAL OF THE MINUTES

ON MOTION of Trustee Covell, seconded by Trustee Tuohey, to accept the minutes of the September 8, 2014 Regular meeting and the September 19, 2014 Special meeting.

Vote: 5 Ayes (Covell, McAvoy, Tuk, Tuohey, Woodward Jr.); 0 Nays; 0 Abstain

PRIVILEGE OF THE FLOOR:

- Auxiliary President Woolley - Notified the Board of the Auxiliaries annual Turkey Raffle on November 1, 2014 and asked Mayor McAvoy to sign the special event liquor permit. Mayor McAvoy asked for the complete permit to be submitted prior to him signing it. Auxiliary President Woolley stated it's all done online and that is the complete permit. Clerk-Treasurer Woodworth stated she was able to print off the complete permit, asked for the entire permit to be completed as the Mayor or the Clerk-Treasurer signing off on liquor permits or games of chance licenses could lead to a misdemeanor on the Mayor or the Clerk-Treasurer if the permits are not done correctly. Auxiliary President Woolley will complete the entire permit and resubmit for a signature.

USE OF FACILITIES

- Fire Hall – Mike Heideman is requesting use of the Fire Hall on October 7, 2014 from 12:00pm to 5:00pm for a funeral reception.
- Fire Hall – Lyndonville Lions Club is requesting use of the Fire Hall on October 25, 2014 from 10:00am to 12:00pm for a their annual pumpkin carving contest.
- Fire Hall – Teresa Carvalho is requesting use of the Fire Hall on November 2, 2014 from 2:00pm to 6:00pm for a baby shower.

RESOLUTION NO 2014-100

USE OF FACILITIES

ON MOTION of Trustee Woodward Jr., seconded by Trustee Covell, to approve the use of facilities for Mike Heideman to use the Fire Hall on October 7, 2014 for a funeral reception, Lyndonville Lions Club to use the Fire Hall on October 25, 2014 for a pumpkin carving contest and Teresa Carvalho to use the Fire Hall on November 2, 2014 for a baby shower.

Vote: 5 Ayes (Covell, McAvoy, Tuk, Tuohey, Woodward Jr.); 0 Nays; 0 Abstain

- Clerk-Treasurer Woodworth mentioned the Lyndonville School National Junior Honor Society will be doing a cleanup project in Patterson Park on Saturday October 18, 2014. Lyndonville School has obtained insurance naming the Village of Lyndonville as additionally insured, this will be done annually to coincide with the school year.

Report – Attorney Schubel

- Shared Services Agreement - Working on drafting the shared services agreement for Code Enforcement.
- Pennysaver Markets of Lyndonville owner was served on October 6, 2014 with the demolition notice given 30 days to take action. Attorney Schubel mentioned the Village will need to have the appropriate asbestos testing done and may need to reach out to the Orleans County for assistance in demolition if no action is taken by the owner.

Report – Code Enforcement Young

- Report: Building Permits - 2 - Building Permits Issued
- Code Enforcement Young mentioned he attended the Orleans County Planning Board meeting and that the County Planning Board denied the special use permit for 55 South Main Street which will be discussed during the Village Planning Board meeting later.

Report – Fire Chief Gerety

- Absent
- Report given by Clerk-Treasurer Woodworth- YTD calls – 161, MTD calls – 21 (6 – EMS in Town, 4 – EMS in Village, 2 – Automatic Alarm, 1 - Structure Fire in the Town, 2 - Grass/Brush Fire, 1 - M/A to Carlton, 2 - M/A FAST to Medina, 1 - M/A FAST to Albion, 1 - MVA in the Town and 1 - Hazardous Condition)

Report – Clerk-Treasurer Woodworth

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- Check Stubs - Clerk-Treasurer Woodworth would like permission to destroy check stubs from 2005 to 2007 as they only have to be retained for 6 years.

RESOLUTION NO 2014-101
DESTROY CHECK STUBS

ON MOTION of Trustee Tuohey, seconded by Trustee Tuk, to approve destroying check stubs from 2005 to 2007.

Vote: 5 Ayes (Covell, McAvoy, Tuk, Tuohey, Woodward Jr.); 0 Nays; 0 Abstain

- Bank Reconciliation - Clerk-Treasurer Woodworth would like to have Brown & Co, LLC reconcile May 31, 2013 as they have completed the May 31, 2014 bank reconciliation. The quoted cost to reconcile May 31, 2013 is \$1,000.00 to \$1,500.00.

RESOLUTION NO 2014-102
BANK RECONCILIATION

ON MOTION of Trustee Tuk, seconded by Trustee Tuohey, to approve Brown & Co, LLC to do the bank reconciliation for May 31, 2013.

Vote: 5 Ayes (Covell, McAvoy, Tuk, Tuohey, Woodward Jr.); 0 Nays; 0 Abstain

- Time Warner Cable - Clerk-Treasurer Woodworth has contacted Time Warner Cable regarding reimbursement for several taxes that have been charged since 2007, approximately \$1,600.00.
- Police Report - Confirmed everyone received Officer Larkin's police report.
- NFAVO - Reminder of the NFAVO dinner meeting on October 22, 2014 at 6:00pm.
- Shared Services Agreement - The Town of Yates would like to have Code Enforcement Young be the backup for the Town of Yates Code Enforcement officer. Clerk-Treasurer Woodworth will provide the terms of compensation for emergency call outs to Attorney Schubel and Town Supervisor Belson.
- Vouchers – Abstract A5 #1923 - 1989 to be paid

General	\$ 28,976.46
Water	\$ 6,069.24
Sewer	\$ 3,978.71
Payroll	\$ 3,167.04
Grand Total	\$ 42,191.45

RESOLUTION NO 2014-103
VOUCHERS TO BE PAID

ON MOTION of Trustee Covell, seconded by Trustee Woodward Jr. to have Clerk-Treasurer Woodworth to pay Abstract A5 Vouchers #1923 - 1989.

Vote: 5 Ayes (Covell, McAvoy, Tuk, Tuohey, Woodward Jr.); 0 Nays; 0 Abstain

- Property Taxes - Clerk-Treasurer Woodworth sent out approximately 25 final notices on property taxes giving until October 31, 2014 to pay before they will be returned to Orleans County.
- 261 North Main Street Tree Removal - Clerk-Treasurer Woodworth asked for approval to bill the \$750.00 cost for the removal of a tree at 261 North Main Street back to the property owner as the tree was ordered to be taken down by the owner and not done so.

RESOLUTION NO 2014-104
CHARGE BACK

ON MOTION of Trustee Tuohey, seconded by Trustee Tuk to have Clerk-Treasurer Woodworth charge \$750.00 back to the property owner of 261 North Main Street.

Vote: 5 Ayes (Covell, McAvoy, Tuk, Tuohey, Woodward Jr.); 0 Nays; 0 Abstain

- Trustee Tuk inquired when we would be able to close out the books for 2013 & 2014? Once Brown & Co, LLC has reconciled 2013 and the appropriate journal entries have been made we'll be able to close the books.

Report – Superintendent Woodworth

- Tree Work - Tree removal work is complete. Superintendent Woodworth is receiving several more tree complaints.
- Health Department Letter - Received a letter from the Health Department regarding violations, will work on getting everything corrected.
- Leaf Pickup - Will start the last week of October
- Water Tower - Superintendent Woodworth will ask Utilities Service Group to attend the November workshop regarding their proposal of maintenance of the water tower.

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- Sewer Treatment Plant - Having some glitches with the radio communication system, was suggested that new radios may be needed.
- Blacktop - The E-Z Shop black topping is complete. The old utility pole is gone as well. Mayor McAvoy will send a letter to the factories asking for monetary contributions towards the repair since all three factories use this line for storm water.
- Chatfield Engineers - Completed the old sanitary sewer and dam final reports and will forward them to Superintendent Woodworth and the Board for review.
- Video - Inquiry if notification needs to be posted that video surveillance is on the Village Dump Site, per Attorney Schubel not notification is needed.

Report – Trustee Tuohey

- Nothing

Report – Trustee Tuk

- Town of Yates Water Rate Agreement - The Board discussed the Town of Yates having a formal meeting with Village to discuss water rates and the Water Tower payment. The Board agreed to make no decisions until both boards are able to discuss things fully.
- 203 North Main Street - Trustee Tuk inquired if the owner operating a lawn mowing business out of his home was to code. Code Enforcement Young stated its only where he stores his equipment the business isn't technically a home business. The Board inquired about the appearance of the residence. Code Enforcement Young stated a violation letter was sent in the spring and a recent letter was sent regarding the unlicensed vehicle.

Report – Trustee Covell

- Mobile Speed Sign - Asked if anyone has one the Village could use for a couple of weeks. Clerk-Treasurer Woodworth contacted Orleans County and they don't have one but the Village of Albion and Medina do, she will contact them in the morning.

Report – Trustee Woodward Jr.

- Nothing

Report – Mayor McAvoy

- Audits - Thanked Clerk-Treasurer Woodworth for her hard work getting 2014 reconciled by Brown & Co, LLC so quickly.

OLD BUSINESS:

- Letter of Intent - Has been signed just waiting on a response from the Army Corp of Engineers.
- Zoning Map - Mayor McAvoy mentioned the proposed zoning map changes are back for the County for review for those who would like to view the maps. The Board hopes to move forward on making a decision in the next couple of months.

NEW BUSINESS:

- Code Enforcement Call Outs - The Board discussed charging back for requests for Code Enforcement Young to come in off hours. The Board will review the fee schedule and Code Enforcement Young's terms for emergency call outs and look to adopt by resolution in the future.
- 2012/2013 & 2013/2014 Audits - Clerk-Treasurer Woodworth presented several quotes for the necessary audits, she requested that the Board not make a decision at this time due to the wide range in quotes and more information was needed for some to give a more accurate quote.
- Halloween Trick-or-Treating Hours - Clerk-Treasurer Woodworth ask requested the appropriate auxiliary police to assist Officer Larkin on Halloween. Superintendent Woodworth requested the park be used for the shaving cream area again.

RESOLUTION NO 2014-104

TRICK-OR-TREATING HOURS

ON MOTION of Trustee Tuk, seconded by Trustee Tuohey to set the 2014 Halloween Trick-Or-Treating hours to be from 6:00pm to 8:00pm.

Vote: 5 Ayes (Covell, McAvoy, Tuk, Tuohey, Woodward Jr.); 0 Nays; 0 Abstain

- Town of Yates Water Rate Agreement - The Board discussed the current agreement and would like to have a formal meeting with the Town of Yates Board to discuss further. The current water rate agreement was done by Chatfield Engineers PC and is good until 2015.

ON MOTION of Trustee Tuohey, seconded by Trustee Woodward Jr., to adjourn the meeting at 7:04 p.m.

Vote: 5 Ayes (Covell, McAvoy, Tuk, Tuohey, Woodward Jr.); 0 Nays; 0 Abstain

Teri Woodworth
Clerk-Treasurer