

Members Present: Mayor Gary Baker, Trustees Colleen Penta, Lori Tyler, Kenneth VanFleet, Jr. and Sharon White

Others Present

Village of Wolcott Clerk – Melanie DeBadts  
 Village of Wolcott WWTP – Tommy Mettler  
 Municipal Solutions, Inc. – Mary Chappell  
 Clark Patterson Lee – Bob Raeman  
 WCWSA – Marty Aman  
 WCWSA – Dave Lyon  
 Larry Hogan

Mayor Baker called the Public Hearing to order at 6:30 pm.

Pledge of Allegiance

**Public Hearing – Community Development Block Grant Program**

Mary Chappell from Municipal Solutions, Inc. addressed the Board and members of the public present regarding a Community Development Block Grant (CDBG) application the Village is considering. The Village Board held a public hearing May 2, 2011 to announce the application opportunity, discuss potential projects and enable public participation and input. The purpose of this second public hearing is to inform the public on the CDBG application being submitted and to solicit public comment.

**CDBG Application Highlight**

- Project Name – Village of Wolcott Sewer Improvement Project – Regional Approach
- Project Cost - \$3,895,100

	Total Annual Cost EFC 0% Loan Only	Cost per EDU EFC 0% Loan Only (1046 EDU)	Total Annual Cost EFC 0% Loan & CDBG Grant	Cost per EDU EFC 0% Loan & CDBG Grant (1046 EDU)
Annual Debt Service	\$129,837	\$124	\$109,837	\$105
Annual Operation & Maintenance	\$180,958	\$173	\$180,958	\$173
Annual Capital Reserve Contribution	\$ 27,196	\$ 26	\$ 27,196	\$ 26
Annual Charge for Sewer from WCWSA (Est. 73,000 gpy/EDU)		\$219		\$219
Total		\$542		\$523

### **Activities to be Completed**

- Convert the Village's existing Wastewater Treatment Plant (WWTP) to a pump station that conveys all Village sewage to the Red Creek Area Regional Wastewater Treatment Facility. The Village is requesting \$600,000 grant assistance from CDBG for a portion of this work.
- Install 31,000 LF of forcemain to connect the Village of Wolcott's old WWTP (now a pump station) to the Red Creek Area Regional Wastewater Treatment Facility.
- Miscellaneous upgrades to address deficiencies at the control building. (i.e. – new windows & doors, new roof, repair of cracked walls, etc)
- Upgrade of the existing collection system, including the 4 existing pump stations, to improve reliability, efficiency & safety.

### **Benefits of the Proposed Project**

The proposed project will provide the following benefits:

- Ability to satisfy NYSDEC's proposed new SPDES limits, thereby avoiding any enforcement action.
- Elimination of high phosphorus levels attributed to the Village's WWTP discharges into Port Bay.
- Support of the Village's comprehensive plan goals of participation in the regional concept and in providing effective and efficient services to Village residents.
- \$1,892,700 capital cost reduction achieved by changing the project from upgrading the Village's WWTP to meet the proposed new SPDES permit (\$5,787,800) to a regional connection to the Red Creek Area Wastewater Treatment Facility (\$3,895,100).
- Ensures Village users reliable wastewater treatment for many years to come.
- Allows more opportunity for future connection by other communities to the Red Creek Area Regional WWTF.
- Potential treatment efficiencies and operational economies of scale will be achieved as more users hook on to the Red Creek Area Regional WWTF.

### **Funding Plan**

The project will be funding with the following sources:

- Clean Water State Revolving Fund (CWSRF) Loan at 0% interest for 30 years– the Village has received an offer for this funding dated 9/2/10. An application for the loan will be submitted to support the CDBG application.
- Community Development Block Grant – this application will be filed by 5/27/11 and will request \$600,000 in grant funds to assist the Village in converting and retrofitting the Village WWTP. CDBG will review all applications and is expected to make award announcements in August 2011.

## **Comments**

Trustee VanFleet asked if the total project costs include any amounts to be used for storm water infiltration. Mr. Raeman responded that approximately \$200,000.00 is being allocated for this purpose.

## **Resolution 2011-10**

Trustee VanFleet made the motion to approve the following resolution. The motion was seconded by Trustee Penta. The motion was carried after a roll call vote:

Mayor Gary Baker – Aye

Trustee Colleen Penta – Aye

Trustee Lori Tyler – Aye

Trustee Kenneth VanFleet – Aye

Trustee Sharon White - Aye

### **WASTEWATER TREATMENT FACILITY – REGIONAL APPROACH**

**WHEREAS**, the Village of Wolcott has been informed by the New York State Department of Environmental Conservation (DEC) that SPDES permit limits for amount of phosphorus discharged by the wastewater treatment plant would be more stringent than the current permit allows; and

**WHEREAS**, the Village Board of the Village of Wolcott wishes to remain in compliance with their SPDES permit limits; and

**WHEREAS**, The Board caused Clark Patterson Lee, engineers licensed in New York State, to prepare a preliminary engineering report titled “ Village of Wolcott Wastewater Treatment Facility Improvements, July 2010” to study alternatives to improve the wastewater treatment plan so that it could meet these anticipated new SPDES permit limits; and

**WHEREAS**, the draft SPDES permit issued by NYS DEC included more stringent limits for phosphorus and other pollutants than originally believed; and

**WHEREAS**, the Board directed Clark Patterson Lee to revisit the alternatives proposed in the July 2010 Report Village of Wolcott Wastewater Treatment Facility Improvements and to include a plan to connect to the Red Creek Area Regional Wastewater Treatment Plant; and

**WHEREAS**, Clark Patterson Lee subsequently revised the July 2010 engineering report and discussed the various alternatives with the Village Board and apprised them of the fact that the cost of upgrading the Village’s Wastewater Treatment Plant to comply with the new, more stringent SPDES limitations would cost approximately \$5,787,800 or \$567 per EDU per year. And connection to the Red Creek Regional WWTF would cost approximately \$3,895,100 or \$542 EDU per year; and

**WHEREAS**, the Village Board has reviewed Clark Patterson Lee’s estimates and now believes that the most economical approach that will both satisfy the DEC’s SPDES permit limits

**Resolution 2011-10 (Continued)**

and will allow for possible economies of scale as future users are connected to the system; is connection to the Red Creek Area Regional Wastewater Treatment Facility; therefore be it

**RESOLVED**, that the proposal to connect to the Red Creek Area Regional Wastewater Treatment Facility is deemed by the Village Board to be of benefit to public health and safety; and be it further

**RESOLVED**, that the Village intends to pursue 2011 Community Development Block Grant (CDBG) funds in the amount of \$600,000 to complete a portion of this work; and be it further

**RESOLVED**, that the Village Board intends to complete SEQR in the near future and then intends to adopt the necessary bond resolution authorizing construction of the project and authorizing the expenditure of funds to construct the project; and be it further

**RESOLVED**, that the Village Board authorized the Mayor to sign any and all documents in connection with funding of the project, including Clean Water State Revolving Fund and Community Development Block Grant applications; and be it further

**RESOLVED**, that this resolution will act as evidence of the Village Board's support for this regional sewer project and directs Municipal Solutions, Inc. to complete and submit the Community Development Block Grant application for funding; and be it further

**RESOLVED**, that the Village Board now directs that this resolution be included in the 2011 CDBG application to show their endorsement of the application and the project.

Bob Raeman stated that there will be informational meetings scheduled as the project progresses. Completing the SEQR process is the next step. Mr. Hogan stated that he had been told that the original SEQR conducted for this project would still be applicable. Mary Chappell stated that the Village Board will need to verify if any applicable laws have changed and reaffirm with a new resolution.

**Letters of Support**

Letters have been received from the following agencies/municipalities in support of this project:

- |   |   |
|---|---|
| Town of Huron                                       | Town of Wolcott                         |
| Town of Sterling                                    | Cayuga County                           |
| Wayne County Water and Sewer Authority              | Cayuga County Water and Sewer Authority |
| NYS Department of Health                            | NYS Assembly                            |
| Wayne County Board of Supervisors                   | Senator Nozzolio                        |
| NYS Department of Environment Conservation Region 8 |   |

Trustee White made the motion to close the Public Hearing at 6:50 pm. Trustee Tyler seconded the motion and all voted in favor.

In addition to the attendees previously noted, the meeting was joined at this time by the following individuals:

Fire Chief Clyde Smith, Police Chief David Smith, John Walker, Roger Henry, Jerry Laird, Ray Wellington, Corey Tyler and Kathleen Quereau

Mayor Baker called the regular meeting to order at 7:00 pm.

### **Mr. John Walker, Superintendent, NR-W Central School District**

Mr. Walker introduced himself to the Board and members of the public present. The North Rose-Wolcott Central School District has access to numerous grant opportunities through New York State and the Federal government and would like to explore potential ways to partner with the surrounding municipalities. Grant programs for which the school district is eligible focus on safety, children and the environment. Mr. Walker stated that possible examples of how the Village could work with the school district include purchasing shared equipment and training opportunities for staff members. Mr. Walker stated that he would like to come back at a future date to discuss more targeted areas of ways to partner and share grant funding resources. Mr. Walker also stated that he feels that the Wolcott Police Department does a great job in the community.

### **Fire Department**

- Fire Chief Smith gave the Board members copies of the Chief's Report for the period 1/1/2011 through 5/24/2011 indicating that the Department has responded to a total of 83 calls with an average enroute time of 2.5 minutes. The Fire Department assisted WAVAC 15 times since the first of the year.
- Fire Chief Smith apologized for not attending recent Board meetings and stated that his absence has been due in part to starting a new job.
- Fire Chief Smith gave the Board a past due invoice from Flower City Communications, LLC for the purchase and installation of a channel two base radio in the amount of \$786.00. Fire Chief Smith stated that he met with the former Mayor, John Monson, in January of this year and was told that because the expenditure would be under \$1,000 Board approval was not required. Fire Chief Smith spoke with Mr. Monson via telephone earlier today and Mr. Monson remembers the conversation having taken place. The Clerk was asked if a purchase order number was issued. The Clerk responded no. Mayor Baker asked what a channel two base radio is. Fire Chief Smith stated that dispatch will provide the responding units with an operating frequency for ground operations. The channel two base radio is used for these communications. Trustee Penta stated that, in her opinion, purchase of the radio should have been brought up before the Board. Trustee VanFleet

### **Fire Department (Continued)**

stated that he agreed but acknowledged that the order was placed in accordance with the Village of Wolcott procurement policy.

- Fire Chief Smith gave the Board members copies of the Structural Fire Fighting Protective Clothing Inspection Program, that he was said was approved by the Fire Department Board April 5, 1995. The policy states that, “any clothing damaged beyond repairs, as deemed by a line officer, will be replaced by the fire department as long as the damage was done while working a fire dept. incident, or training session, regardless if the clothing was purchased by the member, or the department”. Earlier this year, protective equipment was ordered from Har-Rob with a total cost of \$4,800. The order was placed without Village Board approval. Fire Chief Smith acknowledged that he did not obtain the proper approval before authorizing another Fire Department member to place the order and stated that the gear was a necessary expense. New York State law requires that no structural turnout gear may be over ten (10) years old. Ray Wellington stated that the Village is responsible to provide all Fire Department members with required gear. Trustee Tyler stated that Rick Miller was instructed by Fire Chief Smith to order the equipment. Mayor Baker stated that the equipment should not have been ordered without the proper approval from the Village Board. Trustee Tyler stated that it would not be legal for the Village Board to authorize payment of the Har-Rob invoice at this time due to the fact that the order was not placed in accordance with the adopted procurement procedures. Ray Wellington stated that he spoke to the Village Board in March, prior to the equipment having been received, and no one knew anything about it. Trustee White stated that if funds were not available in the budget to pay for the order, the equipment should have been returned to the company when it was received. Ray Wellington added that the order should have been canceled. Mayor Baker stated that the Village can not pay the outstanding invoice because it was not approved to be ordered, nor are there sufficient funds in the remaining budget. Ray Wellington asked the Clerk if a purchase order had been issued for Har-Rob. The Clerk responded no.
- Trustee VanFleet made the motion to approve payment of the invoice from Flower City Communications, LLC for purchase and installation of a channel two base radio in the amount of \$786.00. Trustee Tyler seconded the motion and all voted in favor. Mayor Baker asked if Furman Communications was asked to provide a quote for this purchase. Fire Chief Smith responded no because Wayne County has a contract with Flower City Communications.

### **Police Department**

- Police Chief Smith reported that patrol hours for June will be increase slightly.
- The police officers are entering more reports into the Tracs system, which allows data to automatically upload to the SJS system. Trustee VanFleet asked if encrypted flash drives

### **Police Department (Continued)**

are being used. Police Chief Smith responded that the officers are using flash drives but that they are not encrypted.

- Officer Brian Reitz will be leading the Memorial Day Parade Monday, May 30, 2011.

### **Marty Aman – Wayne County Water and Sewer Authority**

- Marty Aman thanked the Board for agreeing to pursue the regional waste water treatment facility. Wayne County Water and Sewer Authority (WCWSA) has agreed to compensate the Village for any extra costs related to preparation of the Community Development Block Grant program application.
- The master meter pit for one of the WCWSA lines is in need of an upgrade with an estimated cost of \$2000.00. The contract between the Village and WCWSA dated 1998 stated that WCWSA would be responsible for upgrades and/or repairs to the master meter pits. The contract currently in place, dated 2008, does not address this issue. Mr. Aman stated that WCWSA will assume responsibility for upgrading the master meter pit and requested permission to work with Village of Wolcott employee Tommy Mettler to ensure that all work completed is satisfactory to the Village of Wolcott. Trustee VanFleet stated that he appreciates the sign of goodwill extended by WCWSA.

### **Draper Street Curbing**

Dr. William Pugh was not present at the meeting due to an emergency. Mayor Baker stated that Dr. Pugh has expressed a concern regarding the lack of curbing in front of his dental office on Draper Street. Trustee White stated that Dr. Pugh had the curbing removed several years ago and if he would like new curbing reinstalled, he should pay for it. The matter will be placed on the agenda for the June 14, 2011 meeting and Dr. Pugh will be asked to attend.

### **Wine and Jazz Festival**

The Wine and Jazz Festival will be held August 6, 2011 from 6:00 am to 9:00 pm. Mike Bettis submitted a request to the Village Board on behalf of the Wolcott Lions Club for use of Northrup Park and Main Street for the event. Mayor Baker asked if the set up would be same as in prior years. The Clerk responded yes. Trustee Tyler made the motion to approve closing Main Street from the Venus Fountain to Gallo's from 6:00 am to 9:00 pm. Northrup Park will also be used for the event. Trustee Penta seconded the motion. North Street and South Street will remain open to traffic. Trustee VanFleet stated that the Village of Wolcott must be listed as an additional insured for indemnification given the nature of the event. The Clerk stated that the Lions Club provides proof of insurance with the Village listed as an additional insured. Mayor Baker called for a vote and all voted in favor.

### **Lions Club Annual Car Show**

Trustee Tyler made the motion to approve a request from the Wolcott Lions Club for use of Main Street August 20, 2011 from 7:00 am to 3:00 pm for the Annual Lions Club Car Show. Trustee Penta seconded the motion and all voted in favor.

### **Kathleen Quereau**

Kathleen Quereau, residing on High Street in the Village of Wolcott, has come to the Village Board on two previous occasions to request a street light be installed in front of her residence. The Board members reviewed the minutes from the previous meetings during which the matter has been discussed. The Clerk stated that there is already a utility pole in front of Ms. Quereau's residence and Rochester Gas and Electric has agreed to install the light fixture at no additional cost to the Village. The only cost would be the actual electric usage per month, estimated to be between \$15 and \$22 per month, which will be included in the monthly street lighting bill. Trustee VanFleet asked if the budget includes a line item for street lighting. The Clerk responded yes. Trustee VanFleet noted that the installation of a street light would serve as a crime deterrent and should be considered for other areas in the Village as well. Ms. Quereau stated that High Street is busy in the summer with a lot of pedestrian traffic and there is also a history of break-ins in the area. Trustee VanFleet made the motion to approve contracting with Rochester Gas and Electric for installation of one street light on the existing utility pole in front of 6163 High Street. Trustee Tyler seconded the motion and all voted in favor.

### **Special Meeting May 31, 2011**

There will be a special Board meeting Tuesday, May 31, 2011 at 12:00 pm. The purpose of the meeting will be to approve the final abstract for the fiscal year as well as any budget journal entries required for closing the fiscal year.

### **Resolution 2011-9 (NYS OPRHP Resolution for Authority)**

Trustee VanFleet made the motion to approve Resolution 2011-9, authorizing Mayor Gary J. Baker to sign legal documents on behalf of the Village of Wolcott for the \$10,000 legislative grant previously awarded to the Village of Wolcott for improvements to the Wolcott Falls Park. Trustee Tyler seconded the motion and all voted in favor.

### **Legal Newspaper Name Change**

Trustee White made the motion to approve acknowledgement that the Village of Wolcott legal newspaper, the Wayne County Star, has changed its name to the Lakeshore News. Trustee Penta seconded the motion and all voted in favor.

### **Minutes of May 10, 2011**

Trustee Tyler requested clarification on page one, under “Code Enforcement”. The minutes state that “Code Enforcement Officer Otis Vezzose previously gave Fire Commissioner Lori Tyler a copy of the regulations and she will share the information with the Fire Department membership”. Trustee Tyler stated that she did not intend to give the impression that she would personally deliver the information and that in fact she passed the information along to Rick Miller, who was then asked to present it to the Fire Department membership. Mayor Baker asked if the mulch had been picked up from Viele’s. The Clerk responded yes. Trustee VanFleet made the motion to approve the Minutes of May 10, 2011 as clarified by Trustee Tyler. Trustee White seconded the motion. Trustees Tyler, White and VanFleet voted in favor. Trustee Penta abstained as she was not present at the May 10, 2011 meeting. The motion was carried.

### **Abstract #018**

Trustee Penta made the motion to approve abstract #018 in the amount of \$32,007.46 with vouchers numbered 0941 – 0969 and checks numbered 23664 – 23692. Claims from the General Fund total \$14,780.88. Claims from the Water Fund total \$4,004.95. Claims from the Sewer Fund total \$12,566.56. Claims from the Trust and Agency Fund total \$655.07. Trustee Tyler seconded the motion and all voted in favor.

### **Ray Wellington**

Ray Wellington stated that Kalen Hutchings is considering organizing an ATV Rodeo in late September 2011. The event will be a fundraiser for the Fire Department and would be held on property owned by Paul Obine located on Route 89 in the Town of Butler. Town of Butler Supervisor Dave Spickerman was asked about the potential event and had no objections. A culvert pipe would need to be installed across Route 89 and an application was requested from the NYS Department of Transportation for this purpose. All participants would be required to sign a waiver of liability. Ray Wellington stated that the event is only in the consideration and planning stage at this point but that Kalen Hutchings wanted the Village Board to be aware of his intentions. Corey Tyler stated that the event would be similar to the Wallington Bog and Grog. Trustee White asked about insurance coverage. Trustee Tyler responded that the Fire Department would have to obtain a special one day event policy which would list the Village of Wolcott, Wolcott Fire Department and Paul Obine as additional insured. Ray Wellington stated that the Granby Fire Department in Oswego County holds a similar event every year and there is always a good turnout.

**Executive Session**

Trustee Tyler made the motion to go into executive session at 8:04 pm for the purpose of discussing personnel and contractual matters. Trustee Penta seconded the motion and all voted in favor.

Fire Chief Clyde Smith was asked into the executive session at 8:15 pm.

Fire Chief Clyde Smith left the executive session at 9:13 pm.

Trustee VanFleet made the motion to come out of executive session at 9:37 pm. Trustee Tyler seconded the motion and all voted in favor.

**Fire Department Line Officers 2011/2012**

Trustee VanFleet made the motion to approve the Fire Department Line Officers for 2011/2012 as presented by Fire Chief Clyde Smith.

Chief – Clyde Smith

First Assistant – Rick Miller

Second Assistant – Ray Wellington

Third Assistant – Kalen Hutchings

Fourth Assistant – Roger Henry

Rescue Captain – Mark Batzold

Fire Police – Pat Pickard

President – Robert Lockwood

Vice President – Chad Countryman

Secretary – Deb Miller

Treasurer – Lynn Anne Batzold

Two Year Board – Gary McCarthy

Two Year Board – Marvin Tryon

One Year Board – Cooper Buckalew

One Year Board – Jerry Lasher

Northern/Wayne – Jack Whitaker

Northern/Wayne – Marvin Tryon

Trustee Penta seconded the motion and all voted in favor.

Trustee VanFleet made the motion to adjourn the meeting at 9:38 pm. Trustee Tyler seconded the motion and all voted in favor.

Respectfully submitted,

Melanie A. DeBadts  
Clerk/Treasurer