



Village of Webster Regular Meeting
December 14, 2017, 7:30PM
Community Meeting Hall, 29 South Avenue

Scheduled Agenda

PUBLIC COMMENTS

Comments and Questions to Village Board from the Audience

VILLAGE BOARD BUSINESS

1. Resolution to Approve Minutes: Village Board Meeting: November 21, 2017
Village Board Special Meeting: December 4, 2017
2. Resolution to Approve Claims and Warrants
3. Resolution: to Approve an Agreement with LaBella Associates PC for Consulting Services
4. Resolution: to Authorize Mayor Byerts to sign Memorandum of Bids for the North Avenue Connector Project
5. Resolution: to Authorize Jake Swingly to sign Notice of Bid Award for the North Ave Connector Project

Office

6. Authorization: for Krystina Lizak, Treasurer to Fund HSA account for Heather Halstead in the amount of \$154.17
7. Authorization: for Krystina Lizak, Treasurer, to Fund 2018 Health Savings Accounts
8. Authorization: to Allow Heather Halstead, Clerk, Krystina Lizak, Treasurer and Jo O'Neill, Deputy Clerk access to safe deposit box located at Canandaigua National Bank and Trust Company
9. Resolution: to Approve the closing of the Village front Office, Friday, December 22, 2017 at 1:00 PM
10. Resolution: to Approve Heather Halstead to Purchase Adobe Acrobat Pro DC at 14.99 per month
11. Resolution: to Approve the purchase of two completed Mayoral picture frames and four additional frames including mats from Art Stop so that all frames match the originals
12. Comp & Overtime Report November 2017
13. Resolution: to update the official Office Organizational Chart

Attorney

Code Enforcement

Department of Public Works

Sewer Department

PUBLIC ANNOUNCEMENTS

Next Meetings:

- Village Board Meeting – 12/28/2017
- Village Board Workshop – 1/2/2018
- Village Board Meeting – 1/11/2018
- Village Board Meeting – 1/25/2018

Subject To Change Without Notice

Agenda Item Detail

Meeting

December 14, 2017

Agenda Item 1

Resolution to approve minutes:

- Village Board Meeting: November 21, 2017
- Village Board Special Meeting: December 4, 2017

November 21, 2017 Minutes

Present: Mayor Byerts, Trustee Ippolito Jr., Trustee Laurer, Trustee Lancy, Matt Chatfield
Absent: Trustee Balcaen

The meeting formally opened at 7:30 PM.

Proclamation

Recognized jointly with Mayor Byerts and the entire Village Board, Carol Klem, as the Village Focus columnist, for her many contributions to the Village of Webster. It was declared that November 21, 2017 be known as "Carol Klem Day" in the Village of Webster.
Read and Filed.

Mayor Byerts called for a brief recess. The meeting reconvened at 7:57 pm.

Presentation

A presentation was given by Laura Landers from FreedMaxick on the annual auditor's report relative to the fiscal year ending May 1, 2017.

Mayor Byerts Recognized Laura Landers and Krystina Lizak for their hard work creating the report.

Public Comment

A public forum was conducted to allow speakers to address the board. One speaker addressed the board.

Richard Walter – 20 Elm Street – Webster Citizens Action League, requested that the auditor's report be placed online. He also wished the board a Happy Thanksgiving.

Mayor Byerts wished everyone in attendance a Happy Thanksgiving.

Village Board Business

Motion: The Motion was **Moved** by Trustee Lancy and **Seconded** by Trustee Ippolito, Jr., to approve the Village Board Meeting Minutes of November 9, 2017. All were in favor and carried.

Motion: The Motion was **Moved** by Trustee Laurer and **Seconded** by Trustee Lancy to accept the claims and warrants totaling: General – \$135,537.47, Sewer – \$43,558.34, and Trust & Agency – \$1,196.62. All were in favor and carried.

Motion: The Motion was **Moved** by Trustee Lancy and **Seconded** by Trustee Laurer to pay Josette Amalfi severance pay through November 30, 2017 in the amount of \$3,130.57, in addition to her unused vacation pay in the amount of \$2,236. 12, for a total of \$5,366.69. All were in favor and carried.

Motion: The Motion was **Moved** by Trustee Ippolito, Jr., and **Seconded** by Trustee Laurer to authorize Heather Halstead, Village Clerk to sign a letter of appointment of Peter Bertucci, on behalf of Paychex Insurance Agency, to be our exclusive Insurance broker with respect to our Medicare Advantage Plan. All were in favor and carried.

Motion: The Motion was **Moved** by Trustee Laurer and **Seconded** by Trustee Ippolito, Jr. to hire a consultant to the Village Clerk at \$20.00 per hour not to exceed \$120.00. All were in favor and carried.

Mayor Byerts requested that the board go out of regular agenda order to add item number 7. To hire a new person to carry on the great work of Carol Klem, writer of the "Village Focus."

Motion: The Motion was **Moved** by Trustee Ippolito, Jr. and **Seconded** by Trustee Lancy to hire Erin Rosenberry to have a bi-weekly article in the Webster Herald at \$250.00 per month. All were in favor and carried.

Mayor Byerts will be meeting with Erin Rosenberry in the following week to discuss the future of the new article.

Discussion: Organizational structure of the office. The chart is currently dated September 30, 2015. Mayor Byerts requested that the board members share their thoughts on the current chart.

Trustee Ippolito, Jr. shared his thoughts based on his observations of the office in terms of communication between the office and the Mayor and Board. The Clerk should act as a liaison between the office staff and the Board of Trustees in a cohesive manner to alleviate communication issues. This should ensure that the office run more efficiently.

Trustee Lancy explained that most Clerk's Offices are run in such a way that the Clerk leads the office across towns and village offices.

Trustee Laurer expressed that it really only makes sense to have the Clerk lead the office.

Mayor Byerts requested that the matter be discussed and researched further and will be revisited at a later meeting.

Attorney – No Report at this time.

Office

Financial Statements

Mayor Byerts explained that there was an increase in sales tax revenue for the period ending October 31, 2017 and the next period will end November 30, 2017. The Board will take a look at current progress in January.

Budget Modifications and Transfers

Krystina Lizak, Village Treasurer presented a brief summary to the Board regarding the budget modifications and transfers. The majority of the charges were related to the Restore NY application that will soon be submitted.

GENERAL FUND BUDGET MODIFICATIONS

November 21, 2017

From: 01-06-6410-414	Promotion - Village Voice	(800.00)
To: 01-06-6497-400	Economic Development Application	800.00

Motion: The Motion was **Moved** by Trustee Ippolito, Jr. and **Seconded** by Trustee Lancy to Allow for Restore NY application fee as well as other miscellaneous costs involved with the Restore NY project. All were in favor and carried.

Mayor Byerts announced that the Public Hearing for the Restore NY Application and the properties that are included in it will take place Monday December 4, 2017 at 7:00 pm.

Matt Chatfield will be presenting on Restore NY and will be prepared to answer any questions that the public may have.

Mayor Byerts encouraged all to attend to voice their opinions on the matter.

Code Enforcement

Will Barham gave a brief update regarding code enforcement. He wanted to remind people that a permit is needed for a roof install.

A permit was issued for a new business behind Mozzeronis, they will be getting new signage soon.

Will encouraged folks to change batteries or upgrade to the new state mandated batteries in their smoke and carbon monoxide detectors.

Department of Public Works

Jake Swingly, Superintendent of Public Works, gave an update for the Department of Public Works. Leaf pick up will continue until the first heavy snowfall.

The new lighted snowflakes are going up soon along Main Street in celebration of the upcoming holidays.

The Bids opened today for the North Avenue Connector Project. The current low bid with all of the alternates included was in the amount of \$949,300.50 which was less than was originally expected. It is the lowest qualified bid which is currently being examined; the board will receive a recommendation.

Jake respectfully requested that the consideration of awarding the bid be placed on the agenda for either the December 14th or 28th Village Board Meeting.

Jake is continuing to work on the light pole project to determine if a possible savings for the village would be possible. He is interested in pursuing the matter further with RG&E and our insurance carrier.

Sewer Department

Motion: The Motion was **Moved** by Trustee Lauer and **Seconded** by Mayor Byerts to authorize the travel expenses for Dan Bortle to attend Basic Laboratory Procedures course at Morrisville, not to exceed \$745.50. All were in favor and carried.

Public Announcements:

1. Events

Christmas in the Village is coming soon.
9:30 AM breakfast with Santa at the Harmony House
3:30 PM Santa will be at Village Hall
6:30 PM Parade of Lights

2. Upcoming Meetings

Village Board Special Meeting – 12/4/2017
Village Board Workshop – 12/05/2017
Village Board Meeting – 12/14/2017
Village Board Meeting – 12/28/2017

Adjournment

Motion: The Motion was **Moved** by Trustee Laurer, and **Seconded** by Trustee Lancy to adjourn the meeting at 9:15 PM. All were in favor and carried.

Heather Halstead, Village Clerk

Darrell Byerts, Mayor

December 4, 2017 Minutes

Present: Mayor Byerts, Trustee Ippolito Jr., Trustee Laurer, Trustee Lancy, Matt Chatfield
Absent: Trustee Balcaen

The meeting formally opened at 7:00 PM.

Mayor Byerts welcomed everyone in attendance and gave a brief explanation of the purpose of the Public Hearing.

Mayor Byerts introduced Matt Chatfield, Executive Director, of the Webster Economic Development Alliance, to speak on the Restore New York project the Village hopes to complete for East Main Street.

Presentation

Matt Chatfield gave a brief overview on the project.

In September of this year, Empire State Development opened an application period for the Restore New York Program. The program would provide funds up to \$1 million for the revitalization, renovation, reconstruction or demolition of vacant, condemned or surplus properties. This is an economic development enhancement program with the main objective being to create jobs in the community.

The application must be submitted by December 15, 2017, properties can be removed but none can be added as the specific properties are preapproved by the State. The Village of Webster will be the applicant however, it merely serves a pass through for the grant money. The property owners themselves enter into a Contract and are in turn reimbursed by the Village. The Village will then seek reimbursement from the State of New York.

The application will need Zoning Board approval to ensure that the priorities set forth for this project fall in line with the specifications of the Village's Comprehensive Plan.

Going forward there will be other meetings for public input as the program progresses, the public will be notified.

Following Public Comment, the Board will make a decision at the Special meeting Tuesday, December 5, 2017.

Public Comment

A public forum was conducted to allow speakers to address the board.
The following individuals addressed the board:

Bill Stata: 121 Fuller Avenue, Webster, NY 14580 – How will this program help bring store fronts to the vacant properties

Matt Chatfield: The grant money will help property owners by offsetting some of the costs associated with getting the buildings ready for businesses.

Jody Laurer: 88 Dunning Avenue, Webster, NY 14580 – Is there a timeline for the project.

Matt Chatfield: The award will be announced February 2018 and the State has mandated that the money be spent within 24 months of that date. The project will be underway and close to completion within the 24-month period.

Reimbursement will occur upon completion of the project.

Peter Elder: 59 Dunning Avenue, Webster, NY 14580 – A joint meeting would be very helpful

Mayor Byerts: This is a great opportunity for the Village.

Bill Stata: 121 Fuller Avenue, Webster, NY 14580 - Could 15-21 E. Main Street be differed?

Matt Chatfield: No, an affidavit must be signed by the owner.

Jody Laurer: 88 Dunning Avenue, Webster, NY 14580 – Does anything change if property is condemned?

Matt Chatfield: It's a title issue.

Mayor Byerts: If there are only two properties, will the application be affected?

Matt Chatfield: No, if both properties are ready the State can award money for the two properties.

The Board thanked Matt Chatfield for his efforts in getting this application underway.

Mayor Byerts closed the Public Forum.

Public Announcements

Upcoming Meetings

Village Board Workshop (a combined meeting with the Town Board to discuss Waste Water Treatment Plant studies) – 12/05/2017

Village Board Meeting – 12/14/2017

Village Board Meeting – 12/28/2017

Adjournment

Motion: The Motion was **Moved** by Trustee Ippolito, Jr., and **Seconded** by Trustee Lancy to adjourn the meeting at 7:45 PM. All were in favor and carried.

Heather Halstead, Village Clerk

Darrell Byerts, Mayor

Agenda Item Detail

Meeting
December 14, 2017

Agenda Item: 2

Resolution to approve claims and warrants:

General	\$ 135,328.19
Capital	\$ 1,100.00
Sewer	\$ 11,794.60
Trust & Agency	\$ <u>1,264.51</u>
Total	\$ 149,487.30

Date: 12/12/2017
Time: 1:37:35PM

Abstract of Vouchers for Approval

Village of Webster

User: MAEGA
Page: 1

FUND NO.	DESCRIPTION	VENDOR NAME / ADDRESS	INVOICE NO	VOUCHER #	DATE	PAY BY DATE	AMOUNT	EFI
CASH CODE	VENDOR #		INVOICE DESCRIPTION					
01	General							
07120	00000000027	AIRQUIP, INC. 830 LINDEN AVE ROCHESTER, NY 14625	67892 furnace repair	00030905	11/17/2017	12/17/2017	149.00	
07120	00000000077	VANBORTLE CHEVROLET 1338 WEST MAIN STREET MACEDON, NY 14502	9963 2018 Chevy Silverado	00030899	11/08/2017	12/15/2017	28,387.14	
07120	0000000103	ADMAR SUPPLY CO. INC. 1950 BRIGHTON-HENRIETTA T.L. ROAD ROCHESTER, NY 14623	1891931-0001 wacker	00030954	11/17/2017	11/27/2017	47,985.00	
07120	0000000103	ADMAR SUPPLY CO. INC. 1950 BRIGHTON-HENRIETTA T.L. ROAD ROCHESTER, NY 14623	1892638-0001 wacker	00030955	11/22/2017	12/02/2017	16,757.00	
07120	0000000145	LMT COMPUTER SYSTEMS, INC. ATTN: ACCOUNTS RECEIVABLE 4 COMMERCIAL ST., SUITE 400 ROCHESTER, NY 14614 Mama's Little Bites 74 Valley View Drive Atn: Annie Rightmyer Brockport, NY 14420	500574 Nov. IT service	00030967	11/30/2017	12/30/2017	1,194.75	
07120	0000000147	Mama's Little Bites 74 Valley View Drive Atn: Annie Rightmyer Brockport, NY 14420	2017 cookies for White Christmas	00030945	11/22/2017	12/15/2017	183.75	
07120	0000000234	EXCELLUS BLUECROSS BLUESHIELD-GROUP P.O. BOX 5266 BINGHAMTON, NY 13902-5266	16521559 retiree health insurance	00030958	12/05/2017	01/01/2018	7,226.72	
07120	0000000234	EXCELLUS BLUECROSS BLUESHIELD-GROUP P.O. BOX 5266 BINGHAMTON, NY 13902-5266	16524265 Jan. health insurance	00030959	12/05/2017	01/01/2018	17,280.05	
07120	0000000234	EXCELLUS BLUECROSS BLUESHIELD-GROUP P.O. BOX 5266 BINGHAMTON, NY 13902-5266	Jan. dental insurance	00030961	12/05/2017	01/01/2018	1,587.81	
07120	0000000350	CROWN ELECTRIC SUPPLY INC. P.O. BOX 86 ROUTE 104 UNION HILL, NY 14563	745984 photo eye cell for street light	00030923	11/30/2017	12/30/2017	11.89	
07120	0000000350	CROWN ELECTRIC SUPPLY INC. P.O. BOX 86 ROUTE 104 UNION HILL, NY 14563	741804 parts for welder	00030924	11/14/2017	12/25/2017	108.60	
07120	0000000350	CROWN ELECTRIC SUPPLY INC. P.O. BOX 86 ROUTE 104 UNION HILL, NY 14563	745993 LED bulbs, sensors for st. lights	00030962	12/05/2017	01/04/2017	506.01	

Abstract of Vouchers for Approval

Village of Webster

Date: 12/12/2017
Time: 1:37:35PM

FUND NO.	DESCRIPTION	VENDOR NAME / ADDRESS	INVOICE NO	VOUCHER #	DATE	PAY BY DATE	AMOUNT	EFT
CASH CODE	VENDOR #		INVOICE DESCRIPTION					
07120	0000000421	DOLomite PRODUCTS CO., INC. 1150 PENFIELD ROAD ROCHESTER, NY 14625	803868 asphalt for patching	00030922	12/02/2017	01/01/2017	114.17	
07120	0000000475	First Bankcard P.O. Box 2818 Omaha, NE 68103-2818	Halstead computer	00030952	11/29/2017	12/15/2017	786.95	
07120	0000000475	First Bankcard P.O. Box 2818 Omaha, NE 68103-2818	Nov. charges	00030953	11/29/2017	12/15/2017	1,750.17	
07120	0000000477	NORTH SHORE SOLUTIONS 160 N. SHORE DRIVE CLAYTON, NY 13624	2010-2984 annual website hosting, tech support	00030949	12/01/2017	12/31/2017	477.75	
07120	0000000510	EMPIRE STATE WEEKLIES INC. 46 NORTH AVE. WEBSTER, NY 14580	111717 Legal Notices	00030960	12/11/2017	12/17/2017	80.94	
07120	0000000617	Toshiba Business Solutions, USA P.O. Box 927 Buffalo, NY 14240-0927	14101419 copy overage charges (08/26/17 - 11/25/17)	00030931	11/20/2017	12/15/2017	306.38	
07120	0000001103	KUNZER ELECTRIC INC. 1006 WILLITS ROAD ONTARIO, NY 14519	16426 short in wire Dewitt rd	00030900	11/06/2017	12/06/2017	150.00	
07120	0000001211	Lancy, Ron 11972 Cottage Road Number 1 Wolcott, NY 14590	12012017-5 retiree health insurance	00030937	12/01/2017	12/15/2017	110.00	
07120	0000001341	ODORITE OF ROCHESTER INC. 819 WESTWOOD TRAIL WEBSTER, NY 14580	24836 air freshener (3)	00030957	12/05/2017	01/04/2017	24.00	
07120	0000001417	New York Planning Federation 600 Broadway-1st Floor Albany, NY 12207	13665 2018 Village membership dues	00030966	01/01/2018	01/12/2018	260.00	
07120	0000001429	PROFETTA OVERHEAD DOOR CO. 6362 DEAN PARKWAY ONTARIO, NY 14519	44639 repair salt barn door	00030918	11/20/2017	12/20/2017	550.00	
07120	0000001519	O'NEILL, JO	00030932 backup candy purchased for Halloween wagon	00030932	11/27/2017	12/15/2017	32.38	

Date: 12/12/2017
Time: 1:37:35PM

Abstract of Vouchers for Approval

Village of Webster

User: MAEGA
Page: 3

FUND NO.	DESCRIPTION	VENDOR NAME / ADDRESS	INVOICE NO	VOUCHER #	DATE	PAY BY DATE	AMOUNT	EFT
07120	0000001601	Paychex of New York LLC Paychex LOC #7 Department 7101 Carol Stream, IL 60122-7101	497590 biweekly payroll processing	00030947	11/28/2017	12/08/2017	189.16	
07120	0000001630	Painting, Bruce 39 Olympic Drive Rochester, NY 14615	12012017-6 retiree health insurance	00030938	12/01/2017	12/15/2017	134.00	
07120	0000001840	ROCHESTER MONUMENT CO., INC. 1130 RIDGE ROAD WEBSTER, NY 14580	veterans brick (2)	00030901	12/01/2017	12/30/2017	40.00	
07120	0000001916	SHERWIN WILLIAMS INC. 191 WEST MAIN STREET WEBSTER, NY 14580	0511-5 paint brush (2)	00030912	11/15/2017	12/15/2017	3.21	
07120	0000001916	SHERWIN WILLIAMS INC. 191 WEST MAIN STREET WEBSTER, NY 14580	0507-3 quarts of paint	00030913	11/15/2017	12/20/2017	11.18	
07120	0000001916	SHERWIN WILLIAMS INC. 191 WEST MAIN STREET WEBSTER, NY 14580	0579-2 (Nov-17) paint quart, brush	00030914	11/16/2017	12/20/2017	6.77	
07120	0000001916	SHERWIN WILLIAMS INC. 191 WEST MAIN STREET WEBSTER, NY 14580	1424-0 clerk office paint	00030968	12/06/2017	01/20/2017	72.52	
07120	0000002306	WASTE MANAGEMENT OF NEW YORK INC. PO BOX 13648 PHILADELPHIA, PA 19101-3648	9036901-2225-9 Dec. dumpster service	00030929	11/27/2017	12/27/2017	314.42	
07120	0000002307	WEBSTER PARTS PLUS 109 WEST MAIN STREET WEBSTER, NY 14580	455830 tools	00030891	11/14/2017	12/14/2017	5.88	
07120	0000002307	WEBSTER PARTS PLUS 109 WEST MAIN STREET WEBSTER, NY 14580	455847 wheel nut (16)	00030892	11/14/2017	12/14/2017	14.08	
07120	0000002307	WEBSTER PARTS PLUS 109 WEST MAIN STREET WEBSTER, NY 14580	455788 trackless parts	00030893	11/13/2017	12/13/2017	138.11	
07120	0000002307	WEBSTER PARTS PLUS 109 WEST MAIN STREET WEBSTER, NY 14580	455886 trackless parts	00030894	11/15/2017	12/15/2017	28.06	

Date: 12/12/2017
 Time: 1:37:35PM

Abstract of Vouchers for Approval

Village of Webster

FUND NO.	DESCRIPTION	VENDOR NAME / ADDRESS	INVOICE NO	VOUCHER #	DATE	PAY BY DATE	AMOUNT	EFT
07120	0000002307	WEBSTER PARTS PLUS 109 WEST MAIN STREET WEBSTER, NY 14580	455800 wrench	00030895	11/13/2017	12/13/2017	12.86	
07120	0000002307	WEBSTER PARTS PLUS 109 WEST MAIN STREET WEBSTER, NY 14580	456111 tools	00030896	11/21/2017	12/21/2017	9.58	
07120	0000002714	CINTAS CORPORATION 333 West Main Street Rochester, NY 14608	4002431033 weekly cleaning service	00030908	11/15/2017	12/10/2017	39.40	
07120	0000002714	CINTAS CORPORATION 333 West Main Street Rochester, NY 14608	4002532672 weekly cleaning service	00030909	11/21/2017	12/10/2017	39.40	
07120	0000002714	CINTAS CORPORATION 333 West Main Street Rochester, NY 14608	4002642617 weekly cleaning service	00030964	11/30/2017	12/10/2017	43.74	
07120	0000002937	ALTRA RENTAL & SUPPLY, INC. P.O. BOX 427 ONTARIO, NY 14519-0427	1709819 saw, pole	00030904	11/21/2017	12/20/2017	120.00	
07120	0000003327	STAPLES DEPARTMENT ROC P.O. BOX 415256 BOSTON, MA 02241-5256	3359483430 folders, post it notes, pad, pens	00030943	11/15/2017	12/15/2017	33.32	
07120	0000003969	FRED'S FLAGS P.O. BOX 1032 FAIRPORT, NY 14450-1032	15496 flag	00030907	11/29/2017	12/29/2017	47.50	
07120	0000003969	FRED'S FLAGS P.O. BOX 1032 FAIRPORT, NY 14450-1032	15486 parts for repair of flag pole	00030950	11/22/2017	12/22/2017	745.00	
07120	0000003984	JOE JOHNSON EQUIPMENT LLC 62 LaGrange Avenue Rochester, NY 14613-1510	P24944 rubber backing, bearing	00030898	11/15/2017	12/15/2017	38.81	
07120	0000004334	Commisso, Richard 1750 Fairport - Webster Rd Penfield, NY 14526	12012017-2 retiree health insurance	00030934	12/01/2017	12/15/2017	109.90	
07120	0000004398	Kilick, Gary 959 Garden Lane Webster, NY 14580	12012017-4 retiree health insurance	00030936	12/01/2017	12/15/2017	121.80	

Date: 12/12/2017
 Time: 1:37:35PM

Abstract of Vouchers for Approval

Village of Webster

FUND NO.	DESCRIPTION	VENDOR NAME / ADDRESS	INVOICE NO	VOUCHER #	DATE	PAY BY DATE	AMOUNT	EFT
CASH CODE	VENDOR #		INVOICE DESCRIPTION					
07120	0000004480	Wilson, Florence 138 London Rd Webster, NY 14580	12012017-9 retiree health insurance	00030941	12/01/2017	12/15/2017	108.00	
07120	0000004525	BRAYER, THOMAS 722 CLEVENGER ROAD ONTARIO, NY 14519	12012017-1 retiree health insurance	00030933	12/01/2017	12/15/2017	109.00	
07120	0000004527	ROLLOG, ROBERT 8 MOHAWK STREET WEBSTER, NY 14580	12012017-7 retiree health insurance	00030939	12/01/2017	12/15/2017	110.00	
07120	0000004528	LOWE'S P.O. Box 530954 Atlanta, GA 30353-0954	Nov. purchases	00030969	12/02/2017	01/01/2017	947.78	
07120	0000004588	FASTENAL COMPANY P.O. BOX 1286 WINONA, MN 55987-1286	NYRO149562 tap bolt (120)	00030919	11/22/2017	12/22/2017	37.38	
07120	0000004588	FASTENAL COMPANY P.O. BOX 1286 WINONA, MN 55987-1286	NYRO149566 tap bolt (50)	00030920	11/22/2017	12/22/2017	15.75	
07120	0000004627	WILLIAMSON AUTOMOTIVE TRUCK & TRAILER SERVICE 4846 ROUTE 104 WILLIAMSON, NY 14589	2017-413 clutch installation	00030906	11/22/2017	12/07/2017	255.00	
07120	0000004707	HERITAGE-CRYSTAL CLEAN 13621 Collections Center Drive Chicago, IL 60693-0136	14862174 parts cleaner	00030917	11/15/2017	12/15/2017	60.00	
07120	0000004719	NYALGRO PO BOX 546 CENTRAL VALLEY, NY 10917	annual membership - Lessing	00030948	12/01/2017	12/15/2017	30.00	
07120	0000004762	Kinslow, Martin S. 3657 South Townline Road Lot 3	12012017-3 retiree health insurance	00030935	12/01/2017	12/15/2017	109.00	
07120	0000004782	Palmyra, NY 14522-9781 Barham, Willard 14 Sherwood Avenue Webster, NY 14580	GE adaptor for Heather's computer	00030946	11/21/2017	12/15/2017	21.59	
07120	0000004889	Southwell, William 47 Lincolnshire Road Webster, NY 14580	12012017-8 retiree health insurance	00030940	12/01/2017	12/15/2017	134.00	

Abstract of Vouchers for Approval

Village of Webster

FUND NO.	DESCRIPTION	VENDOR NAME / ADDRESS	INVOICE NO	VOUCHER #	DATE	PAY BY DATE	AMOUNT	EFT
CASH CODE	VENDOR #		INVOICE DESCRIPTION					
07120	0000004905	New York State Insurance Fund Workers' Compensation PO Box 5238 New York, NY 10008-5238		00030951	12/01/2017	12/15/2017	4,120.56	
07120	0000004959	Paige Equipment Sales & Service P.O. Box 272 5016 State Route 104 East Williamson, NY 14449	47273 chipper emergency repair	00030916	11/07/2017	12/15/2017	632.83	
07120	0000005070	Nicholson, Mark 31 Hawley Drive Webster, NY 14580	local gov't workshop - Zoning	00030956	12/07/2017	12/15/2017	80.00	
07120	0000005168	Toshiba Financial Services P.O. Box 790448 St Louis, MO 63179-0448	Dec2017 December Lease	00030942	12/01/2017	12/15/2017	218.14	
							Total Fund:	135,328.19
03	Capital							
11320	0000000107	Magde Land Surveying PC 4460 Culver Road Rochester, NY 14622	5578 cell tower surveying	00030897	11/07/2017	11/07/2017	1,100.00	
							Total Fund:	1,100.00
04	Sewer							
14621	0000000092	MORIARTY DIESEL 1005 MT. READ BLVD ROCHESTER, NY 14606	22633 emergency VacCon repair	00030921	11/16/2017	12/15/2017	1,304.08	
14621	0000000145	LMT COMPUTER SYSTEMS, INC. ATTN: ACCOUNTS RECEIVABLE 4 COMMERCIAL ST., SUITE 400 ROCHESTER, NY 14614	500574 Nov. IT service	00030967	11/30/2017	12/30/2017	132.75	
14621	0000000234	EXCELLUS BLUECROSS BLUESHIELD-GROUP P.O. BOX 5266 BINGHAMTON, NY 13902-5266	16524265 Jan. health insurance	00030959	12/05/2017	01/01/2018	3,504.84	
14621	0000000234	EXCELLUS BLUECROSS BLUESHIELD-GROUP P.O. BOX 5266 BINGHAMTON, NY 13902-5266	Jan. dental insurance	00030961	12/05/2017	01/01/2018	227.52	
14621	0000000475	First Bankcard P.O. Box 2818 Omaha, NE 68103-2818	Nov. charges	00030953	11/29/2017	12/15/2017	102.55	

Date: 12/12/2017
 Time: 1:37:35PM

Abstract of Vouchers for Approval

Village of Webster

FUND NO.	DESCRIPTION	VENDOR NAME / ADDRESS	INVOICE NO	VOUCHER #	DATE	PAY BY DATE	AMOUNT	EFT
CASH CODE	VENDOR #		INVOICE DESCRIPTION					
14621	0000000617	Toshiba Business Solutions, USA P.O. Box 927 Buffalo, NY 14240-0927	14101419 copy overage charges (08/26/17 - 11/25/17)	00030931	11/20/2017	12/15/2017	34.04	
14621	0000001509	KELLY WHITE DONOFRIO LLP 45 EAST AVENUE 3RD FLOOR ROCHESTER, NY 14604	1150 Conn vs. VoW	00030930	11/14/2017	12/15/2017	2,360.00	
14621	0000001601	Paychex of New York LLC Paychex LOC #7 Department 7101 Carol Stream, IL 60122-7101	497590 biweekly payroll processing	00030947	11/28/2017	12/08/2017	21.02	
14621	0000002306	WASTE MANAGEMENT OF NEW YORK INC. PO BOX 13648 PHILADELPHIA, PA 19101-3648	9034066-2225-3 Dec. dumpster service	00030915	11/27/2017	12/27/2017	93.06	
14621	0000002714	CINTAS CORPORATION 333 West Main Street Rochester, NY 14608	4002431004 weekly cleaning service	00030910	11/15/2017	12/10/2017	13.35	
14621	0000002714	CINTAS CORPORATION 333 West Main Street Rochester, NY 14608	4002532691 weekly cleaning service	00030911	11/21/2017	12/10/2017	13.35	
14621	0000002714	CINTAS CORPORATION 333 West Main Street Rochester, NY 14608	4002642595 weekly cleaning service	00030965	11/30/2017	12/10/2017	13.35	
14621	0000003327	STAPLES DEPARTMENT ROC P.O. BOX 415256 BOSTON, MA 02241-5256	3359599290 printer ink	00030944	11/16/2017	12/16/2017	25.13	
14621	0000004528	LOWE'S P.O. Box 530954 Atlanta, GA 30353-0954	Nov. purchases	00030969	12/02/2017	01/01/2017	156.00	
14621	0000004599	TRACTOR SUPPLY CREDIT PLAN Dept. 30 - 1202854970 PO BOX 78004 PHOENIX, AZ 85062-8004	drill, roller	00030902	11/09/2017	12/15/2017	115.93	
14621	0000004859	ALS Group USA Corp. PO Box 975444 Dallas, TX 75397-5444	58-407680-0 sludge analysis	00030925	11/30/2017	12/30/2017	250.00	
14621	0000004859	ALS Group USA Corp. PO Box 975444 Dallas, TX 75397-5444	58-408925-0 influent/effluent testing	00030926	12/04/2017	01/04/2017	319.00	

Date: 12/12/2017
 Time: 1:37:35PM

Abstract of Vouchers for Approval

User: MAEGA
 Page: 8

Village of Webster

FUND NO.	DESCRIPTION	VENDOR NAME / ADDRESS	INVOICE NO	VOUCHER #	DATE	PAY BY DATE	AMOUNT	EFT
CASH CODE	VENDOR #		INVOICE DESCRIPTION					
14621	0000004859	ALS Group USA Corp. PO Box 975444 Dallas, TX 75397-5444	58-406532-0 centrifuge sludge	00030927	11/16/2017	12/16/2017	890.00	
14621	0000004859	ALS Group USA Corp. PO Box 975444 Dallas, TX 75397-5444	58-407539-0 influent/effluent testing	00030928	11/29/2017	12/29/2017	319.00	
14621	0000004905	New York State Insurance Fund Workers' Compensation PO Box 5238 New York, NY 10008-5238	Dec workers comp	00030951	12/01/2017	12/15/2017	1,062.54	
14621	0000005161	Bortle, Dan 84 Chimayo Rd Rochester, NY 14617	hotel (4 nights), dinners, and lunches	00030963	12/08/2017	12/15/2017	617.61	
14621	0000005168	Toshiba Financial Services P.O. Box 790448 St Louis, MO 63179-0448	Dec2017 December Lease	00030942	12/01/2017	12/15/2017	24.24	
14621	0000005418	POTTER ASSOCIATES, Inc. 24 Browncroft Blvd Rochester, NY 14609	241703 parts	00030903	10/25/2017	11/24/2017	195.24	
05	Trust & Agency						11,794.60	
10520	0000000234	EXCELLUS BLUECROSS BLUESHIELD-GROUP P.O. BOX 5266 BINGHAMTON, NY 13902-5266	16521559 retiree health insurance	00030958	12/05/2017	01/01/2018	903.34	
10520	0000000234	EXCELLUS BLUECROSS BLUESHIELD-GROUP P.O. BOX 5266 BINGHAMTON, NY 13902-5266	Jan. dental insurance	00030961	12/05/2017	01/01/2018	361.17	
							Total Fund:	1,264.51
							Total:	149,487.30

Agenda Item Detail

Meeting

December 14, 2017

Agenda Item 3

Resolution to Approve an Agreement with LaBella
Associates PC for Consulting Services

300 State Street, Suite 201 | Rochester, NY 14614 | p 585.454.6110 | f 585.454.3066 | www.labellapc.com

October 13, 2017

Darrell Byerts, Mayor
Village of Webster
28 West Main Street
Webster, NY 14580

**RE: Village of Webster
Engineering Term Services
LaBella Proposal Number P172572**

Dear Mayor Byerts:

On behalf of LaBella Associates, DPC, I am pleased to present this proposal for professional engineering term services to the Village of Webster. This will allow us to rapidly respond to engineering tasks for the Village as they become apparent, as has been the case for miscellaneous assistance with the Wastewater Treatment Plant (WWTP).

We have attached several items for your consideration including our Professional Services Agreement, Standard Terms and Conditions, Hourly Rates and Expenses for Professional Engineering and other services, and a Certificate of Liability Insurance.

Clement Chung, PE, will serve as the primary Project Manager and client contact, and will draw upon the multiple resources LaBella has available to assist him on any given project. Clem has over 17 years of professional experience in civil engineering, working for both consulting firms and municipal client organizations, and leads multidisciplinary teams to execute projects in a variety of fields. He has developed a good working relationship with personnel at the Village of Webster, and managed the recent WWTP Evaluation Study.

Please feel free to contact me or Clem at 585-295-6609 if you have any questions. We are grateful for the opportunity to continue to serve the Village of Webster to the high standards that you have come to expect from LaBella.

Respectfully submitted,

LABELLA ASSOCIATES, D.P.C.



Steven P. Metzger, PE
Executive Vice President

c. Jake Swingly, Superintendent of Public Works

Agenda Item Detail

Meeting

December 14, 2017

Agenda Item: 4

Resolution to Authorize Mayor Byerts to sign
Memorandum of Bids for the North Ave Connector
Project

Agenda Item Detail

Meeting

December 14, 2017

Agenda Item: 5

Resolution to Authorize Jake Swingly to sign Notice of Bid Award for North Avenue Connector Project

Agenda Item Detail

Meeting

December 14, 2017

Agenda Item: 6

Authorization: for Krystina Lizak, Treasurer, to Fund HSA account for Heather Halstead in the amount of \$154.17

Agenda Item Detail

Meeting

December 14, 2017

Agenda Item: 7

Authorization: for Krystina Lizak, Treasurer, to Fund 2018
Health Savings Accounts

Agenda Item Detail

Meeting

December 14, 2017

Agenda Item: 8

Authorization: to Allow Heather Halstead, Clerk, Krystina Lizak, Treasurer and Jo O'Neill, Deputy Clerk access to safe deposit box located at Canandaigua National Bank and Trust Company

Agenda Item Detail

Meeting

December 14, 2017

Agenda Item: 9

Resolution: to Approve the closing of the Village front office, Friday, December 22, 2017 at 1:00 PM

Agenda Item Detail

Meeting

December 14, 2017

Agenda Item: 10

Resolution: to approve Heather Halstead to purchase
Adobe Acrobat Pro DC at 14.99 per month

Agenda Item Detail

Meeting

December 14, 2017

Agenda Item: 11

Resolution: to approve the purchase of two completed Mayoral picture frames and four additional frames including the mats from Art Stop so that all frames match the originals

Art Stop Quote:

Frames will match all existing Mayor frames. The matting will match with two mat cuts and conservation clear UV glass.

• 2 frames complete (\$129.88 ea.)	\$259.76
• 4 additional frames photo ready (\$108.15 ea.)	<u>\$432.60</u>
Total	\$692.36

- Cost for getting regular glass instead of UV glass would be \$642.86.
(\$8.25/frame)

Agenda Item Detail

Meeting

December 14, 2017

Agenda Item: 12

Comp & Overtime Report November 2017

**VILLAGE OF WEBSTER
COMPENSATED TIME OFF and
OVERTIME REPORT for NOVEMBER 2017**

Check Dates:

11/03/2017 - Pay Date

11/17/2017 - Pay Date

For Weeks of 10/14/2017 - 11/10/2017

	Comp. Time Beginning Balance	Comp. Time Earned	Comp. Time Used	Comp. Time Ending Balance	Overtime	Call-In
Union:						
Bortle, Daniel	131.50	8.00	2.00	137.50	1.00	1.50
Bradshaw, Matthew	23.00	8.00		31.00	1.00	5.50
Bradshaw, Michael	29.00			29.00		3.00
Boutillier, Brandon	84.00			84.00	4.00	6.50
Clancy, James	160.00	8.00	1.50	168.00	2.00	2.50
Hamel, Frederick	2.00		9.00	0.50		3.50
Scott, James	68.50	12.00		71.50		
Florack, Kevin	62.00		1.00	61.00		6.50
Regelsberger, Robert	38.00			38.00		
Carnevale, John	-			-		
Subtotal	598.00	36.00	13.50	620.50	8.00	29.00
Non-Union:						
Barham, Willard		-	0.00			-
Lessing, Maegan		-	0.00		2.50	-
Subtotal	-	-	0.00	-	2.50	-
Total	598.00	36.00	13.50	620.50	10.50	29.00

Agenda Item Detail

Meeting

December 14, 2017

Agenda Item: 13

Resolution: to update the official Office Organizational Chart

Proposed

Village of Webster Organizational Chart

