

Regular meeting of the Trustees, Village of Lyndonville was held on Monday, April 7, 2025 at the Village Hall. The meeting opened at 6:00 PM

PRESENT:	Mayor:	John Belson
	Deputy Mayor:	Danny Woodward Jr.
	Trustees:	Anne Marie Holland
		Kimberly Kenyon - Absent
		James White
	Clerk-Treasurer	Teri Buffin
	Supt. of Public Works	Devan Freeman
	Code Enforcement Officer	David Reese - Absent
	Attorney	Katherine Bogan
	Public – Present:	Carla Woodworth

Mayor Belson introduced James White as the Village’s newly elected Trustee.

APPROVAL OF THE MINUTES

ON MOTION of Trustee Woodward Jr. seconded by Trustee Holland, to accept the minutes of the March 3, 2025 regular meeting and March 14, 2025 special meeting.

Vote: 4 Ayes (Belson, Holland, White, Woodward Jr.); 0 Nays; 0 Abstain

PRIVILEGE OF THE FLOOR

- Nothing

USE OF FACILITIES

- Lyndonville Youth Baseball Softball is requesting use of the Lake Avenue Ball Fields from April 1, 2025 to July 3, 2025 for practices and games.
- Houseman Tanner Post 1603 is requesting use of the streets and Veterans Park on May 26, 2025
- Lyndonville Youth Football & Cheer is requesting use of the Lake Avenue Ball Fields from July 21, 2025 to November 11, 2025 for practices and games.

RESOLUTION NO 2025-24

USE OF FACILITIES – LYNDONVILLE YOUTH BASEBALL SOFTBALL, HOUSEMAN TANNER POST 1603 AND LYNDONVILLE YOUTH FOOTBALL & CHEER

ON MOTION of Trustee Holland, seconded by Trustee Woodward Jr., to approve the use of facilities as requested by Lyndonville Youth Baseball Softball, Houseman Tanner Post 1603 and Lyndonville Youth Football & Cheer.

Vote: 4 Ayes (Belson, Holland, White, Woodward Jr.); 0 Nays; 0 Abstain

Report – Code Enforcement Reese

- Absent – Report given by Clerk-Treasurer Buffin – 3 – Building Permits issued, - C of C issued, 12 – Scheduled inspections, 1- Stop work order issued, 2 – Meetings attended, completed annual training requirements of 24 hours, completed the 2024 annual reports for Census, Code Administration and Land uses.

Report – Police Department

- Nothing at this time

Report – Attorney Bogan

- Nothing

Report – Clerk-Treasurer Buffin

- Clerk-Treasurer Buffin presented the Board the budget to actual report for March 2025.
- Clerk-Treasurer Buffin noted the DCJS Use of Force reports have been filed.
- Vouchers – Abstract A10-1 – A11 #18597 - #18664 to be paid for 2024-2025

General	\$ 14,263.69
Water	\$ 8,739.08
Sewer	\$ 9,159.70
Capital	\$
Grand Total	\$ 32,162.47

RESOLUTION NO 2025-25

VOUCHERS TO BE PAID FOR ABSTRACTS A10-1 – A11

ON MOTION of Trustee Woodward Jr., seconded by Trustee Holland, to have Clerk-Treasurer Buffin pay Abstract A10-1 – A11 #18597 - #18664.

Vote: 4 Ayes (Belson, Holland, White, Woodward Jr.); 0 Nays; 0 Abstain

Report – Superintendent Freeman

- Superintendent Freeman noted he’s received quotes on replacing the furnace at the DPW, however they are not the same scope of work to be performed. He will review and obtain comparable quotes.
- Superintendent Freeman noted the NYS DEC report from the inspection of the Water Treatment Plant has come back and there are few things they need to fix that they are already working on.

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- Superintendent Freeman noted that CIR is working on installing internet to Water Tower and Waste Water Treatment Plant.

Report – Trustee Kenyon

- Absent

Report – Trustee Woodward Jr.

- Trustee Woodward Jr. inquired about the sidewalk at 22 Church Street, if it can be removed. Superintendent Freeman, he’ll remove it and fill with stone for now but it may kill the tree due to the roots.

Report – Trustee White

- Nothing at this time

Report – Trustee Holland

- Nothing at this time

Report – Mayor Belson

- Mayor Belson noted the USDA inspection went well.
- Mayor Belson noted the NYS DEC Flood Plain inspection went well also; they reviewed the Dollar General file.

OLD BUSINESS:

- Parcel 25.17-1-65 – Catholic Church Parking Lot – Mayor Belson noted no update at this time.

NEW BUSINESS:

- 2025-2026 Annual Appointments

Budget Officer	Teri M. Buffin
Chief of Police	John Belson
Code Enforcement Officer	David Reese
Communications Technology Coordinator	Kimberly Kenyon
Deputy Registrar of Vital Statistics	Sandra Lewis
Fair Housing Officer	James White
Fire Department Liaison	Danny Woodward Jr.
Grants Managers	MRB Group & LaBella Associates
Historian	Teri M. Buffin
Insurance Broker	Tompkins Insurance Agencies, Inc.
Legion & VFW Liaison	James White
Lions Club Liaison	Danny Woodward Jr.
Orleans County Planning Board	George Avery, Alternate -
Parking Lots & Streets	John Belson
Parks & Pond	Kimberly Kenyon
Planning Board Clerk	Teri M. Buffin
Planning Board Liaison	James White
Public Safety Officer	Devan Freeman
Records Management Officer	Teri M. Buffin
Registrar of Vital Statistics	Teri M. Buffin
Senior Citizens Rep	Anne Marie Holland
Sewer (Sanitary & Storm)	John Belson
Sexual Harassment Officer	James White
Sidewalks	Anne Marie Holland
Street Lighting	Anne Marie Holland
Superintendent of Public Works	Devan Freeman
Trees	Kimberly Kenyon
Village Attorney	Katherine Bogan
Village Engineer	MRB Group
Village Police Officer	
Water Works	John Belson
Youth Rep	Kimberly Kenyon
Zoning Clerk	Teri M. Buffin

Meeting Night	1st Monday of each month at 6:00pm
Next Organizational Meeting	April 6, 2026
Official Newspaper	The Batavia Daily News
Planning Board Meetings	3rd Wednesday of each month at 6:00pm
Workshops	Monday prior to Board Meeting each month at 2:00pm

POLICIES:

Code of Ethics

Communication Technology Policy

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- Confined Space Policy
- Disciplinary Action Guidelines
- Driving of Village of Equipment Policy
- Drug and Alcohol Testing Policy
- Fixed Assets Policy
- Investment Policy
- Online Payments Policy
- Photographing, Recording & Broadcasting Policy
- Procurement Policy
- Public Employer Health Emergency Plan for the Village of Lyndonville
- Safety Eyeglasses Policy
- Sale of Scrap Metal Policy
- Sexual Harassment Policy

ADVANCE APPROVAL OF CLAIMS:

WHEREAS the Board of Trustees has determined to authorize payment in advance of audit claims for public utility services, postage, freight, and express charges; and

WHEREAS all such claims must be presented at the next regular meeting for audit; and

WHEREAS the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the Board of Trustees disallows.

NOW THEREFORE BE IT RESOLVED;

Section 1. That the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges. 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 Trustees disallows.

Section 2. That this resolution is effective immediately.

MILEAGE REIMBURSEMENT:

WHEREAS the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to Village Officers and employees who use their personal automobiles while performing their official village duties;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees will approve reimbursement to such officers and employees at the rate of \$0.70 per mile.

Section 2. that this resolution is effective immediately.

ATTENDEANCE AT SCHOOLS, CONFERENCES, CLASSES AND MEETINGS:

WHEREAS there is to be held during the coming fiscal year

- a) NYCOM's Annual Meeting and Training School,
- b) NYCOM's Fall Training School,
- c) NYCOM's Public Works Training School, and
- d) Any County meetings, Mayor's Conferences, schools, workshops and NFAVO meetings; and

WHEREAS attendance by certain municipal officials, employees, Planning Board and Zoning Board members at one or more of these meetings, conferences or schools benefits the municipality;

NOW THEREFORE BE IT RESOLVED:

Section 1. That all officers and employees are authorized to attend the following schools, conferences, workshops and meetings:

- a) NYCOM's Annual Meeting and Training School,
- b) NYCOM's Fall Training School,
- c) NYCOM's Public Works Training School, and
- d) Any County meetings, Mayor's Conferences, schools, workshops and NFAVO meetings

Section 2. That this resolution is effective immediately.

DESIGNATING DEPOSITORIES

WHEREAS the Board of Trustees has determined that Village Law § 4-412(3)(2) requires the designation of banks and trust companies for the deposit of all Village monies;

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NOW THEREFORE BE IT RESOLVED;

Section 1. That the Board of Trustees designates the following institutions as depositories of all moneys received by the Village Treasurer, Clerk, and receiver of taxes: M&T Bank and NYCLASS

Section 2. That this resolution is effective immediately.

PART-TIME AND EMERGENCY HELP PAY RATE

Pay rate of part-time labor is \$17.75 at the discretion of Supt. of Public Works; rate for part-time labor (emergency) is to be \$17.75 per hour.

RESOLUTION NO 2025-26
2025-2026 ANNUAL APPOINTMENTS

ON MOTION of Trustee Holland, seconded by Trustee White, to approve the 2025-2026 annual appointments as presented.

Vote: 4 Ayes (Belson, Holland, White, Woodward Jr.); 0 Nays; 0 Abstain

- Municipal Cooperation Agreement – Town of Yates

AGREEMENT dated as of the 7th day of April, 2025, by and between the TOWN OF YATES, (hereinafter "YATES"), and the Village of Lyndonville, (hereinafter "LYNDONVILLE").

WHEREAS, Yates and Lyndonville entered into a Municipal Cooperation Agreement dated June 2, 1994, and

WHEREAS, the said Municipal Cooperation Agreement provided for a periodic review of the wholesale rate for water to be sold by Lyndonville to Yates, and

WHEREAS, representatives of Yates and Lyndonville have met in order to arrive at a mutually acceptable wholesale rate and related costs, and

WHEREAS, Lyndonville and Yates have agreed in principle upon a rate and related costs and wish to set forth their mutual agreement in writing.

NOW, THEREFORE, in consideration of the premises and the mutual agreements, hereinafter set forth, the parties agree as follows:

- (1) Yates will pay Lyndonville the following rates per 1,000 gallons of water effective as hereinafter set forth:

Water Rate per 1,000 gallons	Effective Date	Effective Date of Billing to Town with New Rate
\$3.60	12/1/2024	3/1/2025
\$3.70	12/1/2025	3/1/2026
\$3.80	12/1/2026	3/1/2027
\$3.90	12/1/2027	3/1/2028
\$4.00	12/1/2028	3/1/2029
\$4.10	12/1/2029	3/1/2030

- (2) Lyndonville will render bills quarterly to Yates on March 1, June 1, September 1 and December 1 using the rates set forth in paragraph (1) during the term of this Agreement.
- (3) In addition to foregoing, Yates will make an annual payment to Lyndonville in the amount of \$16,000.00 each during the term of this Agreement which annual payments of \$16,000.00 each shall be applied to the maintenance and future repairs of the West Avenue water storage tank. The annual payment will be deposited into the Village's jointly named Village-Town Water Reserve account with NYCLASS. Yates will be provided an annual report in December each year.

Village Fiscal Year	One-Half Payment Due <u>On or Before</u>	One-Half Payment Due <u>On or Before</u>
a. 2024-2025	February 28, 2025	April 30, 2025
b. 2025-2026	February 28, 2026	April 30, 2026
c. 2026-2027	February 28, 2027	April 30, 2027
d. 2027-2028	February 28, 2027	April 30, 2027
e. 2028-2029	February 28, 2028	April 30, 2028
f. 2029-2030	February 28, 2029	April 30, 2029

- (4) It is agreed by the parties that future operation and maintenance costs associated with the water storage tank should be allocated at the percentage of water utilized by each municipality. As of the date of this Agreement, Lyndonville uses approximately 52.22% (4-year average) of the water and Yates uses approximately 47.78% (4-year average) of the total water produced at the Water Treatment Plant.
- (5) The term of this Agreement shall be five years commencing as of May 1, 2025.

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RESOLUTION NO 2025-27
MUNICIPAL COOPERATION AGREEMENT – TOWN OF YATES

ON MOTION of Trustee Holland, seconded by Trustee Woodward Jr., to authorize Mayor Belson to sign the Municipal Cooperation Agreement with the Town of Yates and for Clerk-Treasurer Buffin to get it to Supervisor Jim Simon.

Vote: 4 Ayes (Belson, Holland, White, Woodward Jr.); 0 Nays; 0 Abstain

- Superintendent Freeman offered to give Trustee White a tour of all the Village facilities and properties.
- Trustee Holland inquired about the parks grant if the Board wanted to move forward. The Board reviewed flood plain map and decided to table pursuing a park grant at this time.

ON MOTION of Trustee Woodward Jr., seconded by Trustee Holland, to adjourn the meeting at 6:19PM.

Vote: 4 Ayes (Belson, Holland, White, Woodward Jr.); 0 Nays; 0 Abstain

Teri M. Buffin
Clerk-Treasurer

DRAFT