

Village of Wolcott
Board of Trustees
March 13, 2012
7:00 PM

Members Present: Mayor Baker, Trustees Colleen Penta, George Buckalew and Ken VanFleet Jr.

Excused was Trustee Sharon White

Others Present: Lori Tyler, Jennifer Buckalew, Andy Sharpe, Larry Hogan, Mary Ann Amick and Ajay Pasupuleti

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

Pledge of Allegiance

Nanoark

Mary Ann Amick from Nanoark Corporation presented the Board with information on a document management system. The license for the program is paid for up front in the purchase price. The first two (2) years of maintenance is included in the purchase price as well. On year three (3) the annual maintenance cost will be five hundred (500) dollars per year there after. Trustee Buckalew asked what was included in the maintenance agreement. Ms. Amick stated that it was technical support remotely or in person as needed. After the first two (2) years the maintenance program is optional. It can be billed per trouble ticket. Each disc holds up to two thousand (2000) documents. After the program is installed Trustee Penta would like to know how to upgrade and add items. Ms. Amick stated that any authorized user can add documents or the documents can be sent to Nanoark and they will add them.

Trustee Buckalew made the motion to accept the Nanoark quote for document management in the amount of twenty- thousand three hundred (\$20,300) dollars based on funds available per the State Education Grant (SED). Trustee Penta seconded the motion. Mayor Baker called for a vote and all voted in favor.

Fire Hall Use Request

Mary Lou Lockwood has filed a request to use the Fire Hall on April 23, 2012 for Surplus Food Distribution. Trustee Buckalew made the motion to approve the request. Trustee VanFleet seconded the motion. Mayor Baker called for a vote and all voted in favor.

Water Department

Chief Water Operator Andy Sharpe purchased approximately two hundred (\$200) dollars of tools from USA Bluebook to have in the van ready to respond to a water problem. Previously, Mr. Sharpe had mentioned to the Board that supplies needed to be purchased in order to have items in stock in case of a water leak. After completing an inventory, it was determined that there is no need to purchase one (1) inch brass fittings. Trustee Buckalew made the motion to allow Chief Water Operator Andy Sharpe to purchase

brass parts and spare fittings in an amount not to exceed eight hundred (\$800) dollars. Trustee Penta seconded the motion. Mayor Baker called for a vote and all voted in favor. Chief Water Operator Andy Sharpe states that the water level is low. Early warmth is going to cause problems at the Lake Plant. Mayor Baker asked what can be done with the intake line at the Lake Plant. Mr. Sharpe stated that moving it out in the lake would be very helpful. It is only 10-11 feet deep in the water and you can surface dive on it if need be. The pipe is open and that is what is causing the problem. The 12-18 inch pipe has debris in it that needs to be removed. Mr. Sharpe will get a quote on having it repaired.

Park Use Request

Lyons National Bank would like to use Northup Park on March 31, 2012 for the Third Annual Easter Egg Hunt. Trustee VanFleet made the motion to approve the park use request. Trustee Buckalew seconded the motion. Mayor Baker called for a vote and all voted in favor.

Trustee VanFleet stated that the bandstand should be blocked off until it has been repaired. Clerk/Treasurer Lori Tyler will ask Code Enforcement Officer Otis Vezzose to look at the safety of the bandstand as well as speak to Highway Foreman Nick Rizzo about blocking it off until repaired.

The Presbyterian Church would like to use Northup Park on June 3, 2012 for a church service. Trustee VanFleet made the motion to allow the park use request. Trustee Penta seconded the motion. Mayor Baker called for a vote and all voted in favor. It was agreed to allow use of the bandstand only if it is repaired by date of the event. The Board was also in agreement to make a decision on a quote for repair of the bandstand at the March 27, 2012 meeting.

WCWSA

Marty Aman has requested that the Village Board write a letter of support for LGE Grant Application for Northern Corridor Water Study. Trustee Buckalew made the motion to approve a letter of support be written. Trustee Penta seconded the motion. Mayor Baker called for a vote and all voted in favor.

Minutes of February 28, 2012

Trustee Penta made the motion to approve the minutes from February 28, 2012. Trustee VanFleet seconded the motion. Mayor Baker called for a vote and all voted in favor.

Abstract #017

Trustee Penta made the motion to approve abstract #017 in the amount of \$26,933.75 with check numbers 24305-24341 and vouchers numbered 613-646. Total claims from the General Fund are \$18725.52. Total claims from the Water Fund are \$4479.79. Total claims from the Sewer Fund are \$3728.44. Trustee VanFleet seconded the motion. Mayor Baker called for a vote and all voted in favor.

Cornerstone Quote

Clerk/Treasurer Lori Tyler presented a quote from Cornerstone with substantial savings of approximately \$80-100 a month to replace the current telephone service provider Broadview Networks. Trustee VanFleet made the motion to approve the quote for telephone service for twenty-four (24) months. Trustee Buckalew seconded the motion. Mayor Baker called for a vote and all voted in favor.

Paychex Quote

Clerk/Treasurer Lori Tyler presented a quote from paychex to take over payroll duties currently done in-house. Trustee VanFleet doesn't feel that payroll is a vulnerable area. The entire board was concerned about a contract. Ms. Tyler will check into the contract issue and bring back the information to the March 27, 2012 board meeting.

Trustee Penta

Trustee Penta would like to see the numbers written as well as spelled out in the board minutes. Clerk/Treasurer Lori Tyler stated that it has recently been done that way.

Trustee Buckalew

Trustee Buckalew stated that there is a tree that is 90% dead at the cemetery on High Street. Mr. Buckalew feels that it needs to be taken down before it causes injury or damage. Clerk/Treasurer Lori Tyler will call Bob Crane to get a quote to remove the tree. There is a question on who owns the cemetery. Larry Hogan believes the Village Highway mows the area but doesn't have to. Mayor Baker will talk with Town of Wolcott Supervisor Kim Park about the issue.

Mr. Buckalew spoke with Highway Foreman Nick Rizzo about the pay loader. The cost of a new one ranges from \$110,000-\$130,000. The one that the Village currently owns is worth about \$20,000. Trustee Buckalew will call CAT to get another quote.

There are three (3) roads that are being traffic tested for repaving: Wilson Street, East Port Bay Road and Wadsworth Street. Mr. Rizzo feels that Wilson Street is in the worst condition. He will make a decision when the traffic test is over.

Mayor Baker asked about CHIPS money. Clerk/Treasurer Lori Tyler is not very familiar with that funding, however, will look into it.

Trustee Buckalew made the motion to require two (2) signatures on all village checks. Trustee White's name will be removed and Mayor Gary Baker's name will be added in the event that either Clerk/Treasurer Lori Tyler or Deputy Clerk/Treasurer Brett Norsworthy are unavailable. Trustee VanFleet seconded the motion. Mayor Baker called for a vote and all voted in favor.

Mr. Buckalew is concerned about the number of high overdue water bills from outside of the village and wants to know what can be done. Clerk/Treasurer Lori Tyler stated that she received an email from Attorney Art Williams and will forward it to all board members. It states that there is nothing that the Village can do about it except file a small claims case against the property owner. Possibly a letter could be written to the property owner from Mr. Williams. Ms. Tyler advised Mr. Buckalew that it is in the best interest of the village to keep these accounts open in case the property sold. That would be the only way for the village to recoup funds.

Trustee VanFleet

Trustee VanFleet asked Clerk/Treasurer Lori Tyler how the closing of the months was coming. Ms. Tyler stated that she was working on November 2011.

Executive Session

Trustee Penta made the motion to enter into Executive Session at 8:31. Trustee Buckalew seconded the motion and all voted in favor. Court Clerk Jennifer Buckalew was invited to attend part of the session. Ms. Buckalew exited at 8:52.

Trustee Penta made the motion to come out of Executive Session at 9:31. Trustee VanFleet seconded the motion and all voted in favor.

Mayor Baker asked Clerk/Treasurer Lori Tyler to send three (3) individuals a letter inviting them to the March 27, 2012 Village Board Meeting to discuss a personnel issue that they have. Trustee VanFleet would like a copy of the complaints emailed to all Board Members.

Clerk/Treasurer Lori Tyler spoke to Dan Frey from Paychex while the Board was in Executive Session to ask about a contract. Mr. Frey stated that there is no such contract with Paychex. It is a start today, stop tomorrow type of arrangement.

Trustee Buckalew made the motion to try Paychex on a three (3) month trial basis as outlined in the quote. Motion failed due to lack of a second.

Trustee VanFleet made the motion to adjourn at 9:38. Trustee Buckalew seconded the motion. Mayor Baker called for a vote and all voted in favor.

Respectfully submitted,

Lori A. Tyler
Clerk/Treasurer