

Regular meeting of the Trustees, Village of Lyndonville was held on Tuesday, September 8, 2020 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: Andrew Cousins - Absent
 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
 Public – Dialed in to Zoom:

APPROVAL OF THE MINUTES

ON MOTION of Trustee Wilson seconded by Trustee Woodward Jr., to accept the minutes of the August 3, 2020 regular meeting.

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

PRIVILEGE OF THE FLOOR

- Nothing

USE OF FACILITIES

- Nothing

Report – Fire Chief Bane

- Report – 130 Calls for 2020; 14 Calls for August (4 – EMS Village, 5 – EMS Town, 1 – Lift Asst Town, 1 – Mutual Aid Carlton, 1 – Auto Fire Alarm Village, 1 – MVA Town and 1 – Wire Down Village)

Report – Code Enforcement Wolfe

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

Report – Attorney Bogan

- Nothing

Report – Clerk-Treasurer Woodworth

- Clerk-Treasurer Woodworth confirmed everyone received Officer Larkin’s police report.
- Clerk-Treasurer Woodworth informed the Board the Bonadio Group will be coming this week to conduct the 2019/2020 audit and AUD.
- Clerk-Treasurer Woodworth presented the Board with a list of items to be destroyed in accordance of the NYS LGS-1.

Items to be Destroyed	Year	NYS LGS-1 Retention Requirement
Abstracts	6/1/2006 - 5/31/2007	6 Years
Abstracts	2000 - 2002	6 Years
Abstracts	2005 - 2011	6 Years
Abstracts/Vouchers/Invoices/Packing Slips	6/1/2013 - 5/31/2014	6 Years
Account Listing (Lynne Johnson)	8/1/2012	6 Years
AUD - Draft (Lynne Johnson)	5/31/2011	6 Years
Audit Reports - 1 Extra copies	2011	2 Official copies are on file in the Clerk's Office, extras are not required
Audit Reports - 2 Extra copies	2009	2 Official copies are on file in the Clerk's Office, extras are not required
Audit Reports - 3 Extra copies	2012	2 Official copies are on file in the Clerk's Office, extras are not required
Audit Reports - 3 Extra copies	2001	2 Official copies are on file in the Clerk's Office, extras are not required
Audit Reports - 3 Extra copies	2005	2 Official copies are on file in the Clerk's Office, extras are not required
Audit Reports - 3 Extra copies	2007	2 Official copies are on file in the Clerk's Office, extras are not required
Audit Reports - 4 Extra copies	2019	2 Official copies are on file in the Clerk's Office, extras are not required
Audit Reports - 5 Extra copies	2006	2 Official copies are on file in the Clerk's Office, extras are not required
Audit Reports - 5 Extra copies	2010	2 Official copies are on file in the Clerk's Office, extras are not required

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Backup Tapes	Prior to 2012	3 Years after procedure is withdrawn, revised, updated, or superseded
Balance Sheet	6/1/2012 - 5/31/2013	6 Years
Balance Sheet	6/1/2013 - 5/31/2014	6 Years
Bank of Castile - Account setup info - Account Closed	2012	6 Years
Bank of Castile - Disb - Blank Check Stock (Lynne Johnson)	6705 - 6847	6 Years (Account Closed)
Bank of Castile - Payroll - Blank Check Stock (Lynne Johnson)	3080 - 3146	6 Years (Account Closed)
Bank Recs/Disb/Revenue (Lynne Johnson)	2011 -2012	6 Years
Bankruptcy Notice - Crosby-Whipple Oil Corporation	12/28/2006	1 year after superseded or obsolete
Bankruptcy Notice - Ehrenreich	2/4/2008	1 year after superseded or obsolete
Bankruptcy Notice - LandAmerica Financial Group, Inc.	9/9/2009	1 year after superseded or obsolete
Bankruptcy Notice - Mahnke	6/30/2011	1 year after superseded or obsolete
Bankruptcy Notice - My Tel Co, Inc./Cordia Communications Corp	3/15/2002	1 year after superseded or obsolete
Bankruptcy Notice - Phillips	6/4/2003	1 year after superseded or obsolete
Bankruptcy Notice - Residential Capital, LLC	7/3/2013	1 year after superseded or obsolete
Bankruptcy Notice - Trinsic Communications Inc	12/3/2003	1 year after superseded or obsolete
Bankruptcy Notice - Waterstram	5/10/2006	1 year after superseded or obsolete
BNY Mellon	6/1/2013 - 5/31/2014	6 Years
Canceled Checks - Disb (Lynne Johnson)	6253, 6254, 6646, 6699, 6525, 6526, 6527	6 Years
Canceled Checks - Payroll (Lynne Johnson)	2972	6 Years
Chatfield Engineers PC - WTP Valve Replacement - letter	9/14/2008	6 Years
Debbie's personal notes/agenda's	2009 - 2011	0 - 1 year
Deposit Book - Receivable	11/22/2013 - 1/16/2014	6 Years after date of most recent entry
Deposit Book - Receivable	1/16/2014 - 3/11/2014	6 Years after date of most recent entry
Deposit Book - Receivable	3/14/2014 - 5/1/2014	6 Years after date of most recent entry
Equipment Records - Bush Workstation	2005	6 Years after replacement, sale, or discontinuance of use
Equipment Records - Canon Faxphone B740		6 Years after replacement, sale, or discontinuance of use
Equipment Records - Cordless Phone	2005	6 Years after replacement, sale, or discontinuance of use
Equipment Records - Dirt Devil	2000	6 Years after replacement, sale, or discontinuance of use
Equipment Records - GE Microwave	1998	6 Years after replacement, sale, or discontinuance of use
Equipment Records - Hamilton Beach BrewStation	2004	6 Years after replacement, sale, or discontinuance of use
Equipment Records - HP 1040/1050 Fax Series	2006	6 Years after replacement, sale, or discontinuance of use
Equipment Records - HP DeskJet 400 Printer	1996	6 Years after replacement, sale, or discontinuance of use
Equipment Records - O'Sullivan Hutch	1998	6 Years after replacement, sale, or discontinuance of use
Equipment Records - Radio Shack Phones	1998	6 Years after replacement, sale, or discontinuance of use
Equipment Records - UMAX Scanner	1994	6 Years after replacement, sale, or discontinuance of use
Equipment Records - Vertical Blinds	1993	6 Years after replacement, sale, or discontinuance of use
Equipment Records - Xerox 5014/5012	2004	6 Years after replacement, sale, or discontinuance of use
Equipment Records - Xerox WC123	2006	6 Years after replacement, sale, or discontinuance of use
Equipment Records - Xerox WorkCentre M123		6 Years after replacement, sale, or discontinuance of use
Expense Report	6/1/2012 - 5/31/2013	6 Years
Expense Report	6/1/2013 - 5/31/2014	6 Years
Federal Tax Deposit Coupon Book	2003 - 2010	4 Years

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First Niagara - Account setup info - Account Closed	1995	6 Years
Fleet Bank - Account setup info - Account Closed	1995	6 Years
Games of Chance Application/Investigation Reports - LFD	2016	3 Years after expiration of license or denial of application
General Ledger	2000 - 2001	6 Years
General Ledger	6/1/2012 - 5/31/2013	6 Years
General Ledger	6/1/2013 - 5/31/2014	6 Years
General Ledger (Lynne Johnson)	6/1/2011 - 5/31/2012	6 Years
General Ledger (Lynne Johnson)	6/1/2009 - 5/31/2010	6 Years
General Ledger (Lynne Johnson)	6/1/2010 - 5/31/2011	6 Years
Invoices (Lynne Johnson)	2/2012 - 6/2012	6 Years
Journal Entries	6/1/2012 - 5/31/2013	6 Years
Journal Entries	6/1/2013 - 5/31/2014	6 Years
Journal Entries (Brown & Company)	5/31/2014	6 Years
Journal Entries (Lynne Johnson)	2011 - 2012	6 Years
LCS Elementary high-water usage letter	1/3/2011	0 Years after no longer needed
Legal Agreement - David Schubel/Webster & Schubel LLP	6/1/2003 - 5/31/2004	6 Years
Legal Agreement - David Schubel/Webster & Schubel LLP	6/1/2004 - 5/31/2005	6 Years
Legal Agreement - David Schubel/Webster & Schubel LLP	6/1/2005 - 5/31/2006	6 Years
Legal Agreement - David Schubel/Webster & Schubel LLP	6/1/2006 - 5/31/2007	6 Years
Legal Agreement - David Schubel/Webster, Schubel & Meier LLP	6/1/2007 - 5/31/2008	6 Years
Legal Agreement - David Schubel/Webster, Schubel & Meier LLP	6/1/2008 - 5/31/2009	6 Years
Legal Agreement - David Schubel/Webster, Schubel & Meier LLP	6/1/2009 - 5/31/2010	6 Years
Legal Agreement - David Schubel/Webster, Schubel & Meier LLP	6/1/2010 - 5/31/2011	6 Years
Legal Agreement - David Schubel/Webster, Schubel & Meier LLP	6/1/2011 - 5/31/2012	6 Years
Legal Agreement - David Schubel/Webster, Schubel & Meier LLP	6/1/2012 - 5/31/2013	6 Years
Legal Agreement - David Schubel/Webster, Schubel & Meier LLP	6/1/2014 - 5/31/2015	6 Years
M&T ACH Activity Summary	6/1/2013 - 5/31/2014	6 Years
M&T Bank - Account Analysis Statement	6/1/2013 - 5/31/2014	6 Years
M&T Bank - Your Card Processing Statement	6/1/2013 - 5/31/2014	6 Years
M&T Bank Statement - Receivables	6/1/2013 - 5/31/2014	6 Years
M&T Bank Statement - Sewer Projects Capital	6/1/2013 - 5/31/2014	6 Years
M&T Bank Statement - Trust & Agency	6/1/2013 - 5/31/2014	6 Years
Marine Midland Bank, N.A. - Agreement - Account Closed	1995	6 Years
Mortgage Tax	6/1/2013 - 5/31/2014	6 Years
NYCLASS Statements	6/1/2013 - 5/31/2014	6 Years
Orleans County - Auxiliary Polic Requests	2001 - 2010	6 Years
Orleans County - Petition and Notice of Foreclosure	12/9/2013	6 Years
Pensoft - Cancellation of Software contract	2012	6 Years
Pensoft - Payroll Software Disk (Lynne Johnson)	2011	6 Years
Pilot Payments	2009, 2007, 2006, 2005, 2003, 2002, 2001	6 Years
Profit & Loss Detail (Lynne Johnson)	6/1/2012 - 4/19/2013	6 Years
Profit & Loss Detail (Lynne Johnson)	6/2009 - 5/2010	6 Years
Profit & Loss Detail (Lynne Johnson)	6/2010 - 5/2011	6 Years
Profit & Loss Detail (Lynne Johnson)	6/1/2012 - 1/14/2013	6 Years
Proposal - Black top	2014	6 Years
Purchase Orders	6/1/2013 - 5/31/2014	6 Years
Receipt Book - 955001 - 955066	6/26/2013 - 5/14/2014	6 Years
Receipts of Payments - All Others	6/1/2013 - 5/31/2014	6 Years
Receipts of Payments - Christmas in Lyndonville	December 2013	6 Years
Receipts of Payments - Courier - Iroquois Job Corps	6/1/2013 - 5/31/2014	6 Years

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Receipts of Payments - Courier - Town of Ridgeway	6/1/2013 - 5/31/2014	6 Years
Receipts of Payments - Courier - Town of Yates	6/1/2013 - 5/31/2014	6 Years
Receipts of Payments - LCS Gas Reimbursement	6/1/2013 - 5/31/2014	6 Years
Rent - SBA	6/1/2013 - 5/31/2014	6 Years
Sales of Scrap Metal Receipts	6/1/2013 - 5/31/2014	6 Years
Sales Tax from Orleans County	6/1/2013 - 5/31/2014	6 Years
State Aid	10/1/2013	6 Years
State Comptroller - AUD "Snapshot"	1995 - 2003	6 Years
Steve's Budget Worksheet (Lynne Johnson)	2010-2011	6 Years
Tax Search	6/1/2013 - 5/31/2014	6 Years
The ARC of Orleans County - Cleaning LFD Contract	11/29/2010	6 Years
Tompkins Financial Advisors - Statements	2009 - 2016	6 Years
Village Property Tax Bills	2014	6 Years
Vouchers - Gray Certified Public Accounting	2006 - 2007	6 Years
Water/Sewer Payments	3/1/2014 - 5/31/2014	6 Years

RESOLUTION NO 2020-66

AUTHORIZATION TO DESTROY ITEMS IN ACCORDANCE WITH THE LGS-1

ON MOTION of Trustee Wilson, seconded by Trustee Kenyon, to authorize Clerk-Treasurer Woodworth the above-mentioned items in accordance with the LGS-1 schedule.

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

- Clerk-Treasurer Woodworth presented the board with the contract for the new Xerox VersaLink C7020 to replace the old printer.

RESOLUTION NO 2020-67

AUTHORIZATION TO SIGN THE NEW COPIER CONTRACT FOR THE VERSALINK C7020

ON MOTION of Trustee Kenyon, seconded by Trustee Woodward Jr., to authorize Clerk-Treasurer Woodworth to sign the contract for the new Xerox VersaLink C7020.

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

- Vouchers – Abstract A3-1 – A4 # 14512 – 14595 to be paid

General	\$ 16,298.98
Water	\$ 145,219.71
Sewer	<u>\$ 4,655.91</u>
Grand Total	\$ 166,174.60

RESOLUTION NO 2020-68

VOUCHERS TO BE PAID FOR ABSTRACTS A3-1 – A4

ON MOTION of Trustee Wilson, seconded by Trustee Kenyon, to have Clerk-Treasurer Woodworth pay Abstracts A3-1 – A4 # 14512 - 14595.

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

Report – Superintendent Woodworth

- Superintendent Woodworth presented the Board with the bids received back from Garland Co. Superintendent Woodworth requested the Board’s approval to move forward with the roof replacement on the Water Treatment Plant building.

RESOLUTION NO 2020-69

WATER TREATMENT PLANT ROOF REPLACEMENT

ON MOTION of Trustee Woodward Jr., seconded by Trustee Wilson, to accept the bid received from the Garland Co. for the replacement of the roof at the Water Treatment Plant, not to exceed \$45,000.00.

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

- Superintendent Woodworth noted the Garland Co. is going to check out the roof on the Fire Hall as well while they are here.
- Superintendent Woodworth noted the DPW spent 4 hours cleaning up brush today from wind over the weekend.

Report – Trustee Kenyon

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- Nothing

Report – Trustee Cousins

- Nothing - Absent

Report – Trustee Woodward Jr.

- Trustee Woodward Jr. inquired if the electrical issues have been resolved at the Water Treatment Plant. Superintendent Woodworth noted everything is back up and running, just waiting on second flow meter to come in.
- Trustee Woodward Jr. noted he recently attended the County hazard migration meeting.

Report – Trustee Wilson

- Trustee Wilson thanked DPW for cleaning up brush.

Report – Mayor Belson

- Nothing

OLD BUSINESS:

- Nothing

NEW BUSINESS:

- Sewer Use Ordinance – The Board discussed the proposed Sewer Use Ordinance and set the public hearing for October 5, 2020 at 6:00pm. Attorney Bogan noted a full copy of the Sewer Use Ordinance will be available at the Village Clerk's Office.
- Policing Reform Plan – Mayor Belson presented the Board with the New York State Police Reform and Reinvention Collaborative Resources & Guide for Public Officials and Citizens. Mayor Belson noted we have until April 1, 2021 to develop our plan. The Board asked Clerk-Treasurer to contact the Orleans County Sheriff and Medina Police Department to obtain a copy of their plans.
- Main Street Lyndonville LLC – Mayor Belson presented the Board with a letter from Main Street LLC looking to install a waterline into 15-19 South Main Street. Mayor Belson presented the Board with a response letter outlining Main Street Lyndonville LLC's responsibilities and the services the DPW would provide. Attorney Bogan noted she approved the response letter.

RESOLUTION NO 2020-70

RESPONSE LETTER TO MAIN STREET LYNDONVILLE LLC REGARDING INSTALLATION OF WATERLINE INTO 15-19 SOUTH MAIN STREET

ON MOTION of Trustee Kenyon, seconded by Trustee Woodward Jr., to authorize Mayor Belson to sign the response letter to Main Street Lyndonville LLC, outlining the responsibilities of the property owner and the services the DPW will provide.

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

- Lyndonville Fire Department Agreement with the Village of Lyndonville and Town of Yates. Trustee Woodward Jr. presented the Board with the prior and new agreement between the Village of Lyndonville and Town of Yates for fire protection. Trustee Woodward Jr. asked the Board for approval on said agreement.

RESOLUTION NO 2020-71

FIRE PROTECTION AGREEMENT WITH THE VILLAGE OF LYNDONVILLE AND TOWN OF YATES

ON MOTION of Trustee Wilson, seconded by Trustee Woodward Jr., to authorize Mayor Belson to execute the Fire Protection Agreement between the Village of Lyndonville and the Town of Yates.

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

- Halloween – Mayor Belson asked the Board to think about trick-or-treating for Halloween, will table until the October meeting.

ON MOTION of Trustee Woodward Jr., seconded by Trustee Wilson, to adjourn the meeting at 6:38PM.

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

Teri M. Woodworth
Clerk-Treasurer