

**Regular meeting of the Trustees, Village of Lyndonville was held on Monday, March 14, 2016 at the Village Hall. Meeting opened at 6:00 p.m.**

PRESENT: Deputy Mayor: James Tuk  
Trustees: Charles Covell  
Ellen Tuohey  
Danny Woodward Jr.  
Clerk-Treasurer Teri Woodworth  
Supt. of Public Works Terry M. Woodworth  
Code Enforcement Officer Michael Hartman - Excused  
Attorney David Schubel  
Fire Chief Scott Buffin  
Public: Carla Woodworth, Dave Hydock, James Tabor, Wesley Bradley,  
John Belson

**APPROVAL OF THE MINUTES**

**ON MOTION** of Trustee Woodward Jr., seconded by Trustee Tuohey, to accept the minutes of the February 8, 2016 regular meeting.

Vote: 4 Ayes (Covell, Tuk, Tuohey, Woodward Jr.); 0 Nays; 0 Abstain

**ON MOTION** of Trustee Tuohey, seconded by Trustee Covell, to accept the minutes of the February 29, 2016 special meeting.

Vote: 4 Ayes (Covell, Tuk, Tuohey, Woodward Jr.); 0 Nays; 0 Abstain

**PRIVILEGE OF THE FLOOR:**

- Nothing

**USE OF FACILITIES**

- Lake Avenue Ball Fields – Lyndonville Baseball League is requesting use of the Lake Avenue Ball Fields from April 1, 2016 to July 6, 2016, Monday – Friday 3:00pm-9:00pm and Saturdays 9:00am – 4:00pm for baseball/softball practices and games. Clerk-Treasurer Woodworth noted that certificates of insurance covering the Village of Lyndonville, Lyndonville Central School and Our Lady of the Lake Roman Catholic Church have been provided.

**RESOLUTION NO 2016-20**

**USE OF FACILITIES – LYNDONVILLE BASEBALL LEAGUE**

**ON MOTION** of Trustee Woodward Jr., seconded by Trustee Tuohey to approve the use of facilities for Lyndonville Baseball League for April 1, 2016 to July 6, 2016, Monday – Friday 3:00pm – 9:00pm, Saturdays 9:00am – 4:00pm for baseball/softball practices and games at the Lake Avenue ball fields.

Vote: 4 Ayes (Covell, Tuk, Tuohey, Woodward Jr.); 0 Nays; 0 Abstain

- Fire Hall – Lyndonville Baseball League is requesting use of the Fire Hall on June 11, 2016 from 10:00am – 2:00pm for a car wash.

**RESOLUTION NO 2016-21**

**USE OF FACILITIES – LYNDONVILLE BASEBALL LEAGUE**

**ON MOTION** of Trustee Tuohey, seconded by Trustee Woodward Jr. to approve the use of facilities for the Lyndonville Baseball League for June 11, 2016 for a car wash at the Fire Hall with the stipulation that all participants remain behind the sidewalk at all times.

Vote: 4 Ayes (Covell, Tuk, Tuohey, Woodward Jr.); 0 Nays; 0 Abstain

- Fire Hall – Mike Heideman is requesting use of the Fire Hall on March 13, 2016 from 1:00pm – 6:00pm for a birthday party. Clerk-Treasurer Woodworth approved this event prior to the Board meeting given there were no conflicts.

**RESOLUTION NO 2016-22**

**USE OF FACILITIES – MIKE HEIDEMAN**

**ON MOTION** of Trustee Covell, seconded by Trustee Tuohey to approve the use of facilities for Mike Heideman for March 13, 2016 for a birthday party at the Fire Hall.

Vote: 4 Ayes (Covell, Tuk, Tuohey, Woodward Jr.); 0 Nays; 0 Abstain

- Fire Hall – John Flanagan is requesting use of the Fire Hall on April 10, 2016 from 9:00am – 5:00pm for a shower.

**RESOLUTION NO 2016-23**

**USE OF FACILITIES – JOHN FLANAGAN**

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**ON MOTION** of Trustee Tuohey, seconded by Trustee Woodward Jr. to approve the use of facilities for John Flanagan for April 10, 2016 for a shower at the Fire Hall.

Vote: 4 Ayes (Covell, Tuk, Tuohey, Woodward Jr.); 0 Nays; 0 Abstain

- Veterans Park – Sarah Sanders is requesting use of Veterans Park on August 20, 2016 from 2:00pm – 4:30pm for a wedding.

**RESOLUTION NO 2016-24**  
**USE OF FACILITIES – SARAH SANDERS**

**ON MOTION** of Trustee Tuohey, seconded by Trustee Covell to approve the use of facilities for Sarah Sanders for August 20, 2016 for a wedding at Veterans Park.

Vote: 4 Ayes (Covell, Tuk, Tuohey, Woodward Jr.); 0 Nays; 0 Abstain

**Report – Fire Chief Buffin**

- Report – 33 Calls for 2016, 16 Calls for February (7 – EMS Town, 7 – EMS Village, 1 – MA FAST to Medina and 1 – MA to Ridgeway)
- Acustar will be coming this week to complete the required physicals.
- Chief Buffin showed the Board the shirt he received from the Fire Department as an incentive/appreciation for responding to more than 50% of the calls handled by the Lyndonville Fire Department in 2015.
- Public Safety Committee – Met two weeks ago and formed a truck committee. Wes Bradley presented the Board with his concerns of the Fire Departments budget and an overview of his solution for future budgeting. Jim Tabor from Empire Emergency Apparatus Inc. presented the Board with a proposal for a new fire truck. The Board felt it was best to confirm the Town of Yates was on board with this purchase as it would affect their future budgets prior to making any decisions.
- Alcohol in the Fire Hall – Deputy Mayor Tuk stated he wanted to clear the air regarding a few concerns he has with the Fire Department. He noted he sent an email to prior Chief Gerety regarding alcohol on the premises at the Fire Hall. Trustee Woodward Jr. asked Deputy Mayor Tuk where he was going with this topic that he felt it was already handled. Deputy Mayor Tuk stated he was leading up to it. Deputy Mayor Tuk noted after Chief Gerety was sent the email the Board then received an anonymous letter in December that the Board was reassured by Trustee Woodward Jr there was no alcohol in the Fire Hall. Deputy Mayor Tuk then presented the Board with an article in the Batavia Daily News and the Pennysaver naming two individuals whom were arrested after working community service weekends cleaning the fire hall for stealing beer. Chief Buffin and Trustee Woodward noted all the alcohol has been removed since then. Superintendent Woodworth added that he was asked to have alcohol removed prior to the inmates coming in to wax the floors.
- New membership procedure – Deputy Mayor Tuk requested Chief Buffin get all new members paperwork to Clerk-Treasurer Woodworth as its required since the Fire Department is simply another department within the Village. Chief Buffin stated Clerk-Treasurer Woodworth can have the paperwork if she wants it, a copy will need to be kept at the Fire Hall. The Board noted at the February Board Meeting Chief Buffin stated he was going to check with the Fire Departments Attorney and do what he advises. Chief Buffin noted the Fire Department Attorney agreed with the Village Board and all paperwork should be retained at the Village Clerk's office per the NYS MU-1 schedule.

**Report – Code Enforcement**

- Nothing – Deputy Mayor Tuk mentioned Code Enforcement Hartman has started however he won't be able to attend Village Board meetings due to a conflict with meetings for two other municipalities he also works for. Clerk-Treasurer Woodworth noted that Code Enforcement Hartman has addressed all of the issues that were building up. The Board asked that Code Enforcement Hartman confirm that Curley's is compliance specifically a certificate of occupancy for his deck, the fire escape has been put back up and if Curley's is approved to have living space on the 2<sup>nd</sup> and 3<sup>rd</sup> floors. Clerk-Treasurer Woodworth will forward that request on to Code Enforcement Hartman.

**Report – Attorney Schubel**

- Attorney Schubel is working on obtaining a copy of a joint planning board agreement from another municipality for the Village to review.
- Cats – Attorney Schubel and Clerk-Treasurer Woodworth are working with Mrs. Leonard's family regarding the matter.
- Attorney Schubel informed the Board he will not be looking to renew his attorney contract with the Village of Lyndonville as of June 1, 2016.

**Report – Clerk-Treasurer Woodworth**

- Police Report - Confirmed everyone received Officer Larkin's police report.
- Old Crosby Whipple building – Clerk-Treasurer Woodworth contacted Cambria Contracting regarding the broken window and animals seen going in and out of the window. They've since boarded up the window. Clerk-Treasurer Woodworth tried to get a response to Attorney Schubel's letter but was unsuccessful.
- County of Orleans Job Development Agency – Clerk-Treasurer Woodworth received the paperwork to request a summer youth worker again through Orleans County. Last year Clerk-Treasurer Woodworth requested two

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workers and the Village wasn't able to get any workers due to lack of interest. The Board would like Clerk-Treasurer Woodworth to request one to two workers again this year for clerical duties.

- Resolutions – Clerk-Treasurer Woodworth mentioned the several resolutions she's received from other municipalities some to which the Village has already adopted.
- Temporary Easement – Clerk-Treasurer Woodworth noted the Village has received the temporary easement from Lyndonville Central School needed for the flood gate repairs.
- Logics reports – Clerk-Treasurer Woodworth presented the Board with updated budget reports from Logics, she noted that payroll line items are not current as of yet due to issues in Logics. They will be updated by the next Board meeting.
- Vouchers – Abstract A9-1 #10588 - 10588 to be paid

General	\$ 450.00
Water	\$ 0.00
Sewer	\$ 0.00
<b>Grand Total</b>	<b>\$ 450.00</b>

- Vouchers – Abstract A9-2 #10623 - 10623 to be paid

General	\$ 0.00
Water	\$ 0.00
Sewer	\$ 172.54
<b>Grand Total</b>	<b>\$ 172.54</b>

- Vouchers – Abstract A10 #10589 - 10653 to be paid

General	\$ 12,454.14
Water	\$ 47,154.61
Sewer	\$ 3,670.13
<b>Grand Total</b>	<b>\$ 63,278.88</b>

- Vouchers – Abstract A10-1 #10610 - 10610 to be paid

General	\$ 0.00
Water	\$ 274.30
Sewer	\$ 0.00
<b>Grand Total</b>	<b>\$ 274.30</b>

**RESOLUTION NO 2016-25**

**VOUCHERS TO BE PAID FOR ABSTRACT A9-1-2016, A9-2-2016, A10-2016 AND A10-1-2016**

**ON MOTION** of Trustee Tuohey, seconded by Trustee Woodward Jr. to have Clerk-Treasurer Woodworth to pay Abstract A9-1 Vouchers #10588 – 10588, A9-2 Vouchers #10623 - #10623, A10 Vouchers #10589 - #10653 and A10-1 Vouchers #10610 - #10610.

Vote: 4 Ayes (Covell, Tuk, Tuohey, Woodward Jr.); 0 Nays; 0 Abstain

**Report – Superintendent Woodworth**

- Veterans Park – Superintendent Woodworth noted the surveyor needs more information on the north side, he'll see if he can find the information on the maps in Clerk-Treasurer Woodworth's office.
- Dam – Chatfield Engineers P.C. informed Superintendent Woodworth that project is lost in a "black hole" with the DEC and Army Corp., John Paul Scheep will continue trying to push the project along.
- Waste Water Treatment Plant – Superintendent Woodworth has contacted Chatfield Engineers, P.C. regarding the RBC's at the waste water treatment plant aren't working correctly. Superintendent Woodworth noted set screws are missing and the shaft has moved. More than likely Blue Heron will be coming out to make repairs as Superintendent Woodworth feels is faulty installation.
- Snow Plow – Superintendent Woodworth has obtained four quotes for a new snow plow which will be put onto his truck.
  - Truck Options Plus – Snow Dogg 8'6" VX85 - \$5,880.00
  - Truck Options Plus – Boss 8'2" V Plow - \$7,085.00
  - Thruway Spring – Fisher Plow – \$4,600.00
  - Thruway Spring – Western - \$5,100.00

Superintendent Woodworth would like to get the fisher plow from thruway spring has it's the same plow the Village currently has on the DPW truck.

**RESOLUTION NO 2016-26**

**PURCHASE OF A FISHER SNOW PLOW**

**ON MOTION** of Trustee Tuohey, seconded by Trustee Covell to approved Superintendent Woodworth to purchase a fisher snow plow from Thruway Spring not to exceed \$5,000.00

Vote: 4 Ayes (Covell, Tuk, Tuohey, Woodward Jr.); 0 Nays; 0 Abstain

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- New Truck – Superintendent Woodworth noted he will be looking to purchase a new truck for himself in the 2016/2017 budget and his current truck will become the DPW plow truck.
- Water Tower – Superintendent Woodworth noted the Water Tower is going to need to be painted sooner than later. Deputy Mayor Tuk mentioned he reviewed Waterberry’s contact and we will need to put together a biddable contact in which the Board feels a portion of the cost should be absorbed by the Town of Yates. John Belson noted the Town of Clarendon tried to obtain funds through Senator Ortt’s office.

**Report – Trustee Tuohey**

- Trustee Tuohey asked Trustee Woodward Jr. to look into a police car through Empire Emergency Apparatus Inc.

**Report – Trustee Woodward Jr.**

- Nothing

**Report – Trustee Covell**

- Trustee Covell noted he was pleased with the Fire Departments proposal. He is also excited about continuing the Public Safety Committee meetings.

**Report – Deputy Mayor Tuk**

- Nothing

**OLD BUSINESS:**

- Water Rate Assessment – The Board would like to start working with the Town of Yates on the rates proposed from Chatfield Engineers P.C.. Clerk-Treasurer Woodworth noted she found some errors in the calculations and the figures used in the spreadsheet from Chatfield Engineers P.C.. She also has additional questions. The Board asked Clerk-Treasurer Woodworth to contact Paul Chatfield to discuss her questions and concerns prior to the Board reviewing with the Town of Yates.
- Employee Handbook – Clerk-Treasurer Woodworth is working on.
- Cameras – Clerk-Treasurer Woodworth will have Clerk PT Nicholson look for a grant to over surveillance cameras and have IT Belson recommend a system.
- West Avenue Sidewalks – The Board would like to expand the no parking zone on both sides of West Avenue for safety reasons. The current no parking zone starts around 39 West Avenue and extends west to the top of the hill. The Board would like to extend from 39 West Avenue east to Main Street/Route 63. Attorney Schubel will work on modifying the existing local law on the no parking zone. Superintendent Woodworth will obtain the exact measurements Attorney Schubel will need for the local law.

**NEW BUSINESS:**

- Records Retention and Disposition Schedule MU-1 – Clerk-Treasurer Woodworth wasn’t able to find when the Village of Lyndonville adopted the NYS MU-1 schedule and asked the Board to adopt this in accordance to NYS laws.

**RESOLUTION NO 2016-27**

**RECORDS RETENTION AND DISPOSITION SCHEDULE MU-1**

**RESOLVED**, By the Village of Lyndonville that *Records Retention and Disposition Schedule MU-1*, issued pursuant to Article 57-A of the Arts & Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

**FURTHER RESOLVED**, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in *Records Retention and Disposition Schedule MU-1* after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

**ON MOTION** of Trustee Tuohey, seconded by Trustee Covell to have accept the records retention and disposition schedule MU-1 at the Village level as it reads.

Vote: 4 Ayes (Covell, Tuk, Tuohey, Woodward Jr.); 0 Nays; 0 Abstain

- Eagle Street – The Board discussed making Eagle Street a one-way street going east only as well as making a no parking zone along the side of the Pennysaver. Clerk-Treasurer Woodworth and Superintendent Woodworth will work on preparing a questionnaire to send to the residents on Eagle Street.
- SBA Tower – Deputy Mayor Tuk received a random phone call for a company looking to take over the SBA Tower. Deputy Mayor Tuk asked Clerk-Treasurer Woodworth to forward the SBA agreement to him.

**ON MOTION** of Trustee Woodward Jr., seconded by Trustee Covell, to adjourn the meeting at 8:20 p.m.

Vote: 4 Ayes (Covell, Tuk, Tuohey, Woodward Jr.); 0 Nays; 0 Abstain

*Teri Woodworth*  
Clerk-Treasurer