

Regular meeting of the Trustees, Village of Lyndonville was held on Monday, April 4, 2022 at the Village Hall. Meeting by teleconference via Zoom, the meeting opened at 6:00 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
Fire Chief Michael Heideman
Public – Present: Carla Woodworth

APPROVAL OF THE MINUTES

ON MOTION of Trustee Woodward Jr. seconded by Trustee Kenyon, to accept the minutes of the March 7, 2022 regular meeting.

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

PRIVILEGE OF THE FLOOR

- Nothing

USE OF FACILITIES

- Patterson Park – Lyndonville United Methodist Church is requesting use of Patterson Park on April 17, 2022 for sunrise church service.
- Village Hall – Lyndonville Area Foundation is requesting use of the Village Hall on April 26, 2022 for a meeting.

RESOLUTION NO 2022-28

USE OF FACILITIES – LYNDONVILLE UNITED METHODIST CHURCH AND LYNDONVILLE AREA FOUNDATION

ON MOTION of Trustee Kenyon, seconded by Trustee Woodward Jr., to approve the use of facilities requests by Lyndonville United Methodist Church and the Lyndonville Area Foundation as presented.

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

Report – Code Enforcement Raduns

- No report was provided at this time.

Report – Officer Larkin

- Mayor Belson confirmed everyone received Officer Larkin’s report for March 2022.

Report – Fire Chief Heideman

- Report – 58 Calls for 2022; 26 Calls for March (11 – EMS Town, 7 – EMS Village, 2 – Lift Assist Village, 1 – Co2 Detector Village, 3 – Trees Down Town, 2 – MVA Town)

Report – Attorney Bogan

- Attorney Bogan noted she’s reviewing and making some adjustments to the recommended Procurement Policy from NYCOM. Attorney Bogan will have Clerk-Treasurer Woodworth draft up the changes for the Board to review at the next meeting.

Report – Superintendent Woodworth

- Superintendent Woodworth asked for the Board’s approval to dispose of some surplus scrap metal. The Board discussed allowing Superintendent Woodworth to dispose of scrap metal when needed. Superintendent Woodworth presented Attorney Bogan with the Village’s scrap metal policy for review and advisement. Attorney Bogan noted she will have Clerk-Treasurer Woodworth draft up the changes for the Board to review at the next meeting.

RESOLUTION NO 2022-29

SCRAP METAL DISPOSAL

ON MOTION of Trustee Wilson, seconded by Trustee Woodward Jr., to authorize Superintendent Woodworth to dispose of surplus scrap metal.

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

- Superintendent Woodworth noted the Village will have some surplus equipment that he’d like to sell on govdeals.com. He noted the DPW is still in the process of getting that equipment together. He will present a list of equipment at the next meeting for approval.

Report – Trustee Kenyon

- Nothing

Report – Trustee Woodward Jr.

- Trustee Woodward Jr. is working on getting the Public Safety Committee meeting going.
- Trustee Woodward Jr. noted he attended the ambulance meeting and things are moving along.

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Report – Trustee Holland

- Nothing

Report – Trustee Wilson

- Nothing

Report – Mayor Belson

- Nothing
- Superintendent Woodworth informed the Board we do have the Tahoe from the Orleans County Sheriff’s Department and the DPW employee’s have been working on taking the decals off.
- Superintendent Woodworth presented the Board with a letter from the Ad-Hoc Tree Committee requesting to become a full-fledged Tree Committee. Attorney Bogan and the Board discussed the process and pros and cons of the request. Superintendent Woodworth explained the limitations on planting of trees in the Village based on the ordinance, water lines and sewer lines. The Board decided to not make any changes at this time and any additional members can make a request to the Village Board.

Report – Clerk-Treasurer Woodworth

- Clerk-Treasurer Woodworth presented the Board with the budget to actual report as of March 31, 2022.
- Vouchers – Abstract A10-1 – A11 #16030 - #16105 to be paid for 2021-2022

General	\$ 23,149.94
Water	\$ 7,753.16
Sewer	\$ 7,672.80
Grand Total	\$ 38,575.90

RESOLUTION NO 2022-30

VOUCHERS TO BE PAID FOR ABSTRACTS A10-1 – A11

ON MOTION of Trustee Holland, seconded by Trustee Wilson, to have Clerk-Treasurer Woodworth pay Abstracts A10-1 – A11 # 16030 – #16105.

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

- Clerk-Treasurer Woodworth informed the Board that New York State Homes and Community Renewal is looking for an update on that status of the project and has requested a conference call with the Village and LaBella Associates this week. Clerk-Treasurer Woodworth noted there are concerns with the proper procedures being followed. Mayor Belson noted he would like to be on that call as well. Trustee Holland noted that the sidewalk needs to be repaired/replaced across the street as soon as possible also.
- Clerk-Treasurer Woodworth noted calls were placed to the neighboring Fire Departments regarding rental policies and procedures. Clerk-Treasurer Woodworth noted most neighboring Fire Departments are districts and they have the controls of rentals. Clerk-Treasurer Woodworth is working with NYCOM to see what other possibilities are allowed.

OLD BUSINESS:

- Nothing

NEW BUSINESS:

- 2022-2023 Annual Appointments

Budget Officer	Teri M. Woodworth
Chief of Police	John Belson
Code Enforcement Officer	Intermunicipal Agreement/Jason Raduns
Communications Technology Coordinator	Kimberly Kenyon
Deputy Registrar of Vital Statistics	Sandra Lewis
Fair Housing Officer	Darren Wilson
Fire Department Liaison	Danny Woodward Jr.
Fire Department Records Officer	Teri M. Woodworth
Grants Managers	MRB Group & LaBella Associates
Historian	Teri M. Woodworth
Insurance Broker	Tompkins Insurance Agencies, Inc.
Legion & VFW Liaison	Darren Wilson
Lions Club Liaison	Danny Woodward Jr.
Orleans County Planning Board	Steven Vann, Alternate -
Parking Lots & Streets	John Belson
Parks & Pond	Kimberly Kenyon
Planning Board Clerk	Teri M. Woodworth
Planning Board Liaison	Darren Wilson
Public Safety Committee	John Belson & Danny Woodward Jr.
Records Management Officer	Teri M. Woodworth
Registrar of Vital Statistics	Teri M. Woodworth
Safety Officer	Terry M. Woodworth
Senior Citizens Rep	Anne Marie Holland

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Sewer (Sanitary & Storm)	John Belson
Sexual Harassment Officer	Darren Wilson
Sidewalks	Anne Marie Holland
Street Lighting	Anne Marie Holland
Trees	Kimberly Kenyon
Village Attorney	Katherine Bogan
Village Engineer	MRB Group
Village Police Officer	William Larkin
Water Works	John Belson
Youth Rep	Kimberly Kenyon
Zoning Clerk	Teri M. Woodworth

Meeting Night	1st Monday of each month at 6:00pm
Next Organizational Meeting	April 3, 2023
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 2:30pm
Code Enforcement Office Hours	Noon to 4:00pm Wednesday's

Planning Board Member	Steven Vann	Term - 4/5/2022 - 4/5/2027
Zoning Board of Appeals Member	Carla Woodworth	Term - 4/5/2022 - 4/5/2027

POLICIES:

- Code of Ethics
- Communication Technology Policy
- 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 \$0.55 per mile.

Section 2. that this resolution is effective immediately.

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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 and Fire Department member at one or more of these meetings, conferences or schools benefits the municipality;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the following officers, employees and Fire Department member 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;

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 \$10.00 at the discretion of Supt. of Public Works; rate for part-time labor (emergency) is to be \$10.00 per hour.

RESOLUTION NO 2022-31

2022-2023 ANNUAL APPOINTMENTS

ON MOTION of Trustee Belson, seconded by Trustee Wilson, to approve the 2022-2023 annual appointments as presented.

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

- Street Lighting – Superintendent Woodworth presented the Board with the request from National Grid of \$1,544.75 to convert all the street lights over to LED.

RESOLUTION NO 2022-32

CONVERT STREET LIGHTING OVER TO LED

ON MOTION of Trustee Holland, seconded by Trustee Wilson, to approve Clerk-Treasurer Woodworth to pay National Grid \$1,544.75 to convert all the Village street lights over to LED.

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

- Mayor Belson noted there's a special meeting on April 11, 2022 at 2:00pm.

ON MOTION of Trustee Woodward Jr., seconded by Trustee Wilson, to adjourn the meeting at 6:23PM.

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

Teri M. Woodworth
Clerk-Treasurer