

January 10, 2022

A regular meeting of the Village Board held on the above date was called to order at 6:00 p.m. at the Village Hall, 1 West Main Street, Clifton Springs, NY 14432.

Presiding: Mayor James Keyes

Village Trustees Present: Jeff Linsner, Brian Rickerson, Bryan Gray

Village Trustees Absent: Earl Lincoln

Also Attending: Street & Water Supervisor Jason Lannon, Chief Sewer Plant Operator Eric Merkley

Minutes: The minutes of the meeting of December 13, 2021 was approved upon motion by Trustee Linsner 2nd by Trustee Rickerson. All members present voted AYE. Carried.

Vouchers: General, Water and Sewer Vouchers #525 through #596 were approved for payment by Trustee Linsner 2nd by Trustee Gray. All members present voting AYE. Carried.

General Fund =	\$ 71,691.80
Water Fund =	\$ 6,872.92
Sewer Fund =	\$ 38,226.40

PRIVILEGE OF THE FLOOR:

J. Lannon – street and water report

Jason Lannon, Street & Water Supervisor appeared before the Board.

Street report: The crew is working on tree trimming and picking up Christmas trees. A tree was removed near Dewey Avenue and Coulter Road. The springs on truck two will need replacement. The Village will work jointly with the Town on completing this repair. The newest laborer, S. Groover has started, and C. Peacock will be working on a as needed basis as a part time laborer.

Water report: The crew repaired a water main break on Kendall Street. Supervisor Lannon is working with Hunt Engineering to engineer the water main that needs water valve reconfiguration on Crane Street, by the YMCA.

E. Merkley – sewer report

Eric Merkley, Chief Sewer Plant Operator, appeared before the Board.

Sewer report: Mr. Merkley is working on the sewer budget for 2022-2023. Mr. Merkley plans to ask for a part time laborer for the summer. Mr. Merkley is reaching out to FLCC and BOCES to see if they have a person who might be interested in this line of work. Z. Watts will take the ABC review class in April and then take his sewer license exam shortly after that. Z. Watts is working on the paperwork that needs to be approved by NYRWA prior to taking the exam. The composting permit expires in April. Hunt Engineering will assist with the renewal paperwork. Mr. Merkley informed the Board that under the new regulations, the Village will be able to sell the compost for more money as it will be considered Class A compost. Hunt Engineering will also be helping with the required “Wet Weather Plan”.

Discussion was held on sewer rates, that will likely need to increase because of the required disinfection and possible headworks upgrades at the plant. This will need to be looked at further once there is a final decision on a grant request for the headworks improvements. The Village is aware of the grant award for the disinfection (\$700,644). Clerk Reals explained that we cannot make a decision on raising the rates until we know exactly what work will be done and exactly how much money will need to be borrowed for work at the sewer plant. The Village is hopeful to have an answer on the WIIA grant near the end of January.

Meeting of January 10, 2022 continued:

CORRESPONDENCES:

Clothing Allowance

Per the Board's request from the last meeting, a list of items, to the best of the Clerk/Treasurer knowledge, that the Village has provided in the past for clothing/safety. Also attached is a copy of what the DPW and WWTP are currently receiving weekly from Unifirst. This was provided to give the Board all the information possible on clothing items.

The Board appreciated this information. The Board agreed that at this time, no changes will be made and the DPW and WWTP clothing. The Village will continue to provide the high visibility items that have been provided in the past and the other clothing items will come from the Uniform company, until the Uniform contract expires. This is because it is too costly to buy out of the uniform contract.

Wastewater Plant – WQIP grant awarded

E-Mail from Hunt Engineering that shows the Village was awarded a WQIP grant of \$700,664 for disinfection at the sewer plant. Clerk Reals informed the Board that the Village has not heard yet on a possible WIIA grant.

The Village is very pleased to receive this grant.

C.S. Hospital – zinc violation

Copy of the letter to Clifton Springs Hospital, fining the hospital for violating the discharge permit with an overage on zinc discharge.

Reviewed. This option of fining for violations was previously discussed with the hospital.

Health Insurance – S. Upchurch

Draft agreement for health insurance for Chief Scott Upchurch in exchange for unused sick time. The Board agreed that should something happen to Chief Upchurch during the five- year time frame, that the Village would cover his spouse plus child.

Short term rentals

Per the Board request at the last meeting, a copy of the Town of Canandaigua code and application for short term rentals.

The Village would like some changes from what Canandaigua uses including the following: Add that the owner must be resident of the Town or Manchester, the Town of Phelps or the Town of Hopewell. Also, removal of a property management company and any reference to a property management company. The contact for the property must be the homeowner. The area pertaining to sleeping area should include that the area conforms to NYS building codes. This would exclude RV's as short-term rentals. The term of the permit would be for two years renewed bi- annually January 1. The application can have an alternate contact but to be used only if the homeowner is out of town. The application would need to be notarized. Clerk Reals was asked to let Attorney Graff know of these changes and have him re-draft the short-term rental local law. The Board is aware this would need to go back to the Village Planning Board and the County Planning Board for review.

First draft of the short-term rental law

Per the Board request at the last meeting, a marked up copy of the short-term rental / RV law the Village is working on.

Reviewed.

Meeting of January 10, 2022 continued:

Historical Society agreement

Annual agreement with the historical society. Motion was made by Trustee Gray 2nd by Trustee Linsner to authorize Mayor Keyes and Clerk Reals to sign the agreement with the historical society.

AGREEMENT PROVIDING FINANCIAL SUPPORT TO THE CLIFTON SPRINGS HISTORICAL SOCIETY FROM MONEY RAISED BY TAXATION IN THE VILLAGE OF CLIFTON SPRINGS DURING THE FISCAL YEAR BEGINNING JUNE 1, 2021 AND ENDING MAY 31, 2022.

WHEREAS, the Village desires to enter into a contract with the Historical Society whereby the Historical Society will furnish such historical privileges to the people of the Village, and

WHEREAS, the Historical Society desires to enter into a contract with the Village to furnish such Historical Society privileges to the people of the Village,

NOW THEREFORE BE IT AGREED AS FOLLOWS:

1. The Historical Society agrees to furnish Historical Society privileges to the people of the Village for a sum of \$1,000 for the year commencing on the 1st day of June 2021 such sum to be paid to the Historical Society after the first day of July 2021 and before the last day of May 2022.
2. In consideration of the furnishings of such Historical Society privileges by the Historical Society, the Village agrees to pay the Historical Society the sum specified in paragraph one at the time so specified.

All members present voting AYE.

Justice audit

Letter from Associate Justice Nathan Thomas informing the Village that an audit of the court books needs to be completed. Clerk Reals informed the Board that this is the same request Judge Smithling had last month.

Trustee Linsner informed the Board that he has completed the audit for the justice court, and this has been submitted to the State. The Village has been advised that the audit for the prior year needs to be completed as well. Trustee Linsner will work on this.

Thank you note

Thank you note from Jim and Barb Sanford for all everyone does to make Clifton Springs a nice place to live.

Reviewed. The Board appreciates the note of thanks.

Zoning and Planning Board members complete training

Certifications for training for Planning and Zoning Board members, Scott Landschoot, Scott Janas, Charlie Hall, David Tornow-Coffee, JoAnn Feligno, Dan Delpriore.

The Board appreciates the members getting the required training.

2021 Building department report

2021 Building Department Report, prepared by Steve DeHond, Code Enforcement Officer.

Reviewed. The Board appreciates the useful information in the report.

Meeting of January 10, 2022 continued:

Property exemptions from the County

Letter from Ontario County Real Property, inquiring about exemptions for 2022 assessment roll.

Clerk Reals has asked the County to provide a spreadsheet that shows the 8 Villages, so the Village can see if the Village exemptions are in line with others. Clerk Reals reminded the Board that changing exemptions can only be done by local law

STREET DEPARTMENT: This report was covered under privilege of the floor.

WATER DEPARTMENT: This report was covered under privilege of the floor.

SEWER DEPARTMENT: Trustee Rickerson report was covered under privilege of the floor correspondence.

ZONING & PLANNING DEPARTMENTS: Trustee Gray had nothing to report.

FIRE DEPARTMENT: Trustee Linsner reported the following.

Background checks

Trustee Linsner is working with the department on requirements for background checks. All Board members agreed the Village should know the driving history in an effort to protect the liability of the Village and the Department. Trustee Rickerson reviewed what many other departments do with having a hiring committee and the Chairperson of the committee or their designee can see what the County finds in a background check and bring a recommendation back to the department. The department is looking for a standard protocol. The Board agreed that the bylaws of the department may need to be reviewed to see what they say in regards to background checks. Discussion was held on how names of proposed members use to be approved by the Village Board. Clerk Reals explained that it is her understanding that Village law requires this. Clerk Reals was asked to look into this further. Clerk Reals explained this use to common practice and believes it stopped during the transition of the secretary at the department years ago, with the new secretary probably not even realizes this needed to be done.

PARK – YOUTH DEPARTMENT: Nothing was reported.

SOCIAL MEDIA: Nothing was reported.

POLICE DEPARTMENT: See correspondences.

MAYOR KEYES REPORT: Mayor Keyes report was covered throughout the meeting.

CLERK REALS REPORT: Clerk Reals provided the Board members a copy of the abstracts thru December and year to date revenue and expenses thru December and bank statement for December.

Finger Lakes Health Insurance Consortium

At the last Board meeting Clerk Reals was asked to see if the Village could be a part of the Finger Lakes Health Insurance consortium, so help save money on health insurance costs. Clerk Reals spoke with a representative and was informed the Village is too small to participate in the consortium.

Meeting of January 10, 2022 continued:

**Resolution designating the polling place, date
And time for the annual Village Election**

Trustee Linsner offered the following resolution 2nd by Trustee Rickerson:

NOW THEREFORE BE IT RESOLVED that the Annual Village Election shall be held Tuesday, March 15, 2022 and the polling place will be the Clifton Springs Fire House, 39 Kendall Street, Clifton Springs, New York. The hours the polls shall be open will be 12:00 p.m. (noon) to 9:00 p.m. (Sec. 15-104, (3) Election Law). All members present voting AYE. Carried.

There was no need to discuss registration day as the Village decided in January 1999 to no longer hold Village registration day.

Appointment of Election Inspector and Poll Clerk

Discussion was held on the appointment of elections inspectors and poll clerks. In the past the village elections have had candidates that have been endorsed at the democratic and republican caucuses. All candidates now run on their own independent party and no caucuses are held. For this reason, the Board agreed there was not a need to appoint two people to election inspector and two people as poll clerks (one from each party).

Trustee Linsner moved that Doris Hunter be appointed to the position of Election Inspector for Election Day on March 15, 2022 and further that Grace Groot be appointed to the position of Poll Clerk for the Election Inspector. There was no need to appoint an Election Custodian as voters will be voting by paper ballot. Trustee Rickerson 2nd this motion. All members present voting AYE. Carried. (Sec. 154-116 (1) Election Law). The election inspector and the election poll clerk will be paid \$16.00 per hour.

Transfer of Funds

Motion was made by Trustee Linsner 2nd by Trustee Gray that Clerk Reals be and she is hereby authorized to transfer funds between the following appropriations as follows:

From A1990.4 to A1010.4	187.00
From A3120.11 to A1420.4	3,000.00
From A9015.8 to A9010.8	861.00
From A9015.8 to A9089.9	1,195.00
From A8030.1 to A9089.9	805.00

All members present voting AYE. Carried.

OTHER BUSINESS:

Adjournment

There being no further business to come before the Board, motion made by Trustee Linsner 2nd by Trustee Gray to adjourn. All members present voting AYE. Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Lori A. Reals
Clerk/Treasurer