

# Village of Waterloo

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## Board Meeting Minutes

4/8/2019

A public hearing for the Tentative Budget for the Fiscal Year 2019-2020 was held on Monday, April 8, 2019 at 7PM in the Village Office. Newly elected Mayor O'Connor opened the public hearing at 7PM. In attendance were Trustees Suffredini, Marquart (re-elected), Butlak, and newly elected Trustee Boise. No public comments were made. Motion by Trustee Butlak, seconded by Trustee Marquart to close the public hearing. All voted aye, carried. Public hearing was closed at 7:05PM.

Mayor O'Connor then called to order the Village Organizational Meeting at 7:08PM.

Appointments by Mayor O'Connor, which did not need Board approval, were for Deputy Mayor- Les Marquart for a 4-year term, and for part-time Code Enforcement Officer- Ron Bird (no term).

Appointments by Mayor O'Connor, which did require Board approval, were as follows:

- A. Village Administrator, Clerk - Treasurer/4-year term : Don Northrup
- B. Zoning Board of Appeals/5-year term: William Gray
- C. Planning Board/5-year term: Brian Preston
- D. Loan Committee/5-year term: Molly Headley
- E. Acting Justice/1-year term: Open
- F. Village Attorney/1-year term: Benjamin & James

Motion by Trustee Butlak, seconded by Trustee Boise to approve appointments A-F. All voted aye, carried.

Mayor O'Connor stated that Village Clerk will swear in and file all necessary oaths of office.

Mayor O'Connor then made the following Committee appointments:

- A. Personnel: Gina Suffredini/ John Butlak
- B. Finance: Gina Suffredini/ Les Marquart
- C. Public Works: John Butlak/ Les Marquart
- D. Parks & Recreation: Lee Boise/ Les Marquart
- E. Water & Sewer: Les Marquart/ John Butlak
- F. Public Safety: Lee Boise/ Gina Suffredini
- G. Community Development and Planning: Gina Suffredini/ Lee Boise

First name will act as Committee Chairperson, Mayor is an ex-officio member of each Committee.

Mayor O'Connor stated that the following motions be made by the Board:

- A. Meeting nights will be the second Monday of month, beginning at 7PM.
- B. The official depositories will be the Waterloo Branches of Community Bank, Savannah Bank,

the Seneca County Branch of Five Star Bank, and the Seneca County Branch of Lyon's National Bank.

- C. The official newspapers will be the Finger Lakes Times (daily) and The Reveille Between the Lakes (weekly).
- D. Mileage allowance shall be set at \$.50 per mile.
- E. Approval for Clerk-Treasurer to pay utility invoices or invoices that carry a discount or interruption of services without prior Board approval. However, Board approval must be granted at the next Board Meeting.
- F. The investment policy of the Village per GML, Section 39 hereby requires that the Clerk-Treasurer invest monies in compliance with GML, Section 11.

**Motion** by Trustee Marquart, seconded by Trustee Butlak to authorize and to approve motions A-F.

All voted aye, carried.

**Special Board Meetings:**

May be called at any time by Mayor or any two (2) Trustees. This Board will not adopt any formal rules of procedure for meetings. It shall operate at the sufferance of the presiding officer.

**Motion** by Trustee Boise, seconded by Trustee Butlak to approve special board meeting procedures. All voted aye, carried.

**Review of Village Procurement Policy:**

A. Subject to GML, Section 103

- Purchase contracts for public works above \$20,000
- Contracts for services of public works above \$35,000

B. Exceptions to competitive bidding requirements of GML, Section 103

- Preferred Sources
- State Contracts
- County Contracts
- Certain Federal Contracts (Technology)
- Emergencies
- Sole Source
- Professional Services
- True Leases
- Insurance
- Second-Hand equipment from other Governments

C. Village has passed a Local Law to award purchase contracts on the basis of "Best

Value" rather than the "Lowest Responsible Bidder," with the exception of purchase contracts or contracts for services of public works subject to the "Prevailing Wage" requirements of Article 8 of the Labor Law.

- D. All other purchases not specifically covered by GML, Section 103 will fall under GML, Section 104-b subject to Local Government policies.

**Motion** by Trustee Suffredini, seconded by Trustee Marquart to approve procurement policy provisions. All voted aye, carried.

**Motion** by Trustee Butlak, seconded by Trustee Marquart to adjourn the Organizational Meeting. All present voted aye, carried. Organizational Meeting adjourned at 7:23PM.

A regular meeting of the Waterloo village Board of Trustees was called to order by Mayor O'Connor at 7:25PM.

**Pledge of Allegiance:** Pledge of Allegiance was led by Mayor O'Connor, prior to the public hearing.

**Roll Call:** Present were the Honorable Mayor O'Connor, Trustee Suffredini, Trustee Marquart, Trustee Butlak, and Trustee Boise. Roll call was taken prior to public hearing.

**Consent Agenda:** Motion by Trustee Suffredini, seconded by Trustee Marquart to approve the Board Meeting Minutes from the 3/11/19 regular meeting, and 3/27/19 budget workshop, Police Report for 3/19, Justice Report for 3/19, Street Department (DPW) Report for 3/19, Water Treatment Plant Report for 3/19, Waste Water Treatment Plant Report for 3/19 (DMR- 2/19), Fire Department Report for 3/19, Recreation Department Report for 3/19, Zoning Officer Report for 3/19, and Dog Warden Report for 3/19. The 3/11/19 abstracts through 3/31/19. Further, that the following bills be paid:

1. General Abstract #11 for 4/8/19	\$ 67,547.04
2. Water Abstract #11 for 4/8/19	\$ 56,507.86
3. Sewer Abstract #11 for 4/8/19	\$ 138,866.10
4. Comprehensive Plan Abstract for 4/8/19	\$ 0.00
5. CDBG (Micro.) Abstract for 4/8/19	\$ 0.00
6. Thoma Abstract for 4/8/19	\$ 2,005.04
7. Façade Program Abstract for 4/8/19	\$ 0.00
8. NY Main Street Abstract for 4/8/19	\$ 0.00
9. Canal to Downtown Abstract for 4/8/19	\$ 0.00
10. Phase 3: I & I Study Abstract for 4/8/19	\$ 0.00
11. CDBG (Women's Shelter) Abstract for 4/8/19	\$ 0.00
12. CDBG (Housing Rehab.) Abstract for 4/8/19	\$ 18,615.00

All voted aye, carried.

**Motion** by Trustee Butlak, seconded by Trustee Boise to approve the Budget Resolution to adopt the Tentative Budgets commencing on June 1, 2019 and ending on May 31, 2020. All voted aye, carried.

**Motion** by Trustee Marquart, seconded by Trustee Suffredini to authorize Mayor O'Connor to sign the Tax warrant for Fiscal Year 2019-2020 in the amount of \$2,832,184. All voted aye, carried.

**Motion** by Trustee Butlak, seconded by Trustee Marquart to authorize Mayor O'Connor to sign the agreement for services with Seneca County for the listed property tax billing services for Fiscal Year 2019-2020. All voted aye, carried.

**Motion** by Trustee Butlak, seconded by Trustee Suffredini to adopt the SEQR resolution (Type II Action) for the SCADA System Upgrades to be funded by the awarded \$50,000 State and Municipal Facilities Program (SAM) Grant. All voted aye, carried.

**Motion** by Trustee Boise, seconded by Trustee Butlak to set a public hearing date for Monday, May 13, 2019 at 7pm in the Village Office for the proposed sewer rate resolution amending Article VI of Chapter 195 entitled "Sewer Rents" of the Code of the Village of Waterloo. All voted aye, carried.

**Motion** by Trustee Marquart, seconded by Trustee Butlak to authorize the listing of the 2016 Bobcat s570 Skid Steer on approved Village auction site, with a minimum acceptable bid provision, and to declare as surplus the obsolete fixed assets on the DPW inventory listing for disposal. These surplus items will then be sold at auction as well. All voted aye, carried.

**Motion** by Trustee Boise, seconded by Trustee Marquart to approve the request for permits from Pyrotechnico Fireworks, Inc. for the planned fireworks display scheduled for May 25, 2019 at 9:30pm, with a rain date of May 26, 2019 at 9:30pm, as part of the annual Memorial Day celebration events. All voted aye, carried.

**Motion** by Trustee Suffredini, seconded by Trustee Marquart to approve the return to active duty status from corporate status for Michael Felice, 35 Inslee Street, and Thomas Felice, 2947 East Ave. All voted aye, carried.

Mayor O'Connor requested a motion to enter Executive Session to discuss a personnel matter and requested that the WVFD Chief, Mike Reese, attend the Executive Session as well. Mayor O'Connor stated that there were no planned actions during the Executive Session.

**Motion** by Trustee Suffredini, seconded by Trustee Boise to enter Executive Session. All voted aye, carried. Executive Session began at 7:42pm.

**Motion** by Trustee Suffredini, seconded by Trustee Butlak to end Executive Session. All voted aye, carried. Executive Session ended at 9:06pm.

**Motion** by Trustee Suffredini, seconded by Trustee Marquart to adjourn meeting. All voted aye, carried. Meeting adjourned at 9:07pm.

Respectfully submitted by

Donald D. Northrup

Village Clerk