

MINUTES of an Organizational Meeting of the Village Board of Trustees held Monday evening, April 6, 2020 at 5:00 PM, streamed by Zoom.

PRESENT Mayor MacKerchar; Trustees C. Benedict; D. Condella; K. McLoud; R. Spencer R. Stewart; Attorney Ed Brockman; Clerk/Treasurer G. Meeks; Director of Public Works T. Schwartz; Police Chief T. Dunham

ABSENT: Trustee T. Hoban; Deputy Clerk/Treasurer H. Easling; Deputy Director of Public Works TBD; CEO B. Lyon; Fire Chief F. Ellis

News Media present: Gwen Chamberlain, Chronicle Express

Pledge Allegiance to the Flag

At 5:00 PM, Call the Organizational Meeting to order

Mayor - We are meeting today to address some items necessary to the operation of the Village.

Trustee Stewart - Hello

Chief Dunham - Hello Rich

Mayor - Rich are you there

Trustee Stewart - I'm here - I had to connect up to my headphones, I have to get back to you somehow

Mayor - Ok we can hear you though

Trustee Stewart - oh good I see, here I am

Mayor - Carolyn there you are, I just was to say we should all be very proud of the people in Penn Yan for all they are doing to face this challenge, village staff, employees, volunteers are dealing dedication all who are staying deductions safe and still performing their essential work above and beyond. Everyone seems to has a positive attitude. We really appreciate that and thank everyone.

Atty. - that's great by the way Penn Yan on the sprit on Rochester TV station this morning. The parade that went by Mrs. Jensen house on North Ave.

Mayor - oh yes - yup that was great

Mayor - We still at two cases in Yates County. It's real important that we continue this social distancing and follow the guidance from the Federal and State and County. It will continue for a while. We have to get together this way and you'll see it will work out alright. Our Organizational meeting general usual has around 35-40 items that motions we approve. Due to the NY phase and COVID-19 related executive orders by the Governor. I'm going to make the following Motion. Motion to extend the terms of appointments and designations including those made at the Villages 2019 Organization meeting and previous Organization meetings, amendments since made to those appointments and designations that were in effect on March 31, 2020 until a date to be determined after June 1st.

Trustee Stewart - I'll second that

Mayor - Motion made and second will have a

Roll call

Mr. Spencer aye Mrs. Benedict (having problems with her computer and its a thumbs up) yes Mr. Condella yes Mr. McLoud yes

Mr. Stewart yes Teresa absent carried

Mayor - Motion carried any other discussion regarding the Organization if not I'll entertain a motion to adjourn the Organizational meeting.

At 5:07pm Mayor - Need a motion to close the Organizational meeting

Trustee McLoud - I'll make a motion Leigh

Trustee Condella - second

Mayor - motion Mr. McLoud, second Mr. Condella any discussion

Roll call

Mr. Spencer aye Mrs. Benedict (having problems with her computer) yes

Mr. Condella yes Mr. McLoud yes Mr. Stewart yes Dr. Hoban absent

Mayor - motion to open the Special Village Board meeting

At 5:08 PM Trustee Spencer - I'll make that motion

Trustee Stewart - I'll second it

Mayor - motion made by Mr. Spencer, second by Mr. Stewart

Roll call

Mr. Spencer aye Mrs. Benedict (having problems with her computer) yes

Mr. Condella yes Mr. McLoud yes Mr. Stewart yes Dr. Hoban absent
Motion carried

Mayor - we have one order of business to Resolution No 28-2020 Determination of Best Value with regards to the Repair Biological Contractors that we have at the Wastewater Treatment Plant. Has everyone had time to review it? Some essential work that needs to be done Mr. Brockman

Atty. - RBC yes sir

Mayor- This Resolution is to determine Best Value with respect to quotes for repair of the RBC.

Atty. - yes that's correct and it's got out.

Gary - I can share that Resolution if you would like.

Atty. - I don't know who is speaking

Gary - this is Gary Ed

Atty. - Oh Hi Gary sorry does everyone have a copy of the Resolution in-front of them or not.

Trustee Stewart - yes

Trustee Spencer - I read it

Trustee McLoud - I also do Gary or Ed

Atty.- if anybody needs the content of it a copy, I would be happy to read it quick

Mayor - does anybody have any questions regarding this Resolution

Trustee Stewart - it makes sense to me

Mayor - could I get a motion to deal with Resolution 28-2020

Trustee McLoud - I'll make the motion Leigh

Mayor - Thank you Kevin

Trustee Condella - I'll second

Mayor - Dan seconded

Roll call

Mr. Spencer aye Mrs. Benedict (having problems with her computer) yes

Mr. Condella yes Mr. McLoud yes Mr. Stewart yes Dr. Hoban absent
carried

We now have a Public Hearing

Atty. - Could I bring up a point on the Resolution that was just adopted

Mayor - yes Mr. Brockman

Atty. - would somebody be contacting Bob Elliott. He had to do some research on this to obtain quotes for the shafts

Mayor- yes, I think we lost Tom

Trustee McLoud - yes, the chief will be calling back in a minute

Tom - yes, I'll work on contacting Bob

Mayor - Thank you

Tom -and let him know about the Resolution. I have been talking to him about. There is about \$8,000 of engineering cost also for then to inspect the shafts.

Atty. - who's them Tom

Tom - Elliott Engineering

Atty. -Ok

Tom - When they disassembled them will come and look at the shafts to make sure there isn't anything visual wrong with them before they rebuild

Atty. - alright is that outside the perimeter with the contract with the Village.

Tom - yes

Mayor- alright so were square with that Resolution and were on course to get the repairs done. Correct. Alright let's move on to the Public Hearing for the Budget. Do we have a motion to open the Public Hearing?

Trustee Spencer - I'll make that motion

Mayor - Thank you Ray

Trustee McLoud - I'll second

Mayor- second by Kevin,

Roll call

Mr. Spencer aye Mrs. Benedict (having problems with her computer) yes

Mr. Condella yes Mr. McLoud yes Mr. Stewart yes Dr. Hoban absent
carried

Mayor - at this time is there anyone that wishes to speak regarding the tentative General Fund Budget. I'll turn it over to Gary he has included some assumptions. I think we have all read here you go Gary.

Gary- ok I'm just going to just try a little sharing here. give me a second while I learn how to do this. Can everyone see a copy of the tentative Budget- all yup.

Gary - So I'm going to take this through this kind of a high level. I know each of you have already have received the highlights. So, I'll try to be brief but if you have any question at all. Just let me know and after we go through some of these details. I do have some recommended adjustment which I feel as though probably make to tentative budget in light of the COVID-19 crises that we have experience. So, just looking at the overall summary of the budget you can see the tax levy is an increase of \$17,017. It's .5% or .4% increase that is lower than the tax cap of 1.78% and once we take into account adjustment for Pilots and that sort of thing that were under the tax cap about \$3,300.00. As you can see the tax rates for the town of Benton are decreasing \$1.22 per thousand. Milo down \$1.90 per thousand and that's really because they have had their assessments have been redone in the past year and Jerusalem has a slight increase of \$.30 cents per thousand. The sufficient change which is driving this revenue down by \$526,089 and appropriations are down \$590,072. Just moving ahead to the, I just going to hit on some of the large charges in revenue. You can see that PILOT revenue is up about \$42,000 that's practical off set by this \$7,000 decrease of non- property tax distribution from the County those are PILOTS for the Hampton and Microtel which makes us whole on. Occupancy tax as we is in the tentative budget is an increase about \$4,000-\$3,758. I'm going to be purposing some changes to that corporates 5.4% increase in the forecast year. That's the assumption from the County used as well. Safety inspection fees are increase of about \$9,000 and that is now in alignment with our current run rate with safety inspection fees. I'm also going to purposing that we take that down a little bit. Fines and forfeitures are up about \$5,300 and is consistent with last year's actual revenue run rate. You see that I've got a couple of line items where mean is increased and then decreased that's the total amount of aide and some municipalities does not change but the different accounts reflects the fact instead of the money coming right from the state that money will is really sales taxes revenue from internet sales that would be redirected to us from Yates County. The large changes is in the revenue this account for cultural and recreational capital projects. That is the account where we got revenue from our tap grant and that project being completed. We won't see that revenue but there is correspondence even larger reduction of cost. The same holds true for State and Federal emergency disaster assistance. We have raped up our FEMA project associated with the flood of 2014 and so that revenue is going down, but again there is correspondence decrease on the cost side. Some of the decreases in revenue sale of equipment is down \$12,500. That's just a function of our vehicle replacement matrix. The cost side of that would reflex something similar and that's the only other thing that I would say about revenue at this point in time. I can go through a lot of the assumption that went into this as far as raise and what not. You all have had a chance to read that so I guess I would probably skip that, unless anyone has any specific questions. I'll pause for a second if anyone does have questions about any of that let me know if not, I'm just going to continue on. A little farther down just hit some of the cost changes that are built into the budget. I'm just going to hit on some of the significant ones. So, the Village Justice as you can see is up about \$8,000 and that's driven by our part time Court Clerk's salary being increased by \$17.00 per hours as well as a projected 28% in the hours that we would expect the Clerk's to invest due to the resent change in criminal justice reforms. The Clerk/Treasurer account 1325 is up about \$8,000 by high audit fee for single audit. We got more Federal projects this year than last year driving our single audit expense up a little bit. We have also budgeted for tuition aide reimbursement for one of our clerk/treasurer fee. The Election cost you can see is down \$3,500 because we weren't in a - we wouldn't have an Election in our next year but, that's actually one of the things that I'll be asking to adjust because the elections as you know have been moved to probably a date in June sometime. So, that expense will need to be moved to next year. The General and Administration cost and the 1610 cost center is up about \$5,000 larger driven by the cost of our shared copier and some higher toner costs. Contingencies cost are in the 1990 account. You can see last year we had a \$50,000 contingency this year I spent at \$100,000 as you all know we got a number of residency within the Village which are in disrepair and we need to take action. We may have to demolish some of those building and although eventually something that would be relieved on their property taxes, we got to have the money if we should demolished those building. Moving on to Police cost center 3120. You can see in total it's down by \$11,000 the pay increase that are reflected in the personal services accounts are more off set by reductions and payout for retirees that we have experience the last 3 years and the overall deduction partially offset by a higher uniform cost per our Police Department per our collective bargaining agreement. Safety Inspection cost I'm going to jump to 3620 you can see that's up \$36,000 and that's really just a function of budgeting for a part time Deputy Code

Enforcement Officer at 29 hours per week. Street maintenance cost and 5110 are an increase of about \$38,000. Really driven by personal services. You can see there up \$44,000 and we got anticipated pay increases promotion recent hires to HEO, Step raises and an increase amount of over time which I budgeted for to align with our current over time run rate. Jumping ahead to Parks and Recreational cost center 7140 you see that cost are up \$21,000 the key driver there is in equipment. You see a \$15,000 increase and this is for investment in a new playground partially to be funded by the Village, partially by a combination by the Lions Club and Elks Club to addition to that part time cost are up because of the minimal wage increase. Planning costs in 8020 you can see significant decrease that is where we budget our cost for the bridges for the TAP improvement project. So, that decrease is offset by a revenue decrease that we talked about. Similarly, the emergency disasters work cost center is 8760 is down about \$351,000 and there's a similar revenue decrease we talked about previously.

Trustee Stewart - Gary

Gary - yes

Trustee Stewart - I have a question about the playground \$15,000 is that our cost or does that include the Lions and Elks Club to.

Gary - that is just the Village's cost

Trustee Stewart - Ok

Gary - roughly we going to be paid about half of the project.

Trustee Stewart - Ok

Gary - that is just the Village investment

Trustee Stewart - Thank you

Gary - in the cemetery you can see costs are up about \$67,000 on equipment costs are up \$36,000 and that's just reflecting the need for replacement of cemetery pick-up this year in our vehicle replacement of a cemetery pick-up this year in our vehicle replacement Metrix the net cost after the sale of the old vehicle is set is \$17,000 that sale is reflected in vehicle sales. Contractual services is what really driven this up \$28,000 and we had put in their cost to upgrade and add on the shop at the Cemetery. Employee benefits costs are just a slight increase of \$1,865.00 retirement costs are up and that is a function of higher withholding rates with the NY State retirement system and it's mostly off set by lower workers compensation costs and health care costs. Over all our long term debt costs are flat, serial bond principal cost are up by \$5,000 by serial bond and interest is down \$4,764 and then our short term borrowing for BANs are up \$67,000 that's partly a decrease of a BAN we had paid off last year for the Waterfront trail and it's off set by a BAN payment which we need to make for Fire truck which we purchased that we took a BNA on last year and were as last year we had put this amount in to the reserve this year? Just using the amount, we out in the reserve for our BAN principal and interest payments that we need to make until we receive our SAM Grant from the State. That is all I had on the tentative Budget our just pause and ask if there's any questions on any of that. If anyone would like explained. If not, I have worked up some purpose. Adjustment again since we put together the tentative Budget obviously, we have COVID-19 crises impact us and the State is also finalized their budget last Thursday and one of the things that we were told we could expect \$17,000 more in our Chips funds because they did approve the extreme winter recovery amount. So, I'm going to take you through what I purpose for some revenue and cost adjustment revenue I'm purposing that we take up the chip account 83501 by \$17,000 to reflect the states budgeted amount. Occupancy tax account A1113 I'm purposing to take down by \$28,500 that's a little bit more than what I commented to you previously but I think I'm prudent to do that and that's a 49% reduction from the amount budgeted. Safety inspection I'm purposing a reduction of \$10,000 in Account A1560 and that's a reduction of 21% from that budget. Parks and Rec. account A2001 I'm purposing reduction of \$10,000 that's where we see our Pavilion rental ad boat launch fees and that's a reduction of 37%. So, that is a total revenue reduction of \$31,500. And the cost adjustment that I would purpose go like this. We need to increase the cost in the elections A1450 by \$3,500 to reflect that we would incur that cost in June as purpose to in our current year. The cost in the Cemetery A8810 I'm purposing to reduce that by \$28,000 effectively deferring the addition the shop at the Cemetery and the contingency in account I'm purposing we take down by \$7,000 that rounds out our adjustment. That's it

Mayor - very good

Trustee Spencer - Thank you Gary

Mayor- anyone have any questions

Trustee Benedict - Gary that notice to adjustment (garble)

Gary - that's correct tax levy would remain as it is right now.

Mayor - any member of the public out there want to question or comment. There will be an opportunity to phone in or e-mail in questions prior to our next meeting two weeks and a day.

Gary - So, if the Board is incline to except this revenue and costs revenue recommendation. I'd just ask for a motion and that way I would factor that into the revised tentative budget that we would look to probably adopt at our regular Board meeting on the 21st.

Trustee McLoud - I'll make that motion

Trustee Benedict - I'll make that motion Gary

Mayor- give Kevin the second one on that one then

Trustee Benedict - said this before he did correct

Clerk - Ok so Carolyn and Kevin

Mayor - motion made and discussion

Roll call

Mr. Spencer aye Mrs. Benedict (having problems with her computer) yes

Mr. Condella yes Mr. McLoud yes Mr. Stewart yes Dr. Hoban absent
Carried

Trustee Benedict - thank you Gary great job

Mayor - great job Gary

Gary - your welcome This is a budget were going to have just like the state we really keep an eye on things the early part of the year. Unlike other years where we have a Budget and all systems go were really going to have to take a close look and make sure ore revenue is coming in like excepted. So, any discretion in spending will probably have to take a hard look at.

At 5:35 PM Mayor- well if there is no other questions or comments make a motion to close the Public Hearing

Trustee Stewart - so moved

Trustee Spencer - second

Mayor - Mr. Stewart, Mr. spencer any discussion.

Roll call

Mr. Spencer aye Mrs. Benedict (having problems with her computer) yes

Mr. Condella yes Mr. McLoud yes Mr. Stewart yes Dr. Hoban absent
Motion Carried Thank you. Did we close the Public Hearing?

Chief Dunham - I believe you did

Mayor - Ok Thank you wanted to make sure that was next on my list any other business

Atty. - yes

Mayor - yes Mr. Brockman I attempted to sell Champlin Ave. and the deadline is tomorrow for Bids to come in and I'm assume no one showed any interest.

Mayor - do we have any bids yet

Atty. - Mary Ann didn't think so

Clerk - I had not seen any

Atty.- has anyone had any contact with Chad Allison because I understand he had an interest in it at one time. I'll take that as a No.

Clerk - I think he is back from Florida now.

Chief Dunham - we have his phone number if someone - or you want me to give him a call.

Atty. - who is that talking

Mayor - Chief Dunham

Atty. - Thank you Chief

Tom S - Tom if you want to send that to me, I'll give him a ring and ask him if he is interested

Chief Dunham - Ok I'll get that to you tomorrow

Tom S. - that will do

Mayor - Thank you very good

Trustee Benedict- was (garble) interested in that property

Mayor - I don't think any of us caught that

Trustee Benedict - did the Theater group show any interest in the property.

Mayor- I know they had some interest if we don't know if we received any

Trustee Spencer - if it is appropriate, it was Dean Knapton talked with me about unit interest in it. Can I share with him that has been no Bids? So, far

Mayor - yup

Trustee Spencer - Ok I'll reach out to him

Mayor - Thank you very good any other business

Trustee Stewart - what's the schedule for the MUB budget

Gary - were going to basically move that to the month of May. Rich while we wanted to get that done in April it's now looking like now will get that reviewed and approved by the MUB and with the Village Board in the month of May

Trustee Stewart - Thank you

Chief Dunham - are we still going to have a Personnel meeting. I haven't seen an invite on that.

Gary - We will schedule that. I hadn't schedule that and administrative meeting yet but got a couple I will be scheduling. The MUB meeting , Administration meeting will be schedule.

Chief Dunham - Ok Thanks

Mayor - Thanks for that Kevin, Gary and Mary Ann for setting things up. I talked with Stan. Stan all set up with planning Board and we'll have to make sure ZBA and Historic zoom as well

Clerk - Historic there's no I got an e-mail from Lynn and there's no Historical this month it's been cancelled. Also, to let Tom know and Ray this Thursday was suppose the Bid opening for 25 Champlin Ave. Just a heads up.

Mayor- thus have till Thursday not tomorrow

Atty. - the deadline is tomorrow

Clerk - correct then the Bids going to be open on Thursday

Tom S. - the submittal tomorrow and open on Thursday ok are we going to do Zoom ready for the opening if we get any in or should we just open them then and make it know at a later time.

Atty. - lets address that if and when we receive any bids

Tom S. - Ok

Mayor- yes Thursday about Bis opening and we can read once to that

Gary - did that date change Ed - I thought original it was the 31st they were doing it and would be announced on the 2nd.

Atty. - nope I'm pretty sure it was announced the 9th. I don't have the file in front of me. I don't recall the deadline. It was going to be earlier at one point, but changed it.

Gary - ok

Atty. - so we could get the ads in the paper with effective amount of time. I'm almost positive it's the 9th. I'll check on that and I'll communicate it with you

Gary - sounds good

Atty. - Thank you

Clerk - Gary are you going to work in the morning

Gary - yes at some point - not first thing in the morning

Clerk - Ok I can have Robin look at my folders for 25 Champlin Ave.

Atty. - you got a bid

Clerk- No it has my paperwork with date

Atty. - ok

A 5:42 pm Mayor - Ok well for the first Zoom meeting - it went quite very well. If no other business will adjourn

Trustee Spencer - I'll make a motion to adjourn

Trustee McLoud - second

Mayor- Ray motion, second from Kevin.

Roll call

Mr. Spencer yes Mrs. Benedict (having problems with her computer) yes

Mr. Condella yes Mr. McLoud yes Mr. Stewart yes Dr. Hoban absent

