

VILLAGE OF WOLCOTT  
BOARD OF TRUSTEES  
VILLAGE HALL CONFERENCE ROOM  
DEPARTMENT HEAD MEETING

October 24, 2023

7:00 pm

Members Present: Mayor Chris Henner, Trustees: Dave Lewis, Dan Smith, Andrew Marshall and Misty Harper

Others Present: Fran Acker, Chris Breen, Ed Wazinski, Ron Lancy, OIC Brian Ritchie, and Jerry Lasher.

Mayor Henner called the meeting to order at 7:00 pm with the Pledge of Allegiance.

**Fire Department-Chief Jerry Lasher**

See monthly report.

Pete Gillette and Trustee Bob Marshall are working on repairs to the aerial truck.

The Fire Department is working on their certification.

Mayor Henner provided an update for the new fire truck. The Village received the 6 month notice for the grant. The Mayor was originally notified that construction of the chassis was being held up due to waiting for parts. He has now been updated that the chassis is completed and the Village should have an invoice within 2 weeks.

**Police Department-OIC Brian Ritchie**

See monthly report

Presented new Police Orders to be approved. Approval was tabled until PD Commissioner had time to review.

**Highway Department-Chris Breen**

Chris Breen asked about putting a "No Parking" sign on Butler and New Hartford Streets. A sign will be put up there along with extra "No Parking" signs on Orchard Street.

Mr. Breen asked about looking into Fire Rock Salt for roads this year. Can use half amount as used with current salt for winter roads. The Village Board is not apposed at looking into different road salt.

**Sewer Department-Tommy Mettler-absent**

**Water Department-Ed Wazinski**

Ed Wazinski stated meter readings would be starting soon.

The springs are still low and the lake will be going lower soon.

The annual contract for HACH is coming due at \$13K.

Mr. Wazinski has been working with Deputy Clerk-Treasurer Kellam on the water shut off list. Deputy Clerk-Kellam has been making phone calls to reach out to those on the shut off list to try and obtain payment.

### **Code Enforcement-Tom Sawtelle**

Clerk-Treasurer Acker presented the Village Board with proposed Mobile Food Vendor Inspection Report that was obtained by Code Enforcement Officer Tom Sawtelle according to NYS Fire Inspection Code. Trustee Smith made the motion to accept the Mobile Food Vendor Inspection Report as presented. Trustee Marshall 2<sup>nd</sup> the motion. All present voted in favor.

### **Court Audit**

Trustee Smith made the motion to approve and accept the September 2023 monthly Court Audit. Trustee Marshall 2<sup>nd</sup> the motion. All present voted in favor.

### **Village Clerk-Treasurer**

Clerk-Treasurer Acker asked the Department Heads to remind staff to sign time cards at the end of each work week.

The FY2021 Cybersecurity Grant Application has been submitted.

Clerk Acker will reach out to Kathy Saville from NYCLASS for available time to present to the Village Board.

Trustee Smith made the motion to accept and approve July 2023 Treasurers' report and Financials. Trustee Marshall 2<sup>nd</sup> the motion. All present voted in favor.

Trustee Smith made the motion to accept and approve August 2023 Treasurers' report and Financials. Trustee Harper 2<sup>nd</sup> the motion. All present voted in favor.

Clerk-Treasurer Acker notified the Village Board that the FY 2023 AFR had been submitted to the NYS OSC.

Mrs. Acker provided the updated trial balance for tax collection to date. Total collections = \$631,162.92. The breakdown included \$627,394.37 of taxes due and \$3,768.55 of penalties. As of 10/23/2023, \$52,021.88 remained outstanding. Collections will be taken at the Village Hall until October 21, 2023.

Clerk-Treasurer Acker presented a "thank you" to the Village Board for allowing her to attend the NYCOM Fall Training School in September held in Lake Placid, NY. She was appointed as Director at Large for the NYS Society of Municipal Finance Officers.

### **Meeting Minutes**

Trustee Smith made the motion to accept and approve the minutes from the September 26, 2023 Department Head Meeting. Trustee Marshall 2<sup>nd</sup> the motion. Trustees Lewis and Harper did not vote due to be absent from the meeting. All others present voted in favor.

Trustee Smith made the motion to accept and approve the minutes from the October 10, 2023 Meeting. Trustee Lewis 2<sup>nd</sup> the motion. Mayor Henner and Trustee Harper did not vote due to be absent from the meeting. All others present voted in favor.

### **Facilities Use Request**

Trustee Smith made the motion to approve use of the Village Hall Conference Room on December 3, 2023 at 2:00 pm for the LOBA board meeting. Trustee Lewis 2<sup>nd</sup> the motion. All present voted in favor.

Trustee Smith made the motion to approve use of the Fire Hall on Oct 29, 2023 at 1:00 pm for a 70<sup>th</sup> Anniversary Party. Trustee Harper 2<sup>nd</sup> the motion. All present voted in favor.

Trustee Smith made the motion to approve use of the Fire Hall w/Kitchen on December 9, 2023 for the Christmas Parade. Approximate time of arrival is 6:30 pm. Trustee Harper 2<sup>nd</sup> the motion. All present voted in favor.

### **Mayor Henner**

Nothing at this time

### **Trustee Harper**

Trustee Harper drafted a letter to be presented to the Mason's regarding new playground equipment for the Wolcott Falls Park. She will be setting up a meeting with the Mason's to present.

### **Trustee Marshall**

Nothing at this time.

### **Trustee Smith**

Trustee Smith will provide the Highway Department with a list of street lights that are out.

### **Trustee Lewis**

Trustee Lewis mentioned complaints of cars peeling out and speeding on Draper and Washington Streets mostly during evening hours. The Village Police Department will check out the situation.

Trustee Lewis stated several feral cats were trapped and were taken to a facility in Cohocton. He was asked to present the Village with a receipt for reimbursement.

### **Executive Session**

Trustee Smith made the motion to move the meeting to executive session for a personnel and contractual matter at 7:49pm. Trustee Marshall 2<sup>nd</sup> the motion. All present voted in favor. Clerk-Treasurer Acker was asked to stay.

Trustee Lewis made the motion to move the meeting back to regular session at 8:06pm. Trustee Smith 2<sup>nd</sup> the motion. All present voted in favor.

Gerald Fremouw, Highway Foreman, resigned effective October 27, 2023 due to another job opportunity. Trustee Marshall made the motion to promote Christopher Breen to the position of

Highway Working Forman/Supervisor at starting rate of \$22.94 and benefits according to the union contract, effective November 1, 2023.

The Village Board thanked the Towns of Butler, Huron and Rose for their contributions to the Heritage/Strawberry Festival.

Trustee Marshall made the motion to adjourn the meeting at 8:35 pm. Trustee Lewis 2nd the motion. All present voted in favor.

The next regularly scheduled Village Board of Trustees Meeting will be held on November 14, 2023 at 7:00pm in the Village of Wolcott Conference Room.

Respectfully Submitted,

*Fran Acker*

Fran Acker

Clerk-Treasurer