

# Annual Organizational Meeting

**Mayor Cahill thanked all his supporters.**

## **Mayor Appointment NOT subject to Board approval**

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

## **Board Designations**

Motion Trustee Lancy, Seconded by Trustee Byerts 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 Lancy, Seconded by Trustee Balcaen to: Reappoint Dorothea Ciccarelli as Village Clerk / Deputy Treasurer for a term of two years, all were in favor and carried.

Motion Trustee Byerts, Seconded by Trustee Ippolito Jr. to: Reappoint Jamie Allman as Village Treasurer / Deputy Clerk for a term of two years, all were in favor and carried.

Motion Trustee Lancy, Second by Trustee Ippolito Jr. to: Appoint Don White as Village Attorney for a period of one year and authorize Mayor Cahill to renew the retainer agreement with Davidson Fink for a period Ending March 31, 2014 , all were in favor and carried.

Motion Trustee Byerts, Second by Trustee Ippolito Jr. to: Appoint David Mayer, Deputy Village Attorney for a term of one year at a compensation rate of \$3700 with the duties described in the Deputy Village Attorney job description, all were in favor and carried.

Motion Trustee Lancy, Seconded by Trustee Byerts to: Reappoint Dorothea Ciccarelli as Village Sub-Registrar for a term of two years, all were in favor and carried.

Motion Trustee Byerts, Seconded by Trustee Ippolito Jr. to: Reappoint Carol Moranz as Village Sub-Registrar for a term of two years, all were in favor and carried.

## **Planning and Zoning Board**

Motion Trustee Lancy, Seconded by Trustee Balcaen to: Reappoint Peter Adams, Chairman of the Planning Board for terms of one year, all were in favor and carried.

Motion Trustee Byerts, Seconded by Trustee Ippolito Jr.: Reappoint Mark Nicholson, Chairman of the Zoning Board of Appeals for terms of one year, all were in favor and carried.

Motion Trustee Ippolito Jr., Seconded by Trustee Balcaen to: Reappoint Sean Miller as Zoning Board Member for a term of five years, term ending 2018, all were in favor and carried.

Motion Trustee Lancy, Seconded by Trustee Ippolito Jr. to: Designate the Planning Board the lead agency for all matters that originate before the Planning Board, all were in favor and carried.

## **Historic Preservation Commission and Historian**

Motion Trustee Lancy, Seconded by Trustee Ippolito Jr. to: Appoint of Karl Laurer, Chairperson of the Historical Preservation Commission for periods of one year, all were in favor and carried.

Motion Trustee Lancy, Seconded by Trustee Ippolito Jr. to: Reappoint Lynn Barton, the Village Historian for terms of one year, all were in favor and carried.

## **Parks and Recreation Committee**

Motion Trustee Balcaen, Seconded by Trustee Byerts to: Reappoint Jacqueline Lange to the Parks and Recreation Committee for a one year term, all were in favor and carried.

Motion Trustee Ippolito Jr., Seconded by Trustee Balcaen to: Appoint Barb Orsino to the Parks and Recreation Committee for a one year term, all were in favor and carried.

## **Village Band**

Motion Trustee Byerts, Seconded by Trustee Lancy to: Reappoint Tom Indiano, Band Director for a one-year term, all were in favor and carried.

## **Business Improvement District (BID)**

Motion Trustee Ippolito Jr., Seconded by Trustee Lancy to: Appoint Trustee Byerts and Mayor Cahill and Gordon Clark to the Business Improvement District Board of Directors, all were in favor and carried.

## **Ethics Committee**

Motion Trustee Balcaen, Seconded by Trustee Byerts to: Appoint Trustee as Ippolito Jr. Village Board member to the Ethics Committee.

Motion Trustee Lancy, Seconded by Trustee Ippolito Jr. to: Appoint Jamie Allman as Village Employee to the Ethics Committee.

Motion Trustee Byerts, Seconded by Trustee Ippolito Jr. to: Appoint Tom Cippolla as Village Resident to the Ethics Committee.

### **Senior and Disabled Committee**

Motion Trustee Ippolito Jr., Seconded by Trustee Lancy to: Appoint Jean Manno to the Senior and Disabled Committee for a one year term.

Motion Trustee Lancy, Seconded by Trustee Byerts to: Appoint Patricia Milne to the Senior and Disabled Committee for a one year term.

Motion Trustee Byerts, Seconded by Trustee Ippolito Jr. to: Appoint Carol Bellucio to the Senior and Disabled Committee for a one year term.

### **General Office**

Motion Trustee Ippolito Jr., Seconded by Trustee Lancy to: Set the mileage reimbursement for authorized Village employees traveling with their private vehicle to be \$.56/mile, the current IRS reimbursement rate, all were in favor and carried.

Motion Trustee Byerts, Seconded by Trustee Lancy 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 Trustee Lancy, Seconded by Trustee Byerts that: any one of the following may sign Village checks: Mayor John Cahill, Village Clerk, Dorothea Ciccarelli, and Village Treasurer, Jamie Allman, all were in favor and carried.

Motion Trustee Byerts, Seconded by Trustee Ippolito Jr. to adopt the Village of Webster Payroll Chart for 2013-2014, all were in favor and carried.

Motion Trustee Byerts, Seconded by Trustee Ippolito Jr. that: Village office hours shall be: Monday through Friday 8:00 am to 4:30 pm, except Thursday's current hours are 8:00 am to 7:00pm. Village office will be closed on Saturday and Sunday. The office will be closed for all governmental holidays including July 5th for the 2013 Fourth of July holiday and the Friday after Thanksgiving, November 29, 2013. The Village office will closed Thursday, July 11, 2013 at 4:30 pm due to the Fireman's Parade.

Motion Trustee Lancy, Seconded by Trustee Ippolito Jr. to set the Village of Webster Open House, August 17, 2013, 1pm- 4pm to coincide with Village Days.

Motion Trustee Lancy, Seconded by Trustee Byerts that the following 2013-2014 Village of Webster policies are adopted as written in these sections of the Policy Manual and shall be effective June 1, 2013:

Investment Policy: Section 5-3

Procurement Policy as amended: Section 5-2  
Prevailing Fee Schedule: Section 4-1  
Payment in Advance of Audit of Claims: Section 5-6  
Credit Card: Section 5-5

All were in favor and carried.

## **Village Meetings**

Motion Trustee Lancy, Seconded by Trustee Byerts that: Village Meetings be conducted according to section 2-2 of Policy Manual; Regular Village Board meetings will be the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month; meetings of the Planning Board will be on the 1<sup>st</sup> Thursday and Zoning Board 3<sup>rd</sup> Thursday of each month., all were in favor and carried.

Motion Trustee Byerts ,Seconded Trustee Ippolito Jr. that: To Change the Following Meeting Dates:

### Workshop Meetings

May 7, 2013 moved to April 30, 2013  
 August 6, 2013 moved to July 30, 2013

### Board Meetings

July 11, 2013 moved to July 9, 2013  
 November 28, 2013 moved to November 26, 2013

## **Boards and Funded Organizations**

Motion Trustee Byerts, Seconded by Trustee Lancy that: the policies regarding Boards and Funding organizations will be adopted as written in sections 2-12 and 2-13 of the Village Policy Manual, all were in favor and carried.

## **Village Board Liaison Assignments**

Motion Trustee Lancy, Seconded by Trustee Byerts that the following liaison assignments are in place until the Village Board Organizational Meeting in 2014:

Webster Community Coalition for Economic Development (WCCED)	<b>Mayor Cahill</b>
Village Band	<b>Mayor Byerts</b>
Town Board, Chamber of Commerce, other Government	<b>Mayor Cahill</b>
School Board	<b>Trustee Byerts</b>
Village Hall	<b>Mayor Cahill</b>
Webster Police	<b>Trustee Balcaen</b>
Senior and Disabled Committee	<b>Trustee Balcaen</b>
Water Department	<b>Trustee Cahill</b>
Sewer Department	<b>Trustee Balcaen</b>
North East Joint Fire Department	<b>Trustee Ippolito Jr.</b>

Fire Counsel and other Fire related public organizations	<b>Trustee Ippolito Jr.</b>
Cable Channel 12	<b>Trustee Lancy</b>
Village Planning Board	<b>Trustee Lancy Trustee Byerts</b>
Village Zoning Board	<b>Trustee Byerts</b>
Webster Museum and Historical Society	<b>Trustee Lancy</b>
Historical Preservation Commission	<b>Trustee Lancy</b>
Parks and Recreation Committee	<b>Trustee Ippolito Jr.</b>
Senior Bus Program (WASPS)	<b>Mayor Cahill</b>
Friends of the Trails	<b>Mayor Cahill</b>
Working Class Theatre	<b>Trustee Balcaen</b>

All were in favor and carried.

### **Next Organizational Meeting**

Motion Trustee Lancy, Seconded by Trustee Byerts that: The next organizational meeting will occur on, April 10, 2014 at 7:30PM prior to the regularly scheduled Board meeting, all were in favor and carried.

# Regular Meeting

Village of Webster  
Village Board Meeting  
April 11, 2013

Webster Community Meeting Hall  
29 South Avenue  
Webster, NY 14580

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

## Public Comment

Peter Elder – 59 Dunning Avenue – Commented on the article in the Democrat and Chronicle regarding the Board salary change and who has authority over the Water Department. He also relayed a concern regarding Trustee Byerts salary and was concerned he was double dipping by receiving a pension from NYS and a Village Salary.

## Village Board Business

Motion Trustee Balcaen and Seconded by Trustee Byerts to approve the Village Board minutes from March 28, 2013, Trustee Lancy abstained, Trustee Byerts, Trustee Ippolito Jr., Trustee Balcaen and Mayor Cahill were in favor and carried.

Motion Trustee Byerts and Seconded by Trustee Ippolito Jr. after personal review of claims by Trustee Lancy and Mayor Cahill to accept claims totaling: General - \$9,036.03, Water - \$10,348.56, and Trust & Agency \$2,941.49, all were in favor and carried.

The following resolution was offered by Trustee Ippolito Jr. and was seconded by Trustee Byerts, all were in favor and moved for adoption:

WHEREAS, the Village of Webster presently supplies water to its residents; and

WHEREAS, it is apparent that the residents of the Village of Webster desire to be provided with softer water than is currently provided by the Village of Webster; and

WHEREAS, the Village of Webster has engaged in a lengthy review of the best method to provide softer water to the residents of the Village of Webster; and

WHEREAS, as a result of that review, it has been determined that it is in the best interests of the residents of the Village of Webster that the Village of Webster switch its water supply from the wells maintained by the Village of Webster at its Dewitt Road well field to water supplied by the Monroe County Water Authority;

NOW THEREFORE, be it resolved:

1. That the Mayor of the Village of Webster with the assistance of one member of the Board of Trustees, to be selected by the Mayor, are authorized to negotiate an agreement with the

Monroe County Water Authority to supply water to the Village of Webster as either a wholesale or retail customer of the Monroe County Water Authority.

2. Any proposed agreement with the Monroe County Water Authority shall be subject to the approval of the Board of Trustees of the Village of Webster.

The following resolution was offered by Trustee Ippolito Jr. and was seconded by Trustee Byerts, all were in favor and moved for adoption:

WHEREAS, by resolution taken on July 28, 2011, by the Village of Webster, Board of Trustees, a Citizens Advisory Committee for Government Efficiencies was created to make recommendations to the Village Board on issues recommended to it by the Village Board; and

WHEREAS, the Citizens Advisory Committee for Village Government Efficiencies is no longer desired to be continued; and

NOW THEREFORE, be it resolved:

1. That the Citizens Advisory Committee for Village Government Efficiencies is disbanded and dissolved effective immediately.

Motion Trustee Ippolito Jr., Seconded by Trustee Balcaen to amend the following Village Policies: 1-4-Periodic Review (of Policy Manual), 2-5-Open to the Floor Section, 2-6-Meeting Conduct, 2-11-Village Board Laptop Loan and Use

The Village Clerk and Village Treasurer presented the Preliminary 2013-2014 General & Water Budget to the Board and public. The Village of Webster proposed tax rate for 2013-2014 will remain at \$2.22 per thousand. The proposed water rates will be \$2.47 per thousand gallons and \$13.72 per quarter base charge.

Motion Trustee Byerts, Seconded by Trustee Lancy to open the Public hearing on the 2013-2014 Budget, all were in favor and carried.

Will Fitzpatrick – 53 Baker Street – Expressed to the Board that he is unable to drink his water.

Peter Elder – 59 Dunning Avenue - Questioned the Board on the use of \$183,000 from Fund Balance, which he felt artificial lowered the tax rate by twenty cents. The Board informed the Mr. Elder that this was the same budget he would have presented.

Resident – Questioned with the negotiation with Monroe County would the cell tower revenue for the Water Department be able to be negotiated. Mayor Cahill informed the resident he felt it was a negotiable item as well.

Charlie Styles – Judson Street – Questioned the Board on the Water Budget Reserve Fund usage and if this was being used to run the Water Department. Mayor Cahill and Village Treasurer, Jamie Allman informed the resident the use of the reserve was for a capital project and debit reserve not for the everyday running of the department.

Motion Trustee Lancy, Seconded by Trustee Balcaen to close the public hearing on the 2013-2014 Budget, all were in favor and carried.

Motion Trustee Lancy, Seconded by Trustee Ippolito Jr., to restore Village Board Salaries to their original amounts contrary to what was passed by previous Board resolution on March 28, 2013, all were in favor and carried.

## Attorney

No Report was given.

## Office

The following resolution was offered by Trustee Lancy and Seconded by Trustee Byerts, all were in favor and moved for its adoption:

WHEREAS, the Village of Webster Water Fund presently has a Repair Reserve Fund but does not have a Water Capital Reserve Fund and;

WHEREAS, a Water Capital Reserve Fund is desired in order to finance the construction, reconstruction or acquisition of capital improvements for the Village of Webster's water system; and

WHEREAS, the Water Repair Reserve Fund presently has adequate funds in it that may be transferred to a Water Capital Reserve Fund;

NOW THEREFORE, be it resolved:

1. Pursuant to § 6-c of the General Municipal Law, as amended there is hereby established a water capital reserve fund to be known as the "Water Capital Reserve Fund" (hereinafter "Reserve Fund"). The purpose of this Reserve Fund is to accumulate monies to finance the cost of a type of capital improvement. The type of capital improvement to be financed from the Reserve Fund is the construction, reconstruction or acquisition of any physical public betterment or improvement, including any preliminary studies or surveys related thereto, with respect to the Village of Webster water system.
2. The chief fiscal officer is hereby directed to deposit and secure the monies of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The chief fiscal officer may invest the monies in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Village of Webster. Any interest earned or capital gains realized on the monies so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capitals gains and losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.
3. Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditures shall be



made from this Reserve Fund without the approval of this governing Board and such additional actions and proceedings as may be required by Section 6-c of the General Municipal Law or any other law, including a permissive referendum if required by subdivision 4 of Section 6-c.

The following resolution was offered by Trustee Lancy, Seconded by Trustee Ippolito Jr., all were in favor and moved for its adoption:

WHEREAS, the Village of Webster presently maintains a Water Repair Reserve Fund whose present balance is \$294,387.17; and

WHEREAS, the balance in the Water Repair Reserve Fund is more than adequate for what is reasonable and necessary to be maintained in that fund; and

WHEREAS, the Village of Webster has recently created a Water Capital Reserve Fund to finance capital improvements to the Village of Webster water system; and

WHEREAS, the Board of Trustees desires to appropriate the sum of \$24,000 from the Water Repair Reserve Fund and transfer said sum to the Water Capital Reserve Fund to be used to complete the installation of new water mains on Commercial Street and Martin Street; and

WHEREAS, General Municipal Law § 6-d requires a public hearing on such proposed appropriation from the Water Repair Reserve Fund.

NOW THEREFORE, be it resolved:

1. that a public hearing be conducted at a regular meeting of the Village Board of Trustees of the Village of Webster to be held at the Community Meeting Hall, 29 South Avenue, in the Village of Webster, New York on the 25th day of April, 2013 at 7:45 p.m. to consider appropriating \$24,000 from the Water Repair Reserve Fund to be transferred to the Water Capital Reserve Fund to be used to complete the installation of new water mains on Commercial Street and Martin Street.
2. That the Village Clerk give notice of such public hearing by publishing in the official village newspaper a certified copy of this Resolution and by posting a copy thereof on the Village Clerk's bulletin Board not less than five (5) days before such hearing.

Motion Trustee Lancy, Seconded by Trustee Ippolito Jr. to authorize the Mayor to sign the engagement Letter with Village Auditors Freed Maxick CPAs, P.C., all were in favor and carried.

Motion Trustee Lancy, Seconded by Trustee Ippolito Jr. to authorize the Village Treasurer to sign the Noco Utility Supply contract for one year, all were in favor and carried.

Motion Trustee Byerts, Seconded by Trustee Balcaen and all were in favor to approve the following budget transfers:

From:	01-05-5142-100	Snow Removal Personnel	\$ 6,200.00
To:	01-05-5182-100	Street Lighting Personnel	300.00

01-06-6410-101	Landscape Maintenance Personnel	5,000.00
01-02-1680-401	Payroll Processing Service	900.00

Motion Trustee Lancy and Seconded by Trustee Byerts to Authorize Kathy Bills to attend the Landmark Society Conference not to exceed \$85.00, all were in favor and carried.

## Department of Public Works

Ian Fike, presented his Eagle Scout Project to the Village Board he is looking to build 3 new signs, clear trails with leaf blowers and clean brush, trash from trail. In addition, he would like to fill in low areas of trail with wood chips create entry with wood chips from Spry.

Motion Trustee Lancy and Seconded by Trustee Ippolito Jr. to authorize the Eagle Scout Project fund for Case Park up to \$350.00, all were in favor and carried.

Motion Trustee Ippolito Jr., Seconded by Trustee Balcaen to declare the Water Hauling Truck and Village Sweeper as surplus property, all were in favor and carried.

Superintendent Swingly informed the Board that he received news that the Chips funding has been increased by 10 % for road improvements.

Motion Trustee Lancy, Seconded by Trustee Balcaen to extend John Jones and David Clancy seasonal hiring through May 31<sup>st</sup> 2013 at a rate of \$10.00 per hour, all were in favor and carried.

## Water Department

Superintendent Swingly informed the Board he met with the Department of Health regarding the decommission of the Wells and he would be passing that information on as soon as he received it.

## Call In

Resident – Called in to congratulate the new Mayor and Board members. In addition, he wanted to relay concerns regarding Donovan Park and the Junk Yards and their current state.

Town Resident – Called in to compliment the Mayor and Board members for setting for a goal and stepping up to see it through.

## Adjournment

Motion Trustee Byerts and Seconded by Trustee Lancy n to adjourn the meeting at 9:10 pm, all were in favor and carried.

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Dorothea M. Ciccarelli, Village Clerk

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John J. Cahill, Mayor