

Regular meeting of the Trustees, Village of Lyndonville was held on Monday, August 2, 2021 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 Dan Wolfe - Absent
 Attorney Katherine Bogan
 Fire Chief Ben Bane - Absent
 Public – Present: Carla Woodworth

APPROVAL OF THE MINUTES

ON MOTION of Trustee Holland seconded by Trustee Wilson, to accept the minutes of the July 6,2021 regular meeting.

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

PRIVILEGE OF THE FLOOR

- Nothing

USE OF FACILITIES

- Samantha Stillinger – Fire Hall – Samantha Stillinger requested use of the Fire Hall on August 1, 2021 from 2:00pm to 5:00pm for a baby shower.

RESOLUTION NO 2021-64

USE OF FACILITIES – SAMANTHA STILLINGER

ON MOTION of Trustee Wilson, seconded by Trustee Holland, to approve the use of facilities request from Samantha Stillinger as requested.

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

Report – Code Enforcement Wolfe

- Mayor Belson confirmed everyone received Code Enforcement Wolfe’s report.

Report – Officer Larkin

- No report was provided this time.
- Mayor Belson noted Officer Larkin should be back in a week or so.

Report – Fire Chief Bane

- No report was provided at this time.

Report – Attorney Bogan

- Attorney Bogan advised Clerk-Treasurer Woodworth to never get rid of any insurance policies.

Report – Clerk-Treasurer Woodworth

- Clerk-Treasurer Woodworth presented the Board with the budget to actual report as of June 30, 2021 and July 31, 2021.
- Clerk-Treasurer Woodworth presented the Board with the following items to be destroyed:

Items to be Destroyed	Year	NYS LGS-1 Retention Requirement
Abstracts/Vouchers/Packing Slips/Invoices	2014-2015	6 Years
Bank of Castile Bank Statements	6/1/2014 – 5/31/2015	6 Years
BNY Mellon	6/1/2014 – 5/31/2015	6 Years
Deposit Book – Receivable	5/1/2014 – 6/12/2014	6 Years after date of most recent entry
Deposit Book – Receivable	6/16/2014 – 7/3/2014	6 Years after date of most recent entry
Deposit Book – Receivable	7/3/2014 – 8/20/2014	6 Years after date of most recent entry
Deposit Book – Receivable	8/20/2014 – 10/31/2014	6 Years after date of most recent entry
Deposit Book – Receivable	10/31/2014 – 1/9/2015	6 Years after date of most recent entry
Deposit Book – Receivable	1/9/2015 – 3/16/2015	6 Years after date of most recent entry
Deposit Book – Receivable	3/16/2015 – 5/4/2015	6 Years after date of most recent entry
Games of Chance Application/Investing Reports - LFD	2017	3 Years after expiration of license or denial of application
Gross Receipts Tax	2009-2010	6 Years
Gross Receipts Tax	2010-2011	6 Years
Gross Receipts Tax	2011-2012	6 Years
Gross Receipts Tax	2012-2013	6 Years
Gross Receipts Tax	2013-2014	6 Years
Gross Receipts Tax	2014-2015	6 Years
M&T ACH Activity Summary	6/1/2014 – 5/31/2015	6 Years
M&T Bank – Account Analysis Statement	6/1/2014 – 5/31/2015	6 Years
M&T Bank – Your Card Processing Statement	6/1/2014 – 5/31/2015	6 Years
M&T Bank Statement – Payroll	6/1/2014 – 5/31/2015	6 Years
M&T Bank Statement – Receivables	6/1/2014 – 5/31/2015	6 Years
M&T Bank Statement – Sewer Projects Capital	6/1/2014 – 5/31/2015	6 Years
M&T Bank Statement – Trust & Agency	6/1/2014 – 5/31/2015	6 Years
<u>Mortgage Tax</u>	<u>6/1/2014 – 5/31/2015</u>	<u>6 Years</u>
<u>NYCLASS Statements</u>	<u>6/1/2014 – 5/31/2015</u>	<u>6 Years</u>
<u>Pilot Payments</u>	<u>6/1/2014 – 5/31/2015</u>	<u>6 Years</u>
Purchase Orders	6/1/2014 – 5/31/2015	6 Years
Receipts of Payments – All Others	6/1/2014 – 5/31/2015	6 Years

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Receipts of Payments – Christmas in Lyndonville	6/1/2014 – 5/31/2015	6 Years
Receipts of Payments – Courier – Iroquois Job Corps	6/1/2014 – 5/31/2015	6 Years
Receipts of Payments – Courier – Town of Ridgeway	6/1/2014 – 5/31/2015	6 Years
Receipts of Payments – Courier – Town of Yates	6/1/2014 – 5/31/2015	6 Years
Receipts of Payments – LCS Gas Reimbursement	6/1/2014 – 5/31/2015	6 Years
Rent – SBA	6/1/2014 – 5/31/2015	6 Years
Sales of Scrap Metal Receipts	6/1/2014 – 5/31/2015	6 Years
Sales Tax from Orleans County	6/1/2014 – 5/31/2015	6 Years
State Aid	6/1/2014 – 5/31/2015	6 Years
Tax Search	6/1/2014 – 5/31/2015	6 Years
Village Property Tax Bills	6/1/2014 – 5/31/2015	6 Years
Water/Sewer Payments	6/1/2014 – 5/31/2015	6 Years

**RESOLUTION NO 2021-65
ITEMS TO BE DESTROYED**

ON MOTION of Trustee Holland, seconded by Trustee Wilson, to approved Clerk-Treasurer Woodworth to destroy the list of items in accordance with the NYS LGS-1 as presented.

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

- Clerk-Treasurer Woodworth appointed Sandra Lewis as the new Clerk Part-Time at the rate of pay of \$15.00 per hour starting August 3, 2021, placing Sandra on a 6-month probationary period. Trustee Wilson inquired how many hours per week. Clerk-Treasurer Woodworth noted it would be 10-12 hours per week and that Mrs. Lewis is currently the Deputy Clerk at the Town of Somerset.

**RESOLUTION NO 2021-66
APPOINTMENT OF CLERK PART-TIME**

ON MOTION of Trustee Holland, seconded by Trustee Wilson, to accept Clerk-Treasurer Woodworth’s appointment of Sandra Lewis as the Clerk Part-Time, at the rate of \$15.00 per hour starting August 3, 2021, placing her on a 6-month probationary period.

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

- Clerk-Treasurer Woodworth informed the Board the Village has received the first half of the American Rescue Plan Act (ARPA) of \$39,888.31. Clerk-Treasurer Woodworth will be attending a webinar by NYCOM on the allowed uses of the ARPA funds.
- Clerk-Treasurer Woodworth noted the Village received a thank you letter from the Lyndonville Lions Club for the Village’s contribution to the 4th of July celebration.
- Vouchers – Abstract A2-1 – A3 #15407 - #15454 to be paid for 2021-2022

General	\$ 4,924.20
Water	\$ 2,333.29
Sewer	\$ 39,699.71
Grand Total	\$ 46,957.20

**RESOLUTION NO 2021-67
VOUCHERS TO BE PAID FOR ABSTRACTS A2-1 – A3**

ON MOTION of Trustee Kenyon, seconded by Trustee Woodward Jr., to have Clerk-Treasurer Woodworth pay Abstracts A2-1 – A3 # 15407 – #15454.

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

Report – Superintendent Woodworth

- Superintendent Woodworth commended Gary White for his 32 years of service as he will be retiring August 3, 2021.
- Superintendent Woodworth presented the Board with pictures of the water line relocation at 30 North Main Street. Superintendent Woodworth explained the water line relocation was installed in the wrong location placing it under the proposed retaining wall. Superintendent Woodworth showed the Board where the line has been correctly moved to. Superintendent Woodworth presented the Board with the recommendation letter from the MRB Group:

**RE: BROADWAY GROUP, LLC-30 NORTH MAIN STREET, LYNDONVILLE, NEW YORK
WATER MAIN RELOCATION MAINTENANCE BOND
MRB PROJECT No. 1241.18000.000**

Dear John and Village Board Members:

Broadway Group, LLC (Developer) along with Solid Ground Services (Contractor) has completed the relocation of the 12" diameter water main around the proposed Dollar General Building.

The relocation of the existing 12" diameter water main has been slowed by wet soil conditions, depth of the water main connection on the south side of Johnson Creek, and a portion of the water main on the north side of the proposed building (parallel to Johnson Creek) was improperly laid out by the Contractor which necessitated excavating and relocating approximately 60 linear feet of water main.

The relocated water main has been pressured tested at 115 psi (which is more than 2 times the normal working pressure), has been disinfected and the bacteriological samples are pending.

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The existing water main was installed in 2005 as part of the Main Street Water Main Improvement Project. The date of substantial completion on that project was October 20, 2005. Since that water main has been installed there have been no problems associated with the installation and no water main breaks.

The 12" water main installed across Johnson Creek and thru the Dollar General property is the primary supply of water south of Johnson Creek and is crucial to supply sufficient potable water for domestic usage and fire flow conditions.

We therefore recommend that the Village of Lyndonville require the Broadway Group, LLC (Developer) to provide a five (5) year Maintenance Bond to the Village of Lyndonville, in the amount of \$100,000 for the relocated 12" diameter water main and appurtenances.

Upon your review should you have any questions please do not hesitate to call.

Respectfully submitted,
Jonathan D. Hinman, P.E.
MRB Group – Project Manager

Attorney Bogan agreed with MRB Group's recommendation and advise to have Code Enforcement Wolfe add it to the building permit.

RESOLUTION NO 2021-68

BROADWAY GROUP FIVE (5) YEAR MAINTENANCE BOND FOR \$100,000 AT 30 NORTH MAIN STREET

ON MOTION of Trustee Kenyon, seconded by Trustee Woodward Jr., to require the Broadway Group, LLC to provide a five (5) year maintenance bond to the Village of Lyndonville, in the amount of \$100,000.00 for the relocated 12" diameter water main and appurtenances at 30 North Main Street and authorize Code Enforcement Wolfe to add this required bond the Broadway Group, LLC's current building permit.

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

- Superintendent Woodworth noted only one application was received for the Public Works Maintenance Worker position, we will be running the ad for a couple more weeks. Superintendent Woodworth noted he will be hiring some part time help in the meantime to help with mowing.
- Superintendent Woodworth noted the footer should be being poured next week for the new Dollar General.

Report – Trustee Kenyon

- Trustee Kenyon inquired if the Trustee's will need to continue with the extra duties until Sandra is trained. Clerk-Treasurer Woodworth noted that won't be necessary that Sandra will be trained on those duties.

Report – Trustee Woodward Jr.

- Nothing

Report – Trustee Holland

- Trustee Holland noted the email Mayor Belson sent out about Dollar General was very interesting.
- Trustee Holland noted she's very excited about Sandra Lewis.

Report – Trustee Wilson

- Trustee Wilson thanked Trustee Holland for doing the interviews.
- Trustee Wilson informed the Board the Planning Board approved the farmer's market at 29 South Main Street.
- Trustee Wilson inquired with Attorney Bogan if a site plan view is required for any new business in the business district. Attorney Bogan advised not if it's an allowed business. Trustee Wilson inquired if Attorney Bogan could advise Code Enforcement Wolfe of that.

Report – Mayor Belson

- Mayor Belson thanked for getting the interviews done.
- Mayor Belson thanked for the pictures being put up in the hallway.

OLD BUSINESS:

- Water Rate Agreement – Work in progress.
- Cannabis/Marijuana – Mayor Belson talked with all OC municipalities they are all standing back. The Board express their interest in opting out. Attorney Bogan advised the Board will need to make a decision next month to have enough time to getting the local law filed in time.
- National Grid – Street Lighting conversion to LED program – The Board discussed the proposal.

RESOLUTION NO 2021-69

NATIONAL GRID'S OUTDOOR LIGHTING LED CONVERSION PROGRAM

ON MOTION of Trustee Holland, seconded by Trustee Kenyon, to have Clerk-Treasurer Woodworth submit a commitment letter to accept the LED conversion program.

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

NEW BUSINESS:

- Nothing

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ON MOTION of Trustee Wilson, seconded by Trustee Woodward Jr., to adjourn the meeting at 6:34PM.

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

Teri M. Woodworth
Clerk-Treasurer