

Regular meeting of the Trustees, Village of Lyndonville was held on Monday, November 6, 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
 Code Enforcement Officer David Reese - Absent
 Attorney Katherine Bogan
 Public – Present: Carla Woodworth

PRIVILEGE OF THE FLOOR

- Nothing

APPROVAL OF THE MINUTES

ON MOTION of Trustee Woodward Jr. seconded by Trustee Stinson, to accept the minutes of the October 2, 2023 regular meeting.

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

USE OF FACILITIES

- Veterans Park – Houseman Tanner Post 1603 is requesting use of Veterans Park on November 11, 2023 for a Veterans Day Remembrance.
- Village Hall – Lyndonville Area Foundation is requesting use of the Village Hall on January 16, 2024, April 16, 2024, July 16, 2024 & October 15, 2024 for meetings.

RESOLUTION NO 2023-79

USE OF FACILITIES – HOUSEMAN TANNER POST AND LYNDONVILLE AREA FOUNDATION

ON MOTION of Trustee Stinson, seconded by Trustee Holland, to approve the Houseman Tanner Post 1603 use of Veterans Park on November 11, 2023 and Lyndonville Area Foundation for January 16, 2024, April 16, 2024, July 16, 2024 and October 15, 2024.

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

Report – Code Enforcement Reese- Absent

- Report given by Clerk-Treasurer Woodworth – 2 Building permits issued, 3 – Scheduled inspections, 2 – Complaints received/working, 60 hours of NYS training, 43 Garland working with social services and possible court date, working with Main Street Lyndonville LLC on parking issue, Catholic Church demolition has started.

Report – Police Department

- Nothing at this time.

Report – Attorney Bogan

- Attorney Bogan noted she’s been working with Clerk-Treasurer Woodworth on all the PFAS emails.

Report – Clerk-Treasurer Woodworth

- Clerk-Treasurer Woodworth noted the Lyndonville Police Department received its State Certification to comply with being a credited NYS Police Agency.
- Clerk-Treasurer Woodworth asked for approval to destroy the Use of Facilities forms as follows:

Items to be Destroyed	Year	NYS LGS-1 Retention Requirement
Use of Facilities	1/1/2004 - 5/31/2017	When a chargeback or fee is involved - 6 Years
Use of Facilities	6/1/2017 - 11/6/2023	When no chargeback or fee is involved - 0 after no longer needed

RESOLUTION NO 2023-80

ITEMS TO BE DESTROYED – USE OF FACILITIES

ON MOTION of Trustee Woodward Jr., seconded by Trustee Kenyon, to approve the Use of Facilities forms to be destroyed as presented.

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

- Clerk-Treasurer Woodworth noted the Clerk’s PC got a virus and C&H PC were able to rebuild the computer, losing about a year’s worth of emails.
- Clerk-Treasurer Woodworth noted C&H PC are in the process of setting up the new email addresses and installing the Microsoft Home & Business.
- Clerk-Treasurer Woodworth presented the Board with the New York State Deferred Compensation Plan Secure Act 2.0 requiring all participating employers to offer a Roth (after-tax) contribution to employees now.

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RESOLUTION NO 2023-81

OFFER ROTH (AFTER-TAX) CONTRIBUTIONS

ON MOTION of Trustee Holland, seconded by Trustee Kenyon, to offer Roth (after-tax) contributions to employees.

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

- Clerk-Treasurer Woodworth provided the Board with the draft reports from the Bonadio Group for the 2022-2023 audit.
- Clerk-Treasurer Woodworth provided the Board with the budget to actual report for October 2023.
- Vouchers – Abstract A5-1 – A6 #17483 & #17553 to be paid for 2023-2024

General	\$ 49,750.33
Water	\$ 30,739.58
Sewer	\$ 33,717.55
Grand Total	\$ 114,207.46

RESOLUTION NO 2023-82

VOUCHERS TO BE PAID FOR ABSTRACTS A5-1 – A6

ON MOTION of Trustee Woodward Jr., seconded by Trustee Stinson, to have Clerk-Treasurer Woodworth pay Abstract A5-1-A6 #17483 – #17553.

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

Report – Superintendent Woodworth

- Superintendent Woodworth noted Public Works Maintenance Worker Noah Poler as of October 19, 2023 now has his 2A and D water operator licenses. Mayor Belson inquired if his step increases have been put in. Clerk-Treasurer Woodworth noted they put into the current payroll already.
- Superintendent Woodworth noted the Orleans County Health Department conducted an inspection of the Water Treatment Plant the inspection was good just need to paint a few pipes.
- Superintendent Woodworth noted they've started leaf pick up and have gotten about 5 loads so far.
- Superintendent Woodworth requested Public Works Maintenance Worker Nathan Poler be taken off 6 months' probation.

RESOLUTION NO 2023-83

TAKEN OFF 6 MONTHS PROBATION – NATHAN POLER

ON MOTION of Trustee Woodward Jr., seconded by Trustee Holland, to Public Works Maintenance Worker Nathan Poler off of 6 months' probation.

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

- Superintendent Woodworth noted Motion Ai going to be coming out tomorrow to get Waste Water Treatment Plant back online way it was at no cost to Village from an error they made.
- Mayor Belson asked about lift station door. Superintendent Woodworth noted the door is here, when quoted he was told a frame was not needed, however the frame needs to be replaced.

Report – Trustee Kenyon

- Nothing

Report – Trustee Woodward Jr.

- Nothing

Report – Trustee Stinson

- Nothing

Report – Trustee Holland

- Nothing

Report – Mayor Belson

- Mayor Belson mentioned diesel stole out of the equipment at the catholic church demo. Mayor Belson noted he's working with law enforcement and contacting neighbors in the area to see if anyone saw anything. Mayor Belson noted if anyone has any information to contact him directly.

OLD BUSINESS:

- Employee Handbook Updates – Mayor Belson presented the Board with the following updates to the employee handbook:
 - Page 9 - The Village of Lyndonville will provide ~~\$200.00~~ \$600.00 every year for work boots, pants and work shirts and provide the following every two (2) years: ~~\$175.00~~ \$200.00 for prescription safety glasses. ~~four (4) pairs of work pants and \$120.00 for work shirts.~~ The Village will cover any costs associated with embroidering. The above shall apply to any and all full-time employees of the Department of Public Works.
 - Page 14 - **Employee Position (Full + Part-time)**

Assistant Superintend of Public Works	Full time
Department of Public Works Public Works Maintenance Worker	Full time

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Laborer	Part time
Seasonal Laborer	Part time
Code Enforcement	Part time
Police Officer Part Time	Part time
Clerk Part-Time	Part time

- Page 15 - The normal work schedule shall be from ~~7:00~~ **6:00** a.m. to ~~3:30~~ **2:30** p.m. At the request of the Superintendent of the Department of Public Works, **employees may be called in to work an alternate work schedule as needed.** ~~may call employees into work a schedule of 6:00 a.m. to 2:30 p.m.~~
- Page 16 - Each full-time employee as of June 1st shall be granted vacation as followed:
 - 2 weeks for 1 to 4 years of employment
 - ~~3 weeks for 5 to 14 years of employment~~
 - 3 weeks for 5 to 10 years of employment**
 - ~~4 weeks for 15 years or more of employment~~
 - 4 weeks for 11 years or more of employment**

RESOLUTION NO 2023-84
EMPLOYEE HANDBOOK UPDATES

ON MOTION of Trustee Kenyon, seconded by Trustee Woodward Jr. , to approve the present employee handbook updates.

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

- Job offer letters – Mayor Belson asked Attorney Bogan if the proposed job offer letters for the proposed transition plan for the Superintendent and Assistant Superintendent positions should be accept by resolution. Trustee Stinson inquired if they should be revisited once a date is determined. Attorney Bogan noted that a months’ notice should be given and it can be revisited once a date is given.
 - ❖ *The Village of Lyndonville is pleased to offer you the position of Superintendent of Public Works with the Village of Lyndonville on the following terms:*
 1. **Rate of pay:** You will be paid \$ 36.00 per hour less applicable deductions.
 2. **Hours of Work:** Monday thru Friday, the normal work schedule shall be from 6:00am to 2:30pm.
 3. **Benefits:** As eligible for and outlined in the Village of Lyndonville Employee Handbook.
 4. **Vacation Time:** Will have 4 weeks of vacation time starting June 1, 2024.
 5. **Village Vehicle:** The Village will provide a Village truck/vehicle for the Superintendent to drive for Village purposes and to be driven to and from work daily.
 6. **Village Cell Phone:** The Village will supply a Village paid cell phone.
 7. **Length of employment:** The Superintendent of Public Works is appointed annually by the Board’s approval.
 8. **Obligations:** During your employment, you will adhere to the Superintendent of Public Works job description, requirements and reporting requirements of the position.
 9. **Commencement of employment:** Your employment will commence on **TBD** upon signing this letter.

Either you or the Village of Lyndonville may end this contract for any reason by giving ten (10) days advance written notice of termination. In the event cause for termination without notice exists, the Village of Lyndonville may terminate the contract immediately.
 - ❖ *The Village of Lyndonville is pleased to offer you the position of Assistant Superintendent of Public Works with the Village of Lyndonville on the following terms:*
 1. **Rate of pay:** You will be paid \$ 27.60 per hour less applicable deductions. You will be paid time and half for weekend duties.
 2. **Hours of Work:** Weekly schedule will be flexible based on need and/or as requested by the Superintendent of Public Works.
 3. **Medical Coverage:** Will use accrued Sick Time towards coverage.
 4. **Employee Benefits:**
 - **Vacation Time** – Employee waives eligibility.
 - **Sick Time** - Employee waives eligibility.
 - **Personal Time** - Employee waives eligibility.
 - **Holidays** – Will be paid for holidays.
 5. **Length of employment:** The Assistant Superintendent of Public Works is a direct hire by the Superintendent of Public Works subject to the Village Board’s approval.
 6. **Obligations:** During your employment, you will adhere to the Assistant Superintendent of Public Works job description and requirements. You will report directly to the Superintendent of Public Works.
 7. **Commencement of employment:** Your employment will commence on **TBD** upon signing this letter.
 8. **Terms of this agreement:** The Board of Trustees in collaboration with the Superintendent of Public Works will review this agreement/position after 2 years.

Either you or the Village of Lyndonville may end this contract for any reason by giving ten (10) days advance written notice of termination. In the event cause for termination without notice exists, the Village of Lyndonville may terminate the contract immediately.

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RESOLUTION NO 2023-85

JOB OFFER LETTERS – SUPERINTENDENT AND ASSISTANT SUPERINTENDENT

ON MOTION of Trustee Holland, seconded by Trustee Kenyon , to approve the presented job offer letters for the Superintendent and Assistant Superintendent of Public Works positions, with a months’ notice and the offer letters to be revisited once a date is given.

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

NEW BUSINESS:

- WWTP Disinfection Project – Pay Requisition – Application # 6 – STC Construction Contract #1 – Discussed completion of the project. Attorney Bogan recommended tabling till next month and get further recommendations form MRB Group.
- Payroll Software – Clerk-Treasurer Woodworth presented the Board with a quote from Logics to change payroll platforms due to Optimum will become obsolete in 2025. Clerk-Treasurer Woodworth noted the there is a 9-to-12-month timeframe before the Village could be converted over, however a decision and signed contract are needed in order to get on the schedule.

RESOLUTION NO 2023-86

PAYROLL SOFTWARE – MCJS

ON MOTION of Trustee Woodward Jr., seconded by Trustee Kenyon, to approve switching to the MCJS payroll platform.

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

- Clerk-Treasurer Woodworth informed the Board she will be to publishing the ad for the mayor and two trustees positions open at the March 19, 2024 election.

ON MOTION of Trustee Woodward Jr., seconded by Trustee Holland, to adjourn the meeting at 6:26PM.

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

Teri M. Woodworth
Clerk-Treasurer