

Special meeting of the Trustees, Village of Lyndonville was held on Monday, March 27, 2023 at the Village Hall. The meeting opened at 2:30 PM

PRESENT: Mayor: John Belson
Deputy Mayor: Danny Woodward Jr. - Absent
Trustees: Anne Marie Holland
Kimberly Kenyon
Terry Stinson

Clerk-Treasurer Teri Woodworth
Supt. of Public Works Terry M. Woodworth
Assistant Supt of Public Works Devan Freeman
Code Enforcement Officer David Reese
Attorney Katherine Bogan - Absent
Public – Present: Justin Edwards, Carla Woodworth

ON MOTION of Trustee Wilson, seconded by Trustee Holland, to open the public hearing for Local Law 2023-1 A Local Law prohibiting the use of engine compression braking systems within the Village of Lyndonville, NY at 2:30pm.

Vote: 4 Ayes (Belson, Holland, Kenyon, Stinson); 0 Nays; 0 Abstain

- Trustee Kenyon inquired on the Board’s thoughts about the proposed local law. Trustee Kenyon noted she’s spoke with some residents on West Avenue and they noted more noise from businesses versus trucks. Trustee Kenyon noted she spoke to a local farmer whom said signs aren’t going to stop the use of engine brakes. Code Enforcement Reese inquired if a study could be done regarding this. Mr. Edwards noted the Village might as well take down signs for crosswalks and speed limits cause there’s no one to enforce them. Carla Woodworth inquired what’s the urgency of addressing this, noted plow trucks use them in the Village and it only lasts for a few seconds. Mr. Edwards stated Mizkan doesn’t use them. Assistant Superintendent Freeman noted Mizkan does use them it’s the difference in the mufflers on the trucks. Trustee Kenyon inquired if allowed to prohibit on 63 being a State Highway and the NYS DOT says is a required safety device. Mayor Belson asked about where the snowmobile signs are placed. Assistant Superintendent Freeman noted they are placed on Village limit signs and taken down seasonally. Code Enforcement Reese asked about getting petitions for those in favor of. Mr. Edwards inquired what was the hold up its just a local law a few signs just pass the damn thing. The Board discussed tabling at this time for further review.

ON MOTION of Trustee Wilson, seconded by Trustee Kenyon, to close the public hearing for Local Law 2023-1 A Local Law prohibiting the use of engine compression braking systems within the Village of Lyndonville, NY at 2:48pm.

Vote: 4 Ayes (Belson, Holland, Kenyon, Stinson); 0 Nays; 0 Abstain

NEW BUSINESS:

- Presentation of the 2023-2024 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 \$16.558379, Scenario 2 “Request”– would be \$16.646304, Scenario 3 “Recommend”– would be \$16.737562 and Scenario 4 “Approve” – would be \$15.946923. Last year's rate was \$16.460039.
- Sales Tax – increased from \$15,000.00 to \$16,000.00 based on history/Orleans County resolution.
- Utilities Gross Receipts Tax – Increased from \$10,200.00 to \$11,000.00 based on history.
- Franchise Tax – decreased from \$7,200.00 to \$6,800.00 based on history.
- Treasurer’s Fees – increased from \$300.00 to \$400.00 based on history.
- Planning Board Fees – increased from \$0.00 to \$100.00 based on possible upcoming project.
- General Services Other Govt – Christmas in Lyn – increased from \$3,000.00 to \$4,500.00 based on history.
- General Services Other Govt – LCS Gas Reimb – increased from \$10,000.00 to \$13,000.00 based on history of usage/price of unleaded fuel.
- General Services Other Govt – Lyn Joint Fire Dis – new code, budgeted for \$700.00 per account software shared services.
- General Services Other Govt – LCS Magic Salt – new code, budget for \$3,000.00. Magic Salt is cheaper when purchased in larger quantities.
- Fire Protection Services Other Governments – no longer used due to formation of the Lyndonville Joint Fire District.
- Interest & Earnings – increased from \$250.00 to \$3,000.00 based on history. (NYCLASS interest rate increase)
- Rental of Real Property will increase 3% annually on August 1st.
- Games of Chance – decreased from \$10.00 to \$0.00 as no games of chance licenses planned.
- Building and Alteration Permits – decreased from \$2,000.00 to \$1,500.00 based on history.
- Permits Other – decreased from \$50.00 to \$0.00 based on history and no permits planned.
- Fines & Forfeit of Bail – decreased from \$10.00 to \$0.00 based on history.
- Sales of Scrap & Excess Materials – increased from \$150.00 to \$1,000.00 based on projected cleaning out.
- State Aid – decreased from \$6,251.00 to \$0.00 based on new code State Aid- AIM per OSC.
- Misc Income – Flower Reimb – decreased from \$150.00 to \$125.00 based on history.
- Misc Income – Engineer Fees – decreased from \$2,000.00 to \$300.00 based on projected projects.
- Misc Income – Lawn Mowing – Violations – Increased from \$0.00 to \$100.00 based on projected violations.
- State Aid – AIM – new code per OSC, budget history of \$6,251.00.
- Mortgage Tax County – decreased from \$4,800.00 to \$4,000.00 based on history.

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- CHIPS Highway Aid – increased from \$38,863.00 to \$50,000.00 based on projected upcoming project and available funds.

Water Fund Revenue:

- Metered Water Sales.Town of Yates – decreased from \$105,000.00 to \$100,000.00 based on history of usage.
- Metered Water Sales.Village Water Sales - decreased from \$250,000.00 to \$230,000.00 based on history of usage.
- Interest & Penalties On Water Rents – increased from \$2,500.00 to \$2,600.00 based on history.
- General Services, Other Govts – TOY Courier Reimb – decreased from \$325.00 to \$300.00 based on history.
- General Services, Other Govts – TOR Courier Reimb – decreased from \$150.00 to \$100.00 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 – increased from \$200.00 to \$2,500.00 based on history. (NYCLASS interest rate increase)
- Unclassified-Returned Checks/Misc – decreased from \$100.00 to \$50.00 based on history.
- Misc – Est Appr Fund Balance – increased to help cover budgeted expenses.

Sewer Fund Revenue:

- Sewer Charges – Avail – increased from \$37,700.00 to \$72,100.00 based on increase of \$25.00 per quarter per sewer parcel.
- Interfund Transfers – decreased from \$92,924.00 to \$75,226.00, \$76,356.00, \$76,665.00 or \$75,994.00 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.

General Fund Expenses:

- Scenario 1 “Estimate” - would be 1.5% pay increases, Scenario 2 “Request”– would be 2% pay increases, Scenario 3 “Recommend”– would be mixed pay increases and Scenario 4 “Approve” – would be mixed pay increases with dissolving the Lyndonville Police Department.
- Legislative Board Contractual – Increased from \$4,000.00 to \$6,000.00 based on history.
- Auditor – increased from \$10,800.00 to \$12,300.00 based on quote.
- Clerk-Treasurer Personal Services – Proposed 1.5%, 2% and \$1.55 per hour pay increase. Clerk-Treasurer's pay has been split as Clerk-Treasurer, Water Admin and Sewer Admin.
- Clerk-Treasurer.Contractual – increased from \$5,000.00 to \$7,000.00 based on history.
- Clerk-Treasurer.Contractual – LJFD Acct Software – new code, budgeted \$700.00 based on shared services accounting software agreement. (For tracking purposes)
- Clerk PT – Proposed 1.5%, 2% and \$0.98 per hour pay increases.
- Election Contractual – increased from \$350.00 to \$400.00 based on upcoming election in 2024 and rates increase.
- Supt Personal Services – Proposed 1.5% or 2% pay increase.
- Supt Contractual – increased from \$1,500.00 to \$1,700.00 based on history.
- Central Services Administration Personal Services – Proposed 1.5%, 2% and mixed pay increase.
- Central Garage.Equipment – increased from \$2,000.00 to \$3,000.00 based on history.
- Central Garage.Contractual – increased from \$11,000.00 to \$17,000.00 based on history and upgrades to the building.
- Central Garage.Fuel – increased from \$18,000.00 to \$19,000.00 based on history.
- Central Print – increased from \$5,500.00 to \$7,500.00 based on history.
- Unallocated Insurance - Broker is proposing a slight increase. (Approved shows removal of police policy)
- Police Personal Services – approved is showing dissolving Lyndonville Police Department.
- Fire Protection – no longer using due to the formation of the Lyndonville Joint Fire District.
- Maintenance of Roads Personal Services – Proposed 1.5%, 2% and mixed pay increase.
- Snow Removal Personal Services – Proposed 1.5%, 2% and mixed pay increase.
- Snow Removal.Personal Services – LJFD Shared Ser - new code, budgeted \$3,000.00 based on shared services snow agreement. (For tracking purposes)
- Off-Street Parking.Contractual – increased from \$200.00 to \$500.00 based on cost charged back to Library.
- Parks Personal Services – Proposed 1.5%, 2% and mixed pay increase.
- Parks Personal Services – LJFD Shared Ser - new code, budgeted \$3,000.00 based on shared services mowing agreement. (For tracking purposes)
- Celebrations.Contractual – increased from \$6,000.00 to \$8,000.00 based on history. (Christmas in Lyndonville expanding)
- Zoning.Personal Service - Proposed 1.5%, 2% and mixed pay increase.
- Zoning.Equipment – increased from \$0.00 to \$200.00 based on new hire.
- Zoning.Contractual – increased from \$150.00 to \$500.00 based on new hire.
- Storm Sewers Personal Services - Proposed 1.5%, 2% and mixed pay increase.
- Shade Trees Personal Services - Proposed 1.5%, 2% and mixed pay increase.
- Code Enforcement.Personal Service - Proposed 1.5%, 2% and mixed pay increase.
- Code Enforcement.Equipment – increased from \$0.00 to \$200.00 based on new hire.
- Code Enforcement.Contractual – increased from \$150.00 to \$500.00 based on new hire.
- State Retirement Employee Benefits - Based on projection from Retirement.
- Social Security & Medicare - Based on proposed pay increases
- Workman's Comp – increased from \$2,736.00 to \$2,837.00 based on Orleans County Self-Insurance.

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- Hosp & Medical Insurance – increased from \$16,820.00 to \$35,619.00 based on plans/life changes/enrollment and changed calculation based on % of payroll.
- Other Employee Benefits – NYCLASS – EE Reserve – increased from \$0.00 to \$10,000.00 based on possible projected payouts/retirement.
- Interfund Transfer – decreased from \$92,924.00 to \$70,226.00, \$ 71,356.00, \$71,665.00 or \$70,994.00 be given to the Sewer fund to help support it, will not be paid back.

Water Fund Expenses:

- Auditor – Increased from \$5,100.00 to \$5,600.00 based on quote.
- Engineer - decreased from \$3,000.00 to \$0.00 based on new code Water Admin - Engineer per OSC.
- Unallocated Insurance - Broker is proposing a slight increase.
- Municipal Association Dues – increased from \$2,000.00 to \$8,000.00 based on licensing for new hires.
- Contingent Fund Contractual – decreased from \$3701.00 to \$0.00 as budget doesn't allow for with decreased in revenue due to usage history.
- Water Admin Personal Services – Proposed 1.5%, 2% and mixed pay increase, Clerk-Treasurer's pay is split between Clerk-Treasurer, Water Admin and Sewer Admin personal services.
- Water Admin.Contractual – increased from \$1,700.00 to \$2,000.00 based on history.
- Water Admin – Engineer - new code per OSC, budget \$5,000.00 based on history.
- Water Source of Supply Personal Services – Proposed 1.5%, 2% and mixed pay increase.
- Water Source of Supply.Equipment – decreased from \$8,000.00 to \$5,000.00 based on history.
- Water Source of Supply.Contractual – increased from \$10,000.00 to \$15,000.00 based on projected upgrades.
- Water Purification Personal Services – Proposed 1.5%, 2% and mixed pay increase.
- Water Purification Contractual – decreased from \$50,000.00 to \$40,000.00 based on repairs needed.
- Water Purification Chemicals – increased from \$6,000.00 to \$8,000.00 based on history and price increases.
- Water Purification Testing – increased from \$ 5,000.00 to \$6,000.00 based on history and price increases.
- Water Purification Utilities – increased from \$27,000.00 to \$30,000.00 based on history.
- Water Transm & Distrib Personal Services VOL – Proposed 1.5%, 2% and mixed pay increase.
- Water Transm & Distrib.Equipment-Meters – increased from \$5,000.00 to \$15,000.00 based on the need to purchased meters/replacement plan.
- Water Transm & Distrib Contractual – VOL – increased from \$7,000.00 to \$10,000.00 based on history.
- Water Transm & Distrib Personal Services TOY – Proposed 1.5%, 2% and mixed pay increase.
- Water Transm & Distrib Contractual – TOY – increased from \$2,500.00 to \$5,000.00 based on history.
- Water Transm & Distrib Security – increased from \$300.00 to \$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 - increase from \$1,1032.00 to \$1,036.00 based on Orleans County Self-Insurance.
- Hosp & Medical Insurance – decreased from \$16,820.00 to \$13,004.00 based on plans/life changes/enrollment and changed calculation based on % of payroll.
- Bonds – Increases and decreases based on bond payment schedules.

Sewer Fund Expenses:

- Auditor – Increased from \$2,100.00 to \$2,600.00 based on quote.
 - Engineer - decreased from \$2,000.00 to \$0.00 based on new code Sewer Admin - Engineer per OSC.
 - Unallocated Insurance - Broker is proposing a slight increase.
 - Municipal Association Dues – increased from \$2,000.00 to \$4,000.00 based on licensing for new hires.
 - Sewer Admin Personal Services – Proposed 1.5%, 2% and mixed pay increase, Clerk-Treasurer's pay is split between Clerk-Treasurer, Water Admin and Sewer Admin personal services.
 - Sewer Admin Contractual – decreased from \$17,000.00 to \$5,000.00 based on history.
 - Sewer Admin – Engineer - new code per OSC, budget \$5,000.00 based on history.
 - Sewage Collecting System Personal Services – Proposed 1.5%, 2% and mixed pay increase.
 - Sewage Treatment & Disposal Personal Services – Proposed 1.5%, 2% and mixed pay increase.
 - State Retirement Employee Benefits - Based on projection from Retirement
 - Social Security & Medicare - Based on proposed pay increases
 - Workman's Comp - decrease from \$717.00 to \$630.00 based on Orleans County Self-Insurance.
 - Hosp & Medical Insurance – decreased from \$16,820.00 to \$7,915.00 based on plans/life changes/enrollment and changed calculation based on % of payroll.
 - Bonds – Increases and decreases based on bond payment schedules.
 - BAN Interest – increased from \$0.00 to \$ 29,823.00 based on new BAN schedule for WWTP Disinfection Project.
- 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 2023-25

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

ON MOTION of Trustee Holland, seconded by Trustee Kenyon to use scenario “Approved” as the tentative budget with mixed pay increases, using no fund balance with the proposed tax rate of \$15.946923.

Vote: Ayes (Belson, Holland, Kenyon, Stinson); 0 Nays; 0 Abstain

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RESOLUTION NO 2023-26

PUBLIC HEARING FOR THE TENTATIVE 2023-2024 TENTATIVE BUDGET

ON MOTION of Trustee Holland, seconded by Trustee Kenyon to set the Public Hearing for the 2023-2024 Tentative Budget for April 10, 2023 at 4:00pm.

Vote: 4 Ayes (Belson, Holland, Kenyon, Stinson); 0 Nays; 0 Abstain

- Mayor Belson presented the Board with a draft of local law 2023-2 to override the tax levy limit established in General Municipal Law 3-c. The Board discussed there is no need to override the tax levy limit this year if there is a decrease in the Village tax rate.
- WWTP Disinfection Project – Application # 1 - CIR Electrical Construction – Contract # 2 - Payment Requisition – Clerk-Treasurer Woodworth presented the Board with the payment requisition from MRB Group for CIR Electrical Construction in the amount of \$2,473.80.

RESOLUTION NO 2023-27

WWTP DISINFECTION PROJECT – APPLICATION # 1 - CIR ELECTRICAL CONSTRUCTION – CONTRACT # 2 – PAYMENT REQUISITION - \$2,473.80

ON MOTION of Trustee Holland, seconded by Trustee Stinson to approve the payment requisition of \$2,473.80 to CIR Electrical Construction for the WWTP Disinfection Project Application #1 - Contract #2..

Vote: 4 Ayes (Belson, Holland, Kenyon, Stinson); 0 Nays; 0 Abstain

- Ti-Sales – Superintendent Woodworth, Assistant Superintendent Freeman and Clerk-Treasurer Woodworth presented the Board with a quote of \$14,475.11 for a new water meter reading system and \$3,402.00 to purchase 12 new water meters.

RESOLUTION NO 2023-28

PURCHASE OF NEW WATER METER READING SYSTEM AND 12 WATER METERS

ON MOTION of Trustee Belson, seconded by Trustee Stinson to approve the purchase of a new water meter reading system and 12 water meters from Ti-Sales not to exceed \$19,000.00.

Vote: 4 Ayes (Belson, Holland, Kenyon, Stinson); 0 Nays; 0 Abstain

ON MOTION of Trustee Kenyon, seconded by Trustee Stinson, to adjourn the meeting at 3:58PM.

Vote: 4 Ayes (Belson, Holland, Kenyon, Stinson); 0 Nays; 0 Abstain

Teri M. Woodworth
Clerk-Treasurer