

The regular monthly meeting of the Red Creek Village Board was held on **February 10, 2016** at the Village Hall, 6815 Church Street, Red Creek, NY.

BOARD MEMBERS PRESENT:

Mayor Palermo
Trustee Bettis
Trustee Schiller
Trustee Huntington
Trustee Barnes - excused

OTHERS PRESENT:

Susan Saylor - Clerk/Treasurer
Bob Day- Code Enforcement Officer
Steve Lapp - Highway/Water Superintendent
June Smith - Health Officer
Roger Haag - Milton Cat
Lynn Chatfield - Town of Wolcott Supervisor
Hank Allen

CALL MEETING TO ORDER:

Meeting was called to order at 6:30 pm. Mayor Palermo led the meeting in the Pledge of Allegiance.

MINUTES:

A motion was made by Trustee Huntington, seconded by Trustee Schiller to accept the minutes of December 9, 2015 board meeting as presented. Roll call vote as follows: Mayor Palermo, aye; Trustee Bettis, aye; Trustee Huntington, aye; Trustee Schiller, aye.

A motion was made by Trustee Schiller, seconded by Trustee Huntington to accept the minutes of January 15, 2016 board meeting as presented. Roll call vote as follows: Mayor Palermo, aye; Trustee Bettis, aye; Trustee Huntington, aye; Trustee Schiller, aye.

ABSTRACT:

At this time the clerk presented the board with Abstract # 009. A motion was made by Trustee Bettis, seconded by Trustee Schiller to approve the abstract as presented. Roll call vote as follows: Mayor Palermo, aye; Trustee Bettis, aye; Trustee Huntington, aye; Trustee Schiller, aye.

The clerk presented the board with Resolution # 02 of 2016 to move monies to short accounts. A motion was made by Mayor Palermo, seconded by Trustee Schiller to move monies as per New York State Law 5-520. Roll call vote as follows: Mayor Palermo, aye; Trustee Bettis, aye; Trustee Huntington, aye; Trustee Schiller, aye.

PUBLIC FORUM:

Roger from Milton-Cat was here to discuss the new back hoe. He answered questions from board members and discussed the quote for the new equipment. He stated that he has 9-10 back hoes on a yearly turn around. There was discussion about renting the back hoe for \$2500 a month until the new budget in June. Any rental monies will be put towards the purchase price of the equipment. The current interest rate is 2.3% which is a government rate. The yearly payment would go to the finance company and the village would be responsible to pay for any hours used. The cost would be \$10.00 per hour for the hours the back hoe is used at the time of trade in. The first service will need to be done at 500 hours. An oil sample will need to be done at 250 hours.

Lynn Chatfield introduced himself and spoke about the board of supervisors discussing the start of a broad band study to potentially providing broad band internet to communities. There was also discussion about the Town of Wolcott joining the website. The supervisor would like the residents to check out the website.

MAIN STREET GRANT:

June had an exit conference call with Krystal. She said the village had a strong application, but there is a conflict of interest with village officials owning property in the Main Street grant application. June recommended to the board doing an article regarding the grant application and also a letter to business owners regarding the status of the application. She would like to ask the business owners if they are still interested, and if so if they are able to get a letter of commitment from their bank for the total cost of the renovations. We can see the level of interest when the letters come back. The Revitalization committee has disbanded. There was discussion of possibly having a village wide picnic at the same time as the buildings are being painted downtown, and the Rotary club has committed to paint donation.

SEWER GRANT:

The board had a meeting with MRB group to work on Phase 4. There is a rough draft for a 32 unit senior living area for East Ave which would benefit from expansion of the sewer system. This could possible tie in with the Canada Street sewer project which would most likely be Phase 4. There will be an informational meeting on March 16, 2016 at 6:30 pm for the South Street Sewer Project.

OLD BUSINESS:

Private Septic Law - Would like the board members to look at this and possibly have done by June 2016
Landlord/Tenant Law - Would like the board members to look at this and possibly have done by June 2016

Water Rules/Regulations - Trustee Barnes, and Mayor Palermo are working on this.

MAYOR REPORT:

The mayor presented Resolution # 3 of 2016 - A resolution to establish a capital reserve fund to be known as **The DAM MAINTENANCE RESERVE FUND**. A motion was made by Mayor Palermo, seconded by Trustee Bettis to adopt the resolution as presented. Roll call vote as follows: Mayor Palermo, aye; Trustee Bettis, aye; Trustee Huntington, aye; Trustee Schiller, aye

The planning board only has one member so far. We still need 2 more members, this is not a paid position. The member does not have to be a village resident. The village cannot change any zoning laws unless the village board acts as planning board or a planning board is set up.

The following correspondence was submitted:

- Water Inspection Results - Recommendations to go with the budget
- CHIPS allocation notice - \$27833.15 available
- Unemployment determination - Aron Thompson
- Time Warner Cable
- Senator Nozzolio letter
- Genesee/Finger Lakes Regional Planning Council Webinars

CLERK REPORT:

Budget workshops are set for the following dates:

February 24, 2016 at 6:00 pm

March 2, 2016 at 6:00 pm

March 23, 2016 at 6:00 pm

BOARD MEMBER REPORTS:

FIRE COMMISSIONER: The fire department has been working on showers and restrooms. June reminded the board that any entity that the fire department contracts with has the right to ask for financial documents and minutes. The mayor would like to set up a meeting with the Fire

Department Board and the Village Board. The furnace is working ok, and the tiles in the kitchen need to be replaced. There was a discussion about the exhaust fan and installation cost.

WATER COMMISSIONER: Working on water rules and fee structure.

SEWER COMMISSIONER: Nothing to report.

HIGHWAY/SIDEWALKS COMMISSIONER: Nothing to report

TREES AND PARKS COMMISSIONER: Nothing to report

SAFETY AND HEALTH COMMISSIONERS: Nothing to report

AGING/YOUTH AND RECREATION COMMISSIONERS: 40 kids participated in basketball, the clerk advised the board that because of Town of Wolcott pulling funding, money will be short this year.

STREET LIGHTS: Street lights are being fixed.

DPW:

The following list was presented:

BOARD MEETING

February 10, 2016

PROJECTS COMPLETED:

Reflective tape on barricades, move to storage	Done 02/08/2016
Met with Jim from Colacino Electric at pump house	Done 02/09/2016
Replace chlorine lines from pump house to meter pit	Done 02/09/2016
Plowed and sanded	Done 02/09, 02/10/2016

PROJECTS TO BE COMPLETED (weather permitting):

Buildings:

Seal concrete floor in Cuyler well
Paint Cuyler well inside and out, replace ceiling in back part of Cuyler pump
Scrape and wash village hall and stain
Pressure wash roof on village hall, remove moss
Work on inventory list

Dam:

Get prices on rip rap for dam
Get estimates on metal plate for dam
Repair walk by falls dam, fill in hole and cracks

Grounds:

Pull beaver dam out again in good weather

Roads, sidewalks, catch basins:

Work on mapping, call Dan Rago on village map

Water, hydrants:

Repair concrete on valve pit (water tower)
Work on inventory list - water parts

ONGOING PROJECTS:

Check chlorine	Daily	
Read master meters	Daily	
Water samples	Monthly	02/04/2016
Water Reports	Monthly	02/04/2016
Read residential meters	Quarterly	
Replace chlorine pump lines	Quarterly	02/09/2016

The village now has 24 total barricades. The mercury switch is not working at the pump house so Colacino came out to look at it. Corrosion is a big problem with the wiring.

VILLAGE HISTORIAN:

Not present at the meeting.

CODE ENFORCEMENT:

The following report was presented to the board by Code Enforcement Officer Bob Day:

Violations - 1

Permits issued - 0

Fire Inspections -1

Violations re-inspections - 2

Fire Re-Inspections - 1

Appearance Tickets - 0

Certificates of Compliance - 0

- Comstock's will be adding a new storage area in existing structure, plan and permit will be issued upon sale of building. Waiting for Engineers report.
- Following up on all violations and permits issued for 2015.
- Working on classification of homes in village
- Attended LEPEC meeting and Public Officials training at WCEMO.
- State and Main Street house tenants out and owner is currently cleaning up and repairing the mess they left behind
- Started fire inspections of all businesses and public assembly.
- Did violation inspection with June Smith at 6702 Main Street, found violations, called owner and he will take care of the problems, trying to evict tenants.
- Received new CAD program, working with Steve and other utilities to get data to enter into our program.
- Sent letter to Chad Avalone, no response as of yet.
- Attached is time line for 6815 Main Street, Keenan property for Boards action.
- Two permits pending as of this time, South Street and Comstock's
- Trying to contact rep for Codes Program to transfer to new computer.

SAFETY OFFICER REPORT:

Posted PESH form SH900 & 901 Injury & Illness report as required by PESH

Recommend in getting new back hoe ASAP as old one is a liability to the Village due to bad brakes and exhaust fumes going into cab area.

PUBLIC HEALTH OFFICER:

The following report was presented to the board:

CMP = COMPLETE

IP = IN PROCESS

UR = UNRESOLVED

Health Complaint (s) status:

#005 - per CEO 10/9/15, new owner plans to demolish and remediate before snowfall - **UR**

#006 - per CEO 10/9/15, down not remediated, hazard tape up, certified letter sent - **UR**

State & Main house being remediated

#007 - Main Street - no answer at property - Code enforcement officer spoke with property owner and gave 30 days to repair

Other Health Issues:

May have new Health Dept guidelines for mosquito spraying this spring d/t Zika Virus

Other Village Projects:

John Darling assessed 1/5/16, estimate approved for office electrical work - **IP**

Review/revision of Comprehensive Plan done by June, now being reviewed by Sue - **IP**

Rate every Village Property w/Neighborhood Analysis grading using Access program - **IP**

Safety: garage mezzanine max load sign, 12 additional barricades done, tire removal - **IP**

Safety P&P (NYMIR requires) draft to be voted on (See handout) - **IP**

Revised Incident/Accident form to be voted on (see handout; inc in Employee Handbook) - **IP**

RC Fire Dept Summary report - remaining tasks to be handled by Boards - **IP**

Correlate water usage discrepancies (60 mil gal pumped/15 mil gal billed) - **UR**

Grant (s) Progress:

NY Main Street grant denied; did exit webinar 1/20/16 and conference call w/Albany 2/9/16 - see attached report; contact other owners re: interest?

Sidewalks - letter to legislators? contact info for sidewalk estimates? grand opportunities? - **IP**

Mtg w/Co Hwy (Kevin Rooney) on bridge/dam plans & grant opportunities 1/14/16; awaiting his input on next steps - **IP**

**VILLAGE OF RED CREEK
12/2015**

POLICY: SAFETY

Safety must be a first consideration for the Village, all Village employees as well as elected and appointed Board members.

1-Whenever employees or officials are working, are operating Village vehicles/equipment, are present on Village premises or conducting Village business, they must be aware of their surroundings and identify any hazards.

2-Presence of any hazard in the village must be reported immediately to the CEO.

3- The CEO will complete an Accident/Incident Report

4-The Safety Committee is made up of the CEO, DPW Superintendent and RCFD Chief.

5-The Safety Committee (Cmte) regularly identifies hazards of anything that poses a threat to the health and safety of employees, Village residents, equipment and/or facilities.

6-The Cmte looks objectively at the risk management strategy to avoid accidents.

7-The Cmte provides a proactive analysis of:

- a)damage to property, bodily injury incidents or other claims
- b)hazard remediation, what to do differently to prevent loss and ways to improve.

8-The Cmte reviews all accident/incident reports.

9-The Cmte investigates, documents, tracks, makes remediation recommendations and time-frame for completion.

10-Hazard identification will include:

- a) damaged sidewalks or stairs (possible slip or fall claims)
- b) fire and life safety features in municipal buildings
- c) building security features
- d) playgrounds/parks conditions
- e) protection of cooking facilities
- f) work zone safeguards
- g) housekeeping

A motion was made by Mayor Palermo, seconded by Trustee Huntington to adopt the above policy as presented. Roll call vote as follows: Mayor Palermo, aye; Trustee Bettis, aye; Trustee Huntington, aye; Trustee Schiller, aye

The Incident/Accident was presented and new changes were approved.

NEW BUSINESS:

There was discussion regarding a residence that needs repair, 1 building torn down. 2 condemned properties in the village. The village should be budgeting monies for legal funds to take people to court. There was also a discussion regarding a possible neighborhood watch for the Village of Red Creek.

REVITALIZATION COMMITTEE:

Nothing to report.

CHAMBER OF COMMERCE:

Nothing to report.

LIBRARY:

Nothing to report at this time.

ROTARY:

Nothing to report

HISTORICAL ASSOCIATION:

Nothing to report

AMERICAN LEGION:

Nothing to report.

FIRE DEPARTMENT:

Nothing to report at this time.

ADJOURNMENT:

A motion was made by Trustee Bettis, seconded by Trustee Huntington to adjourn the meeting. Roll call vote as follows: Mayor Palermo, aye; Trustee Bettis, aye; Trustee Huntington, aye; Trustee Schiller, aye

Meeting adjourned at 8:16 pm.