

Mayor Monson called the meeting to order at 7:00 PM.

Members Present: Mayor John Monson, Trustees Daniel Ferrente, Ken VanFleet and Sharon White

Others Present: Melanie Countryman, David Smith, Colleen Penta, Allison Powell, Larry Hogan, Tom Connor, Donna Graham, Gary Lockwood, Lori Tyler, Ray Wellington and George Buckalew

Pledge of Allegiance

### **Police Department**

- Chief David Smith gave the Board members copies of the new police schedule as well as the Standard Operating Procedures which he was completed to date. The Board will review the Standard Operating Procedures prior to adoption.
- Chief David Smith and Officer Thomas Ryan will attend an Active Shooter Response training on February 18, 2010 in Ontario County. The cost is \$10.00 per person and they will receive 8 ½ hours of training.
- Gary Lockwood expressed his appreciation for the assistance he has received from Chief Smith and the Wolcott Police Department. He is the caretaker for the Reckitt Benckiser facility and juveniles have been causing damage recently. Mr. Lockwood informed the Board that he is extremely pleased with how the situation was addressed in a professional and courteous manner. He also feels that Chief Smith is doing an excellent job for the Village.

### **Highway Department**

- Mayor Monson briefly discussed the need to have a new way to dispose of brush. Due to recent changes in DEC regulations, we are no longer able to burn the brush and leaves the Village Highway Department picks up in the Spring and Fall. Mayor Monson is looking into the purchase of a chipper to produce a mulch product that can be composted with leaves and potentially sold. Mayor Monson stated that this is something other municipalities have already begun doing. He will be gathering more information to bring before the Board at a future date.
- Mayor Monson stated that Nick Rizzo has received three quotes for a snow pusher which could be attached to the backhoe. The quote from Lakeland was for \$3,600.00 for a used unit which would require significant modifications before it could be used with the equipment already in use by the Highway Department. Lakeland also quoted a new unit at a price of \$6,500.00. The quote received from Seneca Iron Works was for \$3,000.00 and includes delivery. Trustee VanFleet made the motion to approve the purchase of a snow pusher from Seneca Iron Works at a cost of \$3,000.00. Trustee Ferrente seconded the motion and all voted in favor.

### **Water and Sewer Departments**

Trustee VanFleet stated that a resident recently informed him of a water leak on East Port Bay Road near the campground and he asked if it had addressed yet. The Clerk stated that the issue had not been reported to the office but the matter would certainly now be investigated.

### **Fire Department**

- Fire Department Chief Ray Wellington requested to purchase three new pagers from Furman Communications. The pagers operate on a high-band system and will work with the new communication system being put in place by the County. The cost is \$580 each and this includes a five year warranty. Trustee White made the motion to approve the purchase of three pagers from Furman Communications at a total cost of \$1,740.00. Trustee Ferrente seconded the motion and all voted in favor.

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

- The PTO solenoid on the Quint ladder truck is not working properly. Chief Wellington has contacted Churchville Fire and they have a mobile repair truck which can travel to the area and make the necessary repairs. The estimated cost of repairs is \$700.00. Trustee White made the motion to approve contracting
- with Churchville Fire to make the necessary repairs to the Quint ladder truck with an estimated cost of repairs of \$700.00. Trustee Ferrente seconded the motion and all voted in favor.
- The annual flow test is now due for the Scott air packs. The company which has previously conducted the annual inspection, SafeAir, is now out of business. Chief Wellington obtained a quote from Tyler Fire of \$30 per unit and as there are 21 air packs the total cost will be \$630.00. Trustee Ferrente made the motion to approve the annual flow test to be conducted by Tyler Fire at a total cost of \$630.00. Trustee VanFleet seconded the motion and all voted in favor.
- Chief Wellington stated that they have eight air bottles due for hydro-testing. Tyler Fire is able to conduct this test as well and the cost is \$32 per unit with a total cost of \$256.00. Trustee VanFleet made the motion to approve the hydro-testing by Tyler Fire at a total cost of \$256.00. Trustee White seconded the motion and all voted in favor.

### **Justice Court**

- We have not heard anything from the Office of Court Administration on the Justice Assistance Program grant submitted several months ago.
- The Town of Wolcott Supervisor, Kim Park, had made a request to Mayor Monson several months ago regarding use of the Village Courtroom for Town Court purposes while the Town completes a renovation project on their building. Mayor Monson has not heard anything since then and it now appears that they no longer wish to temporarily share facilities.

### **Lake Avenue Storm Sewer**

Donna Graham, Tom Connor and George Buckalew were all present at the meeting to discuss their concerns with the storm water drainage problem on Lake Avenue. Mayor Monson stated that the Board is aware of the problem but the storm sewer project being funded through a grant from FEMA is underway and must be completed by Spring. The contractor for that project is working on making a trade of surplus 18" pipe for 30" corrugated pipe which could be used for a new drainage line on Lake Avenue. However, Mayor Monson stressed that a new line will not correct ground water seeping into basements. Mayor Monson told Mr. Connor that a sloped ditch could be dug behind his house which would help direct the storm water flow away from his house. Donna Graham and George Buckalew both expressed concern that while that solution would help Mr. Connor, it would do nothing for the problems they are having along the same road. Mayor Monson stated that the sloped ditch could be dug behind all of the houses in the affected area and that it would be a temporary solution until the new fiscal year at which time replacement of the storm sewer line itself could be properly budgeted. Mayor Monson will speak to Nick Rizzo about getting the sloped ditch dug.

### **Donna Graham**

Donna Graham stated that the Village Highway Department has been doing a wonderful job with snow removal. She then asked if the Police Department still patrolled Sunset Terrace, where she resides. Mayor Monson and Chief Smith both responded yes.

### **Wayne County Real Property Tax Group**

Mayor Monson stated that the next meeting of the Wayne County Real Property Tax Group would be held January 13, 2010 and that the speaker would be a representative from the Attorney General's Office discussing the recent changes to the law governing the dissolution of Villages. Mayor Monson encouraged any interested Trustee to attend the meeting.

### **Website**

The Clerk contacted Chamber of Commerce President Chuck Palermo regarding the website for the Village of Wolcott. The website [www.wolcottny.org](http://www.wolcottny.org) is owned by the Chamber of Commerce and the Town of Wolcott has their own website which can be accessed through this portal. The Village of Wolcott is able to have their own

### **Website (Continued)**

website in a similar manner. Lichti International, Inc., located in Sodus, NY, was contacted for pricing to develop and host the site. The cost for each participant is \$699.00 for the first year, which includes development, hosting and maintenance, and \$398.00 each year thereafter, which includes hosting and maintenance. Mayor Monson instructed the Clerk to contact Lichti International, Inc. to make arrangements to have the Village of Wolcott site transferred and updated.

### **Procurement Policy**

Attorney Art Williams has reviewed the proposed procurement policy and found it to meet all of the legal requirements of such a policy. Trustee White asked what would happen if the names of the department heads changed, as they are listed in the proposed policy. The Clerk responded that in the event of a personnel change the Board would need to review the policy to update it. The policy must be reviewed on an annual basis even if there have been no changes in personnel. Mayor Monson has several questions and the matter is to be tabled for now because the Board members have not had the opportunity to review the proposed policy.

### **Identity Theft Policy**

Attorney Art Williams drafted a policy which addresses the requirements as set forth by the United States Congress pertaining to identity theft. Mayor Monson would like the policy placed on the agenda for the next Board meeting so that the Board members may have an opportunity to review the proposed policy.

### **Census 2010**

Mayor Monson read a letter received from Tim Hayes, Field Operations Clerk for the United States Census Bureau, requesting use of a room for training purposes for the upcoming census. Due to the times and dates there is simply no way the training could be conducted at the Village Hall. Mayor Monson suggested the use of the Wolcott Civic Free Library. The Clerk will contact Mr. Hayes and suggest they forward their request to the Wolcott Civic Free Library. Mayor Monson added that they are still looking for individuals to hire to work on conducting the census.

### **Village Official's Dinner**

The next Village Official's Dinner will be held January 20, 2010 in the Village of Lyons. The speaker will be Jerry Ashley, Lyons Main Street Program Director.

### **Minutes of December 1, 2009**

Trustee Ferrente made the motion to approve the minutes of December 1, 2009 as read. Trustee VanFleet seconded the motion and all voted in favor.

### **Minutes of December 8, 2009**

Trustee VanFleet made the motion to approve the minutes of December 8, 2009 as read. Trustee White seconded the motion and all voted in favor.

### **Minutes of December 15, 2009**

Trustee White made the motion to approve the minutes of December 15, 2009 as read. Trustee Ferrente seconded the motion and all voted in favor.

### **Abstract #011**

Mayor Monson mentioned that abstract #011 includes the second payment to Randsco Pipeline for the storm sewer project in the amount of \$127,175.27. Trustee VanFleet made the motion to approve abstract #011 in the amount of \$269,121.08 with vouchers numbered 0541 – 0650 and checks numbered 22229 – 22338. Claims from the General Fund total \$59,888.05. Claims from the Water Fund total \$27,235.54. Claims from the Sewer Fund total \$21,378.75. Claims from the Trust and Agency Fund total \$3,849.20. Claims from the Capital Fund total \$156,769.54. Trustee White seconded the motion and all voted in favor.

### **Fire Contracts**

The 2010 Fire Contracts have been received from the Town of Huron and the Town of Butler. The Town of Wolcott is expected to approve the contract and have it returned to the Village before February. Trustee Ferrente made the motion to approve the 2010 Fire Contract with the Town of Huron in the amount of \$24,051.00. Trustee White seconded the motion and all voted in favor. Trustee VanFleet made the motion to approve the 2010 Fire Contract with the Town of Butler in the amount of \$24,051.00 Trustee White seconded the motion and all voted in favor. Trustee White asked why the contracts did not cover multiple years. Mayor Monson stated that in having the contracts cover only one year at a time it was possible to raise the amounts should the budget requirements increase. Mayor Monson and Chief Wellington will sign the contracts for the Town of Huron and the Town of Butler and a copy will be returned to them.

### **Executive Session**

Trustee VanFleet made the motion to go into executive session at 8:02pm for the purpose of discussing personnel matters. Trustee Ferrente seconded the motion and all voted in favor.

Melanie Countryman, Lori Tyler and David Smith were asked to attend part of the executive session.

Trustee Ferrente made the motion to come out of executive session at 8:43pm. Trustee VanFleet seconded the motion and all voted in favor.

### **Police Department**

Trustee VanFleet made the motion to purchase a Remington 870 shotgun from Ted Sears at a cost not to exceed \$675.00. Trustee Ferrente seconded the motion and all voted in favor.

Trustee White made the motion to hire Quint Husted as a Police Officer Trainee for 140 hours of field training at minimum wage as a requirement of his police academy. Upon successful completion of his field training he is obligated to work a minimum average of eight hours per week for 24 months at a minimum rate of \$12.00 per hour. Should he fail to meet this obligation he will be required to return the cost of his field training. Trustee VanFleet seconded the motion and all voted in favor.

Trustee White made the motion to adjourn the meeting at 8:54pm. Trustee Ferrente seconded the motion all voted in favor.

Respectfully submitted,

Melanie A. Countryman  
Clerk/Treasurer

Immediately following the adjournment of the meeting it was discovered that a personnel item for the Police Department had not been addressed. Mayor Monson and Trustee Ferrente had already left the premises. Trustee VanFleet was able to reach Mayor Monson by telephone and the following took place via telephone conference: Trustee White made the motion to change the job title of David B. Smith from Officer in Charge (Acting Police Chief) to Police Chief so as to be in accordance with his classification on record with Civil Service. Trustee VanFleet seconded the motion and Mayor Monson, Trustee VanFleet and Trustee White voted in favor. Trustee Ferrente could not be reached by telephone. The motion was carried and will be added to the agenda for the January 19, 2010 meeting.