

Village of Honeoye Falls
Board of Trustees Meeting
January 17, 2017

REGULAR MEETING: The Regular Meeting of the Village of Honeoye Falls Board of Trustees was called to order by Mayor Milne at 7:00 p.m. with the Pledge.

TRUSTEES PRESENT: Trustee Worboys, Trustee Pavelsky

TRUSTEE ABSENT: Trustee Alfieri (sick), Trustee Stottler (out of town).

ALSO PRESENT: Patrick Brennan, Conan Gillis Board of Trustees Student Representative, Pam Scully, Ed Sheidlower, Brian Anderson Village Manager, Dave Hood, Mary Szlosek, Mr. Gillis, Mr. Mike Tobin, Village Attorney.

Minutes Motion by Trustee Pavelsky seconded by Trustee Worboys to approve minutes of December 19, 2016 with corrections.
Motion carried.

ABSTRACT NO. 8 Motion by Trustee Worboys seconded by Trustee Pavelsky that upon an audit of Abstract No. 8 of 2017 that approval be given for payment of the General Fund, including the Sewer Fund in the amount of \$70,937.91, Vouchers #14478-144483,144492-144501,144502-144549.General Fund in the amount of \$57,880.56, Sewer Fund in the amount of \$13,057.35 Motion carried.

Recognition of Citizens; None

Mayor's Report – Village Board Meeting

- I attended the State of the State meeting in Buffalo. While there are some positive aspects to the Governors proposed budget (Like UBER/Ride Sharing across the state). Local municipalities across the state are under attack and the Governor is doing all he can (in my opinion) to hinder positive progress within small municipalities. His latest efforts to force counties to create plans to consolidate services and eliminate municipalities is cloaked in (TAX SAVINGS) but as in the past does not address the real cost drivers of high property taxes like unfunded mandates, high health care costs, and lack of support for necessary infrastructure programs and upgrades.
- Thank you to those who were able to attend the Association of Villages Dinner meeting this past Saturday Evening.
- NYCOM Winter Legislative Meeting will take place February 12-14. I have set up a meeting with Senator Funke to meet with myself and Conan Gillis on (2/14/17 @ 9:30 AM) We will then tour the capital.
- I will be out of the area on business the next couple days and will be out of state on 1/31-2/4 on business.
- Congrats to Gina Hurley as she becomes Monroe County Village Clerk – President for 2017

Budget meetings will be beginning, I will try to attend as many as possible and have asked the office to arrange these on a set day that I can try to plan on attending.

TRUSTEE REPORTS

Trustee Worboys; no report

Trustee Pavelsky Reviewed Workman's Compensation quarterly payment amount and would like to pay the bill all at once out of Workman's' Compensation Reserve and save 2% on the bill. We would then pay ourselves back, into Workman's Compensation Reserves. Motion by Trustee Pavelsky, seconded by Trustee Worboys to tentatively approve a Public Hearing to expend \$62,744.25, from Workman's Compensation Capital Reserves AA-9950.92 for payment of yearly Workman's Comp premium. Motion Carried.

Administrators Report

December 19th 2016

- Yearly workplace violence prevention training went well. All full-time employees were given a hazard assessment survey to fill out that will give us employee feedback on workplace safety.
- Lease agreements for the Youth Travel Soccer League and the Scout Hall have been updated by Mike Tobin. When they are signed by the organizations they will be returned for Board approval and the Mayors signature.
- Mike Tobin has also put together an agreement for a temporary easement to remove and eventually replace the Village Hall fire escape that would need to be accomplished by accessing the neighboring property. Currently there is an easement due to the fire escape encroaching on the property at 9 East Street.
- Chatfield Engineers has received all the Disinfection system agreement paperwork from Blue Heron Construction. The village should be receiving the entire document anytime for Mike Tobin's review and Board approval.

DPW Report 1/17/17

- Routine Maintenance is continuing at the WWTP
- Preventative Maintenance on Highway equipment has begun
- Christmas Tree pickup for recycling started
- Flowers were ordered for May
- New Exit lighting will be installed at the AMB Facility
- Will be starting a Street Sign Inventory
- Working on new lighting plans for the Fire Department and Ambulance facilities
- Shelving was installed at the Museum to keep items off of the floor
- Have received a bunch of applications for new position, I will start interviews after the 24th.
- Pre-Construction meeting for the UV project is Jan 25th, construction will start the first week in February

CLERKS REPORT

Monroe County Village Clerks Luncheon in Tomorrow at Flaherty's. Clerk Treasurer Gina Hurley will be sworn in as President and Melissa Luft will be Secretary.

VILLAGE OF HONEOYE FALLS

Michael J. Tobin, Village Attorney

DECEMBER-2016- Legal Services

DATE	DESCRIPTION	TIME/HRS.
12/1/16	PREPARE FOR AND ATTEND DEPOSITION OF CHIEF CHURNETSKY CONCERNING MVA ON 1/13/15; REVIEW AND DISCUSS WITH MR. ANDERSON PURCHASE POLICY AND PREPARING REQUESTS FOR PROPOSAL; REVIEW HFFD LEASE AGREEMENT WITH CLERK.	3.3
12/5/16	PREPARE AGREEMENT FOR REMOVAL AND REPLACEMENT OF FIRE ESCAPE; REVIEW FIRE DEPT. LEASE FOR FIRE GROUNDS; MEET WITH MR. SOEHNER TO REVIEW LEASE; DRAFT LEASE FOR BLAZE SOCCER AND USE OF PARKS; DRAFT LEASE FOR BOY SCOUT BLDG., PREPARE FOR PLANNING BOARD MEETING, DISCUSS WITH MR. JOHNSON; ATTEND PLANNING BOARD MEETING.	5.6
12/7/16	WORK ON VILLAGE COURT PROSECUTION VS. MR. CLARK FOR CODE VIOLATION.	1.0
12/8/16	WORK ON LEASES FOR VARIOUS ENTITIES; MEETWITH MR. SOEHNER AND MR. JOSEPH TO DISCUSS FIRE GROUNDS LEASE AND INSURANCE ISSUES; REVIEW EPISCOPAL CHURCH LEASE.	3.0
12/12/16	WORK ON FIRE DEPT. INC.LEASE FOR FIREMENS GROUNDS; REVIEW CUSTOM BREWCRAFTER LEASE.	1.0
12/13/16	WORK ON NUMBER OF MATTERS INCLUDING LEASES AND FIRE ESCAPE EASEMENT; MEET WITH MR. ANDERSON TO REVIEW SAME,	3.0

	AND REVIEW BIDDING REQUIREMENTS AND PROCESS, PROVIDE COPIES OF VARIOUS LEASES.	
12/14/16	REVIEW AND RESEARCH ISSUE OF ELECTED CHIEF HAVING TO RESIGN; OPINION SENT TO MAYOR REGARDING PROCESS; RECEIVE AND REVIEW OPINION FROM MANCINI.	2.5
12/15/16	REVIEW AND DISCUSS WITH MAYOR PROCESS TO CONTINUE SUPERVISION POWERS AND DUTIES TO CHIEF WHEN CHIEF RESIGNS FOR ADMINISTRATION OF FIRE DEPT; PREPARE FOR TRUSTEE MEETING, REVIEW AGENDA MATTERS WITH MR. ANDERSON; REVIEW AND RESPOND TO EMAIL REGARDING AMBULANCE INTERNSHIP POLICY; DISCUSS AGENDA WITH MR. ANDERSON.	2.0
12/19/16	PREPARE FOR TRUSTEE MEETING; PREPARE BID PACKAGE FOR AMBULANCE REMOUNT; REVIEW AGENDA AND EMAIL TO MAYOR, MS. HURLEY AND MR. ANDERSON ABOUT STATUS OF VARIOUS AGENDA MATTERS AND LEASES.	4.1
12/20/16	REVIEW AND DISCUSS WITH MAYOR THE PROCESS FOR REPLACING THE CHIEF UPON HIS RESIGNATION; REVIEW FILE; FORWARD INFORMATION TO MAYOR.	.6
12/22/16	MEET WITH MR. ANDERSON TO REVIEW A NUMBER OF MATTERS INCLUDING WWTP CONTRACT, SURVEILLANCE CAMERAS, PARKING TICKETS, PINEBROOK APTS; REVIEW AND DISCUSS FIRE GROUNDS LEASE WITH MR. SOEHNER.	2.1
	TOTAL	28.2

BUILDING DEPARTMENT:

Monthly report to be available at next month meeting

EMERGENCY SERVICES

Fire Department: Acting Fire Chief Dave Hood, explained the nomination and election process for the new Fire Chief. The Election will be February 6. Chief Hood said we were all operations at the Rush Fire.

Ambulance: Chief Shiedlower reports the ambulance is starting at a record pace. There is a new fire chief in Lima. Livingston County got all new radios covered by a grant, HFMVA was supposed to receive radios from Livingston County but now is not. We have no way to communicate with Livingston County. Avon will loan us one so the Ambulance has something.

STUDENT REPRESENTATIVE

Conan Gillis reports mid-terms are next week and the Senior Bash was last Saturday at RIT. Senior Breakfast will be next month at Bristol.

CONSERVATION BOARD

2016 Village Conservation Board Report

Members as of 1-1-2016

Andy Less – Chairman Patrick Brennan, Jamie Cagle, Pete Grisewood, Mary Tichenor, Wendy Horn (2016)

The Village Conservation Board in following some items in the Comprehensive Plan that one of the aspects that make the Village a great place to live are the tree lined sidewalks. Therefore the Village Conservation Board, in conjunction with the Village Administrator, decided to submit an application to the 2015 NYSDEC for Round 12 grant funding for performing a Village Street Tree Inventory. Trees are a valuable asset to the Village.

In January 2016, the Village received confirmation that the Village application was accepted and the Village Tree Inventory was able to start. The Village solicited three bids for performing the Village Tree Inventory, through the standard bidding process.

The winning bid was awarded to Andy Pleninger from Urforian LLC.

Spring of 2016

1. Village Street Tree Inventory

Village Tree Inventory was started. The Conservation Board member and the Village DPW met Andy Pleninger in the field to review and understand the procedure of completing the Tree Inventory. The Tree Inventory was to be completed in 6-8 weeks. The Tree Inventory is a comprehensive inventory of each and every tree that is in the Right-of Way of the all roads in the Village. All Village Parks also received a Tree Inventory. The Inventory captured items of the tree such as: Location, Species, Condition, Recommended Pruning and Maintenance, and Available Plating Sites. The information was compiled onto an online software program that can be maintained by the Village Staff.

2. Community Garden

Conservation Board was asked by the Mayor to provide some oversight to the Parks committee. The parks committee had an initiative, also part of the Comprehensive Plan, to start a Community Garden. The Parks committee was not sure whether or not the effort was worth the time and expense to the Village, however when the community returned the applications a total of between 20-30 plots were established, which for the first year was perceived to be a good thing. The community garden was under the guidance of Wendy Horn a Village residence with a passion for gardening. She had done a great job with coordination and communication throughout the whole year. Some of the events included bringing in members from the Cornell Cooperative to assist in a Saturday morning seed exchange and educational gardening information session.

3. Tree City USA Designation

Discussions were started in having the Village applying for the designation of being a Tree City USA. This designation has a process associated with it and needs to be fully discussed at a later date.

Summer of 2016

1. The Street Tree Inventory was completed and Village Staff was given full access to the Subscription based Online Software.
2. The Conservation board had been notified by Peter Grisewood that he had moved out of the Area and a vacancy was available.
3. Jamie Cagle has been reminded and has not been present for several conservation board meetings.
4. Conservation Board had invited the NYSDEC regional Forester Garrett Koplun, to share information about the Village Street Tree Inventory and to get some education on Emerald Ash Borer, Dave Ford and Brian Anderson were in attendance.

Fall of 2016

1. The Village Conservation Board, having a vacant seat, had extended an invitation to Wendy Horn to submit a letter to the Village Board, for interest to join the Conservation Board. Village board accepted her letter and made a motion for her to join the Conservation Board.
2. The Conservation Board was represented on the Tactical Urbanism Initiative. 2 or 3 meetings were held in 2016. Many different ideas were presented and discussed in association with making a connection between the Business District and the Village Center, as stated in the Comprehensive Plan. Conservation Board suggested that Arbor Day Celebration could be combined with an event that the TU group had been planning. April 22, 2017 has been established as a potential date for a Arbor Day / TU Celebration day. Arbor Day would be celebrated in association with one of the Tree City USA requirements as well.
3. Conservation Board had met with NYSDEC regional Forester Garrett Koplun to complete the NYSDEC Street Tree Inventory verification process. Andy Less accompanied Garrett and visited 5-6 sites in the Village where the Inventory was done and verified that the Inventory was indeed complete. NYSDEC completed their report and the funding was reimbursed to the Village, to complete the project. A relationship was established with Garrett so as to inform the Village to upcoming NYSDEC grant opportunities.

4. In discussions with the NYSDEC, the topic of National Grid 10,000 Tree program was discussed. The Conservation invited a Representative from Nat Grid into a Board meeting. Those discussions resulted in the Board obtaining information about the Nat Grid 10,000 tree program. The program is a process. The Village Board must accept the conditions of the program, mainly that the Village “Plant the right tree in the right spot” especially under the Nat Grid Facilities (Primary and Secondary powerlines). The program will reimburse the Village up to \$50 per tree planted and maintained for 1 year. Nat Grid verifies that the Village has satisfied this condition and will reimburse the Village. This is an on-going program, so armed with a comprehensive Street Tree Inventory the Conservation Board can plan the future of the Street Trees in the Village.

Winter of 2016

1. Community Garden wrapped up gardening activities for the year and the Village is in support of re-establishing the Community for 2017. A meeting took place with most of the gardeners to discuss the good and bad items of the 2016 growing season. Items discussed generally ranged from fencing, water, pests. Diseases, configurations of plots, level of interest for 2017.
2. Trying to get more Board members.
3. Planning more field trips.
4. Keeping an eye out for more funding opportunities.

2017 Village Conservation Board Goals and Objective

Winter 2017

- Establish 10,000 Tree Program
- Propose Initiative for Tree City USA Designation

Spring 2017

- Arbor Day Celebration – TU Plantings / Demonstration Project
- Plant a Tree at the High School in Dedication for Board member that passed away Jim, get school kids involved

Summer 2017

- Field Trips – around the Village, Interesting Seminars or Webinars, visiting other Conservation Boards, small village projects.

Fall 2017

- Complete Tree City Initiative
- Get some High School students involved from the Green Team , reach out campaign

Winter 2017

- Maintain contact with Village Board, sub-committees and local community events.

OLD BUSINESS:

Discussion:**Zoning Change**

Zoning Change TV District; Mr. Tobin not comfortable with some of the language of the potential code change. There needs to be further discussion. Topic to be put on the February Agenda.

Resolution/discussion**Ambulance re-mount**

Motion by Trustee Pavelsky, seconded by Trustee Worboys to advertise request for bids for Ambulance -remount. Bid opening on 2/17. Motion carried

NEW BUSINESS:**Budget Adjustments**

Kerry

Motion by Trustee Worboys, seconded by Trustee Pavelsky to approve budget adjustment made by Deputy Clerk/Treasurer Hoffman. Motion carried.

Discussion

Personnel Review

Brian Anderson and Chief Shiedlower reviewed Beth Foos 1-year evaluation.

Resolution

Budget Workshop

Motion by Trustee Pavelsky seconded by Trustee Worboys To approve Budget Workshop dates of March 4, March 11, and March 18, 2017 at 8am. Motion carried.

Discussion

Line Officer Update

Update on HFFD election for Chief. February 6 ,2017

Discussion

Auditorium Grant

Mayor Milne discussed our Grant denial from the Finger Lakes Regional Economic Council. We had applied through MRB group

for Auditorium renovation.

Discussion

Employee Handbook

Brian Anderson, reviewed changes needed to be made to the Employee Handbook. changes were reviewed. Mr. Tobin suggests that changes be formally written up and the Trustees approve the changes.

Resolution

Payroll Law Class

Motion by Trustee Pavelsky, seconded by Trustee Worboys To approve attendance of Kerry Hoffman to Payroll Law 2017 Class, sponsored by Pryor. (\$149.00 + expenses) Motion carried.

Discussion

Staff Wide Vacation Day

The 3rd of July is on Monday and the Village Staff and DPW would like to take a vacation day and close the office. This is fine with the Board. The Village Staff will make sure there is a sign on the door a couple of days in advance.

Adjourn to Executive Session

Motion by Trustee Pavelsky, seconded by Trustee Worboys to adjourn Public session and move to executive session at 8:10pm. Motion carried.

Public meeting

Motion by Trustee Pavelsky seconded by Trustee Worboys to return to Public Session and Close the Meeting at 8:35. Motion carried.

Respectfully submitted,

Gina Hurley
Village Clerk Treasurer