

**Special meeting of the Trustees, Village of Lyndonville was held on Monday, March 29, 2021 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 - Absent  
Code Enforcement Officer Dan Wolfe - Absent  
Attorney Katherine Bogan - Absent  
Fire Chief Ben Bane - Absent  
Public – Dialed in to Zoom:

**ON MOTION** of Trustee Holland, seconded by Trustee Woodward Jr., to open the public hearing of local law 2021- 1 Lyndonville Village Police Department Police Reform Collaboration at 2:30pm.

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

- Mayor Belson asked if there was any discussion regarding the proposed New York State Police Reform and Reinvention Collaborative. Mayor Belson thanked all those who worked on Police Reform. Mayor Belson noted if the public had any comments, they can email the Village Clerk. Trustee Wilson inquired if the comment from District Attorney Cardone had been added to the Police Reform. Clerk-Treasurer Woodworth noted District Attorney Cardone’s recommendation was added. Clerk-Treasurer Woodworth thanked Sheriff Christopher Bourke for his guidance and assistance with Police Reform as well as for the Orleans County Sheriff Department’s coverage of the Lyndonville community. Mayor Belson noted Sheriff Bourke did a great job.

**ON MOTION** of Trustee Woodward Jr., seconded by Trustee Kenyon, to close the public hearing of local law 2021- 1 Lyndonville Village Police Department Police Reform Collaboration at 2:35pm.

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

**RESOLUTION 2021-18**  
**LOCAL LAW 2021-1 LYNDONVILLE VILLAGE POLICE DEPARTMENT POLICE REFORM COLLABORATION**

**ON MOTION** of Trustee Kenyon, seconded by Trustee Holland to adopt a Local Law 2021-1 Lyndonville Village Police Department Police Reform Collaboration.

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

**USE OF FACILITIES**

- Lake Avenue Ball Fields – Lyndonville Youth Baseball/Softball is requesting use of the Lake Avenue Ball Fields on April 1, 2021 to July 3, 2021 from 4:30pm to 9:00pm weekdays, 8:00am to 3:00pm Saturdays and 1:00pm to 5:00pm Sundays for practices and games.
- Use of Streets – Vernon Fonda is requesting use of streets (Library Parking lot on Main Street to the South Village limits) on May 31, 2021 for the Murph Challenge. Trustee Kenyon inquired if they will be adhering to the current guidelines. Clerk-Treasurer Woodworth noted a copy of the NYS guidelines will be given to Mr. Fonda as it was done with the football request in the fall. Trustee Woodward Jr. inquired where things stand with the concession stand. Clerk-Treasurer Woodworth noted Mr. Fonda expressed concerns of the cost of lumber at this time due to covid.

**RESOLUTION 2021-19**  
**USE OF FACILITIES – LYNDONVILLE YOUTH BASEBALL/SOFTBALL AND VERNON FONDA**

**ON MOTION** of Trustee Kenyon, seconded by Trustee Woodward Jr. to approve the Lyndonville Youth Baseball/Softball request pending they follow the NYS and CDC guidelines for this sport during covid and upon approval from Superintendent Woodworth that the fields are ready for use and to approve Vernon Fonda’s request pending the event adheres to the social distancing and CDC guidelines.

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

- Public Employer Health Emergency Plan – Clerk-Treasurer Woodworth presented the Board with the proposed final of the Public Employer Health Emergency Plan for the Village of Lyndonville.

**RESOLUTION 2021-20**  
**PUBLIC EMPLOYER HEALTH EMERGENCY PLAN FOR THE VILLAGE OF LYNDONVILLE**

**ON MOTION** of Trustee Holland, seconded by Trustee Wilson to adopt the Public Employer Health Emergency Plan for the Village of Lyndonville as presented.

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

**NEW BUSINESS:**

- 28 Garland Street – Mayor Belson presented the Board with a letter from Sandra Gapa regarding a water leak in the basement at 28 Garland Street, requesting that the sewer portion of the bill be waived in compliance with the Lyndonville Water/Sewer Billing Adjustment Policy. Clerk-Treasurer Woodworth noted the Department of Public Works did respond to a call for 28

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Garland regarding the leak in the basement. The DPW did verify and provided pictures that there was a leak and that the water did not go through the Village's sewer system as the resident's sump pump discharges out into their back yard. Trustee Wilson explained the policy to Trustee Holland.

**RESOLUTION 2021-21**

**28 GARLAND STREET – WATER LEAK/SEWER FORGIVENESS**

**ON MOTION** of Trustee Holland, seconded by Trustee Kenyon to approve forgiving the sewer portion of the bill for 28 Garland Street for the March 2, 2021 billing cycle in compliance with the Lyndonville Water/Sewer Billing Adjustment Policy.

Vote: 4 Ayes (Belson, Holland, Kenyon, Wilson); 0 Nays; 1 Abstain (Woodward Jr.)

- Presentation of the 2021-2022 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 \$15.837, Scenario 2 “Request”– would be \$15.792, Scenario 3 “Recommend”– would be \$15.72968. Last year's rate was \$15.167.
- Interest & Penalties on Real Prop Tax – increased from \$2,700.00 to \$4,300.00 based on history.
- Sales Tax – decreased from \$15,300.00 to \$11,000.00 due to COVID.
- Franchise Tax – decreased from \$7,000.00 to 6,500.00 based on history.
- Treasurer’s Fees – decreased from \$350.00 to \$300.00 based on history.
- Vital Statistics Fees – decreased from \$50.00 to \$40.00 based on history.
- General Services Other Govt – LCS Gas Reimb – Decreased from \$10,000.00 to \$9,000.00 based on history of usage/COVID.
- Fire Protection Services Other Governments - This is the Town of Yates contribution, increased due to the Fire Budget increased.
- Interest & Earnings – Decreased from \$3,000.00 to \$500.00, NYCLASS reserve account based on history.
- Rental of Real Property will increase 3% annually on August 1st.
- Building and Alteration Permits – increased from \$300.00 to \$400.00 based on history.
- Fines & Forfeit of Bail – decreased from \$50.00 to \$10.00 based on history.
- Sales of Equipment – increased from \$1,000.00 to \$1,500.00 based on equipment needing to be sold (DPW).
- Mortgage Tax County – decreased from \$3,200.00 to \$3,000.00 based on history/COVID.
- CHIPS – increased from \$10,000.00 to \$38,863.00 planning to use a larger portion this year.

**Water Fund Revenue:**

- Metered Water Sales - Town of Yates – increased from \$90,000.00 to \$105,000.00 based on history of usage.
- Metered Water Sales – Village Water Sales – stayed the same based on history of usage, not on any rate changes.
- Metered Water Sales - Yates Water Sales – decreased from \$30,000.00 to \$28,000.00 based on history of usage, not on any rate changes.
- Interest & Penalties on Water Rents – decrease from \$3,000.00 to \$2,500.00 based on history.
- General Services Other Govts – TOY Courier Reimb – This decreased from \$350.00 to \$300.00 based on history.
- Debt Service, Other Governments – This the Town of Yates contribution on the water bonds, increase and decrease are based on the bond schedules.
- Interest and Earnings – decreased from \$1,700.00 to \$200.00, NYCLASS reserve account based on history.
- Sales of Equipment – decreased from \$1,000.00 to \$500.00 based on equipment to be sold.
- Misc – Est Appr Fund Balance – will be not be used this year.

**Sewer Fund Revenue:**

- Interest & Penalties on Sewer Rents – decreased from \$2,700.00 to \$2,000.00 based on history.
- Interfund Revenues – This code will not be used this year.
- Interfund Transfers – increased from \$0 to \$62,901.00 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:**

- There are no proposed capital projects in the 2021/2022 budget year.

**General Fund Expenses:**

- Scenario 1 “Estimate” - would be 2% pay increases, Scenario 2 “Request”– would be 1.5% pay increases, Scenario 3 “Recommend”– would be 1.5% pay increases. Last year was 2% pay increases.
- Clerk-Treasurer Personal Services – Proposed 2% or 1.5% pay increase. Clerk-Treasurer's pay has been split as Clerk-Treasurer, Water Admin and Sewer Admin.
- Clerk PT – Proposed increasing to \$15.00 per hour.
- Engineer – New code this year, need to better track engineering costs, estimated \$4,000.00 since not true history.
- Supt Personal Services – Proposed 2% or 1.5% pay increase
- Supt Contractual – increased from \$1,200.00 to \$1,400.00 based on history.

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- Central Services Admin Contractual – increased from \$10,000.00 to \$12,000.00, planning to get the Village Hall handicap accessible in 2021/2022.
- Unallocated Insurance - Broker is proposing a slight increase.
- Maintenance of Roads Personal Services – increased from \$27,000.00 to \$27,400.00 based on proposed pay increases and projects.
- Snow Removal Personal Services – increased from \$10,000.00 to \$10,150.00 based on proposed pay increases.
- Parks Personal Services – increased from \$20,000.00 to \$20,300.00 based on proposed pay increases.
- Parks Equipment – increased from \$1,500.00 to \$2,000.00 based on Superintendent needs to replace some equipment.
- State Retirement Employee Benefits - Based on projection from Retirement
- Social Security & Medicare - Based on proposed pay increases
- Workman's Comp – decreased from \$2,933.00 to \$2,817.00 based on Orleans County Self-Insurance.
- Hosp & Medical Insurance – decreased from \$13,400.00 to \$11,600.00 based on plans/life changes/enrollment.
- Interfund Transfer – increased from \$58,880.00 to \$62,901.00 be given to the Sewer fund to help support it, will not be paid back.

**Water Fund Expenses:**

- Engineer – New code this year, proper code per Comptroller, \$3,000.00 same as it was under the old code.
- Unallocated Insurance - Broker is proposing a slight increase.
- Contingent Fund Contractual – this will not be used this year.
- Water Admin Personal Services – Proposed 2% or 1.5% 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 \$15,500 to \$15,700 based on proposed pay increase.
- Water Source of Supply Equipment – increased from \$5,000.00 to \$8,000.00 based on the need to replace some equipment.
- Water Purification Personal Services – Increased from \$37,000.00 to \$37,500.00 based on proposed pay increase.
- Water Purification Chemicals – increased from \$5,000.00 to \$6,000.00 based history/required chemicals.
- Water Purification Testing – increased from \$2,500.00 to \$5,000.00 based on new required testing.
- Water Transm & Distrib Personal Services VOL – decreased from \$23,000.00 to \$18,400.00 based on split with Town of Yates and proposed pay increases.
- Water Transm & Distrib Contractual VOL – decreased from \$9,000.00 to \$7,000.00 based on split with Town of Yates.
- Water Transm & Distrib Personal Services TOY – new code to split Town's portion, increased from \$0.00 to \$4,900.00 based on pay increases.
- Water Transm & Distrib Contractual TOY – new code to split Town's portion.
- Water Transm & Distrib Engineer – not using this code anymore.
- Water Transm & Distrib Parts for W Breaks – increased from \$600.00 to \$1,000.00 as new water meters need to be purchased.
- Water Transm & Distrib Utilities – increased from \$4,000.00 to \$4,500.00 based on history.
- State Retirement Employee Benefits - Based on projection from Retirement.
- Social Security & Medicare - Based on proposed pay increases
- Workman's Comp - decrease from \$1,271.00 to \$1,174.00 based on Orleans County Self-Insurance.
- Hosp & Medical Insurance – decreased from \$13,400.00 to \$11,600.00 based on plans/life changes/enrollment.
- Bonds – Increases and decreases based on bond payment schedules.

**Sewer Fund Expenses:**

- Engineer – New code this year, needed to better track engineering costs, estimated \$2,000.00 since no history.
- Unallocated Insurance - Broker is proposing a slight increase.
- Sewer Admin Personal Services – Proposed 2% or 1.5% pay increase, Clerk-Treasurer's pay is split between Clerk-Treasurer, Water Admin and Sewer Admin personal services.
- Sewer Admin Equipment – Decreased from \$1,500.00 to \$500.00 based on history.
- Sewage Collecting System Personal Services – increased from \$21,000.00 to \$21,420.00 based on history, proposed pay increases.
- Sewage Treatment & Disposal Personal Services – increased from \$21,000.00 to \$21,420.00 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 \$685.00 to \$705.00 based on Orleans County Self-Insurance.
- Hosp & Medical Insurance – decreased from \$13,400.00 to \$11,600.00 based on plans/life changes/enrollment.
- Bonds – Increases and decreases based on bond payment schedules.

**Capital Fund Revenue:**

- There are no proposed capital projects in the 2021/2022 budget year.

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**Fire Department Expenses:**

- Personal Services – increased from \$6,000.00 to \$6,200.00 based on history and proposed pay increases.
- Fire Self Insurance - increased from \$7,325.00 to \$11,864 based on Orleans County Self-Insurance.
- Fire Buildings & Equipment Insurances - Broker is proposing a slight increase.
- NYCLASS Fire Comp Acct - Chief Bane no increase from \$35,000.00, Clerk-Treasurer Woodworth recommends \$25,000.00 to the current situation with the Town of Yates.

The Board discussed the issue with the Town of Yates not paying their portion of the current fiscal year’s budget. Trustee Woodward Jr. explained he’s been trying to schedule a meeting with the Town of Yates. Trustee Woodward Jr. explained the Town of Yates doesn’t agree with the amount being put into the NYCLASS account. Mayor Belson noted the Town of Yates is going to get hit with an unknown charge for those attending community college. Clerk-Treasurer Woodworth explain the Fire Department budget spreadsheet that was created in 2004, some errors found in the spread sheet and how presented the new spread sheet with everything corrected. The Board discussed a possible memorandum of understanding on the Fire Protection Agreement. Trustee Wilson inquired if there was anyway to break the Fire Department budget out of the Village’s budget. Clerk-Treasurer Woodworth noted the only way to do that was if the Fire Department wanted to become a Fire District. Clerk-Treasurer Woodworth explained the increases in the Fire Department budget. Trustee Woodward Jr. noted during a meeting with the Town of Yates they asked the Town about the stimulus money they were just awarded, inquired if that will be used for Fire Protection. The Board discussed the proposed budget options with the Fire NYCLASS account. Clerk-Treasurer Woodworth explained the differences in the NYCLASS changes. Trustee Kenyon recommended having meeting with the Town of Yates having the Budget Officer attend and do a presentation explaining the changes.

**RESOLUTION NO 2021-22**  
**TENTATIVE BUDGET - RECOMMEND**

**ON MOTION** of Trustee Kenyon, seconded by Trustee Holland to use scenario #3 “recommend” as the tentative budget with 1.5% pay increases for the public hearing with modification to Fire NYCLASS of \$25,000.00.

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

**RESOLUTION NO 2021-23**  
**PUBLIC HEARING FOR THE TENATIVE 2021-2022 TENTATIVE BUDGET**

**ON MOTION** of Trustee Holland, seconded by Trustee Wilson to set the Public Hearing for the 2021-2022 Tentative Budget for April 5, 2021 at 6:00pm.

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

**RESOLUTION NO 2021-24**  
**LOCAL LAW 2021-2 - PUBLIC HEARING TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW 3-c**

**ON MOTION** of Trustee Wilson, seconded by Trustee Kenyon to set the Public Hearing to override the tax levy limit established in general municipal law 3-c for April 5, 2021 at 6:05pm at the Village Hall.

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

**ON MOTION** of Trustee Wilson, seconded by Trustee Kenyon, to adjourn the meeting at 3:39PM.

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

*Teri M. Woodworth*  
Clerk-Treasurer