

**Special meeting of the Trustees, Village of Lyndonville was held on Monday, March 28, 2022 at the Village Hall. Meeting by teleconference via Zoom, the meeting opened at 2:30 PM**

PRESENT: Mayor: John Belson  
Deputy Mayor: Danny Woodward Jr.  
Trustees: Anne Marie Holland  
Kimberly Kenyon  
Darren Wilson  
Clerk-Treasurer Teri Woodworth  
Supt. of Public Works Terry M. Woodworth  
Code Enforcement Officer Jason Raduns - Absent  
Attorney Katherine Bogan - Absent  
Fire Chief Michael Heideman  
Public: Carla Woodworth

**NEW BUSINESS:**

- Presentation of the 2022-2023 proposed budget - Clerk-Treasurer Woodworth presented four budget scenarios and explained the changes in each proposed budget:

**General Fund Revenue:**

- Real Property Tax Rate – Scenario 1 “Estimate” - would be \$16.235371, Scenario 2 “Request”– would be \$16.511961, Scenario 3 “Recommend”– would be \$16.642604 and Scenario 4 “Approve” – would be \$16.919193. Last year's rate was \$15.696807.
- Interest & Penalties on Real Prop Tax – decreased from \$4,300.00 to \$4,000.00 based on history.
- Sales Tax – increased from \$11,000.00 to \$15,000.00 based on history/Orleans County resolution.
- Franchise Tax – increased from \$6,500.00 to 7,200.00 based on history.
- Vital Statistics Fees – increased from \$40.00 to \$50.00 based on history.
- General Services Other Govt – LCS Gas Reimb – increased from \$9,000.00 to \$10,000.00 based on history of usage/price of unleaded fuel.
- Fire Protection Services Other Governments - This is the Town of Yates contribution, increased due to the Fire Budget increased.
- Interest & Earnings – decreased from \$500.00 to \$250.00 based on history.
- Rental of Real Property will increase 3% annually on August 1st.
- Building and Alteration Permits – increased from \$400.00 to \$2,000.00 based on history.
- Misc Income – Flower Reimb – New code, this is for the Library and Town of Yates being added to the billing software for tracking.
- Misc Income – Engineer Fees – New code, this for reimbursement on engineer’s fees from applicants, added to the billing software for tracking.
- Misc – Est Appr Fund Balance – increased from \$0.00 to \$20,000.00 to help cover budgeted expenses and reduce tax rate.
- Mortgage Tax County – increased from \$3,000.00 to \$4,800.00 based on history.

**Water Fund Revenue:**

- Metered Water Sales – Rural Water Sales – increased from \$28,000.00 to \$28,500.00 based on history of usage.
- Debt Service, Other Governments – This the Town of Yates contribution on the water bonds, increase and decrease are based on the bond schedules.
- Misc – Est Appr Fund Balance – increased from \$0.00 to \$10,000.00 to help cover budgeted expenses.

**Sewer Fund Revenue:**

- Sewer Rents – increased from \$84,400.00 to \$85,500.00 based on history.
- Interest & Penalties on Sewer Rents – increased from \$2,000.00 to \$2,500.00 based on history.
- Interfund Transfers – increased from \$62,901.00 to \$92,426.00 or \$92,924.00 will be received from the General Fund to help support the Sewer with the understanding that this will not be repaid to the General Fund.

**Capital Fund Revenue:**

- The WWTP Disinfection project will be completed during th2022-2023 fiscal year. The project is estimated to cost \$725,000.00. The Village has been awarded \$483,460.00 WQIP, we are waiting on the WIIA grant decision. Clerk-Treasurer Woodworth noted the Board will need to designate the \$80,000.00 from ARPA and recommended it be put toward the disinfection project. The Capital budget will be established at that time as recommended by Municipal Solutions.

**General Fund Expenses:**

- Scenario 1 “Estimate” - would be 1.5% pay increases with \$65,000.00 for Fire Department roof, Scenario 2 “Request”– would be 2% pay increases with \$65,000.00 for Fire Department roof, Scenario 3 “Recommend”– would be 1.5% pay increases with a BAN for the Fire Department roof and Scenario 4 “Approve” – would be 2% pay increase with BAN for the Fire Department roof. Mayor Belson noted he reached out the Gary Metz about obtaining a grant. Clerk-Treasurer Woodworth noted she sought out grant possibilities with Municipal Solutions, LaBella Associates, USDA and there wasn’t much out there. Clerk-Treasurer Woodworth also obtained BAN proposals from M&T Bank and Municipal Solutions who’s proposal are in scenario’s 3 and 4.
- Legislative Board Contractual – Increased from \$2,200.00 to \$4,000.00 based on history.
- Auditor – increased from \$10,600.00 to \$10,800.00 based on quote.

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- Clerk-Treasurer Personal Services – Proposed 1.5% or 2% pay increase. Clerk-Treasurer's pay has been split as Clerk-Treasurer, Water Admin and Sewer Admin.
- Clerk PT – Proposed increasing to 15 hours per week with 1.5% or 2% pay increases.
- Election Contractual – increased from \$300.00 to \$350.00 based on upcoming election in 2023.
- Records Contractual – increased from \$200.00 to \$300.00 based on history.
- Supt Personal Services – Proposed 1.5% or 2% pay increase.
- Supt Contractual – increased from \$1,400.00 to \$1,500.00 based on history.
- Central Services Personal Services – Proposed 1.5% or 2% pay increase.
- Central Services Admin Contractual – decreased from \$12,000.00 to \$10,000.00, based on history.
- Central Print – increased from \$5,300.00 to \$5,500.00 based on history.
- Unallocated Insurance - Broker is proposing a slight increase.
- Contingent Fund – decreased from \$20,500.00 to \$10,000.00.
- Police Personal Services – proposal on possible succession plan.
- Maintenance of Roads Personal Services – Proposed 1.5% or 2% pay increase.
- Snow Removal Personal Services – Proposed 1.5% or 2% pay increase.
- Parks Personal Services – Proposed 1.5% or 2% pay increase.
- Storm Sewers Personal Services - Proposed 1.5% or 2% pay increase.
- Shade Trees Personal Services - Proposed 1.5% or 2% pay increase.
- State Retirement Employee Benefits - Based on projection from Retirement.
- Social Security & Medicare - Based on proposed pay increases
- Workman's Comp – decreased from \$2,817.00 to \$2,736.00 based on Orleans County Self-Insurance.
- Hosp & Medical Insurance – increased from \$11,600.00 to \$16,820.00 based on plans/life changes/enrollment.
- Interfund Transfer – increased from \$62,901.00 to \$92,426.00 or \$92,924.00 be given to the Sewer fund to help support it, will not be paid back.

**Water Fund Expenses:**

- Auditor – Increased from \$5,000.00 to \$5,100.00 based on quote.
- Unallocated Insurance - Broker is proposing a slight increase.
- Contingent Fund Contractual – proposed \$4,662.00 or \$3701.00 for possible additional expenses with roof.
- Water Admin Personal Services – Proposed 1.5% or 2% pay increase, Clerk-Treasurer's pay is split between Clerk-Treasurer, Water Admin and Sewer Admin personal services.
- Water Source of Supply Personal Services – increased from \$15,700 to \$17,100 or \$17,200 based on proposed pay increase.
- Water Purification Personal Services – Increased from \$37,500.00 to \$41,000.0 or \$41,2000 based on proposed pay increase.
- Water Transm & Distrib Personal Services VOL – decreased from \$18,400.00 to \$16,100.00 or \$16,150 based on history and split with Town of Yates and proposed pay increases.
- Water Transm & Distrib Personal Services TOY – increased from \$4,900.00 to \$9,000 or \$9,5000 based on history and split with Town of Yates and proposed pay increases.
- State Retirement Employee Benefits - Based on projection from Retirement.
- Social Security & Medicare - Based on proposed pay increases
- Workman's Comp - decrease from \$1,174.00 to \$1,032.00 based on Orleans County Self-Insurance.
- Hosp & Medical Insurance – increased from \$11,600.00 to \$16,820.00 based on plans/life changes/enrollment.
- Bonds – Increases and decreases based on bond payment schedules.

**Sewer Fund Expenses:**

- Auditor – Increased from \$2,000.00 to \$2,100.00 based on quote.
- Unallocated Insurance - Broker is proposing a slight increase.
- Sewer Admin Personal Services – Proposed 1.5% or 2% pay increase, Clerk-Treasurer's pay is split between Clerk-Treasurer, Water Admin and Sewer Admin personal services.
- Sewage Collecting System Personal Services – increased from \$21,420.00 to \$22,000.00 or \$22,200.00 based on history, proposed pay increases.
- Sewage Treatment & Disposal Personal Services increased from \$21,420.00 to \$22,000.00 or \$22,200.00 based on history, proposed pay increases.
- State Retirement Employee Benefits - Based on projection from Retirement
- Social Security & Medicare - Based on proposed pay increases
- Workman's Comp - increase from \$705.00 to \$717.00 based on Orleans County Self-Insurance.
- Hosp & Medical Insurance – increased from \$11,600.00 to \$16,820.00 based on plans/life changes/enrollment.
- Bonds – Increases and decreases based on bond payment schedules.

**Capital Fund Expenses:**

- The WWTP Disinfection project will be completed during the 2022-2023 fiscal year. The Capital budget will be established at that time as recommended by Municipal Solutions.

**Fire Department Expenses:**

- Personal Services – increased from \$6,200.00 to \$6,500.00 based on proposed pay increases.
- Fire Radios-Pagers – increased from \$3,000.00 to \$15,000.00 based on required radio upgrades.
- Fire Building Maint – proposed \$65,000.00 quote to replace roof.
- Fire Medical Exams – decreased from \$5,000.00 to \$4,500.00 based on history.

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- Fire Utilities – increased from \$8,500.00 to \$10,000.00 based on history and fuel increases.
- Fire Self Insurance - increased from \$11,864.00 to \$16,411 based on Orleans County Self-Insurance.
- Fire Buildings & Equipment Insurances - Broker is proposing a slight increase.
- Fire Fighters Cancer Benefit – increased from \$3,000.00 to \$3,500.00 based on members covered.
- Fire Truck Maintenance – increased from \$7,500.00 to \$8,000.00 based history.
- NYCLASS Fire Comp Acct - Chief Heideman recommended no increase from \$20,000.00.
- Clerk-Treasurer Woodworth presented the Board with the spreadsheet that breaks down the Town of Yates contribution towards Fire Protection. Scenario 1 would be with the full \$65,000.00 for the roof making the Town of Yates’ contribution \$188,500.00 and Scenario 2 would be with the BAN making the Town of Yates’ contribution \$149,600.00.
- The Board inquired when the Fire Truck would be paid off. Clerk-Treasurer Woodworth noted the last payment is June 15, 2023.

**Code Enforcement:**

- Clerk-Treasurer Woodworth presented Board with a spreadsheet breaking down how the Code Enforcement/Zoning is figured based on the Intermunicipal Agreement with the Town of Ridgeway and the Town of Yates. Clerk-Treasurer Woodworth noted that 2023 are estimates since the Towns are on calendar fiscal year and no prior history. Clerk-Treasurer Woodworth noted that the verbiage in the Intermunicipal Agreement from the Assessors to the Code Enforcement/Zoning changed. In the Assessor’s the municipalities are 100% responsible for their own mileage and in the Code Enforcement/Zoning it was changed to be based on the pro rata percentages based on parcels, so now the Village will be paying 8% the first year and 11% the second year for all mileage instead of 100% of just mileage pertaining to the Village of Lyndonville. Mayor Belson noted it was so he could drive from wherever he was. Trustee Wilson inquired if it was possible to just keep track of the milage by municipality. Trustee Kenyon inquired if there was an issue to pay for mileage outside the Village tax base. Mayor Belson noted the easiest way to figure it out was the percentage. Trustee Holland confirmed everything was being figured on percentage of parcel count for each municipality. Mayor Belson noted things have improved already, Trustee Holland agreed. The Board briefly discussed and decided to leave it.
  - Zoning Personal Services – increased based on Intermunicipal Agreement with the Town of Ridgeway.
  - Zoning Contractual – decreased based on Intermunicipal Agreement with the Town of Ridgeway.
  - Code Enforcement Personal Services – increased based on Intermunicipal Agreement with Town of Ridgeway.
  - Code Enforcement Contractual – decreased based on Intermunicipal Agreement with Town of Ridgeway.
- Clerk-Treasurer Woodworth presented the Board with a spreadsheet breaking out the tax rates based on each scenario. The Board discussed the scenarios and the percentage of increase.

**RESOLUTION NO 2022-24**

**TENTATIVE BUDGET – TO USE THE “APPROVE” SCENERIO AS THE TENTATIVE BUDGET**

**ON MOTION** of Trustee Holland, seconded by Trustee Wilson to use scenario #4 “Approved” as the tentative budget with 2% pay increases and Fire Department roof as a BAN for the public hearing with modification of the Fund Balance from \$20,000.00 to \$25,000.00.

Vote: 5 Ayes (Belson, Holland, Kenyon, Wilson, Woodward Jr.); 0 Nays; 0 Abstain

**RESOLUTION NO 2022-25**

**PUBLIC HEARING FOR THE TENATIVE 2022-2023 TENTATIVE BUDGET**

**ON MOTION** of Trustee Woodward Jr., seconded by Trustee Kenyon to set the Public Hearing for the 2022-2023 Tentative Budget for April 11, 2022 at 2:00pm.

Vote: 5 Ayes (Belson, Holland, Kenyon, Wilson, Woodward Jr.); 0 Nays; 0 Abstain

**RESOLUTION NO 2022-26**

**LOCAL LAW 2022-1 - PUBLIC HEARING TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW 3-c**

**ON MOTION** of Trustee Woodward Jr., seconded by Trustee Holland to set the Public Hearing to override the tax levy limit established in general municipal law 3-c for April 11, 2022 at 2:05pm at the Village Hall.

Vote: 5 Ayes (Belson, Holland, Kenyon, Wilson, Woodward Jr.); 0 Nays; 0 Abstain

- American Rescue Plan Act – Clerk-Treasurer Woodworth presented the Board with the proposed resolution of acceptance and designation of the funds.

**RESOLUTION NO 2022-27**

**ACCEPTING FUNDING FROM THE AMERICAN RESCUE PLAN ACT AND AMENDING THE VILLAGE’S ADOPTED BUDGET FOR THE FISCAL YEAR ENDING MAY 31, 2022 SO AS TO APPROPREATE THE FUNDS RECEIVED BY THE VILLAGE FROM THE AMERICAN RESCUE PLAN ACT**

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WHEREAS, on March 11, 2021, Joe Biden, the President of the United States of America signed into law the American Rescue Plan Act (ARPA) which provides financial assistance to assist in the continued relief from the impact of the Covid-19 pandemic. and

WHEREAS, approximately \$350 billion of The ARPA funding was allotted to assist the United States' state, local, tribal, and territory governments in responding to the coronavirus pandemic. and

WHEREAS, Sections 602(b) and 603(b) of the Social Security Act as added by section 9901 of the American Rescue Plan Act, Pub. L No. 117-2 (March 11, 2021) authorized the Department of the Treasury to make payments to certain recipients from the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund, and

WHEREAS, the Village of Lyndonville (the Village) is expected to receive \$80,102.32 in funding; such funding to be received in two tranches, with approximately one half within 60 days of the plan passage, and the remaining funding approximately 12 months later, and

WHEREAS, the Village has received the first tranche of ARPA funds from the United States Department of Treasury via transfer from the State of New York in the amount of \$40,051.17; and

WHEREAS, the Village Board recognizes that periodic modifications to the adopted budget for the fiscal year are necessary for fiscal management purposes and to implement changes to the Village Board's fiscal policy which have occurred after the adoption of the Fiscal Year 2021-2022 Budget;

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE BOARD OF THE VILLAGE OF LYNDONVILLE, NEW YORK :

SECTION 1. The Village Board acknowledges the receipt of and does hereby accept the allocation of funds in the amount of \$80,102.32 allocated to it by the ARPA; and such funds will be placed in a special revenue fund for the purpose of tracking all approved transactional activities.

SECTION 2. The Village Board hereby amends the Village's adopted Budget for Fiscal Year 2021- 2022 to allocate ARPA funds in the amount of \$80,102.32 to the Village's Wastewater Project and authorizes an interfund transfer from the Village's General Fund to the Wastewater Treatment Plant Capital Projects Account.

SECTION 3. This Resolution shall become effective immediately upon execution.

**ON MOTION** of Trustee Kenyon, seconded by Trustee Wilson to accept the funding of the American Rescue Plan Act and amend the Village's adopted budget for the fiscal year ending May 31, 2022 so as to appropriate the funds received by the Village from the American Rescue Plan.

Vote: 5 Ayes (Belson, Holland, Kenyon, Wilson, Woodward Jr.); 0 Nays; 0 Abstain

**ON MOTION** of Trustee Wilson, seconded by Trustee Woodward Jr., to adjourn the meeting at 3:34PM.

Vote: 5 Ayes (Belson, Holland, Kenyon, Wilson, Woodward Jr.); 0 Nays; 0 Abstain

*Teri M. Woodworth*  
Clerk-Treasurer