

The regular DPW Friday meeting of the Red Creek Village Board was held on **October 9, 2015** at the Village Hall, 6815 Church Street, Red Creek, NY.

**BOARD MEMBERS PRESENT:**

Mayor Palermo  
Trustee Bettis  
Trustee Barnes

**OTHERS PRESENT:**

June Smith  
Susan Saylor  
Steve Lapp

**CALL MEETING TO ORDER:**

Meeting was called to order at 9:30 am.

**TIME OFF SLIPS:**

The Village Board went over three vacation/time off slips. The board will go over the regular time card at the regular board meeting, and the time off slips will be discussed at the Friday DPW meetings. Steve requested October 2, 2015 - vacation day, Susan requested October 16, 2015 - Personal Day, and the morning of October 21, 2015 - Comp time, will be in at 1 pm. The time off for the clerk regarding village meetings will be used on Friday following the meeting, will be getting rid of comp time for the village clerk.

**PART TIME EMPLOYEE:**

There will need to be a change of distinction for Erick regarding change from a full time to a part time seasonal employee. Summer is part time seasonal. There has not been a discussion regarding what hours Erick will be working this winter, and it will be up to Steve to set hours for Erick regarding plowing in the winter. There will need to be a discussion with Erick regarding his working with the Town of Wolcott. Steve was asked when Erick's help would be needed during the winter. Erick helps with plowing, sidewalks, and moving snow downtown. There was discussion regarding having other towns help out with plowing in the village if needed. Victory plows Canada Street, Wolcott plows Furnace Street, Keeley Street, Dry Bridge Road, Church Street, and South Street, Sterling plows part of Keeley Street. Steve will contact the Towns of Victory, Wolcott, and Sterling about snow plowing policy, and their schedule of plowing. Because we may be a man down for plowing this year, Steve will work on a list of names for a call roster of people able to plow if needed in an emergency. He will present a list to the village board and they will decide on it.

## **CLOTHING ALLOWANCE FOR PART TIME EMPLOYEES:**

Erick will be allowed to use his fall clothing allowance this year as per board discussion because he was a full time employee when the budget was originated. Now that he is no longer a full time employee, he will not be eligible for a clothing allowance next year. This is a onetime only purchase.

## **VILLAGE CLERK:**

Sandy Stadtmueller called the village office regarding the boy scouts meeting at the new village hall as the meeting door at the old village hall has been locked. The boy scout leaders meet the 4th Monday of the month. They have asked to have Ms. Stadtmueller attend the next board meeting to discuss the use of the village hall. At this time June presented her form for facility use, the clerk has gone over the form and had a few questions and revisions. After the revisions are made, June will present the form and rules for using the meeting facility at the next board meeting for approval. The board has determined that no one will be allowed to use the board conference table, there will be folding tables available for use during meetings.

The clerk also asked the board about the NYMIR inspection and recommendations made by NYMIR. The following items were addressed:

1. There was an excessive amount of combustible materials in the Water Storage Building. Unused materials should be properly discarded and the remaining materials reorganized: Steve and Bob will go through the items and determine what needs to be disposed of and how it will be disposed of.
2. During the survey of the kitchen in the fire house, it was noted that an excessive amount of combustible material was accumulating in the hood that was missing filters. The hood system needs to have baffled steel filters that meet code requirements. This will maximize their effectiveness, and prevent accidental ignition from grease buildup: Trustee Bettis will contact Chad Gardner, Fire Chief to go over the recommendations and make sure this is taken care of.
3. The fire extinguishers in all buildings are past due for their annual inspections. A qualified fire equipment service company must inspect fire extinguishers annually: This has already been taken care of.
4. To improve security in the Village Hall area, the clerk's desk needs to be equipped with a panic button that can be used to alert emergency personnel as needed: This will not be done per board.
5. The computer and electrical wiring on the floor near the clerk's desk needs to be moved to a cable raceway connector up and off the floor: Trustee Barnes, and Mayor Palermo will meet at the village hall on October 17, 2015 after 3:30 pm to crawl under the building to set up wiring for the internet.
6. Water stained ceiling tiles were identified in the Village Hall. These ceiling tiles must be replaced as they harbor mold spores that contribute to indoor air quality problems: Steve will clean the tiles with a bleach solution.
7. A statement of safety policy needs to be adopted along with your Work place violence Safety Training: Bob will be taking care of this.

8. The mezzanine of the Highway Garage does not have a "Maximum Load" capacity posted. The maximum load should be determined for this area and posted conspicuously: Steve will give Trustee Bettis the dimensions so he can figure out the max load capacity. This will then be posted.

There was also a discussion regarding the gas leak at the fire department. This is an ongoing issue, Trustee Bettis will contact the Fire Chief and together they will meet RG&E at the fire hall to track down the leak so it can be repaired.

General Code has sent a list of items that they need better copies of and also a list of dates that local laws were adopted. The Clerk will be working on this project this afternoon.

The clerk also asked if to have the DPW meeting notice posted on the website to comply with the open meetings law posting requirements. Mayor Palermo stated that it was ok to have it listed.

#### **FURNACE DISCUSSION:**

Board has decided furnace in conference/meeting room will be repaired. Mayor Palermo has contacted Nodine's and the part has been ordered to repair the furnace. The furnace for the Main Village hall area quote was for \$5595. The clerk will be contacting two more heating contractors for quotes before a decision will be made. The AC will not be replaced at this time.

#### **CODE ENFORCEMENT:**

Greg Northrup property need DEC permit to burn in the Village - will be having dumpsters delivered this weekend to begin clean up. Bob will speak with Chad Gardner about the fire department burning a house in the village.

There was a certificate of compliance issued for the covered bridge.

The Code Enforcement Officer will be doing a fire inspection at the property of Amber Roberts on Main Street.

Paper work is being done and is at the county now for the property on Main Street next to Chad Avalone. They are in the process of transferring ownership. He will be setting up for a demo of the property as soon as it changes hands.

There was a discussion regarding the assessment for each property in the village. June would like to see the code enforcement officer use the same grading system that was used in the original neighborhood analysis done in 1967. The following codes were used when looking at properties:

S (1) - Sound

DE (2) - Deteriorating (Needs many minor repairs)

DI (3) - Dilapidated (Needs major repairs/not economic)

The village will need to address properties at a number two level to avoid them from becoming a number three.

Dam Emergency Response Plan - the code officer did a drawing of the dam, and listed what needs to be addressed. The code officer also stated that the village needs to do a dam drill to know what to do in the case of dam failure. Steve had the documentation on the Inspection and Maintenance Plan for the dam.

The Code Enforcement Officer did safety training for Steve and Erick regarding asbestos. It was a one hour training session.

There was discussion regarding the need to train any new hire. There needs to be 8 hours of Safety Training - anyone on the plowing list should also be trained.

The code officer went to investigate a sewer violation with the health officer.

**DPW:**

Steve presented the board with the following list of items:

- Mon - Fri water checks, read master meters, put water reads in log.
- Mon filled out paper work for water samples and water reports.
- Filled out paperwork for NYS highway road inventory.
- Looked at dam in creek behind Gary Coopers house.
- Talked to Scott Maybe about sand for winter.
- Tuesday - found water service for Bill Pople's place on Furnace Road. Got a hold of Seth from WCWSA on sewer lateral. Brian Pople moving in.
- Put in Jones meter on South Street, had to find water shut off. Had to fix shut off, hit by mower. Last week got 3 other meters put in, Brewster on Church Street, Becker's on Main Street, Gould on Main Street.
- Changed oil and hydraulic oil on John Deer and filters.
- Put new lights on back of red dump, changed to LED
- Wednesday - Took down American Flags.
- Patched more pot holes.
- Talked to DEC on dams in creek to see what else we could do to get dams out. Was told that homeowners are responsible for dam removal.
- Got big hole in main dam. Got most of water out of creek.
- Talked to Dan Rago about Blue Bell Drive project.
- Thursday - Brush picked up.
- Met with Lonny Pople on water service and sewer lateral. Might have leak in water line?
- Worked on cleaning out beaver dams.
- Worked on inspection and maintenance plan with Bob Day.

- Friday - handed out 5 meter door hangers for appointments next week.
- Got a call from Sheryl Robbins NYS health department - will be here 10/27/2015
- Going to start washing, priming and painting Christmas decorations.

There was a discussion regarding how many water meters to have on hand for winter. It was decided to keep 6 meters on hand - order 6 more if number goes below 6.

Mayor Palermo would like Steve to change how jobs are listed on the DPW report. He would like Steve to break out the items showing what are one man jobs and what are two man jobs. He would like Steve to list two man jobs in case Erick leaves.

Steve asked about getting a large cable to put out trees from the creek. One was borrowed from a local business and it broke during use. Steve was able to fix it, but needed to purchase a larger one that can handle larger trees. During this discussion, it was decided to clean out the creek every spring. Trees that have fallen should be pulled out, and debris cleaned out.

There was again a discussion regarding the apron at the village salt storage building. The estimate for an asphalt one is \$1400. Steve will get a quote to have a concrete one installed and make sure it is sealed.

The red dump truck will be at Diamond Enterprise to have it inspected.

Trustee Barnes left the meeting at 10:45 am due to work requirements.

June discussed with Mayor Palermo and Trustee Bettis the need for a DPW storm policy.

June also discussed the rules for the meeting room and will purchase a frame for posting the rules.

#### **HANDBOOK DISCUSSION:**

June went through the notes Trustee Barnes had made on the employee handbook regarding holidays that have been removed compared to the current handbook, vacation time that is being reduced, and sick time/personal time. Changes have been made and the handbook will be ready for adoption at the Wednesday board meeting.

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

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

#005 - per new owner, in process w/in next 2 weeks

#006 - knocked down but still safety hazard, want to re-issue criminal nuisance

#007 - ck'd on sewage ponding complaint; remediated

**Other Health Issues:**

Discussed open dumpsters with CEO, violates Property Code 307.1-3; CEO to check out uncovered  
Concern over vehicles, boats & more in front yard of 6914 Main Street; NYS law allows 2 unlicensed  
vehicles

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

Per traps at Fat Frankie's - owner wants to have rodent control program, no issues

Gave Clerk order information for first aid & CPR kits on 10/5/2015

Have discussed F/U to posting criminal nuisance with a judge; Village Attorney or DA to commit to  
prosecution of case, costs

Legionnaires Disease post - address cone cooling towers, none in village qualify

**Other Village Projects:**

Employee handbook 0 Erica's corrections incorporated; Board to discuss remarks/concerns

DPW Storm Policy - Have? Need to write?

Public Meeting Conduct - to be posted in meeting room? Frame?

Rules of procedure - revise?

**Grant(s) Progress:**

Should hear on NY Main Street grant in December

Request from Board members to check into CDBG Housing grant - first, am meeting with Wayne County  
Weatherization Director on Tuesday October 13 at 9 am

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

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

**ADJOURNMENT:**

Motion to adjourn: Mayor Palermo

2nd: Trustee Bettis

Meeting adjourned at 11:25 pm