

Members Present: Mayor Gary Baker, Trustees George Buckalew, and Bob Skinner.

Members Absent: Trustees Colleen Penta and Donna Graham

Others Present: Brett Norsworthy

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

Pledge of Allegiance

Police Department

- The monthly activity report was presented and gone over.

Water Department

- By request of Tommy Mettler, Mr. Norsworthy presented the board with an issue concerning the Village Restaurant owned by Thomas Seymoure. Currently the Village Restaurant is out of compliance in regards to the Village code for grease traps. Mr. Mettler and Otis Vezzose have gone through the trouble to locate a grease trap at a reduced cost to Mr. Seymoure. Mr. Seymoure has had ample warnings and has received certified notice to have his grease trap installed within specified time frames. Mr. Seymoure has failed to meet these deadlines and has stated that he will install the trap when he gets to it. Mr. Mettler would like to advise the Village Board of this matter and seek out any objections to moving forward with issuing an appearance ticket to Mr. Seymoure and then moving to the next step of imposing fines. There were no objections by any of the Village Board members present. Mr. Mettler and Mr. Vezzose will issue an appearance ticket to Mr. Seymoure.

Minutes of January 22, 2013

Trustee Buckalew made the motion to approve the minutes for January 22, 2013 as written. Trustee Skinner seconded the motion. All voted in favor.

Abstract #015

Trustee Skinner made the motion to approve abstract #015 in the amount of \$41,362.30 with vouchers numbers 1288-1320 and checks numbered 24987-25019. Claims from the General Fund total \$24,437.79. Claims from the Water Fund total \$8,721.91. Claims from the Sewer Fund total \$8,202.60. Trustee Buckalew seconded the motion. All voted in favor.

Community Facilities Use Request – Northup Park

- Trustee Buckalew made the motion to approve the request made by the Wolcott Area Chamber of Commerce to utilize Northup Park and Park St from the western edge of the Police Department garage to Northup Ave on August 3, 2013 for the Wine and Jazz Festival. Trustee Skinner seconded the motion. All voted in favor.
- Trustee Buckalew made the motion to approve the request made by Lyons National Bank to utilize Northup Park on March 16, 2013 for the 4th Annual Easter Egg Hunt. Trustee Skinner seconded the motion. All Voted in Favor.
- Trustee Buckalew made the motion to approve the request made by Lyons National Bank to utilize Northup Park on October 16, 2013 for the Community Fall Festival. Trustee Skinner seconded the motion. All voted in favor.
- Trustee Buckalew made the motion to approve the request made by the Wolcott Historical Society to utilize Northup Park on July 13, 2013 for the celebration of the 100th anniversary of the Venus statue. Trustee Skinner seconded the motion. All voted in favor.

Mayor Baker

Mayor Baker had nothing for public session but would have a personnel matter for executive session.

Trustee Buckalew

- Trustee Buckalew handed out a rough draft example of a job description for a department head. The actual job descriptions should be done by the commissioner of each department perhaps with the input of their department heads. Each job description should follow the same format. Trustee Skinner stated that the job descriptions should possibly be given to Mike Maynard for review prior to formal adoption
- Trustee Buckalew stated that he had spoken with Kim Park about the cleaning of Youngman ditch. Ms. Park stated that the matter would be discussed in an upcoming planning session and that someone would get back to Trustee Buckalew with information after that.
- Trustee Buckalew asked if any progress had been made regarding budget numbers. Mr. Norsworthy informed the Board that Corrine Mott would be coming in the following day to begin Training Clerk-Treasurer Tyler and that he anticipated progress would be made very soon.
- Trustee Buckalew stated that he had received the map for the DEC cleanup at the Fire Hall from Clerk-Treasurer Tyler. He would be sharing the map with Fire Chief Ray Wellington to show him that he was mistaken as to the actual location of the cleanup.
- Trustee Buckalew stated that the Highway Department barn had been repaired. Nick Rizzo had some concerns regarding the repairs and Trustee Buckalew would be stopping by to inspect the work.
- Trustee Buckalew would like to commend the Highway Department on an excellent job in regards to snow removal. The streets have been well taken care of. The sidewalks have also been kept clear as time permits.
- Trustee Buckalew mentioned that He, Clerk Treasurer Lori Tyler, Fire Chief Ray Wellington, and Code Enforcement Officer Otis Vezzose attended the recent Public Officials Workshop on disaster preparedness. Trustee Buckalew stated that this was a good class and that they learned quite a bit on command communication, damage assessment and prioritization of the duties of the command structure among many other things. He recommends this class for other Village officials.

Trustee Skinner

Trustee Skinner had nothing for public session but would have a personnel matter for executive session.

Deputy Clerk Brett Norsworthy

Mr. Norsworthy stated that the annual Water Quality report rough draft was complete and in the hands of the Department of Health for review. We should have a final draft complete by the next Village Board meeting.

Executive Session

Trustee Buckalew made the motion at 7:45 pm to move the meeting to executive session to discuss personnel matters. Trustee Skinner seconded the motion. All voted in favor.

Trustee Buckalew made the motion at 8:33 to return the meeting to open session. Trustee Skinner seconded the motion. All voted in favor.

Part Time Highway Department Employee

Trustee Skinner made the motion to set the scheduled work hours for the part time highway department position to be Monday through Friday 7:00am to 12:00pm with the position to follow the union contract for “call-in” pay. Trustee Buckalew seconded the motion. All voted in favor.

Adjournment

Trustee Buckalew made the motion to adjourn the meeting at 8:48 pm. Trustee Skinner seconded the motion and all voted in favor.

Respectfully submitted,

Brett Norsworthy
Deputy Clerk/Treasurer