

REGULAR MEETING
&
BUDGET HEARING

April 2, 2018

PRESENT: Mayor Robinson, Gardner, Marsh and Wagner, Superintendent Evans, Police Chief Peter Hoffmeister, Clerk Hoffmeister and Deputy Clerk Allen
Trustee Appleton – Excused (Vacation)

Others Present: Natalie Muster from the Country Courier, John and Kathy Hunt

Mayor Robinson presided.

Meeting was open with a salute to the flag.

OATHS OF OFFICE: The following Oaths of Office have been filed with Clerk:

Justice – William Blythe
Trustee – Margaret Gardner
Trustee – James Wagner

DEPUTY MAYOR APPOINTMENT: Mayor Robinson hereby appoints Trustee Cynthia Appleton as Deputy Mayor for the ensuing year.

APPOINTMENTS: Mayor Robinson hereby makes the following appointment of Officers:

Acting Justice (1 yr)	Michael Hyjek
Deputy Clerk (1 yr)	Lisa Allen
Court Clerk (1 yr)	Patricia Wagner
Fire Marshall	Cuyler Slocum
Village Attorney (1 yr)	David DiMatteo
Workers' Comp Board	Joseph Robinson

RESOLUTION #36 of 2018

APPOINTMENT CONFIRMATION:

Motion made by Trustee Gardner
Seconded by Trustee Wagner

RESOLVED - That the following appointments as made by Mayor Robinson be hereby confirmed:

Acting Justice (1yr)
Deputy Clerk (1 yr)
Court Clerk (1 yr)
Fire Marshall
Village Attorney (1 yr)
Workers' Comp Board

Michael Hyjek
Lisa Allen
Patricia Wagner
Cuyler Slocum
David DiMatteo
Joseph Robinson

CARRIED

RESOLUTION #37 of 2018

ANNUAL MEETING:

Motion made by Mayor Robinson
Seconded by Trustee Marsh

RESOLVED - That the Annual Meeting of the Board of Trustees shall be held on the first Monday in the month following the annual Village election or the 1st Monday in April at the Warsaw Fire Hall on East Buffalo Street at 7:30 o'clock in the evening.

CARRIED

RESOLUTION #38 of 2018

MEETING - SET TIME FOR:

Motion made by Mayor Robinson
Seconded by Trustee Marsh

RESOLVED - That the regular meeting of the Board of Trustees for the ensuing year be held on the first and third Monday evening at 7:30 o'clock in the evening at the Warsaw Fire Hall. When the need arises for a special meeting an advance notice will be given. When the meeting falls on a holiday observed by the Village, the meeting will be held the following evening.

CARRIED

RESOLUTION #39 of 2018

OFFICIAL NEWSPAPER:

Motion made by Mayor Robinson
Seconded by Trustee Gardner

RESOLVED – That the Country Courier be hereby designated as the Village Official Newspaper until the next annual meeting of the Board of Trustees.

CARRIED

RESOLUTION #40 of 2017

DEPOSITORY DESIGNATION:

Motion made by Mayor Robinson
Seconded by Trustee Wagner

RESOLVED - That the Five Star Bank and the Bank of Castile be hereby designated Village depository until the next annual meeting of the Board of Trustees.

CARRIED

RESOLUTION #41 of 2017

MILEAGE:

Motion made by Mayor Robinson
Seconded by Trustee Wagner

RESOLVED - That the mileage reimbursement rate for the use of private vehicles for official Village business shall be at the Standard Federal Rate presently at \$.545 per mile.

CARRIED

RESOLUTION #42 of 2018

DELINQUENT TAXES COLLECTION:

Motion made by Mayor Robinson
Seconded by Trustee Marsh

RESOLVED - That from and after the first day of April 2014 the Village of Warsaw elects to adopt the provisions of the Real Property Tax Laws for the purposes of enforcing the collection of delinquent taxes in such Tax District.

CARRIED

RESOLUTION #43 of 2018

TAX BILL MAILING:

Motion made by Mayor Robinson
Seconded by Trustee Wagner

RESOLVED - That within twenty days after completion of the tax roll and levying of taxes the Village Clerk, acting as Collector, shall mail out the bills to all persons or alleged owners of property whose property appears on the assessment roll to their last known address.

CARRIED

COMMITTEE APPOINTMENTS:

Budget and Finance	J Robinson*	All Trustees	
Fire Department	J Robinson*	J Marsh	C Appleton
Contracts and Grants	J Robinson	J Marsh*	C Appleton
Parks and Recreation	J Robinson	J Wagner *	M Gardner
Police Department	J Robinson*	C Appleton	J Marsh
Streets, Parking lots	J Robinson	M Gardner	C Appleton*
Waste Water and Sewers	J Robinson	M Gardner*	J Marsh
Water Distribution	J Robinson	M Gardner*	J Wagner
Water Filtration	J Robinson	J Wagner*	M Gardner
Justice Court Oversight	J Robinson*	C Appleton	J Marsh*
Planning & Development	J Robinson*	C Appleton	J Marsh

Suggested Committee Chairs. The actual determination will be made by the Committee in question. Determination should be made before or at the Regular Meeting of May 7, 2018.

RESOLUTION #44 of 2018

STATEMENT OF MEETING PROCEDURE:

Motion made by Mayor Robinson
Seconded by Trustee Marsh

- A. The Village Board will generally operate under Roberts Rules of Order except for the following modifications:
- B. The Chair (Mayor) will prepare and publish an agenda prior to each meeting. The Agenda will be followed in order except if Chair (without objection) shall rule otherwise. The general format of the agenda will be as follows:
 - 1. Approval of the Minutes
 - 2. Public Forum and Petitions
 - 3. Correspondence
 - 4. Police Department Report
 - 5. Fire Department Report
 - 6. Building Inspector's Report
 - 7. Village Attorney's Presentation (when present)
 - 8. Superintendent of Public Works' Report
 - 9. Village Clerk's Report
 - 10. Committee Activities
 - 11. Old Business
 - 12. Appropriations
 - 13. New Business
 - 14. Audit and Pay Bills
- C. The minutes of the previous meeting will be photocopied or emailed by the Clerk and distributed to the members of the Board prior to each meeting. The Reading of the minutes be waived unless requested by any member of the board.

- D. The Public is welcome to address the Board at the invitation of the Board. Topics must be pertinent to the conduct of Village affairs and not be subject to restrictions under New York's Open Meeting Law. The Chair will determine whether a topic is suitable for public discussion. A time restriction may be placed on each individual. All individuals who, prior to the meeting, that have requested to be placed on the agenda will be recognized first.
- E. An Executive Session may be called by any Board member and granted subject to the stipulations in the NYS Open Meetings Law.
- F. Topics, proposals or resolutions may be introduced by any member of the Board and may be discussed prior to a formal motion and second.
- G. Special Meetings may be called by the Chair without prior approval of the Board or may be called upon the written request of two (2) or more Board members as submitted to the clerk. No meetings may be convened unless proper public notification has been effectuated.
- H. Committee meetings must be scheduled in advance and recorded in the Minutes of the Board.

CARRIED

RESOLUTION #45 of 2018

PROCUREMENT POLICY:

Motion made by Mayor Robinson
Seconded by Trustee Wagner

RESOLVED - That the Village of Warsaw adopt the following policy for purchases:

- A. All purchases must be made in accordance with the Village Purchasing Policy. Purchases to be made in excess of (\$200.00) will require prior approval by the Board or appropriate Committee with the following exceptions (Limits listed in parentheses):
 - 1. Vehicle repair and maintenance (\$500.00)
 - 2. Building repair and maintenance (\$500.00)
 - 3. Contractual expenses (as per contract agreement)
 - 4. Utility services
 - 5. Clerical Supplies (\$200.00)
- B. All items budgeted as .200 (Equipment and Capital Outlay) or non-budgeted items in excess of \$500.00 will require the approval of the Village Board prior to purchase. All conference requests that require Village employees to be out of the Village during normal work hours also will require the prior approval of the Village Board.
- C. The Village will accept State and County Bids for items that are covered by those agencies.

CARRIED

Minutes of the previous meeting of March 19, 2018 were approved as submitted by email.

MAYOR'S STATEMENT -- APRIL 2, 2018 VILLAGE BOARD OF TRUSTEES MEETING

I would like to take just a few moments to talk a little about what has been a busy 2017 and what we know will be a busy 2018 for the Village of Warsaw.

There is a lot to talk about in terms of infrastructure for our village. Over two years ago the village embarked on a project to replace all of the residential water meters in the village. We estimated at the time that this would involve switching out some two thousand meters and we estimated that this would be a four year project. With the hard work of our village employees and the outstanding cooperation of our village home owners, this project is all but completed in two years. These meters are remote read which will eliminate the necessity of entering homes to read usage. The system also has some enhanced diagnostic capabilities which will allow us to identify and deal with issues which may come up in terms of usage.

In terms of forthcoming infrastructure projects; our Department of Public Works will begin a major infrastructure project on Allen St. this year. We will look to replace both major sewer and water infrastructure on the street.

This year in conjunction with Clark, Patterson & Lee engineering firm, the Village will begin the design phase of a 5+ million dollar upgrade of our waste water treatment facility. The village was a recipient of a 1.36 million dollar grant from the State of New York to cover 25% of the project. This project is the first major upgrade to the facility in 20 years. There are new regulations which will be satisfied with this project and we will continue to apply for funding to satisfy regulations which we are aware are coming in the near future.

I often refer to our village park as a gem, and it certainly is that. We will embark on some major improvements to the village park road which have been needed for some time. Our park is home to Little League baseball, youth football practices, weddings, reunions, Warsaw Central School softball and a myriad of other events. We always want to promote a welcoming and safe atmosphere for our village and non-village residents as well as visitors to our community.

Continuing with the village park; the third and final phase of our playground construction will take place. This project has truly been a community effort. There are many to thank. The Warsaw Kiwanis Club has been instrumental in the creation of the concept and its construction. A very active group of parents and community members were involved in both the design and construction and we thank them. Donations from the community have been crucial in this process and continue to be so. I also want to thank State Senator Patrick Gallivan for his advocacy and hard work to obtain funding for the project as well. I want to thank the design and construction team from Parkitechts. They have been amazing to work with and have guided us towards what will be a wonderful final product. I also want to thank my Deputy Mayor, Cindy Appleton for spearheading and coordinating this effort on behalf of the Village of Warsaw.

This past year, we have continued our partnership with Warsaw Central School in providing school resource officers from the Warsaw Police Department. I applaud Warsaw Central School for their proactive approach to school safety and their recognition of the absolute importance of school resource officers. Their willingness along with the State of New York to provide funding for this essential part of our educational system is to be applauded. There will be an officer in each school building. Their job is much more than just security. The resources they provide to administration and staff is truly invaluable.

Within the last week, the Village of Warsaw was notified that we will be the recipient of a 1 million dollar grant from the RESTORE NY program to be used toward the construction of a hotel on the site of the former Manor Oak Skilled Nursing Facility. The need for a hotel in Wyoming County has been apparent for some time and while there have been disappointments along the way, we have persisted in this pursuit. There are many partners with our village

administration who have been instrumental in this process. Thanks go out to the Governor's office for their encouragement and help throughout the application process and especially to Empire State Development for not just the award but for their help and guidance in the process. Special thanks go to Bill Daly, Director of Wyoming County Planning & Economic Development for his endless hours of work on this project. When Bill came on board with Wyoming County; a hotel was part of our very first conversation. I thank Bill for joining us in never giving up on that goal. He has been an outstanding partner. Thanks also to our outstanding grant writers, UrbanVantage, LLC. Travis Gordon and Rich Rogers put together one of the most professional applications and public hearings that I have been a part of. Without their talents this award would not have been possible. I also want to thank the Wyoming County Board of Supervisors for their support all along the way. Thank you as well to Senator Pat Gallivan for his advocacy on our behalf in Albany and to Supervisor Ryan for her advocacy and support as well. An attractive, comfortable safe place to host visitors to our county can be a key to future economic development. From visitors to our residents at the new Gardenview Terrace Living Complex to visitors and patient families at Wyoming County Community Hospital to visitors of many of our area attractions including Letchworth State Park. The need for the hotel is there and we are anxious to do everything we can to facilitate the project. More details on this project will be coming in the near future.

I also want to congratulate and thank the Greater Warsaw Chamber of Commerce for an outstanding year. Our business community is thriving and each and every business owner and business supporter deserve the credit. The Chamber pours incredible energy into events such as Valley Fest and Moonlight Magic; always promoting and supporting their members and the community at large. Thank you for helping to make our community what it is as we commemorate the 175th anniversary of the founding of the Village of Warsaw. This has been a brief overview of some of the work being done in our village. The village administration continues to look forward; always striving to be a progressive and welcoming community. Most importantly, thank you to our residents who are essential to that progress.

John and Kathy Hunt requested information regarding the proposed hotel. The Mayor stated that he will have more info in 2-3 weeks. The Mayor explained that it is a 5-6 million dollar project with private investors. It is in a residential area and they are taking that into consideration by adding buffers. Trustee Marsh stated that the progress will be well publicized and wants this to be as easy as possible. John stated that he was concerned about privacy issues and the Mayor explained that there will be buffers. Will be a quality project and must be a good neighbor. The Mayor stated that he appreciated the input and reiterated that this is a quality project.

BUDGET HEARING: As duly advertised the Budget Hearing was called to order at 8:12 p.m.

The Mayor suspended the Village Board meeting to convene the Budget Hearing.

Mayor Robinson stated the Village remained below the 2% tax cap. The tax rate is set at \$14.45/\$1,000 which is an increase of \$.27276/\$1,000 from last year. The Mayor asked if there were any questions or concerns.

No comments.

The Budget hearing will remain open.
Regular Board meeting reconvened.

VILLAGE PROPERTY – Received an invitation from the Oatka Valley Snowmobile Association to the Landowner Picnic on April 23, 2018 and request permission for use of the snowmobile trails.

WYOMING COUNTY VILLAGE ASSOCIATION – Received the invitation to the Village Association Meeting to be held at the Hole in the Wall and hosted by the Village of Perry on Wednesday, April 18, 2018.

POLICE DEPARTMENT REPORT – Chief Hoffmeister updated the Board in regards to the meth lab investigation. They are still waiting for more evidence.

PUBLIC WORKS PROGRESS REPORT: STREETS – Daily grounds, property maintenance, snow removal of all village owned properties, plow/salt/sand State Highways per contract, County roads per contract, Village streets as needed, disassemble/refinish Main St benches, jet sewer main in front of 60 S Maple St, chip brush as scheduled, trim low hanging branches in terrace, patch potholes as needed, clean/wash all plow & dump trucks, continue to install new 8" water main on Allen Street, maintenance work on backhoe/replace fan belt, maintenance work on sweeper/replaced all pins & bushings in the gutter broom, replaced all seals on vacuum, serviced both engines, pickup & dispose of wreaths from Veterans headstones in cemetery, install new ceiling tile in the fire hall, wash windows at Village office, sweep/broom sidewalks in the business district, start sweeping streets and check drainage ditches/systems for debris.

PARK – Daily grounds maintenance, snow removal, clean & stock bathrooms, empty trash cans, daily building checks for cold weather related issues, clean & prep Legion Hall as needed for rental, finish replacing ceiling in coat room in Legion Hall, paint ceilings & walls, patch ceiling in Legion meeting room and remove downed trees in Park and chip.

WATER DISTRIBUTION- Daily checks as required, daily stakeouts as requested, daily samples of NWD, finals read as requested, continue to install new 8" water main on Allen Street and observing contractor installing gas main on Liberty Street.

WATER TREATMENT PLANT – Daily tests were performed and results recorded, generator ran successfully, under load, water is currently drawn from the Reservoir; intake screen is cleaned off regularly as necessary, water was drawn from Reservoir from 3/28 due to heavy run-off from snow melt, Steve continues alternating weekend distribution checks with Tom Uptegrove when on weekend checks at Water Plat, Backwash Lagoons drained and sampled on 19th, 22nd, 26th, and 27th since last report, Dave Carrier performed our annual flow meter calibrations at the Water Plant 3/23, Sediment Basin #1 was emptied and cleaned 3/28, WYCO utilized there smaller pumper truck taking 6 loads, remainder pumped into back lagoon and DEC Water Withdrawal Report submitted for 2017.

WASTEWATER TREATMENT PLANT - Tests and maintenance as needed and required, WYCO dumped 8,000 gallons of septage and Royal Flush dumped 380 gallons of septage, feeding soda to the primary digester, it's still a little sour, clean snow from bed #3 getting it ready to pour, submit February EPA-NET DMR report, sampling for the Ohio EPA for a national testing of micro-organisms in raw wastewater, we passed our first mercury testing for 2018, Dan Judd was here for DEC annual inspection, found no problems at the plant and clean bed #5, ready to pour.

RESOLUTION #46 of 2018

LEGION HALL USE:

Motion made by Trustee Wagner
Seconded by Trustee Marsh

RESOLVED – That the following requested use of the Legion Hall be hereby approved:

Tobey Falkowski – 7/22/18 – graduation party

PAVILION:

Wyoming County SPCA – 5/5/2018 – animal blessing & family fun event-open to the public-waive fee

CARRIED

BUILDING AND FIRE CODE ENFORCEMENT – 15 Fire Inspections submitted by Slocum

MEETINGS:

Police Committee – Mon 4/16– 6:45 pm – Fire Hall
Fire Committee – Mon 4/30 - 6:00 pm – Fire Hall

RESOLUTION #47 of 2018

JUSTICE COURT: Annual Audit

Motion made by Trustee Marsh
Seconded by Trustee Wagner

RESOLVED – That state mandated annual audit for the Justice Court was completed on March 26, 2018 by the Justice Committee.

CARRIED

RESOLUTION #48 of 2018

BUDGET TRANSFERS:

Motion made by Trustee Marsh
Seconded by Trustee Gardner

RESOLVED – That the following requested budget transfers be hereby approved:

FROM	TO	AMOUNT
A3310.100	A3310.400	\$ 1,158.00
A2680	A3120.100	21,255.84 (SRO & Comp Reimbursements)
A3089	A3410.400	28,458.00 (Grant)

CARRIED

RESOLUTION #49 of 2018

VILLAGE PROPERTY: Snowmobile Trail

Motion made by Trustee Appleton
Seconded by Mayor Robinson

RESOLVED – That permission for use of the snowmobile trail be hereby approved for Oatka Valley Snowmobile Association Club members for the 2018-19 season.

CARRIED

RESOLUTION #50 of 2018

AUDIT AND PAY BILLS:

Motion made by Trustee Gardner
Seconded by Trustee Wagner

RESOLVED – That the bills be allowed as read; that checks in payment thereof be issued, that Mayor Robinson be and hereby is authorized to sign General Abstract #21 in the amount of \$29,419.43, Water Abstract #21 in the amount of \$7,740.34, Sewer Abstract #21 in the amount of \$10,676.91 and Village & Town of Warsaw Joint Account in the amount in of \$264.01

No further comments on budget hearing.

Budget Hearing was adjourned at 8:18 p.m.

Moved and Seconded to adjourn at 8:18 p.m.

Linda K Hoffmeister, Clerk

