

Regular meeting of the Trustees, Village of Lyndonville was held on Monday, April 1, 2024 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 - Absent
Terry Stinson

Clerk-Treasurer Teri Woodworth
Supt. of Public Works Devan Freeman
Code Enforcement Officer David Reese - Absent
Attorney Katherine Bogan

Public – Present: Robert DeMallie, Carla Woodworth

APPROVAL OF THE MINUTES

ON MOTION of Trustee Stinson seconded by Trustee Woodward Jr., to accept the minutes of the March 4, 2024 regular meeting.

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

PRIVILEGE OF THE FLOOR

- Nothing

USE OF FACILITIES

- Street & Veterans Park – Houseman Tanner Post is requesting use of Streets and Veterans Park on May 27, 2024 for the Memorial Day Parade and Service.

RESOLUTION NO 2024-20

USE OF FACILITIES – HOUSEMAN TANNER POST

ON MOTION of Trustee Holland, seconded by Trustee Stinson, to approve the use of facilities request for the Houseman Tanner Post.

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

Report – Code Enforcement Reese- Absent

- Clerk-Treasurer Woodworth gave report - 2 – Building permits issued, 2 – 1203 Inspections completed, 2 – Complaints received, 2 – Complaints closed, 4 – Notice of Violations sent, and 3 days of State training, completed sexual harassment training.

Report – Police Department

- Nothing at this time.

Report – Attorney Bogan

- Nothing

Report – Clerk-Treasurer Woodworth

- Clerk-Treasurer Woodworth presented the Board the budget to actual report for March 2024.
- Clerk-Treasurer Woodworth noted the DCJS Use of Force and Sexual Offense reports have been filed.
- Clerk-Treasurer Woodworth noted the NYS CJIS NYSP Integrated Justice Portal IT Security audit has been completed.
- Clerk-Treasurer Woodworth presented the Board with the 2023 fiscal and environmental stress scores of 6.7 and 0.0 both being of “no designation”.
- Clerk-Treasurer Woodworth informed the Board that Logics has waived the annual software license fee for the second license that was for the Lyndonville Joint Fire District. Clerk-Treasurer Woodworth will get a letter to the Lyndonville Joint Fire District confirming the cancellation and no further fees are due at this time.
- Vouchers – Abstract A10-1 – A11 #17840 & #17895 to be paid for 2023-2024

General	\$ 9,408.72
Water	\$ 13,273.73
Sewer	\$ 3,929.93
Grand Total	\$ 26,612.38

RESOLUTION NO 2024-21

VOUCHERS TO BE PAID FOR ABSTRACTS A10-1 – A11

ON MOTION of Trustee Woodward Jr., seconded by Trustee Holland, to have Clerk-Treasurer Woodworth pay Abstract A10-1-A11 #17840 – #17895.

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

Report – Superintendent Freeman

- Superintendent Freeman noted he’s working on the annual water reporting and the Village is showing a significant loss in water. Superintendent Freeman is working with Town of Yates Supervisor Roger Wolfe as the Town’s 5 meters seem to be the issue. Superintendent Freeman noted the Town of Yates 5 master meters are over 20 years old. Superintendent Freeman noted he spoke to the meter engineer and the meter chamber should be replaced at least every 10 years and the entire meter every 20 years, especially considering the meters are sitting in standing water.

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Superintendent Freeman noted the Town of Yates is showing they’ve sold approximately 3 million gallons more than the Village has “sold” to them. Superintendent Freeman has worked with Clerk-Treasurer Woodworth and noted the Town of Yates’ usage is on a downward trend. Superintendent Freeman would like to demand that the Town of Yates put in all new meters at the 5 master meters, the estimated cost would about \$5,000.00 each. The Board inquired how long it would take to get the meters and get them installed. Superintendent Freeman will call to see how long to get the meters and the Village will work with the Town to get the meters installed. The Board noted the Town should be responsible for cost of the metes. Superintendent Freeman noted the check values need to be replaced as well.

- Parking spot by cross walk at Creekview Drive – Mayor Belson inquired if Superintendent Freeman contacted Mr. Braley with the NYS DOT with regards to the parking spot to the north of the crosswalk at Creekview Drive on the west side. Superintendent Freeman noted the Village Board was informed several years ago that 7 to 9 parking spots needed to be eliminated and no action was taken. Trustee Stinson inquired which 7 to 9 spots, Superintendent Freeman explained it would be all the spots closest to the intersections and crosswalks. Mayor Belson inquired when the Village was notified. Superintendent Freeman noted it was several years ago. Trustee Stinson noted she went around to several Villages over the weekend and there was no parking within so many feet from crosswalks and crosswalk signs were placed in the road. Trustee Holland asked if we didn’t take out the parking spots as directed is the Village liable. Village Resident Carla Woodworth noted Main Street is supposed to be one hour parking. Mayor Belson noted he will contact Mr. Braley from the NYS DOT “off the record” tomorrow. Superintendent Freeman noted he can contact the NYS DOT with regards to crosswalk signage. Mayor Belson stated let’s look into this more first. Trustee Stinson requested that this be revisited at the next workshop as something needs to be done.

Report – Trustee Kenyon

- Nothing - Absent

Report – Trustee Woodward Jr.

- Nothing

Report – Trustee Stinson

- Nothing

Report – Trustee Holland

- Nothing

Report – Mayor Belson

- Mayor Belson inquired on the status of the Waste Water Treatment Plant Disinfection Project. Superintendent Freeman noted it’s not operational yet, joint boots are being installed tomorrow in an attempt to stop the leaks. Superintendent Freema noted the Village is prepared to operate manually due to automatic system being wiped out and operational at this time. Superintendent Freeman noted he’s working with MRB Group on contacting the DEC. Superintendent Freeman noted the contactor is ready to take on the fines for not being operational as its due to their issues. Superintendent Freeman noted Motion Ai has no one to install the software since others have quit.

OLD BUSINESS:

- Nothing

NEW BUSINESS:

- 2024-2025 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
Public Safety Officer	Devan Freeman
Records Management Officer	Teri M. Woodworth
Registrar of Vital Statistics	Teri 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

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Superintendent of Public Works	Devan Freeman
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 7, 2025
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

Clerk-Treasurer	4-year Term (4/1/2024 – 4/3/2028)	Teri M. Woodworth
ZBA Member	5-year Term (4/3/2023 – 4/3/2028)	George Avery
Planning Board Member	5-Year Term (4/3/2023 – 4/3/2028)	Patricia Gawne
Planning Board Alternate	5-Year Term (4/1/2024 – 4/2/2029)	Virginia Hughes
Planning Board Member	5-Year Term (4/1/2024 – 4/2/2029)	Justin Edwards

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
- 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.

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ATTENDANCE 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. 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.

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 2024-22

2024-2025 ANNUAL APPOINTMENTS

ON MOTION of Trustee Woodward Jr., seconded by Trustee Holland, to approve the 2024-2025 annual appointments as presented.

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

- Clerk-Treasurer Woodworth and Superintendent Freeman noted they recommended that the Town of Yates' water rate be increased from \$2.45 to \$3.60 as that the 3-year average to produce water. The Board asked to revisit at the next workshop.
- Clerk-Treasurer Woodworth informed the Board the \$100,000.00 from the DASNY Grant in 2019 has finally been received.

ON MOTION of Trustee Woodward Jr., seconded by Trustee Holland, to adjourn the meeting at 6:31PM.

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

Teri M. Woodworth
Clerk-Treasurer