

The regular DPW Friday meeting of the Red Creek Village Board was held on **October 23, 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  
Roger Haag - Milton Cat

**CALL MEETING TO ORDER:**

Meeting was called to order at 9:30 am.

**MINUTES:**

No discussion of minutes this meeting, but will be approved at next meeting.

**MILTON CAT:**

Roger Haag was present to discuss with the board the purchase of a new back hoe. He presented quotes to the board and discussed various financing/purchasing options. He also discussed the annual trade program which would mean a new back hoe every year. The village would pay for the hours used. Right now the charge is set at \$12.50 per hour. Because of the amount of hours the village would put on the back hoe, we should not have to even change the oil on it. If the village breaks anything on the machine, the village would be responsible for fixing it. If the village wanted to finance the purchase for either three or five years, the village could still trade the back hoe every year. The Cat dealer would work with the bank to make the necessary changes in machine every year. If a Cat Back hoe was purchased, the salesperson would do the training for the village crew and go over every inch of the back hoe. If the village wanted to participate in the yearly trade program they would need to purchase the better back hoe as Cat will not trade for a bare bones piece of equipment. There was discussion regarding the maintenance schedule and the board was informed that the owner's manual, located behind the seat in a pouch, lists what maintenance will need to be done and at what intervals. There was also discussion regarding what type of oil is to be used as the engine is a Tier 4 emissions diesel engine. The sales person also noted that Blue Tooth can be added as an option for an additional cost of \$120. The board thanked Mr. Haag for his time coming out to discuss the options and they will be

getting back to him after a decision is made. Mr. Haag informed the board that he has one back hoe coming in around the middle of November, after that he may not be able to get the back hoe until February.

**TIME OFF SLIPS:**

No time off slips were presented for this week.

**DPW:**

The following list was presented to the board:

- Monday - Friday water checks
- Replaced pump tube, put pump back in service (chlorine pump)
- Started cleaning pump house
- Marked out stake out at 13820 Furnace Street, they are replacing water line to house
- Marked out other stake outs on Jenkins Road, Wolcott Street. RG&E is replacing poles from Lawville Road to South Street.
- Spoke with Seth from WCWA regarding RPZ for back flow
- Went to District Office and got all RPZ back flow for health department
- Tuesday - off sick
- Wednesday - called Roger from Cat about back hoe and see if he was able to come to the meeting Friday
- Got all loose paint off floor in Cuyler well pump house, vacuumed floor, washed floor.
- Mowed Cuyler well, washed off Ferris mower.
- Thursday - Finished cleaning pump house
- Pumped out Cuyler well meter pit
- Inspected all screen on all openings at Cuyler Well
- Met contractor on apron estimate for front of salt storage building
- Friday - ordered sample bottles from Life Science Labs
- Filled out paper work on flushing hydrants for health department
- Called county on getting rid of weed killer. They do not have that program any more, gave number for Monroe county, no luck

Next Week:

- Monday - pump out all pits - Fletcher Well, Cuyler Well. Paper work for Sheryl
- Tuesday - Meeting with Sheryl Robbins
- Prime and Paint Christmas Lights
- Get equipment ready for winter, oil changes

There was discussion regarding power to the Fletcher Well, very expensive. Wayne County does not have a program to dispose of hazardous materials. Steve will call Wayne County back to see if they

know of a place to take it even if we have to pay. Steve will also call Cayuga County to ask about their program. There was discussion about the build up in the chlorine pump. The items Steve is getting ready for Sheryl should be done on a monthly basis, not to wait until Sheryl comes. The board asked Steve what days Erick worked. Erick worked the following days: Monday - Off, Tuesday - worked 8 hours, Wednesday - Off, Thursday - Off, Friday - Off. There was discussion about time management, and scheduling. The weekly listing does not show what items can be done by Erick if Steve is not in. The board wants to have a schedule for each day so the board can see what needs to be done on a daily basis if Erick calls in for lack of work. Making a schedule and list of work to be done should be part of a normal work day. Trustee Barnes suggested an hourly planner to record daily jobs. Steve will work on a schedule for next week. Lance will come up at 3:00 pm to help Steve. The list will then go to the clerk who will email the list to the board members. The board also discussed the estimate for the concrete apron at the salt storage building. Steve will get a second quote for the work. Steve will move flower pots next week. People will be at the creek trapping beavers Hopefully this will stop the dams from being rebuilt in the creek. Steve will put on a schedule the trimming of trees around the concrete spill way. This will be done twice a year to avoid any additional brush from entering the creek. Erick may have to mow the village property one more time this year before the equipment goes to storage.

#### **CODE ENFORCEMENT:**

- Dumpsters in the village - all dumpsters have covers and will be kept closed
- Worked on Emergency Response Plan for the dam. Highlighted items which need to be changed
- Checked on permits and work being done in village
- Went with June Smith, Health Officer, to a property on Jenkins Road with a health issue (See Health Officer Report case #008)
- Talked to Greg Northrup - stated that dumpsters will be coming and two guys will be loading the debris into the dumpsters (Health Officer Case #006)

Trustee Barnes left the meeting at 10:40 am due to work obligations.

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

**CMP = Complete    UR=Unresolved**

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

#005 - per CEO, new owner plans to demolish & remediate before snowfall - **UR**

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

#008 - CEO & HO check on garbage in yard & home complaint; talked with resident who met us outside, stated can't afford garbage pick-up, gave her info on financial assistance and 2 weeks to clean up with garbage not in garage/in covered containers, re check 10/30/15 - **UR**

**Other Health Issues:**

Discussed open dumpsters with CEO, violates Property Code 307.1-3; CEO to check out uncovered - **UR**

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

First Aid & CPR kits in "kitchen" cupboard with large identifying sign - **CMP**

Emergency contact forms locked in Personnel files but unlocked in HO file, HO folder - **CMP**

Discussed F/U to posting criminal nuisance with a judge; Village Attorney or DA to commit to prosecution of case, costs - **UR**

**Other Village Projects:**

Employee handbook - sent to Clerk and Wayuga 10/13 for printing - **CMP**

DPW Storm Policy - Need to write, need Board suggestions - **UR**

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

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

Workplace Violence or Sexual Harassment - use Accident/Incident form to report - **CMP**

**Grant(s) Progress:**

Call on NY Land Bank program next week - **UR**

Should hear on NY Main St grant in 12/15 - **UR**

Request from Board member to check in to CDBG Housing grant - report on meeting with Wayne County

Weatherization Director Tuesday 10/13 in Sodus at 9 am - next step? - **UR**

Need contact info from Mike for sidewalk estimates then look at grant opportunities - **UR**

Need contact info from Chuck for bridge/dam plans then look at grant opportunities - **UR**

The clerk received a phone call from a representative of a community group regarding using the village hall meeting room. The clerk will send the facility use permit form as well as the facility use rules. The board would like the representative attend either a regular board meeting or a Friday DPW meeting to discuss the rules and expectations for groups meeting at village hall. The clerk will include that requirement in the letter with the facility use form.

**ADJOURNMENT:**

Motion to adjourn: Mayor Palermo

2nd: Trustee Bettis

Meeting adjourned at 11:13 am.