

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