

Regular meeting of the Trustees, Village of Lyndonville was held on Monday, April 3, 2023 at the Village Hall. The meeting opened at 6:00 PM

PRESENT: Mayor: John Belson
Deputy Mayor: Danny Woodward Jr.
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 - Absent
Code Enforcement Officer David Reese
Attorney Katherine Bogan

Public – Present: Carla Woodworth

APPROVAL OF THE MINUTES

ON MOTION of Trustee Woodward Jr. seconded by Trustee Holland, to accept the minutes of the March 6, 2023 regular meeting.

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

PRIVILEGE OF THE FLOOR

- Nothing

USE OF FACILITIES

- Nothing

Report – Code Enforcement Reese

- Code Enforcement Reese - March 2023: (2 – Building Permits Issued, 1 – Demo Permit, 2 – Phoned in complaints)
- Code Enforcement Reese shared a packet of resources he put together to help with some of the eye sore properties in the community that need help.

Report – Attorney Bogan

- Nothing

Report – Clerk-Treasurer Woodworth

- Clerk-Treasurer Woodworth noted the Main Street Grant is in the final review stages, final payment has not been issued yet due to issues with paperwork still. Clerk-Treasurer Woodworth informed the Board of an email from New York State Homes & Community Renewal looking for an extension to April 30, 2023 to close out the final disbursement. The Board inquired why another extension was needed and what the delay was. Clerk-Treasurer Woodworth noted there's a discrepancy in the voided checks to the invoices; noted nothing to do with the Village it's on the property owner.

RESOLUTION NO 2023-29

NEW YORK MAIN STREET GRANT EXTENSION – APRIL 30, 2023

ON MOTION of Trustee Kenyon, seconded by Trustee Woodward Jr., to request an extension to April 30, 2023 for the New York Main Street Grant for the final disbursement from New York State Homes & Community Renewal.

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

- Clerk-Treasurer Woodworth will email the Board with the budget to actual report for March 2023.
- Clerk-Treasurer Woodworth noted she will be completing the NYS CJIS audits on civil, IT and finger printing within the next 4 weeks.
- Clerk-Treasurer Woodworth presented the Board with the 2022 fiscal and environmental stress scores and the calculations.
- Vouchers – Abstract A10-1 – A11 #16977 & #17051 to be paid for 2022-2023

General	\$ 9,751.53
Water	\$ 17,695.94
Sewer	\$ 7,018.88
Grand Total	\$ 34,466.35

RESOLUTION NO 2023-30

VOUCHERS TO BE PAID FOR ABSTRACTS A10-1 – A11

ON MOTION of Trustee Holland, seconded by Trustee Kenyon, to have Clerk-Treasurer Woodworth pay Abstracts A10-1 – A11 #16977 – #17051.

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

Report – Superintendent Woodworth

- Superintendent Woodworth informed the Board that the approval new water meter reading system is in the works and should be operation by the June 1, 2023 readings.
- Superintendent Woodworth noted we've received 10-15 applications for the Public Works Maintenance Worker position and Assistant Superintendent Freeman will start review them next week.
- Superintendent Woodworth noted Assistant Superintendent Freeman was contacted about the new tractor should be arriving next week.

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Report – Trustee Kenyon

- Nothing

Report – Trustee Woodward Jr.

- Nothing.

Report – Trustee Stinson

- Nothing

Report – Trustee Holland

- Trustee Holland inquired on the status of the new pickup truck. Mayor Belson noted he will check again April no estimated delivery date yet. Trustee Holland inquired if we could purchase a truck for a local dealer. Attorney Bogan advised the best purchase is with the state bid pricing.

Report – Mayor Belson

- Mayor Belson inquired about the sink hole by the Dam wall. Superintendent Woodworth noted it’s been secured until the ground dries up and they are able to fill the hole.

OLD BUSINESS:

- Part-Time Police Officer – Nothing at this time.
- Property Tax Exemption for Volunteer Firefighters and Ambulance Workers Pursuant to Section 466-A of the Real Property Tax Law – Nothing as this time, waiting on County wide proposal.

NEW BUSINESS:

- 2023-2024 Annual Appointments

Budget Officer	Teri M. Woodworth
Chief of Police	John Belson
Code Enforcement Officer	David Reese
Communications Technology Coordinator	Kimberly Kenyon
Deputy Registrar of Vital Statistics	Sandra Lewis
Fair Housing Officer	Terry Stinson
Fire Department Liaison	Danny Woodward Jr.
Grants Managers	MRB Group & LaBella Associates
Historian	Teri M. Woodworth
Insurance Broker	Tompkins Insurance Agencies, Inc.
Legion & VFW Liaison	Terry Stinson
Lions Club Liaison	Danny Woodward Jr.
Orleans County Planning Board	George Avery, Alternate -
Parking Lots & Streets	John Belson
Parks & Pond	Kimberly Kenyon
Planning Board Clerk	Teri M. Woodworth
Planning Board Liaison	Terry Stinson
Records Management Officer	Teri M. Woodworth
Registrar of Vital Statistics	Teri M. Woodworth
Safety Officer	Terry M. Woodworth
Senior Citizens Rep	Anne Marie Holland
Sewer (Sanitary & Storm)	John Belson
Sexual Harassment Officer	Terry Stinson
Sidewalks	Anne Marie Holland
Street Lighting	Anne Marie Holland
Trees	Kimberly Kenyon
Village Attorney	Katherine Bogan
Village Engineer	MRB Group
Village Police Officer	
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 1, 2024
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

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

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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.

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 at one or more of these meetings, conferences or schools benefits the municipality;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the following officers and employees 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.

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PART-TIME AND EMERGENCY HELP PAY RATE

Pay rate of part-time labor is \$15.00 at the discretion of Supt. of Public Works; rate for part-time labor (emergency) is to be \$15.00 per hour.

RESOLUTION NO 2023-31

2023-2024 ANNUAL APPOINTMENTS

ON MOTION of Trustee Woodward Jr., seconded by Trustee Holland, to approve the 2023-2024 annual appointments as presented.

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

- Sales Tax Revenue Resolution – Town of Clarendon – Mayor Belson presented the Board with a proposed resolution requesting additional sales tax revenue from Orleans County.

RESOLUTION NO 2023-32

REQUESTING INCREASE IN SALES TAX REVENUE FROM THE COUNTY LEGISLATURE

WHEREAS, pursuant to the Orleans County Treasurer records, in 1996 the Orleans County Legislature distributed 14% (\$1,366,671) of the total sales tax revenue collected (\$9,499,138.31) to the towns and villages in Orleans County; and

WHEREAS, said dollar amounts have remained the same for town and village revenues from sales tax revenue collected; and

WHEREAS, there has been no revenue increase to the towns and villages since then even though the sales tax revenue collected by the county has increased more than 40%;

THEREFORE, BE IT RESOLVED that the Village Board of the Village of Lyndonville does hereby request consideration from the Orleans County Legislature to share 14% of the total sales tax revenue collected with the towns and villages each year here and after, to be utilized in the best way to benefit said communities according to its governing body

ON MOTION of Trustee Holland, seconded by Trustee Stinson, to adopt the requesting increase in sales tax revenue from the Orleans County Legislature as presented to send said resolution to the County Legislature.

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

- Attorney Bogan noted she's working with Clerk-Treasurer Woodworth as to how the Lyndonville Police Department was established to be able to abolish. Clerk-Treasurer Woodworth is researching minutes, local laws and working with NYS DCJS.

ON MOTION of Trustee Woodward Jr., seconded by Trustee Holland, to adjourn the meeting at 6:20PM.

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

Teri M. Woodworth
Clerk-Treasurer