

Village of Webster
Village Board Meeting
April 14, 2016

Webster Community Meeting Hall
29 South Avenue
Webster, NY 14580

Present: Mayor Cahill, Trustee Balcaen, Trustee Ippolito Jr., Trustee Lancy, Attorney Don White
Absent: Trustee Byerts

Mayor Cahill read a statement regarding the 2016 Village of Webster Budget. He discussed the proposed \$98 sewer rental fee and said it is needed because of the depleting of fund balance monies to pay for Sewage Treatment costs. He said additionally by instituting the sewer fee the Board would propose a reduction in taxes of \$.09 per thousand of assessed value. Mayor Cahill said the tax rate would go down from \$2.22 per thousand to \$2.13. He also said \$230,000 thousand dollars has been budgeted to purchase new vehicles. The Mayor also said the Webster Citizens Action League is making false statements by saying the sewer fee is a tax but it is not it is a fee. The largest tax increases were 2002-2003 when the tax rate went from \$.60 / \$1000.00 to \$1.18 / \$1000.00, a 97% increase and from 2003-2004 the tax rate went from \$1.18 to \$2.32 / \$1000.00, another 97% increase.

Public Comments

Richard Walter – 20 Elm Street – Commented to the Board in regards to a statement made by Mayor Cahill in a recent meeting. Mr. Walter said Mayor Cahill referred to the employees of the STP as having as much as 6 hours a week free time which would enable them to haul the sludge to a landfill. Mr. Walter believes the employees at the STP are hard working and dedicated and would like the Mayor to apologize to the employees for making such a comment in a public meeting.

Peter Elder – 59 Dunning Avenue – Made comment to the Board in reference to recent Board meeting Executive Sessions where the Board has been discussing recent litigation concerning the discontinuance of composting at the STP. Mr. Elder believes the composting service at the STP has been halted by the Board in hopes that the Village would not be sued but the law suit is still ongoing. Mr. Elder would like the Village Board to look into other types of composting procedures and bring this service back to the Village residents. He believes the revenue from composting would relieve the taxpayer of further costs which have been caused by eliminating this service at the STP. Mr. Elder said Village residents pay more but receive less.

Attorney Don White said the Village has not been sued by anybody. A notice of claim has been filed against the Village but a law suit has not been commenced against the Village. Attorney White said there is a definite distinction between the two.

Eric Reynolds – 64 Kircher Park – Reviewed with the Board and said he received the recent letter sent out by the Mayor regarding the sewage rent fee. Mr. Reynolds said he does not remember a vote at any meeting where the Board authorized or approved a letter to be sent or postage to be spent in regards to the sewer rent fee to 1200 Village residents. Mr. Reynolds

suggested the Board did not know about the letter and Mayor Cahill should be held accountable for spending unauthorized taxpayer money.

Mayor Cahill said the Board did know about the letter and a vote was not needed to send out the letter. He said there is a budget line for postage and the discussion with the Board was in a recent budget workshop.

Mr. Reynolds said he has been at all the board meetings and does not recall the Board taking a vote to send out a letter or to spend approximately \$575.00 in postage of taxpayers' money. Mr. Reynolds said the Mayor is illegally using funds and urged the Board to do something about it. He said the unilateral decisions that Mayor Cahill takes in stride has to stop. He suggested the Board pass a Local Law and have the Mayor removed from office. Mr. Reynolds also asked the Board to have Mayor Cahill arrested by the Police for stealing the money for the postage.

Attorney Don White said such a Local Law is impossible in the State of New York. Attorney White said the State of New York does not allow recall votes. A municipality, a Town, a Village, a School District, a County is without authority to pass such a Local Law.

Rick Kehr – 15 Pontiac Street – Commented to the Board and said he feels a lot of things get passed without anyone's knowledge and suggested that more public awareness is needed regarding Village business at meetings and what is being discussed.

Mayor Cahill said that is why we had that discussion at the last Budget meeting. We discussed the necessity to send the letter out to the residents. We wanted to let them know what we are doing and why we are doing it and when we were having the meeting. Mayor Cahill said we discussed the cost involved at that meeting and if it would be less expensive to send the letter out bulk rate and if a permit was needed. This was all discussed and that is why the letter was sent out so people would be aware. Mayor Cahill said this was all because the budget message that went into the Herald was placed on the back page of the newspaper. Mayor Cahill said during the discussion of sending out this letter we noted that this is something significant that the Village of Webster is proposing to do and we wanted to make certain that all the residents were informed and aware of what we are doing. Mayor Cahill said if you want the Police to come in here and arrest me for sending out the letter to all the residents informing them of what we are proposing to do and why we are doing it then I will stand at the door and they can put the handcuffs on me.

Peter Giannoccaro – 74 Woodstone Circle – Made a statement to the Board and said he is opposing the sewer fee even though it is not being called a tax he feels it is a tax. Mr. Giannoccaro said he is on a tight budget just like the Village and does not want to pay anything more.

William Stata – 121 Fuller Avenue – Made comment to the Board and said he received the sewer rent fee letter and does agree that it is an appropriate use of a fee which needs to be paid by the Village in order for the Village to maintain itself.

Lori Reynolds – 138 Judson Street – Made a statement to the Board she said she is on a fixed income and does not approve of the fee. Mrs. Reynolds asked why the Village Board does not

want to take out a Bond for the monies needed for the sewer fee and vehicle maintenance. Mrs. Reynolds also expressed her opinion and said she does not approve of the engineering study in the amount of thirty five thousand dollar to be conducted at the STP. Mrs. Reynolds said the money should go toward the sewer.

Mayor Cahill said he does not believe in paying more money in interest rates on a bond which would be paid on for a longer time than the life of the equipment or the vehicle would last.

Charles Griffith – 131 Curtice Park - Commented to the Board in regard to the study at the STP. He asked the Board for further explanation on what the study would entail.

Mayor Cahill said the STP is an aging system and we are going to contract with an engineering firm to come in and look at the entire STP which would include the building, equipment, vehicles, everything. The study would give us an idea of what would be required in updates to the system over the next 20 years or what additional funds would be needed in repairs. It will allow us to put together a plan for the taxpayers in what to expect long term.

Ann Pellegrino – 67 Lincolnshire Road- Questioned the Board and asked if the Town and the Village use the same Sewage Treatment Plant and if not why not?

Jake Swingly, Superintendant of Public Works said the Town Plant is not big enough to handle all the flow between the Town and the Village. The plants use different technologies the Village is a Trickling Filter Plant and the Town is an Activated Sledge Plant. Mr. Swingly said one is not large enough to handle both the Town and the Village and significant updates and costs would have to be done in order for that to happen. Perhaps the STP study will provide information on that.

Jim Hoffman – 185 West Main - commercial property – Made Comment to the Board and inquired regarding what the charge for a commercial property would be for the sewage rent fee.

Mayor Cahill said the rate would be based on consumption and one unit will be based on 60, 000 gallons of water as an average sewer unit.

Village Board Business

Motion Trustee Ippolito Jr., and Seconded by Trustee Lancy to approve the Village Board Meeting Minutes of March 24, 2016, all were in favor and carried.

Motion Trustee Balcaen and Seconded by Mayor Cahill to approve the Village Board Workshop Minutes of April 5, 2016, all were in favor and carried.

Motion Trustee Lancy and Seconded by Trustee Balcaen to accept claims totaling: General - \$53,783.06 and Trust & Agency - \$1,981.23, all were in favor and carried.

Motion Trustee Balcaen and Seconded by Trustee Lancy to authorize Mayor Cahill to sign the agreement with NYSDOT for the sale of surplus property located on Route 104 at Route 250, all were in favor and carried.

Motion Mayor Cahill and Seconded by Trustee Ippolito Jr., to authorize Jake Swingly to sign agreement with the surveyor for the preparation of conveyance maps and monuments for NYSDOT surplus property transfer, all were in favor and carried.

Motion Mayor Cahill and Seconded by Trustee Lancy to authorize Mayor Cahill to sign the contract for Labella Associates for the Engineering Study at the STP in the amount not to exceed \$35,000, all were in favor and carried.

Mayor Cahill opened the Public Hearing on Sanitary Sewer Rent at 9:00 P.M.

NOTICE IS HEREBY GIVEN that there has been duly introduced at a meeting of the Village Board of Trustees of the Village of Webster held on March 24, 2016, a proposed Local Law No. 1 of 2016 entitled “Sanitary Sewer Rent;” and

NOTICE IS FURTHER GIVEN that the Village Board of Trustees of the Village of Webster will conduct a public hearing on the aforesaid proposed Local Law at the Community Meeting Room, 29 South Avenue, Webster, New York on April 14, 2016 at 8:15 p.m., or soon thereafter as said public hearing shall be convened, at which time all persons interested will be heard.

The proposed Local Law seeks to establish and impose sewer rent to be based on a per unit rent schedule with a one-family residential dwelling to constitute one unit defined as 60,000 gallons of water consumed on an annual basis. Two-family dwellings shall be charged a sewer rent based on 2 units. Commercial, industrial and apartment users shall be charged a sewer rent to be determined by water consumption by dividing the annual water consumption on said premises by 60,000 gallons. The Village Board shall assess the applicable sewer rent for residential properties against the real property at the same time and in the same manner as Village property taxes and such amounts shall be set forth as a separate charge on the annual Village property tax bill. The Village shall assess the applicable sewer rent charged for commercial properties, industrial properties and apartments on a quarterly basis which shall be billed quarterly to the property owner. All revenues generated from sanitary sewer rents shall be kept in a separate account to be designated as the “Sewer Rent Fund.”

PLEASE TAKE FURTHER NOTICE, that all interested persons will be given an opportunity to be heard on said proposed Local Law at the place and time aforesaid. Copies of the Local Law described above are on file at the Office of the Village Clerk of the Village of Webster where the same are available for public inspection during regular office hours.

Richard Walter – 20 Elm Street – Made comment to the Board and questioned how the billing for commercial and rental properties would be implemented?

Mayor Cahill said the bill for commercial and rental properties will not go out until MCWA has 3 months of flow meter data reads and the Village will then bill quarterly.

Christine Reynolds – 64 Kircher Park – Stated to the Board and asked if it would be possible to go back to the drawing board and base the fee on water usage instead of a flat rate of \$98. Mrs. Reynolds said this would be more equitable for the retirees and elderly who don't use as much water and for young families who would want to budget accordingly.

Mayor Cahill said we looked at this and decided it would be more cost effective to base the fee on an average of usage for residential users. The law does provide the vehicle for this and allows the funds to be put in a designated area and not to be used for any other purpose.

Peter Giannoccaro – 74 Wood Stone Circle – Made Request of the Board to allow the Village residents to vote if the people want to have this fee imposed on them.

Attorney White explained New York State does not allow for Villages or Towns or Counties to have their residents vote on their budgets. Attorney White said if this was the School district it is put up to a vote every year but the Village has no mechanism that would be legal to put this to a vote.

Bob Steinorth – 25 Dunning Avenue - Stated to the Board that this is an unfair tax on people who cannot afford it. Mr. Steinorth also believes basing the fee on 60, 000 gallons is not fair because most people don't use that much water.

Jake Swingly, Superintendent of Public Works explained the way the sewer law is proposed is all one and two family homes are a fixed fee whether you use 800,000 gallons or 8, 0000 gallons it is still \$98. Mr. Swingly explained by dedicating the sewer fund or establishing the sewer fund locks the fee or money in the sewer fund which would be used only for that fund and not anywhere else. The 60,000 gallons per year is an established unit which allows us to convert and bill commercial use into a billable cycle and we have used this for several years.

Peter Elder – 59 Dunning Avenue – Stated to the Board that he is opposed to the sewer fee and believes the Board should raise taxes to cover the fee which has been done in the past. Mr. Elder urged the Board to vote No on the proposed sewer rental fee.

Eric Reynolds – 64 Kircher Park – Commented to the Board that he does not agree with the \$98 sewer fee and believes that the fee will eventually be as much as the Town sewer fee of \$167.50. Mr. Reynolds also discussed the upcoming study to be done on the STP. He said he finds it hard to comprehend that over the last three to five years all of the parts have seriously deteriorated and need to be replaced immediately. Mr. Reynolds would like a phasing of the project to minimize the cost to the taxpayer.

Lori Reynolds – 138 Judson Street – Made mention to the Board that she also does not agree with the sewer rent fee because her and her husband are retired and on a fixed income. Mrs. Reynolds said she hopes the Board would vote no on the proposed local law to adopt the sewer rent fee.

Mrs. Reynolds also asked for clarity regarding what the alternative plans that would come from the engineering study of the STP mentioned in the letter sent to all home owners.

Mayor Cahill said the other alternatives would be to ask what the cost would be to send the sewage to the County. The other option but I don't think it is possible because of capacity size is to send it to the Town of Webster. The study will say here is what is needed to invest in upgrades for the first five years, ten years, fifteen years and twenty years so the Village taxpayer will know what the investment will cost.

Mrs. Reynolds asked Mayor Cahill if an option would be to dissolve the Village.

Mayor Cahill replied absolutely not.

Mayor Cahill closed the Public Hearing at 9:30 P.M.

The following resolution was offered by Trustee Ippolito, Jr. and moved for its adoption:

WHEREAS, pursuant to New York General Municipal Law §452 the Village of Webster Board of Trustees is empowered to adopt a Local Law establishing and imposing a sanitary sewer rent; and

WHEREAS, this Board was presented with and has introduced a draft local law entitled "Sanitary Sewer Rent"; and

WHEREAS, by Resolution dated March 24, 2016, the Village Board of the Village of Webster establish a date, time and place for a public hearing to consider enacting a local law with respect to adding section 113-75 to the Code of the Village of Webster titled Sanitary Sewer Rent; and

WHEREAS, a notice of this public hearing was published in the Webster Herald and was posted on the Village bulletin board of the Village Hall, 28 West Main Street, Webster, New York; and

WHEREAS, a public hearing was held by the Webster Village Board of Trustees on April 14, 2016; and

WHEREAS, all interested persons were heard; and

WHEREAS, this action is a Type II action under the New York State Environmental Quality Review Act, specifically it is a Type II action pursuant to 6 NYCRR §617.5 (c) (20) and (27); and

WHEREAS, as a Type II action, it is not subject to review under the New York State Environmental Quality Review Act and is deemed not to have a significant impact on the environment and is otherwise precluded from environmental review; and

WHEREAS, it is in the public interest to enact the proposed local law;

NOW THEREFORE, be in ENACTED, by the Board of Trustees of the Village of Webster as follows:

INTRODUCTORY LOCAL LAW# 1 OF 2016

A Local Law Amending Chapter 113, "Sewers"
of the Code of the Village of Webster by establishing Sanitary Sewer Rents

BE IT ENACTED by the Board of Trustees of the Village of Webster as follows:

Section One. Chapter 113 of the Code of the Village of Webster shall be amended by adding Part 3, Article XVII, Section 113-75, to read as follows:

§ 113-75 **Sanitary Sewer Rent**

A. Background

1. In recent decades, federal and state legislation has been enacted along with strict regulatory action dealing with the collection, treatment, and discharge of human wastewater. The Village of Webster manages and maintains over 21 miles of a sanitary collection sewer within its borders. Volumes from the sewers flow into collection system and are treated at Village of Webster POTW, eventually discharging into Lake Ontario. It is critically important that the Village maintain, repair, improve and replace, when necessary, components of its sanitary sewer collection and treatment systems.

2. Article 14-F of the New York State General Municipal Law allows for municipalities to impose sewer rents on real property, to be used solely for the maintenance, repair and improvements of the sanitary sewer system. These funds will help further facilitate the Village of Webster's compliance with the federal, state, and county guidelines on sanitary sewer systems by establishing a steady stream of dedicated funding to perform the necessary maintenance, repairs and improvements to the sewer systems and facilities. Compliance with federal, state, and county code further enhances and protects the public health, safety and welfare.

B. Establishment of sewer rents

Pursuant to Article 14-F of the New York State General Municipal Law (the "Sewer Rent Law"), and in order to defray the cost of maintaining and improving the Village's sanitary sewer system, sewer rents are hereby established. The revenue collected by these sewer rents shall be used for the general operation, maintenance, repairs and improvements of the municipality's sanitary sewer system in accordance with state law.

C. Definitions.

As used in this article, the following terms shall have the meanings indicated:

COMMERCIAL/ INDUSTRIAL/ RENTAL (CIR) PROPERTIES:

Shall include all real property classifications codes, as determined by the Town of Webster Assessor, other than classification codes 210 and 220, including, but not limited to; churches, motels, hotels, apartments, institutions, stores, and commercial, industrial and other residential and nonresidential establishments. The number of applicable sewer units shall be determined by dividing the annual water consumption on said premises by 60,000 gallons. Each of said premises, however, shall constitute a minimum of one rental unit.

PUBLICLY OWNED TREATMENT WORKS (POTW) TREATMENT PLANT:

The portion of the POTW which is designated to provide treatment (including recycling and reclamation) of municipal sewage and industrial wastewater.

RESIDENTIAL PROPERTIES:

All one and two family dwellings with assessor's Real Property Classification codes of 210 and 220.

SANITARY SEWER:

A sewer intended to carry only sanitary or sanitary and industrial wastewaters from residences, commercial buildings, and institutions to which storm waters, surface waters and ground waters are not intentionally admitted through either direct or indirect connection or lack of maintenance or neglect.

SEWAGE:

A combination of the water-carried wastes from residences, business buildings, institutions and commercial establishments, together with such groundwater, surface water and storm water as may be inadvertently present.

SEWAGE SYSTEM:

All facilities for collecting, regulating, pumping, transporting and treatment of sewage, including, but not limited to; pipes, mains, pumps, equipment, facilities, and treatment plants.

SEWER RENT UNIT:

A sewer rent unit is equal to 60,000 gallons of use as measured by a water supply meter or calibrated sewer flow meter. All single family homes shall be considered one sewer rent unit regardless of actual water use. All two family homes shall be considered two units regardless of actual water use. All other properties shall have the sewer rent units calculated by dividing the use by 60,000. One (1) unit shall be the minimum number of units used to calculate the sewer rent for any property. Any sewer user whose sewer rent is based on annual water consumption may elect to measure the actual amount of its sewage discharge into the sewer system. All measuring devices, equipment, sub-meters, and installations shall be installed at the sewer user's expense in accordance with the Village of Webster Sewer Department's specifications, inspection and approval. All flow measuring devices, if used, shall be calibrated annually at the owner's expense. All expenses incurred by the Village at any time in connection with its inspection and approval of such installations which relate to measurement of sewage discharge into the sanitary sewer system shall be reimbursed to the Village by the sewer user upon notice thereof.

D. Sanitary sewer rents; payment schedule

1. The owners of real property within the Village of Webster and those outside the Village using the Village's sanitary sewer system or any part thereof shall be required to pay a sanitary sewer rent for the purpose of defraying the costs of operating, maintaining, repairing, replacing and otherwise improving the sanitary sewer system.
2. The Village Board of Trustees shall annually at the time that the Village budget is adopted establish by resolution a per-unit sewer rent. These rents shall be included in the Village's Annual Fees and Charges Schedule.
3. The Village Board shall assess the applicable sewer rents for residential properties against the real property at the same time and in the same manner as Village property taxes, and such amounts shall be set forth in a separate column in the annual property tax roll. The amount so levied for sewer rent charges shall be collected and enforced in the same manner and at the same time as provided by law for collection and enforcement of other Village taxes and assessments.
4. The Village shall assess the applicable sewer rent charges for Commercial/ Industrial/ Rental properties against the real property on a quarterly basis. The invoice shall be presented to the property owner. The payment of the invoice and any penalties for late payment shall be in accordance with the Village's Annual Fees and Charges Schedule.
 - a. The first charge for sewer rent for properties charged on a quarterly basis by metered water use shall be calculated by multiplying the previous year's annual water use by 0.25.
 - b. Subsequent rents shall be calculated based upon actual use as supplied by the water supplier.
 - c. The quarterly charge shall be calculated by dividing the quarterly use by 60,000 gallons and then multiplying the quotient by the per-unit rent fee established in paragraph D(2). The minimum charge per quarter shall be 25% of the annual per-unit fee as established.

E. Sewer rent fund

All revenues generated from sanitary sewer rents, including interests and penalties, shall be kept in a separate account to be designated as the "Sewer Rent Fund." All such funds, together with the interest thereon, shall be used in accordance with General Municipal Law § 453 and this article.

F. Basis for rent schedule; non-consumption of water.

1. If water is not consumed or utilized, and a connection is maintained with the Village's sanitary sewer system, a flat sewer rent per quarter shall be imposed and shall also be included in the Village's Annual Fees and Charges Schedule.

G. Lien; penalty for nonpayment.

1. Sewer rents shall constitute a lien on the date payable upon the real property served by the sewer system or such part or parts thereof for which sewer rents have been established and imposed, and such lien shall continue thereon until paid or satisfied. The lien shall be prior to and superior to every other lien or claim except the lien of an existing tax, assessment or other lawful charge imposed by or for the Village.

Section Two. If any section, subsection, clause, phrase, or other portion of this local law is, for any reason, declared invalid, in whole or in part, by any court, agency, commission, legislative body or other authority of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent portion. Such declaration shall not affect the validity of the remaining portions hereof, which other portions shall continue in full force and effect.

Section Three. This local law shall take effect on June 1, 2016.

Seconded by Trustee Balcaen and duly put to a vote which resulted as follows:

VOTE ON THE MOTION: Mayor Cahill – aye, Trustee Balcaen – aye, Trustee Ippolito, Jr. – aye, Trustee Lancy – nay, Trustee Byerts – absent.

Krystina Lizak, Treasurer presented the 2016 - 2017 Budget Presentation.

Mayor Cahill opened the Public Hearing on the Preliminary Budget at 10:00 P.M.

Richard Walter – 20 Elm Street – Made comment to the Board and said separating sewer costs on the budget may be a good idea for planning current and future expenditures however he is not in agreement with creating a separate sewer fee for residents.

Eric Reynolds – 64 Kircher Park – Commented to the Board and inquired about WCEED or the Webster Economic Development Alliance budget line. Mr. Reynolds wanted to know what WCEED has done for the Village. Mr. Reynolds also asked about the minutes on the WCEED website.

Mayor Cahill said he would obtain the minutes for Mr. Reynolds but he does not know why the minutes are not on WCEED website. Mayor Cahill said WCEED has obtained an \$800,000 grant for the Village of Webster and Matt Chatfield is the Executor Director for WCEED. Matt is scheduled to present at a meeting within the next month. Mayor Cahill said Matt will go over everything he has done for the Town, Village, School District, BID, and Chamber of Commerce for the past year. Mayor Cahill explained all entities participate in WCEED and each pays a portion to WCEED and that is what we budgeted for and it is the same as last year.

Peter Elder – 59 Dunning Avenue – Commented to the Board regarding the Village Budget and said he believes the property tax should be increased instead of creating another revenue source in the form of a fee to be charged for the sewer. He asked the Board to find another way to balance the budget.

Mayor Cahill said we budgeted this year \$352 thousand dollars to balance the budget to keep the rate at \$2.22 which takes our fund balance down to 23% of our budget so while we are not writing a check to village residents we are actually giving back.

Mayor Cahill closed the Public Hearing on the Preliminary Budget at 10:10 P.M.

Annual Organizational Meeting

Mayor Appointment NOT subject to Board approval

Reappointment of Darrell Byerts as Deputy Mayor to act as Mayor when the Mayor cannot fulfill his duties.

Board Designations

Motion Trustee Ippolito Jr., Seconded by Trustee Lancy for: Canandaigua National Bank to be designated our official bank of the Village; all were in favor and carried.

Motion Trustee Ippolito Jr., Seconded by Trustee Lancy to: designate the Webster Herald as the official newspaper of the Village of Webster; all were in favor and carried.

Mayor's Appointments Subject to Approval of the Board of Trustees

Motion Trustee Balcaen, Seconded by Trustee Ippolito Jr., to: Appoint Jo O'Neill as Deputy Treasurer for a term ending July 3, 2017; all were in favor and carried.

Motion Mayor Cahill, Seconded by Trustee Ippolito Jr., to: Reappoint Jo O'Neill as Deputy Clerk for a term ending July 3, 2017; all were in favor and carried.

Motion Mayor Cahill, Seconded by Trustee Ippolito Jr., to: Reappoint Don White as Village Attorney for a period of one year and authorize Mayor Cahill to sign the retainer agreement with Kelly White Donofrio Attorneys LLP for a one year period ending July 3, 2017; all were in favor and carried.

Motion Trustee Balcaen, Seconded by Trustee Lancy to: Reappoint David Mayer, Deputy Village Attorney for a term ending June 30, 2017; all were in favor and carried.

Motion Trustee Ippolito Jr., Seconded by Trustee Balcaen to: Amend appointment of Josette Amalfi as Sub-Registrar Vital Statistics for a term ending July 3, 2017; all were in favor and carried.

Motion Mayor Cahill, Seconded by Trustee Ippolito Jr., to: Appoint Jo O'Neill as Sub-Registrar Vital Statistics for a term ending July 3, 2017; all were in favor and carried.

Planning and Zoning Board

Motion Mayor Cahill, Seconded by Trustee Lancy to: Reappoint Peter Adams, Chairman of the Planning Board for a term ending June 30, 2017; all were in favor and carried.

Motion Mayor Cahill, Seconded by Trustee Lancy to: Reappoint Mark Nicholson, Chairman of the Zoning Board of Appeals for a term ending July 3, 2017; all were in favor and carried.

Historic Preservation Commission and Historian

Motion Mayor Cahill, Seconded by Trustee Lancy to: Appoint Ed Atkisson, Chairperson of the Historical Preservation Commission for a term ending July 3, 2017; all were in favor and carried.

Further Appointments will be made at the Village Board Meeting on April 28, 2016 to correct term ending dates.

Parks and Recreation Committee

Motion Trustee Lancy, Seconded by Trustee Ippolito to; Reappoint Pam Elder to the Parks and Recreation Committee for a term ending July 3, 2017; Vote on motion; Trustee Lancy – Aye, Trustee Ippolito Jr. – Aye, Trustee Balcaen – Aye, Mayor Cahill – Nay, motion passes.

Motion Trustee Balcaen, Seconded by Trustee Ippolito Jr. to: Reappoint Eric Reynolds to the Parks and Recreation Committee for a term ending July 3, 2017, Vote on motion; Trustee Balcaen – Aye, Trustee Ippolito, Jr. – Aye, Trustee Lancy – Aye, Mayor Cahill – Nay, motion passes.

Village Band

Motion Mayor Cahill, Seconded by Trustee Lancy to: Reappoint Tom Indiano, Band Director for a term ending July 3, 2017; all were in favor and carried.

Business Improvement District (BID)

Motion Mayor Cahill, Seconded by Trustee Ippolito Jr. to: Reappoint Trustee Byerts, Mayor Cahill and Gordon Clark to the Business Improvement District Board of Directors for a term ending July 3, 2017; all were in favor and carried.

Ethics Committee

Motion Mayor Cahill, Seconded by Trustee Lancy to: Reappoint Trustee Ippolito Jr. Village Board member to the Ethics Committee for a term ending July 3, 2017; all were in favor and carried.

Motion Mayor Cahill, Seconded by Trustee Ippolito Jr., to: Reappoint Krystina Lizak as Village Employee to the Ethics Committee for a term ending July 3, 2017; all were in favor and carried.

Motion Mayor Cahill, Seconded by Trustee Ippolito Jr., to: Reappoint Tom Cippolla as Village Resident to the Ethics Committee for a term ending July 3, 2017; all were in favor and carried.

General Office

Motion Mayor Cahill, Seconded by Trustee Ippolito Jr., to: Set the mileage reimbursement for authorized Village employees traveling with their private vehicle to be \$.54/mile: the current IRS reimbursement rate; all were in favor and carried.

Motion Mayor Cahill, Seconded by Trustee Balcaen that: All invoices will be subject to a delinquency charge of 15% after 30 days and 2% additional for each month or portion thereof beginning on the 61st day; all were in favor and carried.

Motion Mayor Cahill, Seconded by Trustee Ippolito Jr.,: Any one of the following may sign Village checks: Mayor John Cahill, Village Clerk, Josette Amalfi, and Village Treasurer, Krystina Lizak; all were in favor and carried.

Motion Mayor Cahill, Seconded by Trustee Balcaen to: Adopt the Village of Webster Payroll Chart for 2016-2017; all were in favor and carried.

Motion Mayor Cahill, Seconded by Trustee Ippolito Jr., that: Village office hours shall be: Monday through Friday 8:00am to 4:30pm, except Thursday's current hours are 8:00am to 7:00pm. Village office will be closed on Saturday and Sunday. The office will be closed for all governmental holidays including July 1st and 4th for the 2016 Fourth of July holiday and the Friday after Thanksgiving, November 25, 2016 and the Monday after Christmas, December 26, 2016. The Village office will close Thursday, July 14, 2016 at 4:30 pm due to the Fireman's Parade; all were in favor and carried.

Motion Trustee Ippolito Jr., Seconded by Trustee Balcaen that: To set the Village of Webster Open House to coincide with North East Joint Fire District Open House (date to be determined); all were in favor and carried.

Policy Manual

Motion Mayor Cahill, Seconded by Trustee Lancy that: Approve and adopt the Village Policy Manual (sections 01-1 to Sections 10-5) with amendments to the following sections: inclusive of any amendments made during the fiscal year and shall be effective June 1, 2016:

Conferences/Training Courses Policy: as amended: Section 8-12

Tobacco Use Policy: as amended: Section 9-7

Vacation Time Policy: as amended: Section 8-3

Motion Mayor Cahill, Seconded by Trustee Ippolito Jr., that: The following 2016-2017 Village of Webster policies are adopted as written in these sections of the Policy Manual and shall be effective June 1, 2016; all were in favor and carried.

Procurement Policy as amended: Section 5-2
 Investment Policy: Section 5-3
 Credit Card/Charge Account: Section 5-5
 Payment in Advance of Audit of Claims: Section 5-6
 Fee Schedule: Section 4-1 (as amended)

Village Meetings

Motion Trustee Balcaen, Seconded by Trustee Ippolito Jr., to: Change the Following Meeting Dates:

Workshop Meetings

June 7, 2016 moved to May 31, 2016
 September 6, 2016 moved to August 30, 2016
 December 6, 2016 moved to November 29, 2016

Village Board Meetings

July 14, 2016 moved to July 12, 2016 (Fireman Carnival)
 November 24, 2016 moved to November 22, 2016
 December 22, 2016 moved to December 20, 2016

All were in favor and carried.

Village Board Liaison Assignments

Motion Trustee Balcaen, Seconded by Trustee Ippolito Jr. that: The following liaison assignments are in place until the Village Board Organizational Meeting in 2017:

Webster Economic Development Alliance (WCCED)	Mayor Cahill
Village Band	Mayor Byerts
Town Board, Chamber of Commerce, other Government	Mayor Cahill
School Board	Trustee Byerts
Village Hall	Trustee Ippolito Jr.
Webster Police	Trustee Balcaen
Senior and Disabled Committee – No Members at this time	Trustee Balcaen
Sewer Department	Mayor Cahill
North East Joint Fire Department	Trustee Ippolito Jr.
Fire Counsel and other Fire related public organizations	Trustee Ippolito Jr.
Cable Channel 12	Trustee Lancy
Village Planning Board	Trustee Lancy & Trustee Byerts
Village Zoning Board	Trustee Byerts
Webster Museum and Webster Historical Society	Trustee Lancy
Historic Preservation Commission	Mayor Cahill & Trustee Lancy

Parks and Recreation Committee	Trustee Ippolito Jr.
Senior Bus Program (WASPS)	Mayor Cahill
Friends of the Trails	Mayor Cahill

All were in favor and carried.

Next Organizational Meeting

Motion Mayor Cahill, Seconded by Trustee Ippolito Jr., that: The next organizational meeting will occur on, July 13, 2017 at prior to the regularly scheduled Board meeting; all were in favor and carried.

Attorney

No Report.

Office

Budget transfers and modifications are as follows;

From: 01-05-5142-100 Snow Removal Personnel \$4,306.67
 To: 01-05-5560-406 Pruning & Trimming \$4,360.67

Reason: Many trees need to be trimmed in the Village. If we do more now it will cost less due to the company already being there to do a certain number already. Therefore since snow removal personnel was lower this year than budgeted the funds shall be moved from there to fund the amount needed to prune & trim the trees.

Motion by Trustee Lancy Seconded by Trustee Balcaen to approve the budget transfers and modifications, all were in favor and carried.

Jake Swingly, Superintendent of Public Works reviewed with the Board the Comp and Overtime Report for March 2016.

Department of Public Works

Jake Swingly, Superintendent of Public Works reviewed with the Board and discussed the vehicle replacement plan and the lease to purchase agreement with Milton Cat for the 2016 Caterpillar 420F2 IT backhoe loader.

Motion Mayor Cahill and Seconded by Trustee Lancy to authorize Mayor Cahill to sign the agreement with Milton Cat for the 2016 Caterpillar 420F2 IT backhoe loader, all were in favor and carried.

Mr. Swingly also said he would like to extend the seasonal employee Daniel Rueby through August 31, 2016 in order to catch up with sewer flushing and DI cleaning. Mr. Swingly said the Vac Con was down for quite some time and now that it is working we want to catch up the schedule.

Motion Mayor Cahill and Seconded by Trustee Lancy to authorize the extension of seasonal employee Daniel Rueby until August 31, 2016, all were in favor and carried.

Mr. Swingly also requested authorization for Mayor Cahill to sign the agreement and release with the property owner and also the tenant at 159 West Main Street concerning the West Main Street Culvert Project.

Motion Trustee Lancy and Seconded by Trustee Ippolito Jr., to authorize Mayor Cahill to sign the agreement and release between the property owner, the tenant of 159 West Main Street for the Village of Webster to pay the amount of \$2,800.00 concerning restoration of the property to the condition that existed prior to the start of the culvert replacement project, all were in favor and carried.

Adjournment

Motion Trustee Lancy and Seconded by Trustee Ippolito, Jr. to adjourn the meeting at 10:39 p.m., all were in favor and carried.

Josette Amalfi, Village Clerk

John J. Cahill, Mayor