REGULAR MEETING
&
BUDGET HEARING

April 6, 2020

PRESENT: Mayor Robinson, Trustees Appleton, Gardner, and LaWall, Superintendent Evans, Clerk Allen, Trustee Wagner and Chief Hoffmeister were excused

Others Present: None

 Mayor Robinson presided.

 Meeting was open with a salute to the flag.

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

 APPOINTMENTS: Mayor Robinson hereby makes the following appointment of Officers:
 Clerk (4 yr) Lisa A Allen
 Treasurer (4yr) Lisa A Allen
 Registrar of Vital Statistics (4 yr) Lisa A Allen
 Superintendent of Public Works (4yr) Shane Evans
 Public Works Foreman (4yr) Dana Mills
 Acting Justice (1 yr) Ronald Errington
 Deputy Clerk (1 yr) Barbara J Mann
 Village Attorney (1 yr) David DiMatteo
 Code Enforcement Officer (4 yr) Thomas Douglas
 Fire Marshall (4 yr) Open
 Deputy Fire Marshall (1yr) Open
 Workers’ Comp Board/Trustee (2yr) Joseph Robinson

 RESOLUTION #31 of 2020

 APPOINTMENT CONFIRMATION:

 Motion made by Trustee Gardner
 Seconded by Trustee LaWall

 RESOLVED - That the following appointments as made by Mayor Robinson be hereby confirmed:
 Clerk (4 yr) Lisa A Allen
 Treasurer (4yr) Lisa A Allen
 Registrar of Vital Statistics (4 yr) Lisa A Allen
 Superintendent of Public Works (4yr) Shane Evans
Public Works Foreman (4 yr) Dana Mills
Acting Justice (1 yr) Ronald Errington
Deputy Clerk (1 yr) Barbara J Mann
Village Attorney (1 yr) David DiMatteo
Code Enforcement Officer (4 yr) Thomas Douglas
Fire Marshall (4 yr) Open
Deputy Fire Marshall (1 yr) Open
Workers’ Comp Board/Trustee (2 yr) Joseph Robinson

CARRIED

RESOLUTION #32 of 2020

ANNUAL MEETING:

Motion made by Mayor Robinson
Seconded by Trustee Appleton

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 at the Warsaw Fire Hall on East Buffalo Street at 7:30 in the evening.

CARRIED

RESOLUTION #33 of 2020

MEETING - SET TIME FOR:

Motion made by Mayor Robinson
Seconded by Appleton

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 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 #34 of 2020

OFFICIAL NEWSPAPER:

Motion made by Mayor Robinson
Seconded by Trustee Appleton

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 #35 of 2020

DEPOSITORY DESIGNATION:

Motion made by Mayor Robinson
Seconded by Trustee LaWall

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 #36 of 20

MILEAGE:

Motion made by Mayor Robinson
Seconded by Trustee Gardner

RESOLVED - That the mileage reimbursement rate for the use of private vehicles for official Village business shall be at the rate of $.575 per mile.

CARRIED

RESOLUTION #37 of 2020

DELINQUENT TAXES COLLECTION:

Motion made by Mayor Robinson
Seconded by Trustee Gardner

RESOLVED - That from and after the first day of April 2020 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 #38 of 2020

TAX BILL MAILING:

Motion made by Mayor Robinson
Seconded by Trustee Gardner

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      R LaWall      C Appleton
Contracts and Grants      J Robinson      C Appleton      M Gardner
Parks and Recreation       J Robinson      J Wagner      C Appleton
Police Department          J Robinson      C Appleton      M Gardner
Waste Water and Sewers     J Robinson      M Gardner      R LaWall
Water Distribution         J Robinson      J Wagner      R LaWall
Water Filtration           J Robinson      J Wagner      R LaWall
Streets and Parking Lots  J Robinson      C Appleton      M Gardner
Justice Court Oversight    J Robinson      C Appleton      M Gardner
Planning and Development  J Robinson      All Trustees

Each committee will elect their own chairs. The above are voting members of their respective committee assignments. All members are welcome to attend committee meetings.

RESOLUTION #39 of 2020

STATEMENT OF MEETING PROCEDURE:

Motion made by Mayor Robinson
Seconded by Trustee Gardner

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 electronically transmitted by the Clerk to the members of the Board prior to each meeting. The Reading of the Minutes will 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 #40 of 2020

PROCUREMENT POLICY:

Motion made by Mayor Robinson
Seconded by Trustee LaWall

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

The minutes from the previous meeting of March 16, 2020 were approved as submitted by email.
POLICE DEPARTMENT – Chief Hoffmeister spoke with the Mayor prior to meeting to let him know that WCCHS had approached the Village Police Department about security at the hospital. The Chief feels he has enough part-time employees to support but would like to have a contract.

PUBLIC WORKS PROGRESS REPORT - STREETS - Daily property & grounds maintenance of all village owned properties, including, Commerce Way, Wyoming St vault, Mt. View Ave pump house, Dueschen’s Pond storage tank, Central Garage, Bldg. #2, Liberty Way, cold patched streets and parking lots as weather allowed, prepped and poured 10 cu. yds. of concrete to restore the curb on N. Main sewer repair, chipped brush week of March 30 – April 3, daily bagged grass & leaf collection as scheduled, ran street sweeper week of March 23 - March 27, replaced Children At Play street sign at W. Buffalo & Wyoming St, house cleaning tasks at bldg. #1, made repairs to sweeper (Replaced starter on back engine), made repairs to 2013 Ford F-250 pick-up, serviced chipper, assist with bathroom remodel at village park and took delivery of the new pick-up.

VILLAGE PARK - Daily grounds maintenance, snow & ice removal, clean & stock bathrooms, empty trash cans & check all buildings for cold weather related issues, continue with remodeling bathrooms at the pool house, prepped, cleaned & painted grills, sanitized Legion Hall, began spring clean-up/repair plow damage/clean up stone piles left by plows/clean ditches & catch basins, installed signage & fencing around both playgrounds and exercise equipment in an effort to comply with Covid-19 regulations. All restrooms remain locked at this time, and all Legion Hall reservations thru the middle of May have been canceled or rescheduled for a later date due to Covid-19 restrictions.

WATER DISTRIBUTION - Daily distribution checks as required, daily stake outs as requested, daily samples of North Water Dist. as required, finals read as requested, flushed Town of Warsaw’s watermain on Saltvale Rd as required on 4/1/2020, read meters in books C&D for billing purposes, read “Industrial” meters for billing purposes, repaired watermain main break on Saltvale Rd 4/1/2020, and the required annual NYSDEC Water Withdraw Report was submitted by Chief Operator, Steve Reisdorf. This report identifies a 4% reduction in “Water Loss” or unbilled treated water.

GENERAL INFORMATION - In consideration of Covid-19 pandemic regulations, our Wastewater Plant operators and Water Plant operators began implementing a work schedule to reduce workforce by 50%. Village DPW Streets Dept. was also required to reduce workforce by 50% and did so beginning 3/23. All departments will continue this schedule until recent regulations are lifted. In an attempt to protect our employees and reduce the risk of contracting Covid-19, Village DPW employees will be required to perform the following procedures: Adhere to the 50% workforce reduction schedule, practice Social Distancing procedures while at work, no passengers allowed in vehicles or equipment, and all vehicles and equipment are to be sanitized at the end of their scheduled work week.

WATER TREATMENT PLANT - Daily tests were performed and results recorded, generator ran successfully, under load, raw water is currently drawn from the Cotton Creek intake, drew from Reservoir March 9th-15th due to persistent snow melt and rain and March 20th-21st as well, Steve continues alternating weekend distribution checks with Tom Uptegrove when on weekend checks at Water Plant, sampling for crypto continues: all samples tested to date have been negative for crypto and giardia, front Lagoon decanted March 20th, started alternating one operator at plant and one operator at home every other week to combat COVID-19 Pandemic on March 19th. On last day of on-week operator disinfects all surfaces and truck for next operator, Dave Carrier and Jeremy from Temp Press calibrated flow meters and priced new back wash transmitter on March 20th, and NYRWA and Wyoming County DOH both cancelled or postponed their scheduled trainings in March and April.
TREATMENT PLANT - Rinsing, hosing, draining tanks, checking sludge blanket, reading lift stations/generator, test CO2, PH, DO, Alkalinity and Acidity ratio test, reading digester temperature as needed, draining drip traps, greasing, testing and sampling as required, clean arms on bio-towers, cleaning electrode on Pista-Grit, WYCO dumped 32,000 gallons, fill out 2019 flow certification, repair 3 separate roof panels on drying beds blown off from high winds, clean dry bed #3, WYCO brand new septage driver(Greg), fire extinguisher inspection, power outage on 3/20 for approximately 3.5 hours, generator ran good, reset bar screen twice from outage, replace heat bulb in lift station at plant, cap off leaking methane line, cut out and replace cracked and leaking supernatant line to pump, install mower deck after rebuild for this season, change oil and service tractor for season, and start fixing lawn.

RESOLUTION #41 of 2020

FIRE DEPARTMENT MEMBERSHIP:

Motion made by Trustee Appleton
Seconded by Trustee LaWall

RESOLVED – That the following membership to the Warsaw Fire Department be hereby approved:

Raymond William Bliss Jr. – Active

CARRIED

MEETINGS:
Due to COVID-19 Pandemic, all committee meetings are postponed until further notice.

BUDGET HEARING: As duly advertised the Budget Hearing was called to order at 8:00 p.m.

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

Mayor Robinson stated that the Village has abided by the 2% tax cap and are working with a combined budget of 3.7 million. The village paid off the bans for the 2017 Mack plow truck and 2018 Police Interceptor Ford Explorer. In the Streets Department, there were purchases of a new pick-up, temporary lighting for night work, small engine equipment, costly equipment repairs for the street sweeper and continued total reconstruction of Allen St including underground infrastructure. Pool purchases include a new robotic pool cleaner, retro-fit kits for chemical monitoring, and much needed upgrades to the bath house. The Legion Hall had a new patio and ramp poured and extensive drainage work done around the building. Purchased a new zero turn mower for the park. Wastewater Treatment Plant seen the purchase of property on Reid Avenue for use in the Wastewater Treatment Plant capital project upgrade, the July 4th brown out that affected a lot of the electronical components of the plant(reimbursed for most of these expenses) and Sanitary Sewer incurred a large cost with a major sewer line repair on N. Main St. The Village Office purchased two new computers to replace outdated versions and there were security and software updates to the website. All of the village code was placed online. A new server was purchased for the Police Department and body cams (that we will eventually be
reimbursed for). In Water Distribution, there were purchases of meters for all the village owned buildings, water tank level monitoring equipment at the steel tank and replacement of the master meter in Town of Warsaw vault. All of the storm sewers were jetted, Building #2 had new gutters put on, and the Water Treatment Plant had gutter, siding and downspout repair done. The Fire Department secured a grant to purchase and install a new LED sign and continues to repair and upgrade equipment and promote fire department membership. As far as budget changes, there were the annual wage and insurance increases, additional increases to the Justice Court clerk and bailiff payroll and expense lines due to the increased costs associated with the new Bail Reform Law, increased the Law expense line as more and more issues arise with contracts, code enforcement, etc. that require legal counsel, allocated funds from LOSAP line to the Fire Department payroll line as they anticipate hiring a part-time employee on a one year trial to be there for calls and administrative duties, allocated funds from Code Enforcement to increase parking lots expense line and Youth and Police part-time payroll lines. This will reflect with a .23789/1000 increase in property tax on an assessed value of $133,708,406.

The Mayor left the budget meeting open until the end of the regular meeting.

CENSUS – Census mailings are out. Please remind everyone to respond as this count directly affects how much aid may be made available to our area.

RESOLUTION #42 OF 2020

BUDGET APPROPRIATIONS:

Motion made by Trustee Gardner
Seconded by Trustee LaWall

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

| WWTP               | Ford Mower replacement parts (G8130.400) | $340.08 |

CARRIED

RESOLUTION #43 of 2020

JUSTICE COURT: Annual Audit

Motion made by Trustee Gardner
Seconded by Trustee LaWall

RESOLVED – That state mandated annual audit for the Justice Court was completed on March 16, 2020 by the Justice Committee.

CARRIED
RESOLUTION #44 of 2020
VILLAGE OF WARSAW
RESOLUTION OF THE VILLAGE BOARD
DECLARING SURPLUS EQUIPMENT
Adopted: April 6, 2020

WHEREAS, the Village Board of the Village of Warsaw met at a regular meeting at the Warsaw Fire Hall located at 40 East Buffalo Street, Warsaw, New York, 14569, on the 6th day of April, 2020 commencing at 7:30 p.m. at which time and place the following members were:

Present:
Mayor Robinson
Trustee Appleton
Trustee Gardner
Trustee LaWall

Absent:
Trustee Wagner

WHEREAS, all Board Members, having due notice of said meeting, and that pursuant to Article 7, §104 of the Public Officers Law, said meeting was open to the general public and due and proper notice of the time and place whereof was given as required by law; and

WHEREAS, the Village Board of the Village Warsaw, pursuant to New York State Village Law, Article 1, §102, is authorized to take, purchase, hold, lease, sell and convey such real and personal property as the purposes of the corporation may require; and

WHEREAS, personal property is all property other than real estate, such as equipment and vehicles; and

WHEREAS, when selling the personal property of a municipality, the requirements are such that the property must no longer be needed for municipal purposes and the property must be sold for fair and adequate consideration; and

WHEREAS, the Village Board of the Village of Warsaw has determined that the 2006 Chevrolet Tahoe utilized by the Warsaw Water Treatment Plant is no longer needed for municipal purposes; and

WHEREAS, the Village Board of the Village of Warsaw feels it is in the best interest of the Village of Warsaw to authorize the sale of said surplus personal property for fair and adequate consideration.

NOW ON MOTION OF Trustee Appleton which has been duly seconded by Trustee LaWall, now therefore be it

RESOLVED, that the Village Board of the Village of Warsaw hereby authorizes sale of the “Chevrolet Tahoe” as surplus personal property for fair and adequate consideration.

CARRIED
RESOLUTION #45 of 2020

VILLAGE EMPLOYEES AND BENEFITS: ESI - EAP contract revision

Motion made by Trustee Gardner
Seconded by Trustee Appleton

RESOLVED – That contract revision from ESI Group for the Employee Assistance Program to include an additional 25 employees for the period of April 1, 2020 through November 30, 2020 be hereby approved.

CARRIED

RESOLUTION #46 OF 2020

VILLAGE EMPLOYEES AND BENEFITS: Memorandum of Agreement

Motion made by Trustee Lawall
Seconded by Trustee Appleton

WHEREAS, the Village is in receipt of a Memorandum of Agreement to settle a grievance filed by CSEA, Local 1000 AFSCME AFL-CIO; and
WHEREAS, the Village believes it is in the best interest of the Village and in order to promote harmonious labor relations to resolve the grievance pursuant to the terms set forth in the Memorandum of Agreement;
NOW, THEREFORE, be it resolved that the Village Board of Trustees authorizes the Mayor to enter into and execute Memorandum of Agreement resolving the grievance filed by CSEA, Local 1000 AFSCME AFL-CIO be hereby approved.

CARRIED

RESOLUTION #47 of 2020

COVID-19 PANDEMIC - WATER DISTRIBUTION: Waive penalties

Motion made by Trustee Gardner
Seconded by Trustee LaWall

RESOLVED – That due to the COVID-19 Pandemic and to lessen the burden on village residents, the Board of Trustees authorizes the Clerk to waive penalties on all water and sewer billings for the period of April 1-May 1, 2020 be hereby approved.

CARRIED
RESOLUTION #48 of 2020

COVID-19 PANDEMIC - LEGION HALL/PAVILION: Refund deposits and rents

Motion made by Trustee Appleton
Seconded by Trustee LaWall

RESOLVED – That due to the COVID-19 Pandemic the Board of Trustees authorizes the Clerk, through no fault on either party, to refund deposits and rents for cancellations directly related to the pandemic be hereby approved.

CARRIED

RESOLUTION #49 of 2020

BUDGET TRANSFERS:

Motion made by Trustee Gardner
Seconded by Trustee Appleton

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

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2680</td>
<td>A3120.100(Police payroll-DWI reimbursement)</td>
<td>$ 2,448.96</td>
</tr>
</tbody>
</table>

CARRIED

The Budget hearing adjourned at 8:39 p.m.

Continuation of the regular Board meeting reconvened.

COVID-19 PANDEMIC/VILLAGE BOARD AND MAYOR – Received an email from Gail Vosburg at Village of Perry regarding rescheduling of the Village Association dinner that was to be held by the Village of Castile on April 15, 2020 to May 20, 2020 or if nothing was pressing to push it out to the normally scheduled dinner in September. The Board feels it should wait until September.

COVID-19 PANDEMIC/SOCIAL DISTANCING - Governor Cuomo has requested that the County appoint an individual who will monitor current pandemic guidelines set forth in his executive orders. Wyoming County has appointed Don Roberts. The Mayor expressed concerns and would like to be informed if anyone has a complaint filed against them.

COVID-19 PANDEMIC/HOTEL PROJECT – Microtel is seeking a waiver for essential infrastructure. The project manager is being proactive and has a plan in place to work with social distancing. They are just three weeks away from completing construction and after a training period feel they will possibly be ready to open by the end of May.
COVID-19 PANDEMIC/MEETINGS – Moving forward, the Board will continue to hold regular meetings for the purpose of essential business only with the following guidelines: Department heads will not attend unless there is a need, Board members will wear masks and practice social distancing amongst themselves and all members of the public that may attend within guidelines set forth by the Governor’s executive orders, there will be hand sanitizer provided for use when entering and exiting, and disinfectant to sanitize meeting room tables and chairs before and after use.

RESOLUTION #50 of 2020

AUDIT AND PAY BILLS:

Motion by Trustee LaWall
Seconded by Trustee Appleton

RESOLVED – That the bills be allowed as read; that checks in the payment thereof be issued, that Mayor Robinson be and hereby is authorized to sign General Abstract #21 in the amount of $79,308.71, Water Abstract #21 in the amount of $3,794.93, Sewer Abstract #21 in the amount of $39,287.87 and Joint abstract in the amount of $211.03.

CARRIED

EXECUTIVE SESSION – 9:01 p.m. – DPW Contract

Adjourn Executive Session at 9:12 p.m.

Moved and seconded to adjourn at 9:12 p.m.

___________________________________________
Lisa A. Allen, Clerk