

**Village Board Agenda
Meeting 5 p.m.
May 5, 2020**

Present: Mayor Lee, Trustees Fay, Fowler, Speer and Zabelny
Village Manager, Shari Pearce
DPW Superintendent, Mike McHenry
Code Enforcement Officer, Mike Lissow
Treasurer, Maryalice Edwards
Deputy Clerk, Amy Harter

Guests: Tom Venniro, Neil Hauser

Mayor Lee called the Village Board meeting to order with the Pledge of Allegiance followed by a moment of silence. This meeting was held via Zoom video-conference due to COVID19.

Recreation Department

Tom Venniro discussed that his department is holding virtual programming. He noted that he has no information as far as summer programming guidelines, he is optimistic that there will be some programs held. He noted that testing for COVID needs to be done for the area to open up. His department is conducting a survey on Wednesday, May 6th. The recreation department will be handing out 100,000 masks to the community at the Parma Town Park. The county is providing 3 million masks. The Special Police will be contracted for traffic assistance.

Code Enforcement Officer

Public Hearing: Mike Lissow will be holding the Zoning Board meeting May 19th via Zoom. Members will be receiving the information for the variance request on Wednesday, May 6th. The board practiced the video conference meeting for May 19th. Mike reported it went well.

St Leo's application: Mike Lissow spoke to Tom Palumbo from Scantech, about the plans for Providence to move forward. It appears the funding is unaffected. Once more information is obtained, Mike will report to the board.

Stormwater: The annual report is due by the end of this month; it has been signed by Mayor Lee and will be hand delivered by Mike Lissow. The collation has met over Zoom, the meeting ran well.

Non-Essential issues: Mike Lissow receives a daily email from the Sheriff's Department regarding complaints about non-essential work. There have been no problems with any businesses or addresses within the Village.

Treasurer's Report

Maryalice Edwards reported that delinquent sewer charges have been sent to Monroe County by Parma Assessor Don Wells. Maryalice will have the tax bills prepared for mailing on May 29th.

DPW

Car Show: Mike McHenry reported the next meeting is scheduled on July 6th. Mike applied for the permit for the road closures through the NYS DOT.

Payment Drop Box: The box has been ordered and should arrive within the next two weeks. It will be installed on the north side of the building.

CDBG Grant: Monroe County has notified the funding for the Unionville Station sidewalk has been approved. Mike would like to begin that job in June.

Streetlights: The grant has been approved; Mike McHenry is waiting for the official letter.

DPW generator: It has been determined a transfer switch needs to be replaced, once installed should take care of the issue.

Flower Box project: Each year on Memorial Day numerous volunteers from various community groups plant flowers along Main Street. This year the Garden Club will take care of it, with the help of four DPW employees.

Hazardous Waste Collection: This year's event has been cancelled; it is possible this could be rescheduled for the fall.

Jennejahn Lodge: Since construction has been halted by the Governor, no work has been done since April. There is still two weeks of contractor work that needs to be completed. The board discussed cancelling reservations in the month of June. Shari Pearce said we have to wait for direction from the Governor and that the office has received cancellations already.

Resolution Trustee Speer made a motion to close the lodge for reservations depending on the Governor's direction if the lodge cannot be completed, seconded by Trustee Fay. Carried unanimously, 5-0.

Return to work: Employees will return to work on May 18th per the Governor's mandate. DPW employees will utilize two break rooms to keep staff separated as well as we can. The department will not begin summer hours, possibly after two weeks of work.

Sidewalk Repair: Mike reported repairs will be made to the areas of Cedar Terrace and Carter Drive, Raintree. This was modified from what was planned.

Bid Opening: Mike received the results of the concrete bid on May 4th. He is recommending to accept the low bid of Northrup Supply at \$130.00 per yard.

Resolution to award the low bid to Northrup Supply at \$130 per yard for the 2020 supply of concrete motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Mower Purchase: Mike McHenry is recommending to purchase a John Deere mower from Land Pro Equipment at a cost of \$13,304.04. This is on the NYS bid.

Resolution to purchase a John Deere mower LandPro Equipment, at a cost of \$13,304.06. The motion was made by Trustee Zabelny, seconded by Trustee Fay. Carried unanimously, 5-0.

Mower Sale: Mike McHenry is recommending to sell the 2015 John Deere at auction. He expects the mower to sell for \$5,000.

Resolution to sell a 2015 John Deere Zero Turn mower through Auction International. Motion made by Trustee Speer, seconded by Trustee Fay. Carried unanimously, 5-0.

Gas Main Replacement: This project is beginning in the next few weeks. The intention is to be complete by mid-July. RGE is not permitting an interior residential hook ups due to COVID 19. There will be a 2" main of the east side of South Ave and a 6" main on the east side. A pre-construction meeting will be held on June 11th. The project includes South Avenue, Mariah Street and Hovey Square.

East Avenue: The intersection at Bennett Road will be under construction beginning June 1st. A traffic light and a turning lane will be installed. East Avenue will be milled and paved. The work is going to be coordinated with the high school bus loop project.

Traffic Light: Trustee Fowler asked if the DOT reprogrammed the light on Main Street and South Avenue because the right green arrow only stays on for one minute. Mike explained it was repaired but we have since had another power outage, he will contact them again.

Light Pole: A resident hit a light pole in front of a house on Fraser Drive. A reimbursement check from Liberty Mutual has been received but is \$300 short. Mike has contacted them for the rest.

Manager Report

Zoning Board Member: Shari Pearce reported Harry Reiter has accepted the offer to become the alternate member of the ZBA. He will be an active member until the Village election that will be held in September. Kim Fay is acting as Village Trustee until the election and cannot sit on the ZBA at the same time.

Resolution to appoint Harry Reiter to the Zoning Board of appeals as an alternate member, motion made by Trustee Zabelny seconded by Trustee Fowler. Carried unanimously, 5-0.

Comprehensive Plan: Shari has received the plan and expects to move forward with a Public Hearing in July.

Revenue loss: Shari reported she expects the Village will lose significant revenue, due to the loss of lodge rentals and the Community Center rent. Last month, the board voted to not charge rent for Church and Dance. The board discussed the options available to small businesses including loans. Trustee Fowler asked about the possibility of the village being reimbursed. Shari does not know how much we may be refunded. The board agreed to charge the tenants for the month of May, if needed, payment plans can be worked out. This may change depending on the Governor's directives.

Leases: Shari reported leases will be going out this month with a 2% increase for all tenants.

Annual Meeting: Shari is recommending the meeting be should be held in June to include appointments, fee schedule and policies. She noted appointments may be modified after the election as necessary.

Office Staff: The employees schedule has been adjusted to accommodate workflow while maintaining social distancing and staying at the 50% occupancy requirement. A plexiglass shield was installed at the customer window for safety. With water and tax payments coming in, the office will be very busy.

Workers Comp: Shari stated a refund of \$13,523.00 for this year and recommends it be deposited into the General Fund.

Vacation: Shari reported employees have had vacation scheduled in the next few weeks continuing all summer. She asked the board for their opinion on travel policies out of the area. After a lengthy discussion, it was decided if employees choose to travel out of the Finger Lakes region they must take two additional weeks off per Dr. Mendoza's recommendation. The time off must be taken from their vacation accrued.

Public Forum at 6:00

Mayor Lee declared the meeting open for public comment at 6:00 p.m.

Neil Hauser asked about the advertisement of special board meetings. Shari Pearce explained how they are advertised and are legal because they were an emergency. Shari explained the Mayor called the meeting to discuss the Code Enforcement position.

With all persons being heard, the Mayor closed the public forum at 6:04 p.m.

Vouchers

Resolution to approve with the following additions: Alliance Door \$290.00, Krueger International \$6,980.78, SG Security \$252.00, WB Mason \$141.98, Westside News \$319.80, Betsy Reigle \$180.00. The motion made by Trustee Speer, seconded by Trustee Zabelny. Carried unanimously, 5-0.

Prepaid	\$ 7,240.81
T&A	\$27,906.02
General	\$40,688.33
Water	\$30,926.00
Sewer	\$6,334.55
Capital	<u>\$14,078.38</u>
Total	\$127,174.09

Minutes

Resolution to approve the meeting minutes of April 7th, 23rd and 25th as submitted, motion made by Trustee Fowler, seconded by Trustee Speer. Carried unanimously, 5-0.

Adjournment

There being no additional business, the meeting was adjourned at 7:13 p.m. Trustee Zabelny made the motion, seconded by Trustee Speer. Carried unanimously, 5-0.

Respectfully Submitted,

Amy Harter, Deputy Clerk