

Year-End meeting of the Trustees, Village of Lyndonville was held on Tuesday, May 28, 2024 at the Village Hall. The meeting opened at 2:30 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 Devan Freeman
 Code Enforcement Officer David Reese - Absent
 Attorney Katherine Bogan - Absent

Public – Present:

PRIVILEGE OF THE FLOOR

- Nothing

Report – Clerk-Treasurer Woodworth

- Clerk-Treasurer Woodworth presented the Board the budget to actual report for April 2024.
- Vouchers – Abstract A11-2– A12-1 #17968 & #18014 to be paid for 2023-2024

General	\$ 10,232.70
Water	\$ 2,423.85
Sewer	\$ 1,039.38
Capital	\$ 3,491.35
Grand Total	\$ 17,187.28

RESOLUTION NO 2024-30

VOUCHERS TO BE PAID FOR ABSTRACTS A11-2 – A12-1

ON MOTION of Trustee Woodward Jr., seconded by Trustee Stinson, to have Clerk-Treasurer Woodworth pay Abstract A11-2-A12-1 #17968 – #18014.

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

- Clerk-Treasurer Woodworth presented the Board with the following budget transfers:

Account Number	Account Description	Increase	Decrease
A0-1320-004	Auditor.Contractual	\$5,145.36	
A0-9060-008	Hosp & Medical Insurance.Employee Benefits		\$5,145.36
A0-1420-004	Attorney.Contractual	\$6,000.00	
A0-1990-004	Contingent Fund		\$6,000.00
A0-1490-001	SUPT.Personal Service	\$5,713.68	
A0-9060-008	Hosp & Medical Insurance.Employee Benefits		\$5,713.68
A0-1640-004	Central Garage.Contractual	\$1,271.08	
A0-9060-008	Hosp & Medical Insurance.Employee Benefits		\$1,271.08
A0-1640-492	Central Garage.Fuel	\$8,505.97	
A0-7110-004	Parks.Contractual		\$8,505.97
A0-1910-004	Unallocated Insurance	\$5,836.26	
A0-9060-008	Hosp & Medical Insurance.Employee Benefits		\$5,836.26
A0-5110-004	Maintenance of Roads.Contractual	\$17,457.58	
A0-5110-004	Maintenance of Roads.Personal Service		\$17,457.58
A0-8140-001	Storm Sewers.Personal Service	\$3,450.14	
A0-5142-001	Snow Removal.Personal Service		\$3,450.14
Water Fund			
Account Number	Account Description	Increase	Decrease
F0-8310-004	Water Admin.Contractual	\$2,562.29	
F0-8330-004	Water Purification.Contractual		\$2,562.29
F0-8330-041	Water Purification.Chemicals	\$1,293.96	
F0-8330-004	Water Purification.Contractual		\$1,293.96
F0-8330-049	Water Purification.Utilities	\$3,932.80	
F0-8330-004	Water Purification.Contractual		\$3,932.80
F0-8340-001	Water Transm & Distrib.Personal Service - VOL	\$2,729.72	
F0-8330-004	Water Purification.Contractual		\$2,729.72
F0-8340-011	Water Transm & Distrib.Personal Services - TOY	\$8,012.64	
F0-8330-004	Water Purification.Contractual		\$8,012.64
Sewer Fund			
Account Number	Account Description	Increase	Decrease
G0-1320-004	Auditor.Contractual	\$1,749.29	

Year-End meeting of the Trustees, Village of Lyndonville was held on Tuesday, May 28, 2024 at the Village Hall. The meeting opened at 2:30 PM

G0-9010-008	State Retirement.Employee Benefits		\$804.54
G0-1920-004	Municipal Association Dues		\$944.75
G0-8130-004	Sewage Treatment & Disposal.Contractual	\$18,518.78	
G0-8130-002	Sewage Treatment & Disposal.Equipment		\$12,000.00
G0-8120-002	Sewage Collecting System.Equipment		\$3,000.00
G0-8120-004	Sewage Collecting System.Contractual		\$1,032.36
G0-1920-004	Municipal Association Dues		\$2,486.42
G0-9060-008	Hospital & Medical Insurance.Employee Benefits	\$4,016.97	
G0-8110-041	Sewer Admin - Engineer		\$3,822.32
G0-8110-002	Sewer Admin.Equipment		\$194.65

RESOLUTION NO 2024-31
BUDGET TRANSFERS

ON MOTION of Trustee Holland, seconded by Trustee Kenyon, to approved Clerk-Treasurer Woodworth to the budget transfers as presented.

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

- Clerk-Treasurer Woodworth presented the Board with the following items to be destroyed:

Items to be Destroyed	Year	NYS LGS-1 Retention Requirement
Abstracts/Vouchers/Packing Slips/Invoices	2017-2018	6 Years
BNY Mellon	6/1/2017 – 5/31/2018	6 Years
Deposit Book - Receivable	10/20/2017 – 12-19/2017	6 Years after date of most recent entry
Deposit Book - Receivable	8/11/2017 – 10/18/2017	6 Years after date of most recent entry
Deposit Book - Receivable	6/28/2017 – 8/10/2017	6 Years after date of most recent entry
Deposit Book - Receivable	5/16/2017 – 6/28/2017	6 Years after date of most recent entry
Gross Receipts Tax	2017-2018	6 Years
M&T ACH Activity Summary	6/1/2017 – 5/31/2018	6 Years
M&T Bank - Account Analysis Statement	6/1/2017 – 5/31/2018	6 Years
M&T Bank - Your Card Processing Statement	6/1/2017 – 5/31/2018	6 Years
M&T Bank Statement - Payroll	6/1/2017 – 5/31/2018	6 Years
M&T Bank Statement - Receivables	6/1/2017 – 5/31/2018	6 Years
M&T Bank Statement - Sewer Projects Capital	6/1/2017 – 5/31/2018	6 Years
Mortgage Tax	6/1/2017 – 5/31/2018	6 Years
NYCLASS Statements	6/1/2017 – 5/31/2018	6 Years
Purchase Orders	6/1/2017 – 5/31/2018	6 Years
Receipts of Payments - Building Permits	6/1/2017 – 5/31/2018	6 Years
Receipts of Payments - Christmas in Lyndonville	6/1/2017 – 5/31/2018	6 Years
Receipts of Payments - Copies	6/1/2017 – 5/31/2018	6 Years
Receipts of Payments - Courier - Town of Yates	6/1/2017 – 5/31/2018	6 Years
Receipts of Payments - Franchise Tax	6/1/2017 – 5/31/2018	6 Years
Receipts of Payments - LCS Gas Reimbursement	6/1/2017 – 5/31/2018	6 Years
Receipts of Payments - Parking Tickets	6/1/2017 – 5/31/2018	6 Years
Receipts of Payments - Peddler & Solicitor Permits	6/1/2017 – 5/31/2018	6 Years
Receipts of Payments - Returned Check Fee	6/1/2017 – 5/31/2018	6 Years
Rent - SBA	6/1/2017 – 5/31/2018	6 Years
Sales of Scrap Metal Receipts	6/1/2017 – 5/31/2018	6 Years
Sales Tax from Orleans County	6/1/2017 – 5/31/2018	6 Years
State Aid	6/1/2017 – 5/31/2018	6 Years
Tax Search	6/1/2017 – 5/31/2018	6 Years
Village Property Tax Bills	6/1/2017 – 5/31/2018	6 Years
Water/Sewer Payments	6/1/2017 – 5/31/2018	6 Years

RESOLUTION NO 2024-32
ITEMS TO BE DESTROYED

ON MOTION of Trustee Stinson, seconded by Trustee Woodward Jr., to approved Clerk-Treasurer Woodworth to destroy the list of items in accordance with the NYS LGS-1 as presented.

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

- Superintendent Freeman requested that \$15,000.00 of the 2023-2024 sidewalk budget be carried over to the 2024-2025 budget.

RESOLUTION NO 2024-33
SIDEWALK BUDGET

ON MOTION of Trustee Kenyon, seconded by Trustee Holland, to appropriate \$15,000.00 from the 2023-2024 sidewalk budget into the 2024-2025 sidewalk budget.

Year-End meeting of the Trustees, Village of Lyndonville was held on Tuesday, May 28, 2024 at the Village Hall. The meeting opened at 2:30 PM

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

Report – Trustee Kenyon - Absent

- Nothing

Report – Trustee Woodward Jr.

- Trustee Woodward Jr. inquired if the Village should send a letter supporting the Town of Yates to no county wide district court. Mayor Belson noted he had a meeting this evening he will inquire about it.

Report – Trustee Stinson

- Trustee Stinson inquired if the proposed water rate has been sent to the Town. Clerk-Treasurer Woodworth will be sending in the next couple of days.
- Trustee Stinson inquired about the status of the Town replacing their 5 master meters. Mayor Belson noted we should ask the Town for a proposed timeline.

Report – Trustee Holland

- Nothing

Report – Mayor Belson

- Nothing

OLD BUSINESS:

- Nothing

NEW BUSINESS:

- Local Law No. 2 of the year 2013 – Brush, Grass and Weeds Removal – Clerk-Treasurer Woodworth asked to the Board to reestablish the fee schedule per § 113-5. Collection of costs; fees. B. The Board discussed rates and the current charges. Board will discuss with Attorney Bogan on wording and discussed a flat fee, repairs costs etc. The Board requested Clerk-Treasurer Woodworth check to see what other Village charge. The Board tabled until the June 3, 2024 meeting.

Report – Superintendent Freeman

- Superintendent Freeman noted the high lift pumps are having issues and he’s looking to replacing them as they are over 20 years old. Superintendent Freeman noted the pumps are turned up to the highest capacity. Superintendent Freeman noted they need to be rebuilt. Superintendent Freeman presented the Board with a quote of \$14,300.00 to purchase a new pump giving the Village 3 to always have a backup pump. Mayor Belson inquired how long would it take to get the new pump. Superintendent Freeman noted there’s a 3-week lead time. Superintendent Freeman noted the DPW would be able to install themselves.

RESOLUTION NO 2024-34

PURCHASE A NEW HIGH LIFT PUMP

ON MOTION of Trustee Holland, seconded by Trustee Kenyon, to authorize Superintendent Freeman to purchase a new high lift pump not to exceed \$14,500.00.

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

- Superintendent Freeman noted he’s going to be talking the Town of Yates Highway Superintendent Roger Wolfe this week regarding options of replacing Yates is 5 master meters. Superintendent Freeman noted MRB Group says that the municipality owns and maintains the meters for most that they work with. Superintendent Freeman noted he could take the meter from Yates Center and put it in at Route 18 that would slow down the current water loss issue.
- Superintendent Freeman noted there’s a few issues with WWTP communication. Superintendent Freeman noted he’s been in 2-4 times after hours for the last 14-16 days due to the communication issues. Superintendent Freeman noted the disinfection is online and working.
- Municipal Solutions – General Financial Services Contract – Mayor Belson presented the Board with the proposed annual general financial services contract for 2024-2025 with Municipal Solutions.

RESOLUTION NO 2024-35

AUTHORIZATION FOR MAYOR BELSON TO EXECUTE THE GENERAL FINANCIAL SERVICES CONTRACT WITH MUNICIPAL SOLUTIONS

ON MOTION of Trustee Woodward Jr., seconded by Trustee Kenyon, to authorize Mayor Belson to execute the general financial services contract with Municipal Solutions for 2024-2025.

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

- WWTP Disinfection Project – Pay Requisition – Application #5 – CIR Electrical – Contract 2 – Mayor Belson presented the Board with the recommended pay requestion as advised from MRB Group.

RESOLUTION NO 2024-36

WWTP DISINFECTION PROJECT – PAY REQUISTION – APPLICATION #5

Year-End meeting of the Trustees, Village of Lyndonville was held on Tuesday, May 28, 2024 at the Village Hall. The meeting opened at 2:30 PM

ON MOTION of Trustee Stinson, seconded by Trustee Holland, to approve paying application # 5.

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

- Trustee Holland inquired on the status of any grants and the grant wish list. Superintendent Freeman and Clerk-Treasurer Woodworth both noted we never received a response from LaBella Associates. Clerk-Treasurer Woodworth will send an email to Municipal Solutions to see if they can assist. Superintendent Freeman noted the generate at Water Treatment Plant is very old and has to be manually switched over.

ON MOTION of Trustee Woodward Jr., seconded by Trustee Kenyon, to adjourn the meeting at 3:07PM.

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

Teri M. Woodworth
Clerk-Treasurer