

The regular DPW Friday meeting and the rescheduled Board Meeting of the Red Creek Village Board was held on **November 20, 2015** at the Village Hall, 6815 Church Street, Red Creek, NY.

**BOARD MEMBERS PRESENT:**

Mayor Palermo  
Trustee Bettis  
Trustee Barnes

**OTHERS PRESENT:**

June Smith - Health Officer  
Susan Saylor - Clerk/Treasurer  
Steve Lapp - DPW  
Bob Day - Code Enforcement Officer  
Lance Powell

**CALL MEETING TO ORDER:**

Meeting was called to order at 9:32 am.

**ABSTRACT #006**

At this time the clerk presented the board with Abstract # 006. A motion was made by Trustee Barnes, seconded by Mayor Palermo to approve the abstract as presented. Roll call vote as follows: Trustee Bettis, aye; Trustee Barnes, aye; Mayor Palermo, aye.

Because of a purchase by the fire department, a discussion ensued regarding the fire department and the lack of cleanliness. The board discussed bringing in the fire department to discuss the problem. June suggested making a list of the things that need to be done and presenting it to the fire department and have them delegate tasks to the members. The showers are not complete, there are shower curtains for bathroom doors and mouse feces found in some areas. June and Bob will contact the fire department and do a code inspection and a health inspection at the same time. They will do the inspection and report back to the board with their findings on November 27, 2015. The board would also like the fire department meeting minutes to look over. It was suggested to have the junior fire department members to general cleaning. The clerk would like an updated list of active fire department members with drivers licenses to submit to DMV for the LENS program. The board will make up the list of items at the November 27th DPW meeting and present it to the fire department.

**MINUTES:**

A motion was made by Mayor Palermo, seconded by Trustee Barnes to accept the minutes of November 6, 2015 DPW meeting as presented. Roll call vote as follows: Trustee Bettis, aye; Trustee Barnes, aye; Mayor Palermo, aye.

### **TIME OFF SLIPS:**

Two time off slips were presented for this week. After reviewing time cards before the DPW meeting, Trustee Barnes and Mayor Palermo discussed time off. Any vacation used must be pre-approved, and time off will only be in 1/2 or full day increments. This does not apply to comp time, comp time is to be used the same week it is earned if possible. Punch in times for the time clock will be between 6:55 am and 7:05 am, and punch outs must be between 3:25 pm and 3:35 pm. Employees must speak to the mayor or a board member for time off. There was also discussion regarding the house for Steve. He is being given the option to keep his regular hours or change them to 7:00 am - 4:30 pm Monday through Thursday and 7:00 am - 11:00 am on Friday. Time off slips are to be filled out if time taken off is an emergency and all time off slips will be attached to the time cards for that week.

### **DPW:**

There was a discussion regarding the sign inventory. The board will start looking at signs that need to be replaced as part of the budget process. Steve will bring the list to the DPW meeting on November 27, 2015.

Water leaks were discussed as the village has significant water loss. There was discussion regarding testing meters, calibration of master meters and doing leak detections. There should be an inventory list of meters - main meters at pump house with dates of installation and the age of the meters.

The mayor had previously asked Steve to find out the surrounding towns plow schedule for the winter. Steve has spoken with the Towns of Victory and Wolcott. These towns do not have a schedule of times that they plow, they look at the weather to see what roads need to be done. The mayor then asked about a route schedule to see when the towns will be back in the village to plow the streets that they take care of for us.

Main and Pinckney came out to look at the back hoe. For just a brake job, the quote was \$10,000. They will get back to us with the amount to repair the other items that need to be fixed. The board will discuss how to proceed at the November 27, 2015 meeting.

The Christmas decorations are up and look much nicer with the new paint job. The plow truck is ready to go for the winter.

The following lists were presented to the board:

#### **Projects Done:**

❖ Sidewalk to village hall

Done 11/4/2015

- ❖ Removed beaver dam, Done 11/4/2015
- ❖ took out top row of boards from village dam Done 11/4/2015
- ❖ Christmas decorations washed, primed, painted Done 11/5/2015
- ❖ Got quotes on concrete apron Done 11/4/2015
- ❖ Disposed of weed killer Done 10/28/2015
- ❖ Trimmed trees over sidewalks Done 11/4/2015
- ❖ Brush pick up Done 11/5/2015
- ❖ Water samples & water reports Done 11/2/2015
- ❖ Primed & painted bed of red dump Done 11/2/2015
- ❖ Removed counter top and cupboards from  
village hall kitchen, put in foyer Done 11/4/2015
- ❖ Put up white board for Bob Done 11/9/2015
- ❖ Raked leaves around village hall Done 11/10/2015
- ❖ Got sander & plow to village garage Done 11/10/2015
- ❖ Cleaned leaves off Main Street Done 11/10/2015
- ❖ Replaced furnace filter in garage Done 11/10/2015
- ❖ Removed & cleaned injectors` Done 11/17/2015
- ❖ Got sander serviced, wing serviced,  
front plow serviced and put on truck Done 11/17/2015
- ❖ Got concrete sealer and sealed apron Done 11/16/2015
- ❖ Took bows off wreaths, put up decorations Done 11/17/2015
- ❖ Got load of cold patch for ramps on side  
of apron Done 11/16/2015
- ❖ Met with NYS DOT& WCWSA at drain on  
Wolcott Street Done 11/19/2015
- ❖ Town of Wolcott filled sand building Done 11/18/2015
- ❖ Called in stake out for refreshment stand  
water won't shut off, have to dig up Done
- ❖ Met with service guys from Main & Pinckney  
about village back hoe Done 11/19/2015
- ❖ Ordered parts for chlorine pumps Done 11/16/2015

**Projects To Be Completed:**

- ❖ Seal concrete floor in Cuyler Well
- ❖ Paint Cuyler well building inside and out, replace sealing in back part of Cuyler pump house
- ❖ Secure door on well head Pasture Well
- ❖ Remove fences from Fletcher Well, Pasture Well
- ❖ Repair gate & fence at water tower
- ❖ Repair concrete on valve pit (Water Tower)
- ❖ Curb stop broke at Methodist Church parking lot

- ❖ Scrape & wash new village hall stain
- ❖ Pressure wash roof on new village hall, remove moss
- ❖ Get prices on rip rap for dam
- ❖ Get estimates on metal plate for dam
- ❖ Get plow schedules from towns
- ❖ Fire hydrant to be scraped primed & painted
- ❖ Fix curb box at refreshment stand, school right of way
- ❖ Fix or repair heater in Cuyler well

#### **VILLAGE CLERK:**

The clerk presented the board with the list of board members and the dates of meetings attended for pay this year. There was a question about paying a board member that has only come to one meeting this year. The clerk will contact NYCOM regarding this. The attendance policy states:

**Village Board** members (Mayor and Trustees) are compensated for their service established under New York State statutes and based on Village budget, paid annually. Board meetings are every month on the second Wednesday at 6:30 p.m. In addition, there will be special Board and/or Committee meetings and joint meetings with the Planning Board as needed. Each Board member is required to make 14 of the 16 regular monthly meetings and annual budget workshops without disruption of pay. For each unexcused absence, pay will be withheld based on per meeting rate/annual salary.

It was suggested to have wording regarding making a minimum number of days to be paid at all. This will be discussed at the November 27, 2015 DPW meeting.

#### **CODE ENFORCEMENT:**

- ❖ Dam emergency planning meeting was held on November 13, 2015.
- ❖ Attended Haz Mat meeting on Tuesday
- ❖ Letters being sent to violations before court next month
- ❖ Fire inspections being done of village businesses
- ❖ Article has been sent to the Newspaper regarding CO detectors
- ❖ Discussed a Christmas party for the village on December 18th. Board members, Erick, Historical Society and Lynn Chatfield will be invited. It will be at 11:30 am after the regular DPW meeting
- ❖ Greg Northrup and Kate Keenan will be asked to attend the DPW meeting on November 27, 2015 to discuss their properties. They will be asked to be at the meeting at 9:30 am.
- ❖ Greg Northrup will be taken to court for the debris on his property.
- ❖ The roof is coming up at Kate's building on Main Street, glass is also coming out of building

## **HEALTH OFFICER'S REPORT TO VILLAGE BOARD:**

**CMP = Complete    UR=Unresolved**

### **Health Complaint (s) Status:**

#005 - per CEO on 10/9/2015, new owner plans to demolish & remediate before snow fall - **UR**

#006 - knocked down but still safety hazard, CEO stated 10/9/2015 owner was to remediate that weekend ; want to re-issue criminal nuisance and re-tape areas- **UR**

#008 - CEO & HO check garbage in yard complaint 10/30 - **CMP**

### **Other Health Issues:**

Discussed open dumpsters with CEO, violates Property Code 307.1-3- **UR**

CEO to take pictures of every property/rate based on Neighborhood Analysis grading (att) - **UR**

Emergency Contact Forms - **CMP**

Drug Policy - need signed form from Steve, Greg, Chuck, Mike, Erica-**UR**

### **Other Village Projects:**

Emergency Management Plan - being developed, hand out incident flow chart, reviewing all 3 manuals to incorporate and send to County and NYS - **UR**

Rules of Procedure - revised, handed out, review/approve? - **UR**

Staff evaluations - based on job description, handed out example, review/approve? - **UR**

Start review/revision of Comprehensive Plan after holidays? -

### **Grant(s) Progress:**

Called NY Land Bank program coordinator, report - **CMP**

Should hear on NY Main Street grain in 12/15 - **UR**

Mike: Meeting re: sidewalks w/Rocky?; report on Hannibal; need contact info from Mike for sidewalk estimates then look at grant opportunities - **UR**

Reviewed Tectonic Dam Report 5/2015; list of deficiencies handed out; correlate with water usage discrepancies (60 mil gal pumped/15 mil gal billed) and Department of Health inspection recommendations; bridge/dam plans to look at grant opportunities - **UR**

There was discussion regarding the Lake Shore Land Bank - waiting for Oswego to get approved and then they can expand. The sidewalks in Hannibal - because it being a state road, they have asked their representatives - no money expended from village or town funds.

Trustee Barnes had to leave at 11:07 am.

The code enforcement officer has pictures of all properties in the village done - will grade properties.

**ADJOURNMENT:**

Motion to adjourn: Mayor Palermo

2nd: Trustee Bettis

Meeting adjourned at 11:11 am.