

Village of Waterloo

Board Meeting Minutes

4/13/2020

A **public hearing** for the Tentative Budget for the Fiscal Year 2020-2021 was held on Monday, April 13, 2020 at 7PM in the Village Office. In attendance by teleconference pursuant to Executive Order 202-15 were Mayor O'Connor and Trustees: Suffredini, Marquart, Butlak, and Boise. Mayor O'Connor opened the public hearing at 7PM. He stated that no requests for public comments had been received. Motion made by Trustee Butlak, seconded by Trustee Marquart to close the public hearing. All voted aye, carried. Public hearing was closed at 7:04PM.

A **public hearing** for the proposed sewer rate increase of \$.35/1,000Gal. for the Sewer Fund for Fiscal Year 2020-2021 was then held, also by teleconference pursuant to Executive Order 202-15. Mayor O'Connor opened the public hearing at 7:06PM. He stated that no requests for public comments had been received. Motion made by Trustee Boise, seconded by Trustee Marquart to close the public hearing. All voted aye, carried. Public hearing closed at 7:08PM.

Mayor O'Connor then called to order the Village **Organizational Meeting** at 7:10PM.

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

- A. Zoning Board of Appeals/5-year term: Cindy French
- B. Planning Board/5-year term: Lee Earp
- C. Loan Committee/5-year term: Alexis Hobart (2 open positions)
- D. Village Attorney/1-year term: Benjamin & James
- E. Acting Village Justice/1-year term: Open

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

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.
- 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 Suffredini, 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.

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 Butlak, seconded by Trustee Marquart to adjourn the Organizational Meeting. All present voted aye, carried. Organizational Meeting adjourned at 7:18PM.

A **regular meeting** of the Waterloo village Board of Trustees was called to order by Mayor O'Connor at 7:20PM.

Pledge of Allegiance: Pledge of Allegiance was led by Mayor O'Connor.

Roll Call: Present were the Honorable Mayor O'Connor, Trustee Suffredini, Trustee Marquart, Trustee Butlak, and Trustee Boise.

Consent Agenda: Motion by Trustee Suffredini, seconded by Trustee Marquart to approve the Board Meeting Minutes from the 3/9/2020 regular meeting, and 3/30/2020 budget workshop, Police Report for 3/20, Justice Report for 3/20, Street Department (DPW) Report for 3/20, Water Treatment Plant Report for 3/20, Waste Water Treatment Plant Report for 3/20 (DMR- 2/20), Fire Department Report for 3/20, Recreation Department Report for 3/20, Zoning Officer Report for 3/20, and Dog Warden Report for 3/20. The 3/9/2020 abstracts through 3/31/2020. Further, that the following bills be paid:

1. General Abstract #11 for 4/13/20	\$ 104,273.68
2. Water Abstract #11 for 4/13/20	\$ 222,463.25
3. Sewer Abstract #11 for 4/13/20	\$ 204,354.35
4. Comprehensive Plan Abstract for 4/13/20	\$ 0.00
5. Thoma Abstract for 4/13/20	\$ 800.00
6. Façade Program Abstract for 4/13/20	\$ 45,000.00
7. NY Main Street Abstract for 4/13/20	\$ 0.00
8. PRV Upgrade abstract for 4/13/20	\$ 36,389.00
9. WTP Improvements abstract for 4/13/20	\$ 45,072.30
10. Water Improvements & Street abstract for 4/13/20	\$ 8,163.50

All voted aye, carried.

Petitioner(s): None

Mayor O'Connor commented that the Memorial Day celebration has been cancelled for May, 2020. However, a limited Memorial Day commemoration, compliant with Executive Order 202, will be scheduled. Therefore, no general public attendance to this observance will be permitted at this point in time.

Motion by Trustee Boise, seconded by Trustee Suffredini to approve the Budget Resolution to adopt the Tentative Budgets commencing on June 1,2020 and ending on May 31, 2021. 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 2020-2021 in the amount of \$2,882,597. All voted aye, carried.

Motion by Trustee Marquart, seconded by Trustee Suffredini to authorize Mayor O'Connor to sign the agreement for services with Seneca County for the listed property tax billing services for Fiscal Year 2020-2021. All voted aye, carried.

Motion by Trustee Marquart, seconded by Trustee Butlak to adopt the resolution increasing the proposed Fiscal Year 2020-2021 Village Sewer Rate from \$9.98/1,000Gal. to \$10.33/1,000Gal. All voted aye, carried.

Motion by Trustee Boise, seconded by Trustee Marquart to adopt the resolution increasing the Fiscal Year 2020-2021 Village Retail Water Rate from \$5.25/1,000Gal. to \$5.45/1,000Gal., the Inter-Municipal

Wholesale Water Rate from \$3.13/1,000Gal. to \$3.33/1,000Gal. (with current Water Supply Inter-Municipal Agreement, or \$4.33/1,000Gal. without), and the Outside Village Water Rate from \$6.04/1,000Gal. to \$6.26/1,000Gal. All voted aye, carried.

Motion by Trustee Suffredini, seconded by Trustee Marquart to approve the appointment of Thoma Consultants as the Grant Administrator for the New York Main Street (Anchor Grant - \$500,000) awarded to the 1 West Main Street revitalization project, as a result of the completion of the required RFP process. All voted aye, carried.

Motion by Trustee Suffredini, seconded by Trustee Butlak to approve the close-out the NYS-EFC EPG (Engineering Study) grant for the Village Wastewater Treatment Plant (WWTP). This study, which was to determine next steps to improve the inflow and infiltration conditions of the Village Sewer System, has now been completed with report issued. All grant funding awarded to the Village has been received. All voted aye, carried.

Motion by Trustee Marquart, seconded by Trustee Suffredini to approve the proposal from MRB Group in the amount of \$15,800 to perform the preliminary engineering design work needed to pursue grant and other funding from NYS-EFC for a proposed WWTP and I & I System Improvements Capital Project. This project will be listed on the Intended Use Plan (IUP). All voted aye, carried.

Motion by Trustee Butlak, seconded by Trustee Boise to approve the adoption of the resolution authorizing the Village of Waterloo to retain the legal services of Napoli-Shkolnik, PLLC in connection with the investigation and any resulting litigation regarding the perfluorinated chemicals ("PFC") contamination of the Village's water supply. Napoli-Shkolnik, PLLC will handle the entire litigation for a contingent fee of 25% of the sum recovered, whether by suit, settlement, or otherwise. All costs and disbursements of the litigation will be paid by Napoli-Shkolnik, PLLC and will be reimbursable at the end of the litigation out of the proceeds of any recovery or settlement. All voted aye, carried.

Motion by Trustee Marquart, seconded by Trustee Suffredini to approve the processing of the Façade Program reimbursement request to Waterloo Downtown Properties, LLC (Bob Stivers) for the three properties (33, 35, and 37) located on Virginia Street. The Village Façade Program was used in conjunction with the Restore NY Grant Program. This reimbursement request, totaling \$45,000, was reviewed by Thoma Consultants for compliance to the Village Façade Program. All voted aye, carried.

Motion by Trustee Butlak, seconded by Trustee Boise to adopt the Water Bid resolution changing the project Notice of Award date due to the possible COVID-19 impact on the timing of the project and for CHIPs award confirmation. All voted aye, carried.

Motion by Trustee Boise, seconded by Trustee Marquart to adopt the Street Bid resolution changing the project Notice of Award date due to the possible COVID-19 impact on the timing of the project and for CHIPs award confirmation. All voted aye, carried.

Motion by Trustee Marquart, seconded by Trustee Butlak to adopt the resolution authorizing payment to Lincoln Street Heating and Maintenance in the amount of \$14,610 for the work performed in accordance with the scope of work, and invoices submitted, pertaining to the Woodworth Road Pressure Reducing Valve Building Capital Project. All voted aye, carried.

Motion by Trustee Suffredini, seconded by Trustee Marquart to adopt the resolution authorizing payment to Caratozzolo Electric, LLC in the amount of \$21,990.50 for the work performed in accordance with the scope of work, and invoices submitted, pertaining to the Woodworth Road Pressure Reducing Valve Building Capital Project. All voted aye, carried.

Motion by Trustee Suffredini, seconded by Trustee Marquart to adjourn meeting. All voted aye, carried. Meeting adjourned at 8:04pm.

Respectfully submitted by

Donald D. Northrup
Village Clerk