**WORKSHOP MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:15 P.M.**

**ON TUESDAY, MAY 26, 2015 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Aronstam, Hughes, Steck, Brewster, Trustee Ayres, and Mayor Leary

Also present Clerk Treasurer Wood, Attorney Keene, Ron Cole of WATS/WAVR, and Amanda Renko of the Morning Times

**Finance Committee:** Trustee Brewster presented bills for in the amount of General Fund $42,281.90; and Cemetery Fund $7,456.46; for a total of $49,738.36 and moved to approve payment of the abstracts. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**367-369 Broad Street Fire Update:** Attorney Keene recommended the Board hold their decision until the end of their regular meeting, as Mr. Fakir may show up.

**Solar Works Presentation:** Mayor Leary reminded everyone that the Solar Works Presentation will be held here on June 2nd at 7:00 p.m.

**Property Tax Payment Sites:** Mayor Leary reminded everyone that they can pay the Village Property Taxes at either Chemung Canal Bank or the Village Hall.

**Auction Results:** The clerk stated the 2011 Ford Crown Vic auctioned for $3,650.

**2015 Sidewalk Replacement Program Application:** Trustee Ayres moved to discuss application in executive session as a contractual matter. Trustee Brewster seconded the motion, which carried unanimously.

**Pedestrian Yield Signs:** Trustee Ayres submitted a recommendation from Chief Gelatt regarding pedestrian yield signs, crosswalk striping, and crosswalk pylons. We would need to purchase two yield signs and 2 pylons. Trustee Steck raised concerns with the crosswalk across Broad Street at Pine Street. Mayor Leary asked for cost proposals for any work needed, signs, and pylons for the next meeting.

**Summer Art Camp:** Attorney Keene stated she reviewed legal opinions and fair and adequate consideration is necessary in renting space. Discussion followed regarding what is fair and adequate consideration. Trustee Aronstam moved to charge $100 per week in rent for the summer art camp to use space in the Village Hall for their program. Trustee Ayres seconded the motion, which carried unanimously.

**439 Fulton Street/NPL Building:** The clerk submitted invoices for the demolition of 439 Fulton Street, to be drawn on the General Fund. They are as follows:

Trustee Aronstam moved to approve payment to Gorick Construction in the amount of $422,626. Deputy Mayor Ayers seconded the motion, which carried unanimously.

Trustee Aronstam moved to approve payment to O’Rourck, Inc. in the amount of $14,710. Trustee Brewster seconded the motion, which carried unanimously.

Trustee Aronstam moved to approve payment to Hunt Engineers in the amount of $1607.75. Trustee Steck seconded the motion, which carried unanimously.

Trustee Aronstam moved to approve payment to Village of Waverly, Board of Water Commissioners in the amount of $780. Trustee Steck seconded the motion, which carried unanimously.

**Stump Removal on Broad Street:** Mayor Leary submitted a quote from Mattison’s Bucket Service to remove stumps on Broad Street at a cost of $575. Trustee Aronstam moved to approve the removal of stumps by Mattison’s Bucket Service as presented. Trustee Steck seconded the

motion, which carried unanimously.

**Horseshoe Pit Update:** Trustee Brewster stated there were no updates to report.

**2014-2015 General Budget Transfers:** Trustee Ayres moved to approve the following budget transfers as presented. Trustee Brewster seconded the motion, which carried unanimously.

|  |  |  |  |
| --- | --- | --- | --- |
| Line Item | Description | Transfer In: | Transfer Out: |
| A 1110-0145 | court-sick | 582 |  |
| A 1110-0148 | court-holiday | 53 |  |
| A 1110-0149 | court-vacation | 98 |  |
| A 1110.0401 | court-supplies |  | -1,300 |
| A 1110-0405 | court-telephone | 1,300 |  |
| Line Item | Description | Transfer In: | Transfer Out: |
| A 1325-0100 | treasurer-full time | 688 |  |
| A 1325-0145 | treasurer-sick | 567 |  |
| A 1355-0400 | assessment-expense | 1,000 |  |
| A 1410-0100 | clerk-full time |  | -3,800 |
| A 1410-0142 | clerk-part time |  | -9,542 |
| A 1410-0145 | clerk-sick | 1,640 |  |
| A 1410-0148 | clerk-holiday | 130 |  |
| A 1410-0149 | clerk-vacation |  | -895 |
| A 1410-0402 | clerk-other expense | 2,000 |  |
| A 1620-0142 | bldg-part time janitor |  | -3,000 |
| A 1620-0400 | bldg-contractual expense | 4,000 |  |
| A 1620-0402 | bldg-electric | 5,000 |  |
| A 1620-0405 | bldg-telephone | 200 |  |
| A 1650-0400 | computer exp | 10,000 |  |
| A 1650-0401 | computer exp police | 1,000 |  |
| A 1910-0400 | unallocated insurance |  | -7,900 |
| A 1930-0400 | judgement & claims |  | -2,000 |
| A 1989-0400 | misc-other GGS |  | -25,000 |
| A 1990-0400 | contingent account |  | -43,679 |
| A 3120-0142 | police-part time | 2,500 |  |
| A 3120-0145 | police-sick | 17,438 |  |
| A 3120-0146 | police-overtime | 21,000 |  |
| A 3120-0149 | police-vacation |  | -4,000 |
| A 3120-0200 | police-equipment | 11,000 |  |
| A 3120-0401 | police-supplies | 2,500 |  |
| A 3120-0402 | police-uniforms | 2,000 |  |
| A 3120-0404 | police-car repairs | 5,000 |  |
| A 3120-0405 | police-telephone | 6,000 |  |
| A 3120-0408 | police-training | 200 |  |
| A 3620-0142 | code-part time | 1 |  |
| A 5110-0100 | street-full time |  | -20,134 |
| A 5110-0145 | street-sick | 2,737 |  |
| A 5110-0148 | street-holiday | 200 |  |
| A 5110-0149 | street-vacation | 582 |  |
| A 5110-0200 | street-equipment |  | -5,500 |
| A 5110-0403 | street-equip repair | 25,000 |  |
| A 5110-0407 | street-shop/traffic lights | 10,000 |  |
| A 5110-0408 | street-paint | 1,500 |  |
| A 5110-0411 | street-street signs | 500 |  |
| A 5112-0200 | permanent improve | 2,957 |  |
| A 5182-0400 | street lighting | 5,000 |  |
| A 7110-0142 | parks-part time | 683 |  |
| A 7110-0145 | parks-sick | 144 |  |
| A 7110-0149 | parks-vacation | 143 |  |
| A 7110-0201 | parks-equipment | 4,549 |  |
| A 7110-0401 | parks-materials/supplies | 7,500 |  |
| A 7110-0402 | parks-electric | 2,600 |  |
| A 7110-0407 | parks-gazebo |  | -2,500 |
| A 7110-0408 | parks-trash | 250 |  |
| A 7310-0145 | rec-sick | 164 |  |
| A 7310-0148 | rec-holiday | 2 |  |
| A 7310-0200 | rec-equipment | 1,200 |  |
| A 7550-0400 | celebrations | 1,500 |  |
| A 9010-0800 | employee retirement |  | -22,000 |
| A 9015-0800 | police retirement | 14,594 |  |
| A 9040-0800 | workmans comp ins | 5,203 |  |
| A 9060-0800 | Health insurance |  | -8000 |
| A 9901-0903 | trans to cemetery fund |  | -23,655 |
| TOTAL |  | 182,905 | -182,905 |

**2014-2015 General Budget Amendments:** Trustee Brewster moved to approve the following budget transfers as presented. Trustee Aronstam seconded the motion, which carried unanimously.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Revenues/Grants | |  |  | Expense Offset by Special Revenues/Grants | | |
| A 510 Estimated Revenues |  | debit |  | A 960 Estimated Appropriations |  | credit |
| A 3501 | CHIPS | 33,586 |  | A 5112-0200 | permanent improve | 33,586 |
| A 3089 | DCJS | 7,019 |  | A 1110.0401 | court-supplies | 2,700 |
|  |  |  |  | A 3120-0146 | police-overtime | 4,319 |
|  |  |  |  |  |  |  |
| TOTAL |  | 40,605 |  | TOTAL |  | 40,605 |

**2014-2015 Cemetery Budget Transfers:** Trustee Aronstam moved to approve the following budget transfers as presented. Trustee Brewster seconded the motion, which carried unanimously.

|  |  |  |  |
| --- | --- | --- | --- |
| Line Item | Description | Transfer In | Transfer Out |
| C 8810-0100 | full time |  | -1,424.00 |
| C 8810-0142 | part time |  | -6,000.00 |
| C 8810-0145 | sick | 516.00 |  |
| C 8810-0146 | overtime | 8.00 |  |
| C 8810-0149 | vacation |  | -500.00 |
| C 8810-0200 | equipment |  | -2,000.00 |
| C 8810-0400 | contractual exp | 3,000.00 |  |
| C 8810-0402 | contractual mowing | 6,400.00 |  |
| TOTAL |  | 9,924.00 | -9,924.00 |

**Parks Summer Help Request:** The clerk stated Recreation Director Havens is requesting that Kevin Gorman be hired as summer help in the parks for three weeks. Collin Traub will be available to begin on June 29th. Trustee Brewster moved to approve Kevin Gorman be hired for the period of May 27th until June 28th at a rate of $8.75 per hour, as requested. Trustee Aronstam seconded the motion, which carried unanimously.

**Tax Freeze/Government Efficiency Plan:** Mayor Leary asked Trustee Ayres, Trustee Brewster, and Clerk Treasurer Wood to meet regarding the Government Efficiency Plan, which is due on June 1st.

**Mayor/Board Comments:** Mayor Leary thanked Mark Pipher and Jaynes Flower Shop for their donation of hanging baskets at the Mini Park.

**Administrative Hearing – Village vs. Fakir:** Trustee Ayres moved to find the property located at 369 Broad Street to be unsafe, unsanitary, and dangerous to the general welfare of the residents of the Village of Waverly as defined by Village of Waverly Code. Trustee Brewster seconded the motion, which led to a roll call vote:

Ayes – 7 (Sinsabaugh, Aronstam, Hughes, Brewster, Ayres, Steck, Leary)

Nays – 0

The motion carried.

Trustee Brewster moved to authorize the Attorney Keene to send notice to Frank Fakir to allow him 30 days to remedy the unsafe property, as outlined in Village of Waverly Unsafe Building Code.

Ayes – 7 (Sinsabaugh, Aronstam, Hughes, Brewster, Ayres, Steck, Leary)

Nays – 0

The motion carried.

Mayor Leary thanked Code Officer Chisari and the media for their time and attention to this.

**Executive Session:** Trustee Hughes moved to enter executive session at 7:35 p.m. to discuss a contractual issue. Trustee Aronstam seconded the motion, which carried unanimously.

Trustee Hughes moved to enter regular session at 7:50 p.m. Trustee Brewster seconded the motion, which carried unanimously.

**Adjournment**: Trustee Brewster moved to adjourn at 7:51 p.m. Trustee Sinsabaugh seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, JUNE 9, 2015 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees: Hughes, Sinsabaugh, Aronstam, Steck, Trustee Ayres, and Mayor Leary

Also present Clerk Treasurer Wood, Attorney Keene, Senior Sewer Commissioner Dr. Ronald Kahn, and Dave Ohman and Mike Primmer of Delaware Engineers

Press included Ron Cole of WATS/WAVR, and Matt Hicks of the Morning Times

**Sewer Presentation:** Mayor Leary gave a brief summary of the sewer plant upgrade project. He stated the plant needs to have a major upgrade due to its age and new requirements. He introduced Dave Ohman and Mike Primmer of Delaware Engineers.

Dave Ohman gave synopsis of the need to replace the belt press as the unit is wearing out and very costly to keep running. He stated this Dewatering Project will be enveloped in the larger project at a later time. He stated the Board of Sewer Commissioners voted on a screw press option for dewatering. Senior Sewer Commissioner Kahn stated this dewatering project is financially beneficial to proceed ahead of the plant upgrade. Dave Ohman submitted information regarding the dewatering project. He estimated the cost to be approximately $1.3 million.

**Sewer Dewatering Project - Bond Resolution:** Trustee Ayres offered the following resolution, and moved its adoption:

**A BOND RESOLUTION, DATED JUNE 9, 2015, OF THE VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF WAVERLY, TIOGA COUNTY, NEW YORK (THE “VILLAGE”), AUTHORIZING A SEWER SYSTEM CAPITAL IMPROVEMENTS PROJECT (PRIMARILY AT THE WASTEWATER TREATMENT PLANT), AT AN ESTIMATED MAXIMUM COST OF $1,400,000, AND AUTHORIZING THE ISSUANCE OF SERIAL BONDS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED $1,400,000, PURSUANT TO THE LOCAL FINANCE LAW TO FINANCE SAID PURPOSE, SAID AMOUNT TO BE OFFSET BY ANY FEDERAL, STATE, COUNTY AND/OR LOCAL FUNDS RECEIVED, AND DELEGATING THE POWER TO ISSUE BOND ANTICIPATION NOTES IN ANTICIPATION OF THE SALE OF SUCH BONDS TO THE VILLAGE TREASURER.**

WHEREAS, the Village Board of Trustees of the Village of Waverly, in the County of Tioga, New York (the “Village”) desires to undertake a capital improvements project for the reconstruction of and construction of improvements to the Village Sewer System primarily at the wastewater treatment plant.

NOW THEREFORE, BE IT RESOLVED, by the Board (by the favorable vote of not less than two-thirds of all the members of the Board of Trustees) as follows:

SECTION 1. The class of objects or purposes to be financed pursuant to this resolution is a sewer system capital improvements project primarily at the wastewater treatment plant, such work to generally consist of various upgrades to the biosolids dewatering equipment including, but not limited to, the removal and disposal of the existing 1-meter belt filter press, polymer feed system and existing waste sludge pumps, the installation of a new screw press, positive displacement pumps, polymer feed system and biosolids flow measuring equipment and appurtenances, modification or replacement of appurtenant piping, valves and supports, various building modifications to support the installation of new equipment such as HVAC and electrical improvements, as well as other improvements more fully identified in a report prepared with the assistance of Delaware Engineering, D.P.C., and including all preliminary work and necessary equipment, materials, and site work and all preliminary costs and costs incidental thereto and in connection with the financing thereof (collectively, the “Purpose”). The estimated maximum cost of the Purpose is $1,400,000.

SECTION 2. The Village Board of Trustees plans to finance the estimated maximum cost of the Purpose by the issuance of serial bonds of the Village in an aggregate amount not to exceed $1,400,000, hereby authorized to be issued therefor pursuant to the Local Finance Law, said amount to be offset by any federal, state, county and/or local funds received. Unless paid from other sources or charges, the cost of such improvements is to be paid by the levy and collection of taxes on all real property in the Village to pay the principal of said bonds and the interest thereon as the same shall become due and payable.

SECTION 3. It is hereby determined that such Purpose is an object or purpose described in subdivision 4 of paragraph (a) of Section 11.00 of the Local Finance Law, and that the period of probable usefulness of such Purpose is 40 years.

SECTION 4. Current funds are not required to be provided prior to the issuance of the bonds authorized by this resolution or any notes issued in anticipation of the sale of such bonds.

SECTION 5. It is hereby determined the proposed maturity of the obligations authorized by this resolution will be in excess of five years.

SECTION 6. The faith and credit of the Village are hereby irrevocably pledged for the payment of the principal of and interest on such bonds (and any bond anticipation notes issued in anticipation of the sale of such bonds) as the same respectively become due and payable. An annual appropriation will be made in each year sufficient to pay the principal of and interest on such bonds or notes becoming due and payable in such year. Unless paid from other sources or charges, there will annually be levied on all the taxable real property of the Village a tax sufficient to pay the principal of and interest on such bonds or notes as the same become due and payable.

SECTION 7. Subject to the provisions of this resolution and of the Local Finance Law, pursuant to the provisions of Section 30.00 relative to the authorization of the issuance of bond anticipation notes or the renewals of such notes and of Section 21.00, Section 50.00, Sections 56.00 to 60.00, Section 62.00 and Section 63.00 of the Local Finance Law, the powers and duties of the Village Board of Trustees pertaining or incidental to the sale and issuance of the obligations herein authorized, including but not limited to authorizing bond anticipation notes and prescribing the terms, form and contents and details as to the sale and issuance of the bonds herein authorized and of any bond anticipation notes issued in anticipation of the sale of such bonds, and the renewals of such notes, are hereby delegated to the Village Treasurer, the chief fiscal officer of the Village. Without in any way limiting the scope of the foregoing delegation of powers, the Village Treasurer, to the extent permitted by Section 58.00(f) of the Local Finance Law, is specifically authorized to accept bids submitted in electronic format for any bonds or notes of the Village.

SECTION 8. The temporary use of available funds of the Village, not immediately required for the purpose or purposes for which the same were borrowed, raised or otherwise created, is hereby authorized pursuant to Section 165.10 of the Local Finance Law, for the purpose or purposes described in Section 1 of this resolution. The Village then reasonably expects to reimburse any such expenditures (to the extent made after the date hereof or within 60 days prior to the date hereof) with the proceeds of the bonds authorized by Section 2 of this resolution (or with the proceeds of any bond anticipation notes issued in anticipation of the sale of such bonds). This resolution shall constitute the declaration of the Village’s “official intent” to reimburse the expenditures authorized by Section 2 hereof with such bond or note proceeds, as required by United States Treasury Regulations Section 1.150-2.

SECTION 9. The Village Treasurer is further authorized to take such actions and execute such documents as may be necessary to ensure the continued status of the interest on the bonds authorized by this resolution, and any notes issued in anticipation thereof, as excludable from gross income for federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the “Code”) and may designate the bonds authorized by this resolution, and any notes issued in anticipation thereof, as “qualified tax-exempt bonds” in accordance with Section 265(b)(3) of the Code.

SECTION 10. The Village Treasurer is further authorized to enter into a continuing disclosure agreement with the initial purchaser of the bonds or notes authorized by this resolution, containing provisions which are satisfactory to such purchaser in compliance with the provisions of Rule 15c2-12, promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934.

SECTION 11. The Village has complied with applicable federal, state and local laws and regulations regarding environmental matters, including compliance with the New York State Environmental Quality Review Act (“SEQRA”), comprising Article 8 of the Environmental Conservation Law and, in connection therewith, duly issued a negative declaration and/or other applicable documentation, and therefore, no further action under the State Environmental Quality Review Act is necessary.

SECTION 12. The Village Treasurer is hereby authorized to execute and deliver in the name and on behalf of the Village a project financing agreement prepared by the New York State Environmental Facilities Corporation (“EFC”) (the “SRF Project Financing Agreement”). The Village Treasurer and the Village Clerk and all other officers, employees and agents of the Village are hereby authorized and directed for and on behalf of the Village to execute and deliver all certificates and other documents, perform all acts and do all things required or contemplated to be executed, performed or done by this resolution or any document or agreement approved hereby, including, but not limited to, the SRF Project Financing Agreement.

SECTION 13. In the absence or unavailability of the Village Treasurer, the Deputy Treasurer is hereby specifically authorized to exercise the powers delegated to the Village Treasurer in this resolution.

SECTION 14. The validity of such serial bonds or of any bond anticipation notes issued in anticipation of the sale of such serial bonds may be contested only if:

1. (a) such obligations were authorized for an object or purpose for which the Village is not authorized to expend money, or

(b) the provisions of the law which should be complied with as of the date of publication of this notice were not substantially complied with and an action, suit or proceeding contesting such validity is commenced within 20 days after the date of such publication of this notice, or

2. such obligations were authorized in violation of the provisions of the Constitution of New York.

SECTION 15. This Resolution is subject to permissive referendum pursuant to Section 36.00 of the Local Finance Law. The Village Clerk is hereby authorized and directed to publish (one time) and post (in at least six conspicuous public places within the Village and at each polling place), this resolution, or a summary thereof, together with a notice of adoption of this resolution subject to permissive referendum, within ten days after the date of adoption of this resolution.

SECTION 16. If no petitions are filed in the permissive referendum period, the Village Clerk is hereby authorized and directed to publish this resolution, or a summary thereof, together with a notice in substantially the form provided by Section 81.00 of said Local Finance Law, in a newspaper having a general circulation in the Village and hereby designated as the official newspaper of the Village for such publication.

Trustee Steck seconded the motion, and the adoption of the foregoing resolution was duly put to

vote on a roll call, which resulted as follows:

Ayes – 6 (Hughes, Sinsabaugh, Steck, Aronstam, Ayres, Leary)

Nays – 0

Absent – 1 (Brewster)

**Sewer Dewatering Project – SEQR:**  Trustee Ayres offered the following resolution and moved

its adoption:

WHEREAS, In regards to State Environmental Review requirements, the Village of Waverly has reviewed SEQR requirements (6 NYCRR Part 617) and has determined that the WWTP Dewatering Project qualifies as a Type II action, per Section 617.5 ©(2), since the work includes replacement, rehabilitation, or reconstruction of facilities, in kind (i.e., providing the same function and of similar size and footprint as existing facilities) within existing areas, on the same site and no actions exceed thresholds in Section 617.4, and

WHEREAS, no SEQR procedural requirements exist for Type II actions, and no environmental assessments or determinations of significance are required, and

THEREFORE, RESOLVED, the Village of Waverly resolves that the WWTP Dewatering Project has been determined to be a Type II action in accordance with 6 NYCRR Part 617 and requires no further evaluation.

Trustee Steck seconded the motion, and the adoption of the foregoing resolution was duly put to vote on a roll call, which resulted as follows:

Ayes – 6 (Hughes, Sinsabaugh, Steck, Aronstam, Ayres, Leary)

Nays – 0

Absent – 1 (Brewster)

**Sewer Dewatering Project – Engineering:** Trustee Steck moved to hire Delaware Engineering, D.P.C for engineering services for the Sewer Dewatering Project at a cost of $168,400 and for Mayor Leary to sign the contract, per recommendation of the Board of Sewer Commissioners. Trustee Sinsabaugh seconded the motion, which resulted as follows:

Ayes – 6 (Hughes, Sinsabaugh, Steck, Aronstam, Ayres, Leary)

Nays – 0

Absent – 1 (Brewster)

**Public Comments:** Dee Breyer, of Project Grow, presented Project Grow’s mission, and outlined their goals. She stated volunteers are always welcomed.

Ron Keene stated the expansion joint on the Howard Street Bridge is in need of repair and asked if the county or state is responsible. Mayor Leary stated he would follow-up on that. Mr. Keene also stated the water line at Forest Home Cemetery needs repair. Trustee Steck stated the DPW will fix it.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of May 12, and May 26, 2015 as presented. Trustee Hughes seconded the motion, which carried unanimously.

**Department Reports:** The clerk submitted department reports from the Code Enforcement, Recreation, Court, and Police Departments.

The clerk submitted a request from Recreation Director Havens. She stated Hayley Miller will not be working in Recreation this year, and asked that she be replaced with Alex Uhl. Trustee Sinsabaugh moved to hire Alex Uhl as Part-Time, Seasonal Recreation Counselor at a rate of $8.75 per hour. Trustee Hughes seconded the motion, which carried unanimously.

The clerk submitted a request from DPW Jack Pond. She stated Collin Traub is not able to start until the end of June, and asked that Kevin Gorman be hired to fill the position until Collin could start, for approximately three weeks. Trustee Sinsabaugh moved to hire Kevin Gorman as a Part-Time, Seasonal Laborer in the Street Department at a rate of $8.75 per hour, as presented. Trustee Steck seconded the motion, which carried unanimously.

**Treasurer's Report:** The clerk presented the following:

Loan Programs 5/01/15 – 5/31/15

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Loans** | **Balances** | **Rehab Loans** | **Balances** |
| Checking-Beginning | 28,365.12 | Checking-Rehab Beginning | 11,013.48 |
| Checking-Ending | 19664.94 | Checking-Rehab Ending | 13,394.86 |
| Savings-Beginning | 387,802.34 | Checking-Sidewalk Beginning | 18,125.00 |
| Savings-Ending | 387,868.21 | Checking-Sidewalk Ending | 17,202.50 |
| Total Available Balance | 536,215.33 | Savings-Beginning | 232,489.21 |
|  |  | Savings-Ending | 232,528.70 |
|  |  | Total Available Balance | 263,126.06 |
|  |  |  |  |
| Total Outstanding Loans | 54,245.55 | Total Outstanding Loans | 68,555.37 |

\*The report also outlined the status of individual loan repayments

**Finance Committee:** The clerk presented bills for in the amount of General Fund (May) $454,160.57 and (June) $30,548.18. She stated $439,723.75 was for the demolition of the NPL Building and was previously approved by the Board. Trustee Sinsabaugh moved to approve payment of the abstract. Trustee Steck seconded the motion, which carried unanimously.

**367-369 Broad Street Fire Update:** Mayor Leary stated the owner, Frank Fakir, is negotiating with a contractor.

**Recreation Committee Update:** Trustee Aronstam stated they are having a golf tournament. Attorney

Keene stated the committee has to meet again to work out some details.

**Summer Art Camp:** Trustee Aronstam stated let the parties know that the cost of the rental would be $100 per week. He is waiting for their response.

**Pedestrian Crossings/Yield Signs:** Trustee Sinsabaugh stated the signage has been ordered and should be installed soon.

**Broad Street Loading Zone:** Trustee Ayres stated the signage at the loading zone seemed very confusing to him. Other members agreed and discussion followed. They determined that new signage was needed and Trustee Sinsabaugh would discuss with DPW Pond.

**2015 Sidewalk Replacement Program Application:** Trustee Ayres presented application SP15-2, and stated the application was reviewed and determined eligible. This will replace 85’ of sidewalk in the amount of $2,600. This is a corner lot. Trustee Steck stated the corner block does not have to be replaced. The program would cover a total of $1,688.25, and the homeowner would be responsible for the balance. Trustee Aronstam moved to approve SP15-2 as presented, and to approve the reimbursement when complete. Trustee Steck seconded the motion, which carried unanimously.

Trustee Aronstam presented application SP15-4, and stated the application was reviewed and determined eligible. This will replace 71’ of sidewalk in the amount of $1,700. This is a corner lot, however, the owner is only replacing blocks on one side. The program would cover a total of $1,000 and the homeowner would be responsible for the balance. Trustee Aronstam moved to approve SP15-4 as presented, and to approve the reimbursement when complete. Trustee Sinsabaugh seconded the motion, the motion carried. Trustee Ayres abstained from the vote.

**Village Hall Floor Cleaning – Hallways:** Trustee Steck moved to approve Duane Coe to strip and wax the hallways at Village Hall at a cost of $300. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Tree Removal at 528 Waverly Street:** The clerk stated Water Operator requested the tree at 528 Waverly Street be removed as it is causing damage with the water lines. She submitted two proposals, as follows: Mattison’s Bucket Service $250, and Quinlan Tree Service $450. Trustee Ayres moved to approve Mattison’s Bucket Service remove the tree at a cost of $250. Trustee Steck seconded the motion, which carried unanimously.

**Mayor/Board Comments:** Mayor Leary stated the contractor has begun renovations at 460 Broad Street.

**Adjournment**: Trustee Hughes moved to adjourn at 7:36 p.m. Trustee Brewster seconded the motion, which carried unanimously.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**WORKSHOP MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:15 P.M.**

**ON TUESDAY, JUNE 23, 2015 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Aronstam, Hughes, Steck, Brewster, Trustee Ayres, and Mayor Leary

Also present Clerk Treasurer Wood, Attorney Keene,

Press: Ron Cole of WATS/WAVR, and Matt Hicks of the Morning Times

**Public Comments:** William Dimmick stated the Tioga County Planning

**Finance Committee:** Trustee Brewster presented bills in the amount of (May) General Fund $5,451.41 and (May) Cemetery Fund $98.89; for a total of $5,550.30 and moved to approve payment of the abstracts. Trustee Sinsabaugh seconded the motion, which carried unanimously.

Trustee Brewster presented bills in the amount of (June) General Fund $35,628.66 and (June) Cemetery Fund $6,439.26; for a total of $42,067.92 and moved to approve payment of the abstracts. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Summer Art Camp:** Trustee Aronstam stated that they have decided that it was not viable for them at this time, however, may readdress for next year.

**Stump Removal on Broad Street:** Mayor Leary stated Mattison’s Bucket Service has begun to remove the stumps on Broad Street.

**Tree List:** The clerk submitted a list of trees that have been determined by the tree commissioner to be removed or trimmed. Trustee Sinsabaugh moved to seek bids and the clerk to advertise the same. Trustee Aronstam seconded the motion, which carried unanimously.

**Mayor/Board Comments:** Mayor Leary stated the new traffic signal on Broad Street is installed and working and feels it is more visible. He also stated there will be a ribbon-cutting ceremony for Waverly Fitness next Monday.

**Adjournment**: Trustee Steck moved to adjourn at 7:51 p.m. Trustee Brewster seconded the motion, which carried unanimously.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, JULY 14, 2015 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees: Hughes, Sinsabaugh, Aronstam, Brewster, Steck, Trustee Ayres, and Mayor Leary

Also present Clerk Treasurer Wood, and Tioga County Legislator Case

Press included Ron Cole of WATS/WAVR, and Matt Hicks of the Morning Times

**Public Comments:** John Reynolds, resident of Muldoon Gardens, stated there has been so vandalism in the gazebo at Muldoon Park. He stated there are also rotted boards in the gazebo and it needs painting.

Ron Keene, Friends of Waverly Cemeteries, stated work was done on the Shelp Mausoleum by Vough Construction and submitted pictures. He stated this is part of the project that was approved in 2009. Trustee Sinsabaugh moved to pay Vough Construction, $2,650, from funds that were previously approved to be released from perpetual care by the Supreme Court. Trustee Steck seconded the motion, which carried unanimously.

**Tioga County Update:** Tioga Legislator Ray Case stated the Board of Elections is in need of election inspectors. Anyone interested should contact them for training.

**Village Update:** Mayor Leary stated there has been a lot happening in the Village, such as:

* Our CDBG Application was accepted and awarded $400,000 in grant funds.
* The Main Street Grant Application was submitted, and he thanked the residents for their input.
* The renovation at 460 Broad Street in continuing.
* We should be receiving the Wastewater WQIP Grant for $100,000 very soon.
* A grant for Parks in the amount of $50,000 should be forth-coming.
* An application for CFE Funding for the Wastewater Plant Upgrade will be submitted soon.
* The sale of the Spaulding Street lot will be closing in a couple of weeks.

**Department Reports:** The clerk submitted department reports from the Code Enforcement, Recreation, Court, and Police Departments.

**Treasurer's Report:** The clerk presented the following:

General Fund 5/01/15 – 5/31/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 149,797.89 | Current Revenues | 72,963.20 |
| Deposits | 559,341.15 | Year to Date Revenue | 2,924,798.05 |
| Disbursements | 653,316.92 | Current Expenditures | 193,908.63 |
| Ending Balance | 55,822.12 | Year to Date Expended | 2,636,087.92 |

\*General Capital Reserve Fund, $84,086.25

\*Year-End Fund Balance, $693,243.97

Cemetery Fund 5/01/15 – 5/31/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 25,546.33 | Current Revenues | 858.83 |
| Deposits | 1,100.87 | Year to Date Revenue | 26,323.56 |
| Disbursements | 7,891.42 | Current Expenditures | 7,740.31 |
| Ending Balance | 18,755.78 | Year to Date Expended | 48,663.11 |

\*Year-End Fund Balance, $28,624.94

Cemetery Fund 6/01/15 – 6/30/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 18,755.78 | Current Revenues | 258.30 |
| Deposits | 250.60 | Year to Date Revenue | 258.30 |
| Disbursements | 6,723.11 | Current Expenditures | 6,624.22 |
| Ending Balance | 12,283.27 | Year to Date Expended | 6,624.22 |

Loan Programs 6/01/15 – 6/30/15

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Loans** | **Balances** | **Rehab Loans** | **Balances** |
| Checking-Beginning | 19664.94 | Checking-Rehab Beginning | 13,394.86 |
| Checking-Ending | 21,446.04 | Checking-Rehab Ending | 13,745.51 |
| Savings-Beginning | 387,868.21 | Checking-Sidewalk Beginning | 17,202.50 |
| Savings-Ending | 387,931.97 | Checking-Sidewalk Ending | 15,471.75 |
| Total Available Balance | 409,378.01 | Savings-Beginning | 232,528.70 |
|  |  | Savings-Ending | 232,566.92 |
|  |  | Total Available Balance | 261,784.18 |
|  |  |  |  |
| Total Outstanding Loans | 52,845.96 | Total Outstanding Loans | 68,210.31 |

\*The report also outlined the status of individual loan repayments

**Finance Committee:** Trustee Brewster presented bills for in the amount of General Fund (May) $693.69 and (July) $52,771.24; Unemployment $1,582.00; Business Loan Fund $4,635.28; and Rehab Loan Fund $4,635.28; and moved to approve payment of the abstract. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Recreation Committee Update:** Trustee Brewster stated the current Recreation Commission does not meet again until September.

**Broad Street Loading Zone:** Mayor Leary asked about the progress of the new signage for the Broad Street loading zone. Trustee Steck stated he would check with Jack Pond, of the Street Department.

**369 Broad Street Update**: Mayor Leary stated the clean-up has been done and all parties are satisfied. He recommended releasing the $15,000 from escrow to Frank Fakir. Trustee Ayres moved to release $15,000 that is held in escrow and return it to Frank Fakir. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Village Tax Corrections:** Trustee Brewster moved to approve a property tax correction for 369 Broad Street. The current taxes are $1,396.80 and will be changed to $111.74, a reduction of $1,285.06. The building burned down on 1/1/2015. Trustee Hughes seconded the motion, which led to a roll call vote, as follows:

Ayes – 7 (Hughes, Sinsabaugh, Aronstam, Brewster, Steck, Ayres, Leary)

Nays – 0

The motion carried.

**Tree Bids:** The clerk stated two bids were received for the request dated 7/7/15 for tree removal/trimming and stump removal, as per the recommendations of the Tree Committee. A separate bid was also requested for trimming of trees on West Pine and Pine Streets. Mayor Leary opened the bids, and read as follows:

Mattison’s Bucket Service (Tree List) $2,250 (Pine & West Pine Streets) $2,350

Quinlan Tree Service (Tree List) $1,755 (Pine & West Pine Streets) $1,200

Trustee Sinsabaugh moved to award both bids to Quinlan’s Tree Service in the total amount of $2,955 and recommended Jack Pond, of the Street Department, inspect work before payment. Trustee Steck seconded the motion, which carried unanimously.

**NYCOM Fall Training School:** Trustee Steck moved to approve Clerk Treasurer Wood, Attorney Keene, and any Board Member to attend the NYCOM Fall Training School in Lake Placid, NY on September 28 – October 1, 2015 at a cost of $260 each, plus room and board. Trustee Brewster seconded the motion, which carried unanimously.

**2015 Sidewalk Replacement Program Application:** The clerk submitted two applications for the sidewalk program. Trustee Ayres moved to discuss in executive session. Trustee Steck seconded the motion, which carried unanimously.

**Municipal Solution’s Contract:** Trustee Steck moved to authorize Mayor Leary to sign the contract from Municipal Solutions, Inc., dated June 16, 2015, for financial advisement regarding bonding for the Wastewater Treatment Plant’s Dewatering Project in the amount of $23,000, plus $1,000 for all related items. Trustee Sinsabaugh seconded the motion, which led to a roll call vote, as follows:

Ayes – 7 (Hughes, Sinsabaugh, Aronstam, Brewster, Steck, Ayres, Leary)

Nays – 0

The motion carried.

**Property Rights Act:** Mayor Leary stated he received a request for support from Congressman Reed regarding the property rights act. Trustee Brewster requested time for the Board to review, which was granted. Mayor Leary stated it would be discussed at the next meeting.

**Mayor/Board Comments:** Mayor Leary stated the paving will begin on Monday.

**Executive Session:** Trustee Brewster moved to enter executive session at 7:02 p.m. to discuss a contractual issue. Trustee Hughes seconded the motion, which carried unanimously.

Trustee Brewster moved to enter regular session at 7:18 p.m. Trustee Steck seconded the motion, which carried unanimously.

**2015 Sidewalk Replacement Program:** Trustee Ayres presented application SP15-3, and stated the application was reviewed and determined eligible. This will replace 30’ of sidewalk in the amount of $900. The program would cover a total of $675, and the homeowner would be responsible for the balance. Trustee Aronstam moved to approve SP15-3 as presented, and to approve the reimbursement when complete. Trustee Brewster seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Hughes, Aronstam, Brewster, Steck, Ayres, Leary)

Nays – 1 (Sinsabaugh)

The motion carried.

Trustee Ayres presented application SP15-5, and stated the application was reviewed and determined eligible. This will replace 45’ of sidewalk in the amount of $1,200. The program would cover a total of $900 and the homeowner would be responsible for the balance. Trustee Aronstam moved to approve SP15-5 as presented, and to approve the reimbursement when complete. Trustee Brewster seconded the motion, which carried unanimously.

Trustee Ayres presented application SP15-6, and stated the application was reviewed and determined eligible. This will replace 71.5’ of sidewalk in the amount of $1,600. The program would cover a total of $1,000 and the homeowner would be responsible for the balance. Trustee Aronstam moved to approve SP15-6 as presented, and to approve the reimbursement when complete. Trustee Brewster seconded the motion, which carried unanimously.

**Adjournment**: Trustee Brewster moved to adjourn at 7:20 p.m. Trustee Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**WORKSHOP MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:15 P.M.**

**ON TUESDAY, JULY 28, 2015 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Aronstam, Steck, Brewster, Trustee Ayres, and Mayor Leary

Also present Clerk Treasurer Wood, and Attorney Keene

Press: Ron Cole of WATS/WAVR, and Matt Hicks of the Morning Times

**Public Comments:** There were no comments offered.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of June 9, and June 23, 2015 as presented. Trustee Aronstam seconded the motion, which carried unanimously.

**Treasurer's Report:** The clerk presented the following:

General Fund 6/01/15 – 6/30/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 55,822.12 | Current Revenues | 1,986,120.10 |
| Deposits | 1,635,404.40 | Year to Date Revenue | 1,986,120.10 |
| Disbursements | 1,234,781.94 | Current Expenditures | 177,870.79 |
| Ending Balance | 456,444.58 | Year to Date Expended | 177,870.79 |

\*General Capital Reserve Fund, $84,100.07

**Finance Committee:** Trustee Brewster presented bills in the amount of General Fund $46,905.33 and Cemetery Fund $6,434.96; and Perpetual Care Fund for a total of $55,990.29, and moved to approve payment of the abstracts. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Street Paving:** Mayor Leary stated the street paving is complete and everything went very smoothly.

**Recreation Committee Update:** Mayor Leary requested the committee meet to discuss moving forward.

**Broad Street Loading Zone Signage:** Trustee Steck stated the signs have been ordered and will be installed once received.

**CDBG Meeting:** Mayor Leary stated the Clerk Treasurer Wood, Trustee Ayres, and himself will be meeting with Thoma Development to discuss our award and what is needed to proceed.

**New Bank Account for NYS CDBG:** The clerk stated we need to have a separate account for the CDBG funds. Trustee Ayres moved to authorize the clerk to open a new bank account for NYS CDBG at Chemung Canal Trust Company. Trustee Brewster seconded the motion, which carried unanimously.

**452 Cayuta Avenue:** Mayor Leary stated 452 Cayuta Avenue has been taped off due to uninhabitable conditions. He stated the lone occupant was taken from the home and went with Tioga County Health Department, who will help him find a new place to stay. There were also 4 dogs and 16+ cats that were removed from the home by Animal Control and taken to Stray Haven. Mayor Leary stated Tioga County Health Department, Water Department, Code Enforcement, Animal Control, and Police Department personnel were on scene. He stated the property belongs to Patrick Hogan, whom we dealt with on another property. Mayor Leary stated this kind of neglect is unacceptable, and will not be tolerated.

**Floor Cleaning Proposal:** Trustee Aronstam moved to approve Duane Coe to clean and wax floors in the Village Hall at a cost of $550. This will include three bathrooms, PD hallways, PD locker room, evidence room, code enforcement office, and front entrance to the police department. Trustee Brewster seconded the motion, which carried unanimously.

**Penelec Proposal for Pole Relocation:** Mayor Leary stated he would like to get an updated estimate from Penelec to move three poles in Erie Alley. He stated the proceeds from the sale of the Spaulding Street lot should cover the expense. Trustee Aronstam questioned if the Board was ready or willing to proceed with the parking project that was drawn up. He stated he feels there is an uncertainty about this project with the Board Members, and feels there should be a conclusion before moving forward and expending any funds. Trustee Ayres recommended portions of the project be done to determine if the project would be feasible. He also stated it would make sense to relocate the poles anyways, as they are an obstruction with plowing. Mayor Leary stated he would get an updated estimate and it could be discussed further at that time. The Board agreed.

**Authorization to Purchase HP Server for Police Department:** The clerk stated the police department’s server has reached its end-of-life. She stated it would no longer get security updates and needs to be replaced. She presented a proposal from Pyramid Business Systems in the amount of $10,265.24 (Server $8,310.24 and labor to install $1,955). Trustee Ayres moved to approve the purchase, as presented. Trustee Brewster seconded the motion, which carried unanimously.

**Property Rights Act:** Trustee Ayres offered the following resolution for support of the Defense of Property Rights Act (DOPRA), and moved its adoption:

WHEREAS, the right to own and use property is essential to a free society, and

WHEREAS, property rights are clearly outlined in the Fifth Amendment of the United Stated Constitution, and

WHEREAS, the Fifth Amendment stated that “no person…. Be deprived of life, liberty, or property, without due process of law: nor shall private property be taken for public use, without just compensation”, and

WHEREAS, taking of private land for public use by government may occur in the form of physical takings or regulatory takings, and

WHEREAS, regulatory takings occurs when the use of private property is limited by government regulation, and

WHEREAS, federal, state, and local government regulations have significantly affected the value and use of private land, and

WHEREAS, private property owners deserve just compensation when regulations significantly affects the value and use of private land, and

WHEREAS, the decision by New York State to ban high-volume hydraulic fracturing significantly affects the value and use of private land, and

WHEREAS, government regulations and decisions regarding the definition of Waters of the United States and wetlands determinations may significantly affect the value and use of private land, and

WHEREAS, government at all levels should protect the right for people to own and use their property, and

WHEREAS, establishing a legal framework for Americans to seek compensation when government significantly impairs the use and value of their land is fair, and

WHEREAS, HR 510, the Defense of Property Rights Act, introduced in the United States House of Representatives allows landowners the opportunity to seek compensation in federal or state court if government action impairs the value of their land by $20,000 or by twenty percent, and

NOW, THEREFORE, BE IT RESOLVED, that the Village of Waverly, Board of Trustees,

(1) supports HR 510, the Defense of Property Rights Act (2) calls on the New York State Congressional Delegation to cosponsor HR 510.

The motion died due to no second being offered, and the resolution failed.

**Executive Session:** Trustee Brewster moved to enter executive session at 7:09 p.m. to discuss a contractual issue. Trustee Aronstam seconded the motion, which carried unanimously.

Trustee Brewster moved to enter regular session at 7:38 p.m. Trustee Steck seconded the motion, which carried unanimously.

**Adjournment**: Trustee Sinsabaugh moved to adjourn at 7:39 p.m. Trustee Aronstam seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, AUGUST 11, 2015 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees: Hughes, Sinsabaugh, Aronstam, Brewster, Trustee Ayres, and Mayor Leary

Also present Clerk Treasurer Wood, Attorney Keene, and Tioga County Legislator Case

Press included Ron Cole of WATS/WAVR

**Public Comments:** No comments were offered.

**Letters and Communications:** Mayor Leary introduced Kevin Slaughter, and stated he is doing an externship from Elmira Business Institute and has been working with Clerk Treasurer Wood.

The clerk read a letter from Don & Becky Bean, of 45 West Pine Street, requesting a temporary road closure for West Pine Street between Pine Street and Clinton Avenue on September 4, 2015 from 3:30 to 6:00 p.m. as their daughter is getting married at their home and there will be a need for parking cars. Trustee Ayres moved to approve the street closure with parking on the east side only to allow for emergency vehicles to pass if necessary. Trustee Brewster seconded the motion, which carried unanimously.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of July 14, and July 28, 2015 as presented. Trustee Brewster seconded the motion, which carried unanimously.

**Department Reports:** The clerk submitted department reports from the Code Enforcement, Court, Street, and Police Departments. Mayor Leary stated all of the paving is done and the crosswalk pads were installed.

**Treasurer's Report:** The clerk presented the following:

Cemetery Fund 7/01/15 – 7/31/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 12,283.27 | Current Revenues | 28,158.28 |
| Deposits | 25,500.32 | Year to Date Revenue | 28,416.58 |
| Disbursements | 9,269.92 | Current Expenditures | 9,269.92 |
| Ending Balance | 28,513.67 | Year to Date Expended | 15,894.14 |

**Finance Committee:** Trustee Brewster presented bills from the General Fund for $95,099.03; and the Equitable Sharing Account for $1,750.00; and moved to approve payment of the abstract. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**CDBG Program Update:** Mayor Leary stated he, Trustee Ayres, and Clerk Treasurer Wood met with Bernie Thoma and reviewed the upcoming project. He stated rehab projects will be prioritized by conditions and income. Trustee Brewster moved to seek proposals from qualified firms or individuals to provide program delivery and administrative services in conjunction with our recently awarded 2014 NYS CDBG to fund a housing rehabilitation program, to have them returned by noon on September 4, 2015, and the clerk to advertise the same. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Sewer Plant Upgrade Project:**

Interim Agreement for Leprino Foods: Trustee Ayres moved to authorize the mayor to sign the interim agreement for sewer services with Leprino Foods. Trustee Sinsabaugh seconded the motion, which carried unanimously.

NYS EFC Grant Application: Trustee Brewster moved to authorize the Mayor to sign the NYS EFC Grant Application for the sewer plant upgrade project. Trustee Ayres seconded the motion, which carried unanimously.

Wastewater Treatment Plant Upgrade – SEQR:Trustee Sinsabaugh offered the following resolution and moved its adoption:

WHEREAS, in regards to State Environmental Review requirements, the Village of Waverly has reviewed SEQR requirements (6 NYCRR Part 617) and has determined that the WWTP Dewatering Project qualifies as a TYPE II action, per Section 617.5 ©(2), since the work includes replacement, rehabilitation, or reconstruction of facilities, in kind (i.e., providing the same function and of similar size and footprint as existing facilities) within existing areas, on the same site and no actions exceed thresholds in Section 617.4, and

WHEREAS, no SEQR procedural requirements exist for Type II actions, and no environmental assessments or determinations of significance are required, and

THEREFORE, RESOLVED, the Village of Waverly resolves that the Village of Waverly WWTP Upgrade Project has been determined to be a Type II actions in accordance with 6 NYCRR Part 617 and requires no further evaluation.

Trustee Hughes seconded the motion, which led to the following roll call vote.

AYES - 6 (Sinsabaugh, Hughes, Aronstam, Ayres, Brewster, Leary)

NAYS - 0

ABSENT – 1 (Steck)

**Penelec’s Proposal to remove Poles from Erie Alley:** Mayor Leary presented a proposal for $9,683 to removal electric poles from Erie Alley. He stated the proceeds from the sale of the Spaulding Street Lot would cover this expense. He stated he would contract Penelec to give a presentation.

**Recreation Committee Update:** A meeting is scheduled for Wednesday, August 19, 2015 at 10:00 a.m.

**Muldoon Park Gazebo Repairs**: Trustee Aronstam stated he requested a list of repairs that are needed for the gazebo.

**452 Cayuta Avenue:** Mayor Leary stated the owner of 452 Cayuta Avenue has brought in a dumpster and has begun to clean up the premises. Code Enforcement sent the owner a code violation with an order to comply by September 11, 2015. New York State requires a 30-day notice.

**Tree List:** The clerk submitted a list of trees that have been determined by the tree commissioner to be removed or trimmed. Trustee Sinsabaugh moved to seek bids and the clerk to advertise the same. Trustee Aronstam seconded the motion, which carried unanimously.

**Full Time WWTP Operator:** Trustee Ayres moved to approve advertising for a Full Time

WWTP Operator. Trustee Hughes seconded the motion, which led to the following roll call vote.

AYES - 6 (Sinsabaugh, Hughes, Aronstam, Ayres, Brewster, Leary)

NAYS - 0

ABSENT – 1 (Steck)

**Glenwood Cemetery:** Ron Keene stated he would like to nominate the Glenwood Cemetery for placement on the National Historic Register. He explained that there is grant funds available to do help with the necessary repairs of the mausoleum. He asked the Board for their support. Mayor Leary thanked Ron Keene for his commitment and working in our cemeteries. Trustee Brewster moved to authorize Mayor Leary to sign a Statement of Owner Support from NYS Division for Historic Preservation State and National Registers of Historic Places Program for consideration and inclusion in the State and National Registers of Historic Places. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Executive Session:** Trustee Brewster moved to enter executive session at 7:36 p.m. to discuss a contractual issue. Trustee Sinsabaugh seconded the motion, which carried unanimously.

Trustee Brewster moved to enter regular session at 7:52 p.m. Trustee Hughes seconded the motion, which carried unanimously.

**Adjournment**: Trustee Brewster moved to adjourn at 7:53 p.m. Trustee Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**WORKSHOP MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:15 P.M.**

**ON TUESDAY, AUGUST 25, 2015 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Aronstam, Steck, Brewster, Trustee Ayres, and Mayor Leary

Also present Clerk Treasurer Wood, Senior Sewer Commissioner Ron Kahn, and Mike Primmer of Delaware Engineers

Press: Ron Cole of WATS/WAVR, and Matt Hicks of the Morning Times

**Public Comments:** There were no comments offered.

**Letters and Communications:** The clerk advised the Board that we’ve received the final payment from Tioga County Consolidated Health Reserve in the amount of $35,144.

The clerk submitted the proposed Waverly-Barton Fire District’s 2016 Budget, for review. Their total proposed budget is $267,428.

**Treasurer's Report:** The clerk presented the following:

General Fund 7/01/15 – 7/31/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 456,444.58 | Current Revenues | 68,967.68 |
| Deposits | 252,866.68 | Year to Date Revenue | 2,055,087.78 |
| Disbursements | 268,088.95 | Current Expenditures | 236,200.60 |
| Ending Balance | 441,222.31 | Year to Date Expended | 414,071.39 |

\*General Capital Reserve Fund, $84,114.35

Loan Programs 7/01/15 – 7/31/15

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Loans** | **Balances** | **Rehab Loans** | **Balances** |
| Checking-Beginning | 21,446.04 | Checking-Rehab Beginning | 13,745.51 |
| Checking-Ending | 18,402.73 | Checking-Rehab Ending | 10,399.81 |
| Savings-Beginning | 387,931.97 | Checking-Sidewalk Beginning | 15,471.75 |
| Savings-Ending | 387,997.86 | Checking-Sidewalk Ending | 13,859.25 |
| Total Available Balance | 406,400.59 | Savings-Beginning | 232,566.92 |
|  |  | Savings-Ending | 232,606.42 |
|  |  | Total Available Balance | 256,865.48 |
|  |  |  |  |
| Total Outstanding Loans | 51,474.99 | Total Outstanding Loans | 66,931.40 |

\*The report also outlined the status of individual loan repayments

**Finance Committee:** Trustee Brewster moved to approve payment of the following abstracts: General Fund $215,769.83, and Cemetery Fund $6,432.10; for a total of $222,201.93. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Sewer Upgrade Project, Bond Resolution:** Trustee Ayres offered the following resolution, and moved its adoption:

**A BOND RESOLUTION, DATED AUGUST 25, 2015, OF THE VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF WAVERLY, TIOGA COUNTY, NEW YORK (THE “VILLAGE”), AUTHORIZING A SEWER SYSTEM CAPITAL IMPROVEMENTS PROJECT (PRIMARILY AT THE WASTEWATER TREATMENT PLANT), AT AN ESTIMATED MAXIMUM COST OF $19,000,000, AND AUTHORIZING THE ISSUANCE OF SERIAL BONDS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED $19,000,000, PURSUANT TO THE LOCAL FINANCE LAW TO FINANCE SAID PURPOSE, SAID AMOUNT TO BE OFFSET BY ANY FEDERAL, STATE, COUNTY AND/OR LOCAL FUNDS RECEIVED, AND DELEGATING THE POWER TO ISSUE BOND ANTICIPATION NOTES IN ANTICIPATION OF THE SALE OF SUCH BONDS TO THE VILLAGE TREASURER.**

WHEREAS, the Village Board of Trustees of the Village of Waverly, in the County of Tioga, New York (the “Village”) desires to undertake a capital improvements project for the reconstruction of and construction of improvements to the Village Sewer System primarily at the wastewater treatment plant.

NOW THEREFORE, BE IT RESOLVED, by the Board (by the favorable vote of not less than two-thirds of all the members of the Board of Trustees) as follows:

SECTION 1. The class of objects or purposes to be financed pursuant to this resolution is a sewer system capital improvements project primarily at the wastewater treatment plant, such work to generally consist of upgrades to the influent pump station, the construction of new headworks, new equalization tank, advanced waste treatment system, and a new control building that will house various equipment, the installation of a new emergency generator, rehabilitation or replacement of sludge digestion and processing facilities, upgrades to the effluent disinfection system, construction of non-potable water system and relating piping, rehabilitation of existing buildings and process tanks for continued use and upgrades to the heating, ventilation and air conditioning (HVAC) systems, as well as other improvements more fully identified in a report prepared with the assistance of Delaware Engineering, D.P.C., and including all preliminary work and necessary equipment, materials, and site work and all preliminary costs and costs incidental thereto and in connection with the financing thereof (collectively, the “Purpose”). The estimated maximum cost of the Purpose is $19,000,000.

SECTION 2. The Village Board of Trustees plans to finance the estimated maximum cost of the Purpose by the issuance of serial bonds of the Village in an aggregate amount not to exceed $19,000,000, hereby authorized to be issued therefor pursuant to the Local Finance Law, said amount to be offset by any federal, state, county and/or local funds received. Unless paid from other sources or charges, the cost of such improvements is to be paid by the levy and collection of taxes on all real property in the Village to pay the principal of said bonds and the interest thereon as the same shall become due and payable.

SECTION 3. It is hereby determined that such Purpose is an object or purpose described in subdivision 4 of paragraph (a) of Section 11.00 of the Local Finance Law, and that the period of probable usefulness of such Purpose is 40 years.

SECTION 4. Current funds are not required to be provided prior to the issuance of the bonds authorized by this resolution or any notes issued in anticipation of the sale of such bonds.

SECTION 5. It is hereby determined the proposed maturity of the obligations authorized by this resolution will be in excess of five years.

SECTION 6. The faith and credit of the Village are hereby irrevocably pledged for the payment of the principal of and interest on such bonds (and any bond anticipation notes issued in anticipation of the sale of such bonds) as the same respectively become due and payable. An annual appropriation will be made in each year sufficient to pay the principal of and interest on such bonds or notes becoming due and payable in such year. Unless paid from other sources or charges, there will annually be levied on all the taxable real property of the Village a tax sufficient to pay the principal of and interest on such bonds or notes as the same become due and payable.

SECTION 7. Subject to the provisions of this resolution and of the Local Finance Law, pursuant to the provisions of Section 30.00 relative to the authorization of the issuance of bond anticipation notes or the renewals of such notes and of Section 21.00, Section 50.00, Sections 56.00 to 60.00, Section 62.00 and Section 63.00 of the Local Finance Law, the powers and duties of the Village Board of Trustees pertaining or incidental to the sale and issuance of the obligations herein authorized, including but not limited to authorizing bond anticipation notes and prescribing the terms, form and contents and details as to the sale and issuance of the bonds herein authorized and of any bond anticipation notes issued in anticipation of the sale of such bonds, and the renewals of such notes, are hereby delegated to the Village Treasurer, the chief fiscal officer of the Village. Without in any way limiting the scope of the foregoing delegation of powers, the Village Treasurer, to the extent permitted by Section 58.00(f) of the Local Finance Law, is specifically authorized to accept bids submitted in electronic format for any bonds or notes of the Village.

SECTION 8. The temporary use of available funds of the Village, not immediately required for the purpose or purposes for which the same were borrowed, raised or otherwise created, is hereby authorized pursuant to Section 165.10 of the Local Finance Law, for the purpose or purposes described in Section 1 of this resolution. The Village then reasonably expects to reimburse any such expenditures (to the extent made after the date hereof or within 60 days prior to the date hereof) with the proceeds of the bonds authorized by Section 2 of this resolution (or with the proceeds of any bond anticipation notes issued in anticipation of the sale of such bonds). This resolution shall constitute the declaration of the Village’s “official intent” to reimburse the expenditures authorized by Section 2 hereof with such bond or note proceeds, as required by United States Treasury Regulations Section 1.150-2.

SECTION 9. The Village Treasurer is further authorized to take such actions and execute such documents as may be necessary to ensure the continued status of the interest on the bonds authorized by this resolution, and any notes issued in anticipation thereof, as excludable from gross income for federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the “Code”) and may designate the bonds authorized by this resolution, and any notes issued in anticipation thereof, as “qualified tax-exempt bonds” in accordance with Section 265(b)(3) of the Code.

SECTION 10. The Village Treasurer is further authorized to enter into a continuing disclosure agreement with the initial purchaser of the bonds or notes authorized by this resolution, containing provisions which are satisfactory to such purchaser in compliance with the provisions of Rule 15c2-12, promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934.

SECTION 11. The Village has determined that the Purpose is a Type II action that will not have a significant effect on the environment and, therefore, no other determination or procedures under the State Environmental Quality Review Act (“SEQRA”) is required.

SECTION 12. To the extent applicable, the Village Treasurer is hereby authorized to execute and deliver in the name and on behalf of the Village a project financing agreement prepared by the New York State Environmental Facilities Corporation (“EFC”) (the “SRF Project Financing Agreement”). To the extent applicable, the Village Treasurer and the Village Clerk and all other officers, employees and agents of the Village are hereby authorized and directed for and on behalf of the Village to execute and deliver all certificates and other documents, perform all acts and do all things required or contemplated to be executed, performed or done by this resolution or any document or agreement approved hereby, including, but not limited to, the SRF Project Financing Agreement.

SECTION 13. In the absence or unavailability of the Village Treasurer, the Deputy Treasurer is hereby specifically authorized to exercise the powers delegated to the Village Treasurer in this resolution.

SECTION 14. The validity of such serial bonds or of any bond anticipation notes issued in anticipation of the sale of such serial bonds may be contested only if:

1. (a) such obligations were authorized for an object or purpose for which the Village is not authorized to expend money, or

(b) the provisions of the law which should be complied with as of the date of publication of this notice were not substantially complied with

and an action, suit or proceeding contesting such validity is commenced within 20 days after the date of such publication of this notice, or

2. such obligations were authorized in violation of the provisions of the Constitution of New York.

SECTION 15. This Resolution is subject to permissive referendum pursuant to Section 36.00 of the Local Finance Law. The Village Clerk is hereby authorized and directed to publish (one time) and post (in at least six conspicuous public places within the Village and at each polling place), this resolution, or a summary thereof, together with a notice of adoption of this resolution subject to permissive referendum, within ten days after the date of adoption of this resolution.

SECTION 16. If no petitions are filed in the permissive referendum period, the Village Clerk is hereby authorized and directed to publish this resolution, or a summary thereof, together with a notice in substantially the form provided by Section 81.00 of said Local Finance Law, in a newspaper having a general circulation in the Village and hereby designated as the official newspaper of the Village for such publication.

Trustee Steck seconded the motion, and the question of the adoption of the foregoing resolution was duly put to vote on a roll call, which resulted as follows:

AYES - 6 (Sinsabaugh, Steck, Aronstam, Ayres, Brewster, Leary)

NAYS - 0

ABSENT – 1 (Hughes)

**Recreation Committee Update:** Trustee Aronstam stated he, Recreation Director Havens, Attorney Keene, and Clerk Treasurer Wood met and things are progressing. He stated potential members are being sought. He will update the Board as it moves forward.

**Muldoon Park Gazebo:** Trustee Aronstam stated he is waiting on a list of repairs needed for the gazebo. Mayor Leary requested they look at possibly using Trex decking for flooring as it would be far less maintenance. Trustee Aronstam stated he will be meeting with parks personnel soon.

**Village Hall Exterior Lighting:** Mayor Leary stated the exterior lighting at Village Hall is not turning off during the day. He asked Trustees Steck and Aronstam to review options submitted by John Mills Electric.

**Tree List:** Mayor Leary submitted a list of trees that have been determined by the tree commissioner to be removed or trimmed. Trustee Steck moved to seek bids to be returned by noon on September 8, 2015, and the clerk to advertise the same. Trustee Brewster seconded the motion, which carried unanimously.

**Adjournment**: Trustee Brewster moved to adjourn at 7:39 p.m. Trustee Sinsabaugh seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, SEPTEMBER 8, 2015 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees: Sinsabaugh, Aronstam, Steck, Brewster, Trustee Ayres, and Mayor Leary

Also present was Clerk Treasurer Wood

Press included Ron Cole of WATS/WAVR, and Matt Hicks of the Morning Times

**Public Comments:** No comments were offered.

**Letters and Communications:** The clerk read a letter from Don and Becky Bean, thanking the Board for allowing their requested street closure. Their event went smoothly.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of August 11, and August 25, 2015 as presented. Trustee Brewster seconded the motion, which carried unanimously.

**Department Reports:** The clerk submitted department reports from the Code Enforcement, Court, and Police Departments. Mayor Leary thanked Ron Keene for his work on nominating the Mausoleum and Glenwood Cemetery to be registered on the National Historic Register.

**Treasurer's Report:** The clerk presented the following:

General Fund 8/01/15 – 8/31/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 441,222.31 | Current Revenues | 99,832.06 |
| Deposits | 150,301.59 | Year to Date Revenue | 2,154,919.84 |
| Disbursements | 421,163.42 | Current Expenditures | 405,934.11 |
| Ending Balance | 170,360.48 | Year to Date Expended | 820.005.50 |

\*General Capital Reserve Fund, $84,128.63

Cemetery Fund 8/01/15 – 8/31/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 28,513.67 | Current Revenues | 8.93 |
| Deposits | .97 | Year to Date Revenue | 28,425.51 |
| Disbursements | 6,617.06 | Current Expenditures | 6,617.06 |
| Ending Balance | 21,897.58 | Year to Date Expended | 22,511.20 |

Loan Programs 8/01/15 – 8/31/15

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Loans** | **Balances** | **Rehab Loans** | **Balances** |
| Checking-Beginning | 18,402.73 | Checking-Rehab Beginning | 10,399.81 |
| Checking-Ending | 19,911.17 | Checking-Rehab Ending | 12,087.96 |
| Savings-Beginning | 387,997.86 | Checking-Sidewalk Beginning | 13,859.25 |
| Savings-Ending | 388,063.76 | Checking-Sidewalk Ending | 11,788.00 |
| Total Available Balance | 407,974.93 | Savings-Beginning | 232,606.42 |
|  |  | Savings-Ending | 232,645.93 |
|  |  | Total Available Balance | 256,521.89 |
|  |  |  |  |
| Total Outstanding Loans | 50,190.87 | Total Outstanding Loans | 65,268.21 |

\*The report also outlined the status of individual loan repayments

**Finance Committee:** Trustee Brewster presented bills from the General Fund in the amount of $57,185.78, and moved to approve payment of the abstract. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Penelec’s Proposal to remove Poles from Erie Alley:** Mayor Leary presented a proposal for $9,682.12 to relocate electric poles from Erie Alley. He stated the proceeds from the sale of the Spaulding Street Lot would cover this expense. Trustee Brewster moved to approve the proposal as presented. Trustee Aronstam seconded the motion, which led to the following roll call vote.

Ayes - 6 (Sinsabaugh, Aronstam, Ayres, Brewster, Steck, Leary)

Nays - 0

Absent – 1 (Hughes)

**Muldoon Park Gazebo Repairs**: Trustee Aronstam stated that due to an unexpected event, the project has been put on hold for later discussion.

**Village Hall Exterior Lighting:** Trustee Steck stated the lighting sensors gets a film on them after a few years and the metal becomes very brittle. He reviewed the proposal options from John Mills Electric and moved to approve option 2, which is: demo existing front wall pack lighting sensors, provide and install a new 2 pole lighting contactor & reroute two existing circuits via the lighting contactor, and provide and install a single photocell to operate the contactor. This option will cost $2,400. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Purchase New Trees:** Mayor Leary directed the clerk to advertise for residents that would be interested in having a new tree planted.

**Letter of Resignation:**  Mayor Leary read a letter of resignation from Parks and Recreation Director Charles Havens. Mr. Havens has accepted a teaching position with Corning High School. His effective date of termination will be September 18, 2015. Mayor Leary stated he has mixed emotions, however, he wishes him well in his future. Mayor Leary thanked him for all of his dedication to the Village and a job well done.

**CDBG Program Bid Opening:** Mayor Leary stated we received one bid for the administration and program delivery services of our 2014 CDBG. Thoma Development Consultants bid $69,000. Mayor Leary stated this cost will come out of the award funding. Trustee Ayres moved to accept Thoma Development Consultants’ bid for services as presented, and authorize Mayor Leary to sign the contract. Trustee Steck seconded the motion, which led to the following roll call vote.

Ayes - 6 (Sinsabaugh, Aronstam, Ayres, Brewster, Steck, Leary)

Nays - 0

Absent – 1 (Hughes)

**Tree Bids:** The clerk stated two bids were received for the tree list dated 8/25/15 for tree removal, trimming, and stump removal as per the recommendations of the Tree Committee. Mayor Leary opened the bids, and read as follows: Mattison’s Bucket Service $9,850, and Quinlan Tree Service $4,590.

Trustee Ayres moved to award the bid to Quinlan’s Tree Service in the amount of $4,590 and recommended Jack Pond, of the Street Department, inspect work before payment. Trustee Aronstam seconded the motion, which carried unanimously.

**Cemetery Mowing Contract:** Mayor Leary stated that the cemetery mowing should be looked at for next year and possibly a three-year contract as was done in the past. He stated he would meet with Keith Pond to discuss if there were any issues this year.

**Elizabeth Square Request:** Mayor Leary stated Liberty, Inc. will be purchasing Elizabeth Square and submitted a handout of their proposal for redevelopment of the complex. They are asking for consideration for their in-lieu-of taxes program. Arthur Loomis, of Elizabeth Square, stated they will be putting $2.5M of improvements into the complex. These improvements will be made to the interior and exterior of the building as they are needed. He stated his investors will be funding the improvement projects that are not HUD related. The investors are looking for stable expenses as they move forward. Liberty, Inc. is a non-profit organization. They requests that we hold at their current in-lieu-of taxes payment. Discussion followed. They offered to come to our next meeting to further discuss.

**Executive Session:** Trustee Brewster moved to enter executive session at 7:36 p.m. to discuss replacement of the Recreation Director position. Trustee Steck seconded the motion, which carried unanimously.

Trustee Aronstam moved to enter regular session at 7:40 p.m. Trustee Brewster seconded the motion, which carried unanimously.

Trustee Steck moved to advertise for hire of Recreation Director, asking for a cover letter and resume and will be accepted until September 21, 2015. Trustee Aronstam seconded the motion, which carried unanimously.

**Adjournment**: Trustee Sinsabaugh moved to adjourn at 7:44 p.m. Trustee Steck seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**WORKSHOP MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, SEPTEMBER 29, 2015 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Aronstam, Steck, Brewster, Trustee Ayres, and Mayor Leary

Also present Deputy Clerk Treasurer Hazen, and Attorney Keene

Press: Ron Cole of WATS/WAVR, and Amanda Renko of the Morning Times

**Public Comments:** There were no comments offered.

**Approval of Minutes:** Trustee Brewster moved to approve the Minutes of September 8, 2015 as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Finance Committee:** Trustee Brewster presented bills from the General Fund in the amount of $39,812.51 and Cemetery Fund $6,941.17; for a total of $46,753.68 and moved to approve payment of the abstract. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Elizabeth Square Request:** Attorney Keene reviewed the request submitted by Elizabeth Square and Mayor Leary stated all other involved parties have been notified. Discussion followed regarding the beginning payment in-lieu-of-tax amount and the escalation of the rate for future payments. John Brennan, Attorney for Elizabeth Square, stated they are voluntarily requesting to enter into a PILOT agreement with the Village because HUD requested they use the mandatory tax exemption with a zero dollar amount payment to the Village and they felt that was unfair to the Village.

Discussion followed regarding the Village taking the supervisory role. Attorney Keene stated in her opinion there is no liability to the Village. She reviewed the modifications requested for the agreement. Trustee Ayres moved to approve the Village act as the supervising agency for the

Elizabeth Square Housing Development Fund Company Inc. Trustee Brewster seconded the motion, which led to the following roll call vote.

Ayes - 6 (Sinsabaugh, Aronstam, Ayres, Brewster, Steck, Leary)

Nays - 0

Absent – 1 (Hughes)

Trustee Brewster moved to authorize Mayor Leary to sign the tax exemption agreement with the minor submitted changes for Elizabeth Square Housing Development Fund Company Inc. Trustee Steck seconded the motion, which led to the following roll call vote.

Ayes - 6 (Sinsabaugh, Aronstam, Ayres, Brewster, Steck, Leary)

Nays - 0

Absent – 1 (Hughes)

**Purchase New Trees:** Trustee Steck moved to authorize Marty Borko to purchase two trees. Trustee Sinsabaugh seconded the motion, which led to the following roll call vote.

Ayes - 6 (Sinsabaugh, Aronstam, Ayres, Brewster, Steck, Leary)

Nays - 0

Absent – 1 (Hughes)

**Update on Recreation Director:** Mayor Leary stated there are 20 applicants. The committee had an informal meeting on September 30, 2015 to review the submitted applications. Mayor Leary reviewed upcoming Recreation events.

**Cemetery Contract:** Mayor Leary stated in the past the village did a three-year mowing contract. Discussion followed regarding increasing the liability insurance amount requirement for cemetery contractor. Mayor Leary stated he would like a proposal for a one-year contract for 2016.

**Mayor Update:** Mayor Leary stated Valley Kiwanis Club donated $160 towards the summer concert series. He also discussed the proclamation declaring October 23-31, 2015 as Red Ribbon Week which serves to educate youth and encourage participation in drug prevention activities. Mayor Leary stated there is a collection box in the lobby of Village Hall for donations of red tulip bulbs for the cause.

**Trick or Treat Night:** Mayor Leary stated Trick-or-Treat night in the Village will be October 29, 2015 between 6:30 - 8:00 p.m.

**Fire District Review:** Mayor Leary stated the Fire District Review will take place October 10, 2015.

**Fall Fest:** Trustee Ayres stated the WBA is sponsoring Fall Fest on October 10, 2015 and the following streets will be blocked off for the event: Broad Street from Waverly Street to Pennsylvania Avenue, and Park Avenue to Depumpo Lane, the rain date for the event is October 11, 2015.

**Adjournment**: Trustee Steck moved to adjourn at 7:17 p.m. Trustee Sinsabaugh seconded the motion, which carried unanimously.

Respectfully submitted,

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Kerri Hazen, Deputy Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, OCTOBER 13, 2015 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees: Hughes, Aronstam, Steck, Brewster, and Mayor Leary

Also present was Clerk Treasurer Wood, Tioga County Legislator Case, and Attorney Keene

Press included Dawn Campbell of WATS/WAVR, and Matt Hicks of the Morning Times

**Public Comments:** No comments were offered.

**Letters and Communications:** The clerk read a letter from Gerald & Shannon Wade requesting permission to have a Trunk or Treat in the parking lot across from 150 Broad Street. Trustee Steck approved their request contingent upon the parking lot owner’s approval. Trustee Brewster seconded the motion, which carried unanimously.

**Approval of Minutes:** Trustee Steck moved to approve the Minutes of September 29, 2015 as presented. Trustee Aronstam seconded the motion, which carried unanimously.

**Department Reports:** The clerk submitted department reports from the Code Enforcement, Court, and Police Departments.

**Treasurer's Report:** The clerk presented the following:

General Fund 9/01/15 – 9/30/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 170,360.48 | Current Revenues | 83,516.01 |
| Deposits | 114,515.38 | Year to Date Revenue | 2,238,435.85 |
| Disbursements | 199,780.92 | Current Expenditures | 186,211.92 |
| Ending Balance | 85,094.94 | Year to Date Expended | 1,006,217.42 |

\*General Capital Reserve Fund, $84,142.45

Cemetery Fund 9/01/15 – 9/30/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 21,897.58 | Current Revenues | 1,758.41 |
| Deposits | 1,570.71 | Year to Date Revenue | 30,183.92 |
| Disbursements | 6,584.96 | Current Expenditures | 7,126.13 |
| Ending Balance | 16,883.33 | Year to Date Expended | 29,637.33 |

Loan Programs 9/01/15 – 9/30/15

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Loans** | **Balances** | **Rehab Loans** | **Balances** |
| Checking-Beginning | 19,911.17 | Checking-Rehab Beginning | 12,087.96 |
| Checking-Ending | 22,404.75 | Checking-Rehab Ending | 14,405.10 |
| Savings-Beginning | 388,063.76 | Checking-Sidewalk Beginning | 11,788.00 |
| Savings-Ending | 388,127.55 | Checking-Sidewalk Ending | 11,788.00 |
| Total Available Balance | 410,532.30 | Savings-Beginning | 232,645.93 |
|  |  | Savings-Ending | 232,684.17 |
|  |  | Total Available Balance | 258,877.27 |
|  |  |  |  |
| Total Outstanding Loans | 47,986.09 | Total Outstanding Loans | 62,983.72 |

\*The report also outlined the status of individual loan repayments

**Finance Committee:** Trustee Brewster presented bills to be drawn from the General Fund in the amount of $37,525.05, and moved to approve payment of the abstract. Trustee Steck seconded the motion, which carried unanimously.

**Tioga County Update:** Tioga County Legislator Case stated the Empire State Development declared our Sewer Plant Upgrade a priority project.

**Drumbeats Through Time Event**: Mayor Leary stated the SRAC will be holding this event on October 17, 2015.

**Sale of Equipment:** Trustee Steck stated the sewer department bought a Ferris Mower, which is now over 15 years old. An offer of $500 to purchase the mower was given, and he recommended accepting the offer. Trustee Steck moved to sell the mower for $500 as offered. Trustee Aronstam seconded the motion, which carried unanimously.

**Purchase Salt Spreader:** Trustee Steck submitted a quote from Bradco Supply for a stainless steel salt spreader, and stated the one we have needs to be replaced. The cost is $7,995 less our trade-in for approximately $5,000. Trustee Steck moved to approve the purchase as presented. Trustee Aronstam seconded the motion, which carried unanimously.

**Cemetery Mowing Contract:** Mayor Leary stated he talked with Keith Pond, of K & K Mowing, and everything went well this year. He had no concerns. Mayor Leary stated the Village requires $300,000 in insurance coverage and he feels this is sufficient. Discussion followed regarding the length of time for the next contract. Trustee Brewster moved to authorize the clerk to advertise for bids for cemetery mowing for the 2016 season only, and the opening will be December 8, 2015. Trustee Aronstam seconded the motion, which carried unanimously.

**Glen Bridge Repair:**  Mayor Leary stated the Cross Country team uses the bridge as part of their path. He stated concern that the bridge needs to be evaluated and repaired to gain back use of the bridge.

**Village Hall Floor Cleaning – Hallways:** Trustee Steck moved to approve Duane Coe to strip and wax the restrooms at Village Hall at a cost of $300. Trustee Brewster seconded the motion, which carried unanimously.

**Mayor/Board Comments:** Mayor Leary reminded residents of Trick or Treat night, and the Halloween Parade. He also stated the Street Department will be leaf picking beginning on Monday, October 19th and continue as weather permits.

**Executive Session:** Trustee Brewster moved to enter executive session at 6:58 p.m. to discuss replacement of the Recreation Director position. Trustee Aronstam seconded the motion, which carried unanimously.

Trustee Brewster moved to enter regular session at 7:31 p.m. Trustee Aronstam seconded the motion, which carried unanimously.

**Adjournment**: Trustee Hughes moved to adjourn at 7:32 p.m. Trustee Aronstam seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**WORKSHOP MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, OCTOBER 27, 2015 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Aronstam, Hughes, Steck, Brewster, Trustee Ayres, and Mayor Leary

Also present Clerk Treasurer Wood, and Attorney Keene

Press: Ron Cole of WATS/WAVR, and Matt Hicks of the Morning Times

**Public Comments:** Mayor Leary thanked Bob Walker, Marlene Rohe, and Jean Minielly-Schmieg for planting the donated red tulip bulbs in support of Red Ribbon Week.

**Approval of Minutes:** Trustee Brewster moved to approve the Minutes of October 13, 2015 as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Finance Committee:** Trustee Brewster presented bills from the General Fund in the amount of $25,303.90, and Cemetery Fund $6,439.05; for a total of $31,742.95 and moved to approve payment of the abstract. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Glen Bridge Repair:**  Trustee Steck stated he and Jack Pond have looked at the bridge. They will clean out the drainage pipes before winter.

**CDBG Update:** Mayor Leary stated Thoma Development is moving along with the grant process. They have been contacting the homeowners that previously filled out a pre-application. He encouraged people to apply. Applications are available in the clerks’ office and also on our website.

**Budget Committee:** Mayor Leary appointed Trustees Aronstam, Sinsabaugh, and Brewster to work with Clerk Treasurer Wood and the department heads on the 2016 -2017 Tentative Budget. They all accepted.

**Curb Cut Application:** The clerk presented a curb cut request from Jeff Lantz for the property at 424 Broad Street. The clerk stated Chief Gelatt and Street Operator Pond have reviewed and had no concerns. Trustee Sinsabaugh moved to approve the curb cut at 424 Broad Street. Trustee Stack seconded the motion, which carried unanimously.

**Erie Alley:** Mayor Leary stated the electric poles have been moved from Erie Alley, and an old junk car has been towed out of there. He stated the alley looks better and has more room.

**Mayor/Board Comments:** Mayor Leary stated we are still waiting to hear about the Main Street Program awards. The Five Star Complex (formerly Lefty’s) is taking rental applications and the building renovation is nearly complete. Becky’s Diner has been re-sided and looks great.

**Executive Session:** Trustee Brewster moved to enter executive session at 6:42 p.m. to discuss the Recreation Director position, and a contractual issue. Trustee Hughes seconded the motion, which carried unanimously.

Trustee Brewster moved to enter regular session at 7:12 p.m. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Adjournment**: Trustee Aronstam moved to adjourn at 7:13 p.m. Trustee Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**SPECIAL MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 4:00 P.M.**

**ON MONDAY, NOVEMBER 2, 2015 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 4:00 p.m.

**Roll Call:** Present were Trustees Sinsabaugh, Aronstam, Steck, Brewster, and Mayor Leary

Also present Clerk Treasurer Wood, and David Shaw

Press: Dawn Campbell of WATS/WAVR, and Warren Howeler of the Morning Times

**Recreation Director:** Mayor Leary gave a brief history of Waverly Recreation. He stated it was started in 1948 and is still going strong. The recreation programs have been very beneficial to the residents and children of Waverly. Mayor Leary stated a five-member committee reviewed 20 applicants for the position of Recreation Director, interviewed several candidates, and feels they have recommended the right candidate for the position. The decision of the committee was unanimous. He introduced David Shaw III as the committee’s candidate.

Trustee Aronstam moved to hire David Shaw III as Provisional Recreation Director at an annual salary of $40,000, effective November 15, 2015. Trustee Steck seconded the motion, which carried unanimously.

Mr. Shaw gave a brief history of his experiences and qualifications. He thanked the Board and Committee for the opportunity to work for the Village of Waverly in this capacity. The Board welcomed Mr. Shaw to the Village of Waverly.

**Adjournment**: Trustee Aronstam moved to adjourn at 4:05 p.m. Trustee Brewster seconded the motion, which carried unanimously.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, NOVEMBER 10, 2015 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees: Hughes, Aronstam, Steck, Brewster, Trustee Ayres, and

Mayor Leary

Also present was Clerk Treasurer Wood, and Attorney Keene

Press included Ron Cole of WATS/WAVR, and Matt Hicks of the Morning Times

**Public Comments:** No comments were offered.

**Approval of Minutes:** Trustee Brewster moved to approve the Minutes of October 27, and November 2, 2015 as presented. Trustee Steck seconded the motion, which carried unanimously.

**Department Reports:** The clerk submitted department reports from the Street Department (September and October), Court, and Code Enforcement.

**Treasurer's Report:** The clerk presented the following:

General Fund 10/01/15 – 10/31/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 85,094.94 | Current Revenues | 62,119.18 |
| Deposits | 295,120.96 | Year to Date Revenue | 2,300,555.03 |
| Disbursements | 179,471.88 | Current Expenditures | 164,001.53 |
| Ending Balance | 200,744.02 | Year to Date Expended | 1,170,218.95 |

\*General Capital Reserve Fund, $84,156.74

Cemetery Fund 10/01/15 – 10/31/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 17,063.33 | Current Revenues | 8.42 |
| Deposits | .46 | Year to Date Revenue | 30,192.34 |
| Disbursements | 7,165.18 | Current Expenditures | 6,624.01 |
| Ending Balance | 9,898.61 | Year to Date Expended | 36,261.34 |

Loan Programs 10/01/15 – 10/31/15

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Loans** | **Balances** | **Rehab Loans** | **Balances** |
| Beginning Balance | 22,404.75 | Beginning Balance | 14,405.10 |
| Deposits | 586.98 | Deposits | 340.88 |
| Disbursements | 0.00 | Disbursements | 0.00 |
| Ending Balance | 22,991.73 | Ending Balance | 14,745.98 |
| Money Market/Savings | 388,193.47 | MM/Savings Balance | 232,723.69 |
| Total Available Balance | 411,185.20 | Sidewalk Program Balance | 11,788.00 |
|  |  | Total Available Balance | 259,257.67 |
|  |  |  |  |
| Total Outstanding Loans | 47,513.99 | Total Outstanding Loans | 62,650.82 |

\*The report also outlined the status of individual loan repayments

**Finance Committee:** Trustee Brewster presented bills to be drawn from the General Fund in the amount of $270,617.73, and moved to approve payment of the abstract. He stated approximately $230,000 of the total was for the annual employees and police retirement payments. Trustee Hughes seconded the motion, which carried unanimously.

**Tioga County Update:** Mayor Leary stated that Villages can no longer use the lever-style voting machines. The clerk stated that the Board of Elections will be having an informational meeting in December. The options will be to use the scanner machines from the county, or use paper ballots. The clerk will have more information, including costs after further discussion with the Board of Elections.

**Glen Bridge Repair:**  Trustee Ayres asked what the issues are at the bridge. Trustee Steck stated the water is eroding the bank on the side of the bridge. The ditch area needs to be reworked and probably need to replace a drain pipe to help prevent the erosion.

**Purchase Salt Spreader:** Mayor Leary stated the Board approved the purchase of a new spreader as we were told it was in stock, however, it is not immediately available. Mayor Leary stated we should look elsewhere for one.

**Leaf Picking**: Mayor Leary stated the Street Department has been picking leaves, however, the truck’s gas line ruptured. The parts were ordered and the truck should be back in service by Friday.

**Recreation Commission:** Mayor Leary stated that currently we do not qualify for a certain grant as we are not a non-profit organization. He asked for an update. Attorney Keene stated she needs to meet with Trustee Aronstam and the Recreation Director Shaw to help with members and bylaws to form the new non-profit group. Trustee Aronstam stated the paperwork for the $50,000 SAM Grant was submitted.

**Appointment to the Board of Sewer Commissioners:** Mayor Leary appointed Matt Jilson to the Board of Sewer Commissioners to fill the vacancy expiring in 2020. Trustee Aronstam moved to approve the appointment as presented. Trustee Steck seconded the motion, which carried unanimously.

**Appointment of Registrar of Vital Statistics:** Mayor Leary appointed Town of Barton Clerk Joan Richards as Registrar of Vital Statistics for the Village of Waverly. Trustee Brewster moved to approve the appointment as presented. Trustee Steck seconded the motion, which carried unanimously.

**Glenwood Mausoleum and Cemetery:** Mayor Leary stated the New York State Parks, Recreation, and Historic Preservation will meet on December 3, 2015 to consider Glenwood Mausoleum and Cemetery to be place on the State and National Historic Registers. Mayor Leary thanked Ron Keene and the Friends of the Waverly Cemeteries for their commitment and support.

**Trees:** The clerk submitted a list of three trees that need to come down, per recommendation of the Tree Committee. Trustee Brewster moved to get proposals for the November 24th meeting. Trustee Aronstam seconded the motion, which carried unanimously. Mayor Leary stated Quinlan Tree Service is no longer doing business and liquidating their equipment.

**Records Disposition:** The clerk submitted the following list of records eligible for disposition, and stated they would be disposed by shredding:

1. Election 2013
   1. Poll watcher certificates
   2. Letters of nomination
   3. Notices of acceptance of office, expired
   4. Independent nominating petitions
   5. Canvass tally and tabulation materials
   6. Voted ballots
   7. Absentee ballot applications
   8. Registration list from County
   9. Poll books
2. Constitutional Tax Limit Filings, fiscal years 2001-2008
3. Budget preparation materials 2008-2009, 2009-2010, 2010-2011
4. CHIPS worksheets 2004, 2005
5. Property tax escrows 2005-2008
6. Receipts for impound vehicle charges 1997-2007
7. 2012-2013 General Ledger Reports
8. UDC FDRL Payment Receipts
9. Clerk Correspondence
10. 2008 Voter registration and polling books
11. Unawarded bids water building
12. 2007-2008 Tentative Budget
13. 2007-2008 Insurance policy
14. Payroll register and time sheets January 1, 2008-December 31, 2008
15. General receipt books October 2003-October 2007
16. Water/Sewer Billing Registers February 2007-December 2008
17. Water/Sewer Bills and Invoices June 1, 2007-May 31, 2008
18. Water/Sewer Capital Stubs June 1, 2007-May 31, 2008
19. Tax receipts June 1, 2007-May 31, 2008
20. Bill 2006-2007
21. Payroll register, time sheets and time cards January 2007-December 2007
22. General Ledger 2005-2007
23. Gross Receipt Tax 2005-2007
24. Tax Search 2004-2009
25. Water/Sewer Capital Stubs 2006-2007
26. Bank Statement 2006-2007
27. Tax Receipt 2006-2007
28. 2008-2009

a. Tax Bills

b. Bank Statements

c. Water/Sewer Daily Receipts

d. Water/Sewer Vouchers

e. General Vouchers

f. General Ledgers

g Time Cards

h. 2010 Voter Enrollment and Poll Books

1. 2007-2008
   1. General Ledgers
   2. Payroll Register and Time Sheets
   3. Recreation Books
   4. Bank Statements
   5. Water/Sewer Recreation Stubs
   6. Water/Sewer Billing Registers
   7. Vouchers
   8. Water/Sewer Daily Receipts and Registers

Trustee Hughes moved to dispose of said records. Trustee Brewster seconded the motion, which carried unanimously.

**Adoption of the 2014 CDBG Implementation Plan:** Trustee Brewster offered the Following 2014 CDBG Implementation Plan, and moved its adoption.

I. OVERALL ADMINISTRATION PLAN

The Village of Waverly will follow the Implementation Plan to assure integration of grant management with the Village’s existing organizational structure.

1. Role of Chief Elected Official and Governing Body

The Village of Waverly has contracted with Thoma Development Consultants (Thoma) to provide project management services for its fiscal year 2014 Owner-Occupied Housing Rehabilitation Program (the “Program”). The firm has extensive experience managing Community Development Block Grant (CDBG) homeownership and housing rehabilitation programs, specifically with the Village of Waverly’s various CDBG projects and was selected through a competitive procurement process of Request for Proposals (RFP). Thoma will work with the Mayor, Village Board, Village Clerk-Treasurer and another other Village staff, such as Code Enforcer as directed by the Village Mayor.

It will be the role of the Mayor to develop an informal system of contact and coordination with key Thoma staff during the life of the grant. This will include, but not be limited to email contact with senior Thoma staff member, Rich Cunningham who has overall oversight of the contract. Program Managers responsible for the day-to-day administration and program delivery will correspond by email and phone routinely with the Village Clerk-Treasurer. A member of Thoma’s staff will also attend Village Board meetings to keep the Village informed of Community Development issues when necessary or requested by the Village, or when any Community Development related issue is on the agenda. All approved projects are reviewed and approved by the Board.

The Mayor will provide approval of agreements with program participants and will be responsible for the approval of the required environmental review record, semi-annual and annual reports, and other reports as required by the CDBG Program. Finally, the Mayor will have oversight of all Village staff that is involved in the subject Community Development Program, including the Village Clerk-Treasurer.

After the completion of an applicant’s intake the program manager will provide information with respect to the applicant and the pertinent application information to the Village Board. The Board will either approve or deny participation. If the project/applicant is approved for participation in the Program, the rehabilitation specialist will conduct a housing assessment and prepare a work scope, then assist with the contractor bidding process before a final budget is determined. Once the final budget is in place, the program manager/assistant will prepare the necessary documents for signature by the Village.

As incurred project costs become due for payment, the program manager will prepare all payment documentation including Request for Funds Forms 1-4, 1-4a and 1-4b, as well as Village vouchers and checks. Payment documentation will be presented to the Village Finance, which will approve all expenditures and the request for funds. Checks will be approved and held until funds are available. The Village’s Chief Fiscal Officer is the Director of Administration and Finance. This official and/or his staff will review all documentation and approve all Program payments.

1. The Village Attorney will prepare and/or review all proposed agreements for the CDBG Program and will be involved in determining the need for conflict of interest waivers issuing legal opinions with respect to conflicts, if necessary.
2. Program Manager

Refer to Section II below.

1. Identification of key CDBG Program Administrators

**Chief Elected Official**:

Name: Daniel Leary Telephone: 607-565-8106

Title: Mayor Fax: 607-565-8109

E-mail address: mwood@villageofwaverly.com

Duties: Oversee CDBG program including all expenditures and oversight of project management firm. See also “Role of Chief Elected Official” above for further detail.

**Chief Financial Officer**:

Name: Michele Wood Telephone: 607-565-8106

Title: Village Clerk-Treasurer Fax: 607-565-8109

E-mail address: mwood@villageofwaverly.com

Duties: Incorporate all financial transactions into Village accounting system. Review all drawdown requests, sign drawdown requests, approve payments and payment documentation, establish system to incorporate CDBG financial transactions in Village accounting system and Village budget, oversee financial staff in preparation of all CDBG related financial reports and accounting.

**Authorized Signatures**:

Name: Diane L. Lopreste Telephone: 607-565-8106

Title: Clerk Fax: 607-565-8109

E-mail address: mwood@villageofwaverly.com

Name: Alison L. Ward Telephone: 607-565-8106

Title: Clerk Fax: 607-565-8109

E-mail address: mwood@villageof waverly.com

Name: Michael Steck Telephone: 607-565-8106

Title: Trustee Fax: 607-565-8109

E-mail address: mwood2villageofwaverly.com

Duties: Approve and/or sign request for funds.

**Project Manager**:

Name: Richard Cunningham Telephone: 607-753-1433

Thoma Development Consultants Fax: 607-753-6818

Title: Senior Consultant

E-mail address: Rich[@thomadevelopment.com](mailto:bernie@thomadevelopment.com)

Duties: The Project Manager is Thoma Development Consultants. Thoma will use the services of Program Manager Annette Huskins and Housing Rehabilitation Specialist (HRS) Steve Triolo with assistance from Phil Connery, and /or Harold Peck as needed in the administration and delivery of grant services and activities. Other Thoma staff will be involved in the overall management and program delivery of this grant including, but not limited to Ann Hotchkin and Linda Armstrong, Program Mangers, Tina Hall, Administrative Assistant, and Pam LeFever, Bookkeeper. The Thoma staff will be responsible for overall project management as noted below.

Annette Huskins, Steve Triolo, and Tina Hall will be responsible for the day-to-day overall management of this Program. Duties for the rehabilitation activity will include, but not be limited to program and contractor marketing, intake and applicant assessment/qualification; qualification of contractors and MWBE contractor marketing; conflict of interest determination and preparation of requests for waivers when necessary; scheduling and coordination of the housing assessment and lead risk assessment by the HRS; SHPO and flood plain reviews; coordination of other required testing such as energy audits and asbestos testing; preparation of drawdowns; preparation of status reports, annual reports and other CDBG required reports; reconciliation of the activity budgets, maintaining status of funds and encumbrance system, and oversight of other Thoma staff involved in the rehabilitation activity of the Program.

**Village Attorney**:

Name: Betty J. Keene, Esq Telephone: 607-565-8283

E-mail address: Fax:

Duties: Preparation and/or review of agreements and program documentation. Advise Mayor and Village Board in other legal matters relating to CDBG project. See also I.B. above

1. Conflict of Interest Policy

The Village of Waverly will follow federal regulations at 24CFR 85.36 and guidance provided by NYS OCR as outlined in the Grants Administrative Manual with respect to conflicts of interest, to determine possible conflicts of interest and submission of waiver requests. All Program applicants must complete a conflict of interest form (see attached). Any potential participant that has or had a contractual relationship with the Village, and/or has or had business or family ties to the Village government, and/or is or was an appointed and/or elected official or associate of the Village may be deemed to have a potential conflict or perception of a conflict of interest. In some cases, the Village Board may decide to seek a waiver of conflict of interest for participants or contractors if such waiver and subsequent participation does not violate State or local law and if the waiver will serve to further the interests of the CDBG Program. This waiver request must be discussed openly at a Board meeting and the Village Attorney must conclude in a written legal opinion that the applicant’s participation does not violate State or local law. Requests for waivers will be submitted to the NYS OCR for review and determination. Thoma will seek the input of the Village attorney with respect to issues that must be satisfied with a waiver request.

II. PROJECT MANAGEMENT

As noted above, the Village of Waverly has retained Thoma Development to provide comprehensive management for the above noted CDBG Program. Although the Village is ultimately responsible for compliance with all applicable State and federal laws, Thoma will facilitate the Village’s compliance with applicable laws, regulations, and contractual requirements that relate to the CDBG grant and the CDBG Program, in general, as outlined in the contract between Thoma and the Village. The Village is also responsible for insuring oversight of Thoma and its work on behalf of the Village in accordance with State requirements.

Thoma’s duties will include, but will not be limited to the preparation of the environmental review record and guiding the Village through the environmental review process; acting as liaison with NYS OCR staff; all activities related to housing rehabilitation processes as described above in I. D. under “Project Manager” and as detailed more fully by heading below; insuring timely completion of the grant; trouble shooting issues; coordination of accounting for the Program with the Village’s financial staff; reporting to the Mayor and Village Board on progress under the Program; and closeout of the grant.

Thoma has a number of staff members that will be involved in the grant administrative process based on their expertise and what is required during the life of the grant, such as preparation of the environmental review record, preparation of closing documents, accounting and financial processes, report preparation, housing conditions assessment, etc. Annette Huskins has been designated as the lead manager for the housing rehabilitation activity.

Ms. Huskins major responsibilities are to provide intake and applicant qualification; to coordinate the activities of the HRS as they relate to the assessment of the subject home to insure the participant’s house qualifies under the Program; coordinate all testing; and work with the HRS in the bidding and awarding of contracts. She will also oversee all other staff that works with the rehabilitation component of the Program. Her duties are described further in I.D. above.

As project costs are incurred and become due for payment, Ms. Huskins and Thoma staff will prepare all payment documentation including Request for Funds Forms 1-4, 1-4a, and 1-4b, as well as Village vouchers. Payment documentation will be presented to the Village’s financial staff, which will approve all expenditures and the request for funds. The Village will audit requests for payments, and the Village will prepare checks and disburse after funds are received.

**Housing Rehabilitation Advisory Board**

The Village of Waverly does not have a housing advisory board. The Village Board will receive information on each potential applicant once they have been deemed qualified and their house assessed. The information will include the work scope and the cost of the work. The Village Board will have the final say as to participation of any Village resident.

**Marketing**

Thoma staff will market the program to potential applicants. After completion of the environmental review record, all pre-applicants on the waiting list will be sent a notice of grant award and will be encouraged to complete a final application. Marketing will not, however, be limited to the waiting list since it is the Village’s intent to make the Program as inclusive as possible. An advertisement will be placed in the local newspaper and notices will be placed in Village Hall, on the Village’s and Thoma’s websites. Further notices are sent to interested agencies. Village Board members will be encouraged to advise constituents. After the first marketing notices, future advertisements will be placed in the local media periodically until all funds are committed. The goal of the marketing program will be to assure every potential participant has received notice and that a waiting list of future participants is identified.

**Applicant Intake**

Thoma staff, specifically Annette Huskins, will be responsible for the intake and qualification process. Based upon a verbal or written request from a potential participant, a full application package is sent. The applicant is responsible for completing all required forms and for providing all required information to determine income eligibility. If information is incomplete, the applicant will receive a notice. Every effort will be made to provide technical assistance in completing the application and supplying the needed information, especially with lenders.

Once the applicant has been deemed eligible, and the house assessed for eligibility, a commitment issued is issued. The participants then enter into the work write-up and contractor selection phase of the process. The HRS will work with the participant to determine the work scope to be completed, the selection of contractors to provide bids for the work, and the final selection of the contractors. Once the bidding process is complete, Thoma staff forwarded the information the Village Board for approval. If approval is provided, Thoma will prepare the necessary contracts and agreements for Village, participants’ and contractors’ signatures. Once all documents are signed, a Notice to Proceed will be sent to the contractors.

The Rehabilitation Specialist will oversee the work in progress, which includes working with the homeowner and overseeing the work of the contractor from project start to completion. As bills for work are submitted for payment, the HRS and participant will review work undertaken thus far. Upon the approval of the participant, an authorization for payment will be made and provided to the Village. After all work in a project is complete, the project manager will closeout each participant’s file and provide information to the Village so the Village can tag the property and enter the participant in the Village’s database-monitoring program.

**Financial Management**

Financial management is coordinated between Thomas’s bookkeeper and the Village’s financial staff. Thomas will prepare the necessary NYS OCR forms for payment and will provide (1) requests for payment for signatures, (2) drawdown forms, and (3) all back up from contractors and vendors (vouchers and invoices). The NYS OCR forms and back up will be provided to the Village, which will prepare the checks and authorize the payments. Both the Village and Thomas maintain accounting of Program costs. Thoma also maintains a system of encumbrances and expenditures to insure the budget is not over-spent.

**Program Schedule**

The program schedule, as included in the application for grant funds, will be followed to the extent possible.

**Program Income**

It is possible that program income may be generated as a result of the recapture of deferred payment loans made under this CDBG Program. If program income is received in excess of $35,000 per year, a Program Income Plan may be required. Any use of program income will comply with OCR requirements and a Plan, if adopted by the Village.

**Implementation Plan Adoption**

Trustee Steck seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Ayres, Steck, Hughes, Aronstam, Brewster, Leary)

Nays – 0

Absent – 1 (Sinsabaugh)

This CDBG Implementation Plan was adopted by the Village of Waverly’s Village Board November 10, 2015.

**Village Hall Hallway Rugs:** Mayor Leary stated the hallway rugs at Village Hall are slippery and need to be changed. He submitted a quote from Coyne Textile Services. They will change out rugs weekly for a cost of $18.03 per week. There are 5 rugs needed. They are rubber-backed and will not move. Trustee Aronstam moved to approve the rug service as presented, and evaluate at the end of the fiscal year. Trustee Brewster seconded the motion, which carried unanimously.

**Adjournment**: Trustee Hughes moved to adjourn at 7:05 p.m. Trustee Steck seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**WORKSHOP MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, NOVEMBER 24, 2015 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Trustee Ayres called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Aronstam, Hughes, Steck, Brewster, and Trustee Ayres

Also present Clerk Treasurer Wood, and Attorney Keene

Press: Lloyd Davis of WATS/WAVR

**Public Comments:** No comments were offered.

**Approval of Minutes:** Trustee Brewster moved to approve the Minutes of November 10, 2015 as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Department Reports:** The clerk submitted a department report from the Police Department.

**Finance Committee:** Trustee Brewster presented bills from the General Fund in the amount of $9,456.55, and Cemetery Fund $57.86; for a total of $9,514.41 and moved to approve payment of the abstract. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Tioga County Update:**  Attorney Keene stated she talked with the Tioga County Attorney, and the county will be reimbursing us for the NPL Demolition. The county will be re-evaluating the reimbursement process for the future.

**WWTP Dewatering Project:** Trustee Steck moved to approve advertising an Invitation to Bid for the Sewer Dewatering Project, as drawn up by Delaware Engineers. The bid opening date will be December 23, 2015 at 10:00 a.m. Trustee Brewster seconded the motion, which carried unanimously.

**Buy Back Cemetery Lot:** The clerk stated James Orshal has requested the Village to buy back cemetery lots in Glenwood Cemetery (Section M, Lot 402, 2 graves) as they are no longer needed. The original deed has been returned to Village. Trustee Sinsabaugh moved to approve buying back said cemetery lot as requested in the amount of $400 which is what it was originally purchased for. Trustee Steck seconded the motion, which carried unanimously.

**Veterans for Peace Vigil:** Tom Palumbo requested special park permission on Christmas Eve through Christmas morning for a Veterans for Peace Vigil. The activities include candlelight vigil, local musicians, and decorating a small tree. There will be quiet time between 10:00 p.m. and 7:00 a.m. There will be no sleeping or camping, no alcohol, and no sales of any kind. . Mr. Palumbo assured the Board that this was not a protest of any sort, just a focus on tragedies of suicides of 22 veterans each and every day. He submitted liability insurance. Trustee Steck moved to approve the request as presented, contingent upon Chief Gelatt’s review. Trustee Brewster seconded the motion, which carried unanimously. Trustee Sinsabaugh stated he would discuss with Chief Gelatt and contact Mr. Palumbo.

**Bicycle Auction:** Trustee Sinsabaugh requested permission to hold an auction at Village Hall to sell off the accumulated bicycles. He stated he discussed with Chief Gelatt and he had not concerns, as these bikes are ready to be let go. He stated he, Ron Keene, and the clerk would work it. Trustee Steck moved to approve the bicycle auction at Village Hall on December 5, 2015 at 9:30 a.m. Trustee Brewster seconded the motion, which carried unanimously.

**Tree Bids:** The clerk stated three bids were received for the request dated November 25, 2015 for tree removal/trimming and stump removal, as per the recommendations of the Tree Committee. Trustee Ayres opened the bids, and read as follows:

Mattison’s Bucket Service $2,950

Renko Tree Service $3,150

Cook’s Tree Service $3,475

Trustee Aronstam moved to award the bid to Mattison’s Bucket Service in the amount of $2,950 and recommended Jack Pond, of the Street Department, inspect work before payment. Trustee Hughes seconded the motion, which carried unanimously.

**Adjournment**: Trustee Sinsabaugh moved to adjourn at 7:02 p.m. Trustee Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, DECEMBER 8, 2015 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees: Hughes, Aronstam, Steck, Brewster, Sinsabaugh, Trustee Ayres, and Mayor Leary

Also present was Clerk Treasurer Wood, and Attorney Keene

Press included Ron Cole of WATS/WAVR, Max Bennett of The Daily Review, and Matt Hicks of the Morning Times

**Public Comments:** Jim Smith, on behalf of the school bus drivers, stated concern that there is no stop sign at the intersection of Wilbur Street and Hospital Place. He stated that the intersection is dangerous. He also expressed concern that the school didn’t place stop signs at the high school parking lot going onto Frederick Street. Mayor Leary stated he had discussed this with Chief Gelatt. Mayor Leary recommended that Mr. Smith make a formal request to the Waverly School District.

Ron Keene stated the *Wreaths Across America* event will be held on December 12th. The Waverly VFW and American Legion will be placing wreaths at all of Waverly’s Cemeteries, the Veterans’ Memorial at Muldoon Park, and at the tank at the VFW Building. He invited the Board Members, and public, to join in.

**Approval of Minutes:** Trustee Brewster moved to approve the Minutes of November 24, 2015 as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Department Reports:** The clerk submitted department reports from the Justice Court, Code Enforcement, Street Department, Parks & Recreation, and Police Department.

**Treasurer's Report:** The clerk presented the following:

General Fund 11/01/15 – 11/30/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 200,744.02 | Current Revenues | 50,777.12 |
| Deposits | 681,819.99 | Year to Date Revenue | 2,351,332.15 |
| Disbursements | 625,589.18 | Current Expenditures | 370,463.55 |
| Ending Balance | 256,974.83 | Year to Date Expended | 1,540,682.50 |

\*General Capital Reserve Fund, $84,170.57

Cemetery Fund 11/01/15 – 11/30/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 9,898.61 | Current Revenues | 8.12 |
| Deposits | .41 | Year to Date Revenue | 30,200.46 |
| Disbursements | 642.82 | Current Expenditures | 642.82 |
| Ending Balance | 9,256.20 | Year to Date Expended | 36,904.16 |

Loan Programs 11/01/15 – 11/30/15

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Loans** | **Balances** | **Rehab Loans** | **Balances** |
| Beginning Balance | 22,991.73 | Beginning Balance | 14,745.98 |
| Deposits | 1,488.62 | Deposits | 1,084.72 |
| Disbursements | 0.00 | Disbursements | 353.89 |
| Ending Balance | 24,480.35 | Ending Balance | 15,476.81 |
| Money Market/Savings | 388,257.25 | MM/Savings Balance | 232,761.95 |
| Total Available Balance | 412,737.63 | Sidewalk Program Balance | 11,788.00 |
|  |  | Total Available Balance | 260,026.76 |
|  |  |  |  |
| Outstanding Loan Balance | 46,213.75 | Outstanding Loan Balance | 61,575.78 |

\*The report also outlined the status of individual loan repayments

**Abstract - Finance Committee:** Trustee Brewster presented bills to be drawn from the General Fund in the amount of $26,371.76, and moved to approve payment of the abstract. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Bicycle Auction:**  Trustee Sinsabaugh stated the bicycle auction was held on Saturday, December 5, 2015. He stated twelve bicycles sold for a total of $133. Clerk Treasurer Wood collected the proceeds and deposited them into the General Fund.

**Glenwood Mausoleum and Cemetery:** Mayor Leary stated that New York State has designated the Glenwood Mausoleum and an area of Glenwood Cemetery to the State Historic Register. The designation has been forwarded to the Federal Historic Register for consideration. Mayor Leary thanked Ron Keene and his committee for their efforts and dedication.

**Cemetery Mowing Bid Results:** Mayor Leary opened the bids for cemetery mowing. The bid was for mowing of all village cemeteries, as described in the specs, beginning May 1, 2016 through October 31, 2016. There were two bids submitted, as follows:

K & K Lawn Service $41,000

S & J General Contracting $38,000

Mayor Leary appointed Trustee Sinsabaugh and Clerk Treasurer Wood to review the bids and make a recommendation at the January 12, 2016 meeting.

**Recreation Program Update**: Mayor Leary submitted information regarding the implementation of a new 6th grade basketball tournament for the period between Christmas and New Year’s. He stated through efforts of Waverly Recreation and the Waverly School District, this could result into an annual tournament during the holiday season.

**CDBG Program Update:** Trustee Ayres stated he met with Rich Cunningham, of Thoma Development, as a follow-up to a recent phone conversation. He stated our current program is for Single-Family, Owner-Occupied dwellings, however, there has been interest by a few residents with two-unit dwellings. Thoma has done a drive-by look at those properties and are severely substandard. Trustee Ayres stated, after conversation with Mr. Cunningham, we could do a village program concurrent with our CDBG Program with funds from our current program revenues. This program is outlined, as follows:

**Waverly 2-Unit, Owner Occupied Rehab Program**

Eligible Properties: Two-unit, owner occupied homes tenanted by low to moderate income homeowners. Properties must meet the NYS definition of substandard.

Assistance: Up to $25,000 per structure, as follows:

* Deferred Payment Loans (grants) up to $15,000 per structure
* Zero Percent Interest Loans for up to an additional $10,000 per structure, if needed

Administrative and Program Costs: The costs for Thoma Development to develop and administer this program includes:

* $2,000 per project for income determination, work scopes, SHPO review, construction management, payments, development of loan/grant agreements, etc. ($1,000 when encumbered and $1,000 when expended)
* $500 for lead based paint testing, $250 for lead clearance, if needed

Total Program Income Funding Needed: Assuming up to three projects, the Village would need to set aside up to $45,000 in funding for grants, $30,000 for zero-percent loans, and $8,250 for administration and program delivery. A total of $83,250.

Village Responsibilities: The Village would be responsible for marketing the program, approving applicants, processing payments, and tracking loan payments similar to other CDBG Rehabilitation Programs.

Discussion followed. Trustee Ayres clarified that any rehab work to be done would only be done in the owner’s unit, or common places such as a roof. Clerk Treasurer Wood explained the applicant would still need to qualify financially to be eligible. Trustee Ayres moved to approve this program, as presented. Trustee Brewster seconded the motion, which led to a roll call vote, as follows:

Ayes – 7 (Ayres, Steck, Hughes, Aronstam, Brewster, Sinsabaugh, Leary)

Nays – 0

The motion passed.

**Sewer Dewatering Project Bid Opening:** Mayor Leary stated the bid opening for the Sewer Dewatering Project will be held at Village Hall on Wednesday, December 23, 2015 at 10:00 a.m.

**December Workshop Meeting:** Mayor Leary cancelled the Trustees’ Meeting scheduled for December 22, 2015, due to the Holidays. The next meeting will be January 12, 2016 at regular time.

**Mayor/Board Comments:** Mayor Leary stated Governor Cuomo will announce grant awards for the Main Street Program and EFC Grants for the sewer project on Thursday, December 10, 2015.

**Adjournment**: Trustee Brewster moved to adjourn at 7:06 p.m. Trustee Steck seconded the motion, which carried unanimously.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, JANUARY 12, 2016 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance. He asked for a moment of silence for the passing of Ray Case, Tioga County Legislator.

**Roll Call:** Present were Trustees: Hughes, Aronstam, Steck, Brewster, Sinsabaugh, Trustee Ayres, and Mayor Leary

Also present was Clerk Treasurer Wood, Recreation Director Shaw, and Attorney Keene

Press included Ron Cole of WATS/WAVR, and Amanda Renko of the Morning Times

**Public Comments:** Chuck Reid, of the Discarded Saints, requested permission to hold a fundraiser at Waverly Glen on July 16, 2016, between 10:00 a.m. and 6:00 p.m. with the proceeds going to The Children’s House. There will be a motorcycle ride, food, and prizes. Mike Montero, Chief of Police for the Village of Spencer, stated they have had fundraisers in Spencer and were very successful with no issues or concerns. Mr. Reid stated they have already paid the Village for the reservation. Trustee Brewster moved to approve the use of Waverly Glen for the fundraiser, as presented, contingent upon submitting proof of insurance. Trustee Sinsabaugh seconded the motion, which carried unanimously.

Ron Keene, on behalf of the Friends of the Waverly Cemeteries, thanked Mayor Leary and Trustee Sinsabaugh for their help with the *Wreaths Across America* event. He presented them with a photo of the event.

**Letters and Communications:** The clerk read a letter from Lisa Bailey, of the Valley ADE. She stated they helped 15 people get into rehab facilities, helped numerous families find counseling they needed, and trained 58 people with the use of Narcon. She also thanked the Village for allowing them to use the Village Hall as their meeting place. She requested use of the Village Hall for next year also. The group meets every 3rd Saturday from 10:00 a.m. to 1:00 p.m., with attendance between 25-70 people. Trustee Steck moved to approve the Valley ADE to use the Village Hall as presented, without charge. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Approval of Minutes:** Trustee Brewster moved to approve the Minutes of December 8, 2015 as presented. Trustee Hughes seconded the motion, which carried unanimously.

**Department Reports:** The clerk submitted department reports from the Justice Court, Code Enforcement, and Police Department.

**Treasurer's Report:** The clerk presented the following:

General Fund 12/01/15 – 12/31/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 256,974.83 | Current Revenues | 178,048.31 |
| Deposits | 196,398.17 | Year to Date Revenue | 2,529,380.46 |
| Disbursements | 230,685.42 | Current Expenditures | 205,177.37 |
| Ending Balance | 222,687.58 | Year to Date Expended | 1,745,859.87 |

\*General Capital Reserve Fund, $84,184.86

Cemetery Fund 12/01/15 – 12/31/15

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 9,256.20 | Current Revenues | 545.40 |
| Deposits | 250.39 | Year to Date Revenue | 30,745.86 |
| Disbursements | 527.42 | Current Expenditures | 527.42 |
| Ending Balance | 8,979.17 | Year to Date Expended | 37,431.58 |

Loan Programs 12/01/15 – 12/31/15

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Loans** | **Balances** | **Rehab Loans** | **Balances** |
| Beginning Balance | 24,480.35 | Beginning Balance | 15,476.81 |
| Deposits | 1,270.62 | Deposits | 1,236.39 |
| Disbursements | 0.00 | Disbursements | 0.00 |
| Ending Balance | 25,750.97 | Ending Balance | 16,713.20 |
| Money Market/Savings | 388,323.23 | MM/Savings Balance | 232,801.48 |
| Total Available Balance | 414,074.20 | Sidewalk Program Balance | 11,788.00 |
|  |  | Total Available Balance | 261,302.68 |
|  |  |  |  |
| Outstanding Loan Balance | 45,059.96 | Outstanding Loan Balance | 60,355.76 |

\*The report also outlined the status of individual loan repayments

**Abstract - Finance Committee:** Trustee Brewster presented bills to be drawn from the General Fund $132,707.77; Cemetery Fund $1,012.42; and Permanent Fund (Perpetual Care) $287.04; and moved to approve payment of the abstracts. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Tioga County Update:**  Mayor Leary stated the legislature vacancy has been posted. He also stated he will reach out to Senator Akshar.

**Main Street Grant Program:** Mayor Leary stated he and Trustee Ayres met with Teresa Saraceno, Tioga County Economic Development, regarding our Main Street Grant of $300,000. Trustee Ayres stated invitations will go out to all target properties to attend an informational meeting by the end of February. Applications for the program will be made available at the informational meeting. Also, the Village will receive $15,000 for streetscape enhancements.

**Sewer Dewatering Project Bid Award**: Mayor Leary submitted the following bids for the Sewer Dewatering Project.

General Contract WV1-G-15: There was one bid submitted. The Milnes Company, Inc. bid $731,095. Mayor Leary stated the Board of Sewer Commissioners and Delaware Engineers both recommend awarding this bid, after review of the bid documents. This bid was $35,095 over the engineer’s estimate. Trustee Steck moved to award the General Contract to The Milnes Company, Inc. in the amount of $731,095 and authorize Mayor Leary to sign the contract. Trustee Sinsabaugh seconded the motion, which led to a roll call vote, as follows:

Ayes – 7 (Ayres, Steck, Hughes, Aronstam, Brewster, Sinsabaugh, Leary)

Nays – 0

The motion passed.

Electrical Contract WV1-E-15: There were three bids submitted, as follows: Nelcorp Electrical bid $51,740; Matco Electric bid $53,000; and Schuler-Haas bid $38,724. Mayor Leary stated the Board of Sewer Commissioners and Delaware Engineers both recommend awarding this bid to Schuler-Haas, after review of the bid documents. This bid was $71,276 lower than the engineer’s estimate. This was due to some tasks being turned over to the General Contract. Trustee Steck moved to award the Electrical Contract to Schuler-Haas in the amount of $38,724 and authorize Mayor Leary to sign the contract. Trustee Hughes seconded the motion, which led to a roll call vote, as follows:

Ayes – 7 (Ayres, Steck, Hughes, Aronstam, Brewster, Sinsabaugh, Leary)

Nays – 0

The motion passed.

Mayor Leary stated we have received approximately $6,500,000 in grant funding plus 0% financing for the complete sewer upgrade project. He stated Leprino Foods has until the end of February, 2016 to decide if they stay with us or discharge on their own. If they leave, the project will be re-engineered and grant funding may be modified.

**Cemetery Mowing Bid Results:** Trustee Sinsabaugh stated K & K Lawn Service has done a great job for many years for the Village, however, both bidders were qualified. Trustee Sinsabaugh moved to award the cemetery mowing contract to S & J General Contractors, Inc. in the amount of $38,000, based on review of lowest bid having insignificant manpower, equipment, and insurance; and authorizing Mayor Leary to sign the contract. Trustee Hughes seconded the motion, which carried unanimously.

**Loan Committee Update:** Trustee Ayres stated the Loan Committee met and reviewed the loans. The committee will be pursuing action on two loans. He will update the Board as to any action needed.

**Recreation Bylaws:** Attorney Keene discussed the creation of a Recreation Commission Board. She stated this must be done by local law, and will be drafting one soon. The committee is reviewing bylaws.

**Approval of 2014 CDBG Abstract:** The clerk presented bills in the amount of $14,296.81 for Drawdown #1. Trustee Steck moved to approve the bills as presented. Trustee Brewster seconded the motion, which carried unanimously.

**Voting Machine Options:** Mayor Leary stated we have three options regarding voting machines. They are as follows:

1. Use of ballot scanners. The clerk stated there may be a charge from the county, and all election inspectors would need to be certified by Tioga County. Two of our inspectors are not currently certified to use these machines. We would need ballots printed. Tioga County has a contract for $.48 per ballot.
2. Use of paper ballot. The clerk stated paper ballots only need to be in the general format of scanner ballots (rows and columns), which is currently how our absentee ballots are formatted. She stated NYCOM recently had an in-depth webinar on election and much discussion was related to formatting of a paper ballot. They also showed samples. We would be in compliance.
3. Turn Village Election over to County. The clerk stated if we turned our election over to the county, it would run in November, however, the newly-appointed would not take their seats until April. We would also lose all control of our election. This too would have a charge related to printing ballots and election inspectors.

Trustee Sinsabaugh moved to proceed with using paper ballots for upcoming election. Trustee Brewster seconded the motion, which carried unanimously.

**Grievance Day Resolution:** Trustee Brewster offered the following resolution and moved its adoption:

WHEREAS, The Board of Trustees is required by the Real Property Tax Law to provide a Grievance Day on the third Tuesday, of February, 2016, and

WHEREAS, such third Tuesday falls on the 16th day February, 2016, and

WHEREAS, the Board of Assessment Review is required to meet for at least four hours to hear grievances,

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved that the Board of Assessment Review meet on the 16th day of February, 2016, in the Trustees’ Room, in the Village Hall, between the hours of 4:00 and 8:00 P.M. to hear complaints with respect to the Assessment Roll to be filed by the Assessor with the Clerk of the Village, on or before February 1, 2016, and the Clerk of the Village is further directed to publish statutory notice of such meeting required by the Real Property Tax Law.

The resolution was seconded by Trustee Sinsabaugh and on voice vote, unanimously carried.

**Annual Election Resolution:**  Trustee Steck offered the following resolution and moved its adoption:

WHEREAS, the Annual Election of the Village of Waverly be held in the Trustees’ Room in the Village Hall, at 32 Ithaca Street, Waverly, New York, between the hours of 12:00 o’clock noon and 9:00 o’clock in the afternoon of Tuesday, March 15, 2016, and

WHEREAS, the following be designated as Inspectors of Election: Sharon Alamo, Laura Hoppe, Joan Case, and Roberta Hollenbeck be paid $100.00 each, and

WHEREAS, Sharon Alamo be and she hereby is appointed Chairman of the Board, and

WHEREAS, the Board of Trustees gives the Clerk-Treasurer the sole-authority to replace any inspector who becomes unavailable prior to election, and

BE IT RESOLVED, the Village of Waverly will hold their General Election on Tuesday, March 15, 2016 for the purpose of electing three Trustees, each for a term of two years.

The resolution was seconded by Trustee Steck and upon voice vote, unanimously carried.

**NYCOM Winter Legislative Meeting**: The clerk stated NYCOM is holding their Annual Winter Legislative Meeting on February 7-9, 2016 in Albany. There was no interest to attend.

**NYS DOT Shared Service Agreement:** Mayor Leary presented a shared service agreement from NYS DOT, as follows:

This Agreement, dated December 14, 2015, is between the NYSDOT (“State”) and the Village of Waverly (“Municipality”), pursuant to Section 99-r of the General Municipal Law, the State and the Municipality wish to share services, exchange or lend materials or equipment which shall promote and assist the maintenance of State and Municipal roads and highways and provide a cost savings by maximizing the effective utilization of both parties’ resources. The State and the Municipality agree to share services as follows:

1. Description and Cost of Services, Materials, or Equipment to be shared: Provide details of the service, materials, or equipment to be shared in the attached standard Schedule A. The total amount of the agreement shall not exceed ten thousand dollars ($10,000). If applicable, indicate that the return exchange will be determined at a later date.
2. The Provider’s employees shall remain under full supervision and control of the Provider. The parties shall remain fully responsible for their own employees for all matters, including but not limited to, salary insurance, benefits, and workers compensation.
3. If the borrowed machinery or equipment is damaged or otherwise needs repair arising out of or in connection with the Recipient’s use, the Recipient shall be responsible for such repairs.
4. The Municipality agrees to indemnify the State for any and all claims arising out of the Municipality’s acts or omissions under this agreement.
5. The term of this agreement shall be for one (1) year. The parties will endeavor to provide no less than thirty (30) days’ notice of its intent to extend the agreement. Either party may revoke this agreement by providing sixty (60) days written notice of such revocation. Upon revocation, any outstanding obligations of the parties must be satisfied within thirty (30) days of the date of such revocation.

Trustee Steck moved to approve the shared agreement as presented, and authorize Mayor Leary to sign agreement. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**NYS Building Officials Conference (NYS BOC):** Trustee Brewster moved to approve Code Officer Chisari to attend the NYS BOC Annual Conference on March 29-31, 2016 in Liverpool, NY at a cost of $360, plus room and board. Trustee Steck seconded the motion, which carried unanimously.

**Executive Session:** Trustee Brewster moved to enter executive session at 7:26 p.m. to discuss a contractual issue with Waverly School District. Trustee Hughes seconded the motion, which carried unanimously.

Trustee Hughes moved to enter regular session at 8:07 p.m. Trustee Aronstam seconded the motion, which carried unanimously.

**Adjournment**: Trustee Brewster moved to adjourn at 8:08 p.m. Trustee Sinsabaugh seconded the motion, which carried unanimously.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**WORKSHOP MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, JANUARY 26, 2016 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Aronstam, Hughes, Steck, Brewster, and Mayor Leary

Also present Clerk Treasurer Wood, Chief Gelatt, Attorney Keene, and LeeAnn Tinney, Director of Tioga County ED&P

Press: Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** No comments were offered.

**Police Department, Body Camera Proposal:** Chief Gelatt presented information on the use of body worn cameras for police officers. He stated they improve transparency in policing, evidence gathering, incident review, and training. They also help reduce excessive force complaints. He submitted a proposal from Vie Vu Company and explained the initial costs would be $5,176 (that would include 12 cameras, a docking station, and prorated warranty). He also stated the cost of $3,600 annually for maintenance and support. With this support, the cameras would be replaced every three years at no additional cost. Trustee Brewster moved to approve and implement the use of body worn cameras for the police officers as presented by Chief Gelatt. Trustee Sinsabaugh seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Steck, Hughes, Aronstam, Brewster, Sinsabaugh, Leary)

Nays – 0

Absent – 1 (Ayres)

The motion passed.

**Approval of Minutes:** Trustee Steck moved to approve the Minutes of January 12, 2016 as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Finance Committee:** Trustee Brewster presented bills from the General Fund in the amount of $11,241.10, and Cemetery Fund $48.14; for a total of $11,289.24 and moved to approve payment of the abstract. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Main Street Program Grant Update:**  Mayor Leary stated there was a meeting for the business owners in the target area. There was a lot of interest and a good turnout. LeeAnn Tinney, Director of Tioga County ED&P, stated Teresa Saraceno is doing a great job and the program is moving right along.

**Streetscape Committee:** Mayor Leary stated a committee will be looking at streetscape ideas, as there is $15,000 in grant funding to complete. The committee consists of Don Foote, Becky Young, Les Wilbur, Marty Borko, Jack Pond, Trustee Ayres, Trustee Brewster, and Teresa Saraceno.

**NYS DOT Meeting Update:** Mayor Leary stated NYS DOT will be meeting with Village, and emergency services to discuss the detour pattern and safety during the bridge replacement on Route 17C. The meeting is scheduled for January 28, 2016 at 10:00 a.m.

**Recreation Commission Update:** Attorney Keene stated she is working on a draft local law and it should be ready for review at the next meeting.

**Board of Assessment Review Appointment:** Mayor Leary appointed Kyle McDuffee to the Board of Assessment Review for a one-year term. Trustee Steck moved to approve the appointment of Kyle McDuffee as presented. Trustee Brewster seconded the motion, which carried unanimously.

Mayor Leary appointed Kyle Sorensen to the Board of Assessment Review for a two-year term. Trustee Steck moved to approve the appointment of Kyle McDuffee as presented. Trustee Brewster seconded the motion, which carried unanimously.

**Proposed Local Law: NYS Tax Cap Override Law:** The clerk submitted proposed local law Authoring a property tax levy in excess of the limit established in General Municipal Law §3-c. Trustee Brewster moved to schedule a public hearing for February 9, 2016 at 6:15 p.m. and the clerk to advertise the same. Trustee Steck seconded the motion, which led to a roll call vote, as follows.

Ayes – 6 (Brewster, Sinsabaugh, Steck, Hughes, Aronstam, Leary)

Nays – 0

Absent –1 (Ayres)

The motion carried.

**2016 Poll Site Agreement:** The clerk presented a poll site agreement from Tioga County Board of Elections for elections to be held, as follows: Presidential Primary on April 19th, Federal Primary Election on June 28th, Primary Election on September 13th, and the General Election on November 8th. They will use our community room to accommodate three polling districts. Trustee Sinsabaugh moved to approve the agreement as presented. Trustee Aronstam seconded the motion, which carried unanimously.

**Budget Committee Update:** Trustee Brewster proposed hiring Duane Coe as a part time floor cleaner for 24 hours per month, a $10 per hour. He stated Mr. Coe has been contractually cleaning the Village Hall floors for 5 years. He also stated the funds would be moved from the contractual expense to part time wages, therefore, the costs would be offset with no hit to the budget. By doing this, the floors would get better maintained on a scheduled basis. Trustee Aronstam moved to approve hiring Duane Coe as part time floor cleaner as presented, effective June 1, 2016. Trustee Hughes seconded the motion, which carried unanimously.

Trustee Sinsabaugh stated through discussions with budget, the Village Hall parking lot is in need of sealing. He stated there are funds in current budget that could be used as the work should be done in early spring. Mayor Leary agreed and recommended getting proposals.

**Executive Session:** Trustee Brewster moved to enter executive session at 7:05 p.m. to discuss personnel matters. Trustee Aronstam seconded the motion, which carried unanimously.

The clerk was excused from the executive sessions at 7:15 p.m.

Trustee Aronstam moved to enter regular session at 7:30 p.m. Trustee Hughes seconded the motion, which carried unanimously.

**Adjournment**: Trustee Brewster moved to adjourn at 7:35 p.m. Trustee Aronstam seconded the motion, which carried unanimously.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**PUBLIC HEARING HELD BY THE BOARD OF**

**TRUSTEES OF THE VILLAGE OF WAVERLY AT 6:15 P.M.**

**ON TUESDAY, FEBRUARY 9, 2016 IN THE TRUSTEES' ROOM,**

**VILLAGE HALL FOR THE PURPOSE OF PUBLIC COMMENT**

**REGARDING PROPOSED LOCAL LAW 1-2016, AUTHORIZING**

**A PROPERTY TAX LEVY IN EXCESS OF THE LIMIT ESTABLISHED**

**IN GENERAL MUNICIPAL LAW §3-c**

Trustee Ayres declared the hearing open at 6:15 p.m. and directed the clerk to read the notice of public hearing.

Present were Trustees: Aronstam, Sinsabaugh, Brewster, Hughes, Steck, and Trustee Ayres. Also present was Clerk Treasurer Wood. Press included Johnny Williams of the Morning Times, and Ron Cole of WATS/WAVR.

Trustee Ayres stated the tax cap for the fiscal year June 1, 2016 has been reduced to .12%. Trustee Brewster stated the budget committee and department heads are doing their due diligence to keep the budget as low as possible, however, to keep it under .12% increase would jeopardize services. Trustee Ayres opened the floor for comments

With no one wishing to be heard, Trustee Ayres closed the hearing at 6:25 p.m.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Michele Wood, Clerk/Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, FEBRUARY 9, 2016 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Trustee Ayres called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance. He asked for a moment of silence for the passing of our Village Justice, Richard Koons.

**Roll Call:** Present were Trustees: Hughes, Aronstam, Steck, Brewster, Sinsabaugh, and Trustee Ayres

Also present was Clerk Treasurer Wood, and Attorney Keene

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** Ron Keene, of 7 Elliott Street, stated there is a hole on Chemung Street. Trustee Steck stated they are aware of it and were going to fix it today or in the morning. He will follow up.

**Approval of Minutes:** Trustee Steck moved to approve the Minutes of January 26, 2016 as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Department Reports:** The clerk submitted department reports from the Justice Court, Code Enforcement, Recreation, and Street Department.

**Treasurer's Report:** The clerk presented the following:

General Fund 1/01/16 – 1/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 222,687.58 | Current Revenues | 57,038.80 |
| Deposits | 65,447.79 | Year to Date Revenue | 2,586,419.26 |
| Disbursements | 184,688.36 | Current Expenditures | 177,005.23 |
| Ending Balance | 103,447.01 | Year to Date Expended | 1,922,182.01 |

\*General Capital Reserve Fund, $84,199.16

Cemetery Fund 1/01/16 – 1/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 8,979.17 | Current Revenues | 558.34 |
| Deposits | 550.37 | Year to Date Revenue | 31,304.20 |
| Disbursements | 503.06 | Current Expenditures | 503.06 |
| Ending Balance | 9,026.48 | Year to Date Expended | 37,934.64 |

Loan Programs 1/01/16 – 1/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Loans** | **Balances** | **Rehab Loans** | **Balances** |
| Beginning Balance | 25,750.97 | Beginning Balance | 16,713.20 |
| Deposits | 1,356.75 | Deposits | 2,092.45 |
| Disbursements | 0.00 | Disbursements | 596.90 |
| Ending Balance | 27,107.72 | Ending Balance | 18,208.75 |
| Money Market/Savings | 388,389.13 | MM/Savings Balance | 232,841.02 |
| Total Available Balance | 415,496.85 | Sidewalk Balance | 11,788.00 |
|  |  | Total Available Balance | 262,837.77 |
|  |  |  |  |
| Outstanding Loan Balance | 43,704.28 | Outstanding Loan Balance | 58,602.48 |

\*The report also outlined the status of individual loan repayments

**Abstract - Finance Committee:** Trustee Brewster presented bills to be drawn from the General Fund in the amount of $46,465.46, and moved to approve payment of the abstract. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Proposed Local Law 1-2016, (Tax Cap Override):** Trustee Brewster moved to approve the adoption of Proposed Local Law 1-2016 as follows:

A Local Law Authorizing a Property Tax Levy in Excess of the Limit

**Established in the General Municipal Law §3-c**

Section 1. Legislative Intent

It is the intent of this local law to allow the Village of Waverly to adopt a budget for the fiscal year commencing June 1, 2014 that requires a real property tax levy in excess of the “tax levy limit” as defined by General Municipal Law §3-c.

Section 2. Authority

This local law is adopted pursuant to subdivision 5 of General Municipal Law §3-c, which expressly authorizes a local government’s governing body to override the property tax cap for the coming fiscal year by the adoption of a local law approved by a vote of sixty (60%) percent of said governing body.

Section 3. Tax Levy Limit Override

The Board of Trustees of the Village of Waverly, County of Tioga, is hereby authorized to adopt a budget for the fiscal year commencing June 1, 2014 that requires a real property tax levy in excess of the amount otherwise prescribed in the General Municipal Law §3-c.

Section 4. Severability

If a court determines that any clause, sentence, paragraph, subdivision, or part of this local law or the application thereof to any person, firm or corporation, or circumstance is invalid or unconstitutional, the court’s order or judgment shall not affect, impair, or invalidate the remainder of this local law, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this local law or in its application to controversy in which such judgment or order shall be rendered.

Section 5. Effective Date

This local law shall take effect immediately upon filing with the Secretary of State.

Trustee Aronstam seconded the motion, which led to a roll call vote, and resulted as follows:

Ayes – 6 (Aronstam, Hughes, Ayres, Brewster, Sinsabaugh, Steck)

Nays – 0

Absent – 1 (Leary)

The motion carried.

**Main Street Program, Streetscape Committee:**  Trustee Ayres stated the Streetscape Committee will meet on March 22nd at 10:00.

**Recreation Commission:** Attorney Keene submitted a draft of a proposed local law that establishes a Recreation Commission. The Board will review for the next meeting. Attorney Keene will pass a copy to Recreation Director Shaw for review.

**NYS DOT Sanitation Agreement**: Trustee Steck offered the following resolution, and moved its adoption.

**Resolution Granting the State of New York Authority to Perform the Adjustment for the Owner and Agreeing to Maintain Facilities Adjusted Via State-let Contract.**

WHEREAS, the New York State Department of Transportation proposes the construction, reconstruction, or improvement of “Replacement of Route 17C Bridge Over Cayuta Creek, BIN 1012860” in the Village of Waverly, located in Tioga County, PIN 9041.31, and

WHEREAS, the Stated will include as part of the construction, reconstruction, or improvement of the above mentioned project the relocation and adjustment to sanitation lines and appurtenances, pursuant to Section 10, Subdivision 24, of the State Highway Law, as shown on the contract plans relating to the project and meeting the requirements of the owner, and

WHEREAS, the service live of the relocated and or replaced utilities has not been extended, and

WHEREAS, the State will provide for the reconstruction of the above mentioned work, as shown on the contract plans relating to the above mentioned project.

NOW, THEREFORE, BE IT RESOLVED that the Village of Waverly approves of the relocation of and adjustment to their sanitation lines and appurtenances and the above mentioned work performed on the project and shown on the contract plans relating to the project and that the Village of Waverly will maintain or cause to be maintained the adjusted facilities performed as above stated and as shown on the contract plans.

BE IT FURTHER RESOLVED that the Village of Waverly Mayor/Deputy Mayor have the authority to sign, with the concurrence of the Board, any and all documentation that may become necessary as a result of this project as it relates to the Village of Waverly, and

BE IT FURTHER RESOLVED that the clerk of the Village of Waverly is hereby directed to transmit five (5) certified copies of the forgoing resolution to the New York State Department of Transportation.

Trustee Steck moved to adopt the foregoing resolution, and authorize Deputy Mayor Patrick Ayres to sign the Sanitation Agreement. Trustee Aronstam seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Ayres, Steck, Hughes, Aronstam, Brewster, Sinsabaugh)

Nays – 0

Absent – 1 (Leary)

The resolution was adopted.

**Acting Village Justice Compensation:** Trustee Ayres stated our Acting Justice, David Boland, has agreed to fill in while the Justice vacancy exists. Discussion followed regarding compensation. Trustee Aronstam moved to increase Mr. Boland’s salary to that of the Justice’s pay, retroactive back to January 12, 2016. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Grievance Day:** Trustee Ayres reminded everyone that Grievance Day is Tuesday, February 16, 2016 between 4:00 and 8:00 p.m.

**Village Hall Parking Lot Sealing:** Trustee Sinsabaugh is working with Street Department to get estimates on sealing the Village Hall Parking Lot. He stated the plants are currently closed, so they will get quotes once the plants open up.

**Christmas Lights:** Trustee Sinsabaugh stated Rileighs Outdoor Décor is having a “Buy 2-Get 1 Free Sale” on Christmas Lights through the month of February. This is the company we have previously purchased our lights from. He stated we need more to finish up the Business District. Trustee Ayres stated he feels comfortable that the Waverly Business Association will donate toward the purchase, as they have in the past, however, not confirmed. Trustee Sinsabaugh moved to purchase 10 snowflake lights (and get 5 free) at a cost of $5,350 from Rileighs Outdoor Decor. Trustee Steck seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Ayres, Steck, Hughes, Aronstam, Brewster, Sinsabaugh)

Nays – 0

Absent – 1 (Leary)

The resolution was adopted.

**Financial Restructuring Board Services:** Trustee Ayres moved to table discussion for the next meeting. Trustee Steck seconded the motion, which carried unanimously.

**Mayor/Board Comments:** Trustee Ayres stated as of 4:00 p.m. today, there has been no communication from Tioga County to the Village or Mayor Leary regarding the appointment of the new legislator for our region. Ron Keene stated he was present when they gave the Oath of Office to Dennis Mullen. He stated the county only interviewed two out of the eight persons that applied. Mr. Keene was one that applied, and Trustee Ayres also applied. Mr. Keene stated that out of courtesy, they should have interviewed all. Trustee Ayres stated that Mayor Leary has been in contact throughout the process from the beginning, and felt they should have contacted him for input and updates.

**Executive Session:** Trustee Brewster moved to enter executive session at 7:09 p.m. to discuss the history of rehab loan ZI100 and a business loan for Shawn and Allison Schutt. Trustee Steck seconded the motion, which carried unanimously.

Trustee Steck moved to enter regular session at 7:22 p.m. Trustee Brewster seconded the motion, which carried unanimously.

Trustee Aronstam moved to direct Attorney Keene to proceed with a collection proceeding enforcement on Shawn and Allison Schutt in the Village of Waverly Court in the amount of $2,546.42. Trustee Brewster seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Ayres, Steck, Hughes, Aronstam, Brewster, Sinsabaugh)

Nays – 0

Absent – 1 (Leary)

The resolution was adopted.

**Adjournment**: Trustee Sinsabaugh moved to adjourn at 7:24 p.m. Trustee Sinsabaugh seconded the motion, which carried unanimously.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**WORKSHOP MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, FEBRUARY 23, 2016 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Trustee Ayres called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Aronstam, Hughes, Steck, Brewster, and Trustee Ayres

Also present Clerk Treasurer Wood, and Attorney Keene

Press: Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** No comments were offered.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of February 9, 2016 as presented. Trustee Brewster seconded the motion, which carried unanimously.

**Finance Committee:** Trustee Brewster presented bills from the General Fund in the amount of $24,439.34, and Cemetery Fund $588.46; for a total of $25,027.80 and moved to approve payment of the abstract. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Proposed Local Law, Establishing a Recreation Commission:**  Attorney submitted a revised draft local law which establishes a Recreation Commission in the Village of Waverly. The Board reviewed. Trustee Sinsabaugh moved to schedule a public hearing on March 8, 2016 at 6:15 p.m. to hear public comments, and the clerk to advertise the same. Trustee Hughes seconded the motion, which carried unanimously.

**Financial Restructuring Board Services:** Trustee Ayres stated he is waiting on some information and would discuss at the next meeting.

**Floor Cleaning Proposal:** Trustee Steck moved to approve Duane Coe to mop, scrub, and wax the Community Room floor in the Village Hall at a cost of $400. Trustee Brewster seconded the motion, which carried unanimously.

**Mayor/Board Comments:** Trustee Ayres stated he met with newly-appointed Tioga County Legislator Dennis Mullen, and is looking forward to working with him.

**Executive Session:** Trustee Ayres moved to enter executive session at 6:37 p.m. to discuss the direction of a personnel position. Trustee Brewster seconded the motion, which carried unanimously.

Trustee Sinsabaugh moved to enter regular session at 6:55 p.m. Trustee Steck seconded the motion, which carried unanimously.

**Adjournment**: Trustee Brewster moved to adjourn at 6:56 p.m. Trustee Aronstam seconded the motion, which carried unanimously.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**PUBLIC HEARING HELD BY THE BOARD OF**

**TRUSTEES OF THE VILLAGE OF WAVERLY AT 6:15 P.M.**

**ON TUESDAY, MARCH 8, 2016 IN THE TRUSTEES' ROOM,**

**VILLAGE HALL FOR THE PURPOSE OF PUBLIC COMMENT**

**REGARDING PROPOSED LOCAL LAW 2-2016, ESTABLISHING**

**A PARKS AND RECREATION COMMISSION**

Trustee Ayres declared the hearing open at 6:15 p.m. and directed the clerk to read the notice of public hearing.

Present were Trustees: Aronstam, Sinsabaugh, Brewster, Hughes, Steck, and Trustee Ayres. Also present was Clerk Treasurer Wood, Recreation Director Shaw, and Tioga County Legislator Mullen. Press included Thomas Passmore of the Morning Times, and Ron Cole of WATS/WAVR.

Trustee Ayres opened the floor for comments regarding proposed Local Law 2-2016, which establishes a Parks and Recreation Commission.

With no one wishing to be heard, Trustee Ayres closed the hearing at 6:25 p.m.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Michele Wood, Clerk/Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, MARCH 8, 2016 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Trustee Ayres called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees: Hughes, Aronstam, Steck, Brewster, Sinsabaugh, and Trustee Ayres

Also present was Clerk Treasurer Wood, Recreation Director Shaw, and Tioga County Legislator Mullen. Press included Thomas Passmore of the Morning Times, and Ron Cole of WATS/WAVR.

**Public Comments:** Randy Reid, of Elmira, introduced himself and announced he is running for Assembly against Assemblyman Christopher Friend.

**Approval of Minutes:** Trustee Steck moved to approve the Minutes of February 23, 2016 as presented. Trustee Brewster seconded the motion, which carried unanimously.

**Department Reports:** The clerk submitted department reports from the Code Enforcement, Recreation, Street Department, and Police Department (January and February).

**Treasurer's Report:** The clerk presented the following:

General Fund 2/1/16 – 2/29/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 103,447.01 | Current Revenues | 31,590.60 |
| Deposits | 313,657.12 | Year to Date Revenue | 2,618,009.86 |
| Disbursements | 294,493.23 | Current Expenditures | 287,137.02 |
| Ending Balance | 122,610.90 | Year to Date Expended | 2,209,319.03 |

\*General Capital Reserve Fund, $84,212.54

Cemetery Fund 2/01/16 – 2/29/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 9,026.48 | Current Revenues | 1,242.88 |
| Deposits | 1,235.42 | Year to Date Revenue | 32,547.08 |
| Disbursements | 773.42 | Current Expenditures | 773.42 |
| Ending Balance | 9,488.48 | Year to Date Expended | 38,708.06 |

Loan Programs 2/01/16 – 2/29/16

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Loans** | **Balances** | **Rehab Loans** | **Balances** |
| Beginning Balance | 27,107.72 | Beginning Balance | 18,208.75 |
| Deposits | 2,172.28 | Deposits | 909.99 |
| Disbursements | 0.00 | Disbursements | 0.00 |
| Ending Balance | 29,280.00 | Ending Balance | 19,118.74 |
| Money Market/Savings | 388450.91 | MM/Savings Balance | 232.878.02 |
| Total Available Balance | 417,730.91 | Sidewalk Balance | 11,788.00 |
|  |  | Total Available Balance | 263,784.76 |
|  |  |  |  |
| Outstanding Loan Balance | 41,702.18 | Outstanding Loan Balance | 57,734.72 |

\*The report also outlined the status of individual loan repayments

2014 CDBG Program 02/01/16 – 2/29/16

|  |  |
| --- | --- |
| Original Grant Award | 400,000.00 |
| Total Expenditures | 14,296.81 |
| Remaining Grant Funds | 385,703.19 |

**Abstract - Finance Committee:** Trustee Brewster presented bills to be drawn from the General Fund in the amount of $159,973.46, and moved to approve payment of the abstract. He stated $115,656.25 of the total was the bond payment for Village Hall. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Tioga County Update:** Tioga County Legislator Dennis Mullen stated he was appointed to the Tioga Legislature and he also is the Chairman of Public Safety, and on the Economic Development Committee. He applied for this position to better represent the Village of Waverly and the Town of Barton. He is a lifelong resident of the Village of Waverly and wants to give back where he can. He stated our area has a unique circumstance regarding the state borders, especially when it comes to economic development. Other major concerns are property assessments, revenue sharing, and opium addiction. He stated his years and experience with the NYS Police and currently Chief of Police in Painted Post, makes him a good candidate for this position. Trustee Ayres stated he looks forward to working with Dennis and feels he will advocate for the residents of the village, and the Board of Trustees.

**Proposed Local Law 2-2016, Establishing a Parks and Recreation Commission:** Trustee Brewster moved to approve the adoption of Proposed Local Law 2-2016 as follows:

**§ 105-14. Commission Established**

There is hereby established a Parks and Recreation Commission for the Village of Waverly.

**§ 105-15. Present Commission Abolished**

The Recreation Commission of the Village of Waverly as presently constituted is hereby abolished.

**§ 105-16. Definitions**

As used herein, the following terms shall have the meanings indicated:

RECREATION – Refers to leisure and athletic activities voluntarily engaged in by participants in activities sponsored by the Village of Waverly which are offered under the auspices of the Parks and Recreation Department.

**§ 105-17. Director of Parks and Recreation Department**

1. Appointment. The Parks and Recreation Department shall be administered by a Director of Parks and Recreation, who shall be appointed by and be responsible to the Village Mayor. The Village Mayor shall make such appointment after consultation with the Parks and Recreation Commission and such appointment shall be approved by the Village Board. He or she shall be appointed in the manner provided by the Civil Service Law of the State of New York from a list of eligible candidates determined by a competitive test, unless the position is determined to be exempt from the Civil Service Law.
2. Duties. The Director of Parks and Recreation shall be the administrative head of the Department of Parks and Recreation. He or she shall perform the duties required of him or her in accordance with policies established by the Parks and Recreation Commission and under the administrated supervision of the Village Mayor, and he shall be subject to all the laws, controls, procedures, rules, and regulations applicable to other Village Departments. The Director of Parks and Recreation shall attend all regular and special meetings of the Commission and may participate fully in all discussions. He or she shall have no vote on said Commission. The Director shall, upon consultation with and the approval of the Village Mayor and Board of Trustees, and within budgetary limitation, employ all other persons as he or she shall deem necessary and proper to carry out the policies established by the Parks and Recreation Commission.

**§ 105-18. Duties of Department**

The Department shall operate and maintain all of the Parks and Recreation services and facilities assigned to it from time to time by the Village Board of Trustees. Said operation and maintenance shall be governed by the policies established by the Parks and Recreation Commission. The Village Mayor, subject to the approval of the Board of Trustees, may transfer related administrative functions to the Parks and Recreation Department, or from the Parks and Recreation Department to other Village Departments or offices, when, in his or her judgment, such transfer is necessary and proper.

**§ 105-19. Parks and Recreation Commission**

1. Appointment and Organization. The Parks and Recreation Commission shall consist of five (5) members. Such members shall be appointed by the Village Mayor with the advice and consent of the Board of Trustees.
2. Term of Office. The members of this Commission shall serve for a term of five (5) years, each term to expire at the end of the Village’s official year, except that of the first members appointed to the Commission who shall serve as follows: Three (3) shall serve a term of three (3) years each on the new Parks and Recreation Commission; two (2) additional members shall be chosen and shall serve a term of two (2) years each. Two (2) members will be residents of the Village of Waverly, one (1) member will be a resident of the Town of Barton, one (1) member will be a resident of the Town of Chemung, and one (1) member will be jointly designated by the Village Mayor and the Board of Education who is employed by the school district in an administrative position. Thereafter, their successors shall be appointed for the term of five (5) years after the expiration of the terms of their predecessors in office.
3. Compensation. The members of the Parks and Recreation Commission shall serve without compensation, but shall be entitled to reimbursement for any expenditures authorized in the performance of their duties.
4. Officers. The members of the Commission shall annually elect, from its own members, a Chairman, Vice Chairman, and Secretary.
5. Vacancies. Any vacancy on the Commission shall be filled for the unexpired term in the same manner in which the original appointment was made.
6. Powers, Duties, and Responsibilities.
7. The Commission shall be responsible for the making of policies which govern the regulation and use of all village parks, recreation programs, and related facilities.
8. The Commission shall ascertain and evaluate the recreation needs of all village residents, and recommend to the Director of Parks and Recreation, from time to time, the establishment, operation, and expansion or retrenchment of parks and recreation services with respect to these needs.
9. The Commission shall develop and recommend to the Village Mayor and Board of Trustees future plans for park and recreation programs and facilities, capital projects, and improvements.
10. The Commission shall make recommendations with respect to the village budget for operations and capital improvement projects submitted to it by the Director and approve the budget prior to his or her submission of such budget to the Village Mayor and Board of Trustees.
11. The Commission shall recommend long-range plans to the Village Mayor and Board of Trustees, and also recommend operating policies and regulations for the Department, for the protection, conservation, and enhancement of the village park lands.
12. The Commission shall advise on matters having to do with the regulation and use of the parks and recreation facilities and submit to the Mayor and Board of Trustees, for its consideration, resolutions, or local laws regulating the use of such facilities and fixing the fees and charges to be paid for the use of any such facilities.
13. The Commission may appoint such committees from time to time as it may deem necessary.
14. Meetings. The Commission shall regularly meet once each month at a time and place set by said Commission for its regular meeting, and such meeting shall be open to the public. A quorum shall consist of three (3) members. The Chairman or any two (2) members of the Commission may call a special meeting of said Commission for such purposes as are designated in said call. Notice of said meeting shall be given, in writing, to all members, the Director of Parks and Recreation, and the Village Clerk seventy-two (72) hours in advance of said special meeting, if practical. The Village Clerk shall be responsible for making public notice of all regular and special meetings of the Parks and Recreation Commission.

Trustee Aronstam seconded the motion, which led to a roll call vote, and resulted as follows:

Ayes – 6 (Aronstam, Hughes, Ayres, Brewster, Sinsabaugh, Steck)

Nays – 0

Absent – 1 (Leary)

The motion carried.

**Financial Restructuring Board Services:**  Trustee Ayres stated he contacted Erik Miller, Director of Southern Tier East Regional Planning Development Board, and this is an opportunity to receive a comprehensive review of a municipality’s operation and be eligible for grant and/or loan funds to address identified cost saving initiatives. They will review village processes for efficiencies, and may qualify for grants to implement need for any changes. He stated this will be further discussed when Mayor Leary returns.

**Refunding Loan:** Clerk Treasurer Wood stated we have an opportunity for a refunding loan, which will consolidate our debt/bonds for the Village Hall and Water Improvements. She stated this could be an estimated savings of $30,000 per year. The maturity dates with remain the same. The interest rate should be reduced. Trustee Aronstam moved to proceed with the refunding loan. Trustee Brewster seconded the motion, which led to a roll call vote, and resulted as follows:

Ayes – 6 (Aronstam, Hughes, Ayres, Brewster, Sinsabaugh, Steck)

Nays – 0

Absent – 1 (Leary)

The motion carried.

**CDBG New Applicant Approval Request:** The clerk submitted an approval request for a project to be done on the 2014 CDBG. It is as follows:

* 2014-01-WO Total Cost - $ 27,001

work includes: windows, doors, insulation, roofing, and other

Trustee Sinsabaugh moved to authorize the above projects as submitted. Trustee Brewster seconded the motion, which carried unanimously.

**NYCOM Annual Meeting & Training School**: The clerk stated the NYCOM Annual Meeting & Training School will be May 1-3, 2016 in Saratoga Springs, at a cost of $275 plus room and board. Trustee Steck moved to approve any Trustee or Attorney to attend. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Waverly High School Band Request:** The clerk read a request from Matthew Fienberg, Band Director, for the use of the Community Room for the WHS Band’s Annual Banquet on May 4, 2016. Trustee Brewster moved to approve the use of the Community Room, at no charge, for the Band Banquet. Trustee Aronstam seconded the motion, which carried unanimously.

**Adjournment**: Trustee Steck moved to adjourn at 7:32 p.m. Trustee Hughes seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**WORKSHOP MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, MARCH 22, 2016 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Steck, Brewster, Ayres, and Mayor Leary

Also present Clerk Treasurer Wood, and Attorney Keene

Press: Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** No comments were offered.

**Approval of Minutes:** Trustee Ayres moved to approve the Minutes of March 8, 2016 as presented. Trustee Brewster seconded the motion, which carried unanimously.

**Finance Committee:** Trustee Brewster presented bills from the General Fund in the amount of $12,892.88, and Cemetery Fund $55.90; for a total of $12,948.78 and moved to approve payment of the abstract. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Financial Restructuring Board Services:** Trustee Ayres stated he is waiting on some information and would discuss at the next meeting.

**Refunding Bond Resolution:** Trustee Steck offered the following resolution, and moved its adoption:

**A REFUNDING BOND RESOLUTION, DATED MARCH 22, 2016, AUTHORIZING THE ISSUANCE OF REFUNDING BONDS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED $4,500,000 OF THE VILLAGE OF WAVERLY, TIOGA COUNTY, NEW YORK, PURSUANT TO THE LOCAL FINANCE LAW AND PROVIDING FOR OTHER MATTERS IN RELATION THERETO.**

**WHEREAS,** the Village of Waverly, Tioga County, New York (the “Village”) heretofore issued its General Obligation Serial Bonds, Series 2006A in the original aggregate principal amount of $2,118,400, with $1,804,500 of such bonds being scheduled to mature in the years 2016 through 2039, inclusive (the “2006 Bonds”); and

**WHEREAS,** the Village heretofore issued its General Obligation Statutory Installment Bond, 2011 in the original aggregate principal amount of $2,750,000, with $2,463,000 of such bonds being scheduled to mature in the years 2017 through 2039, inclusive (the “2011 Bond”); and

**WHEREAS,** the 2006 Bonds and the 2011 Bond are hereinafter sometimes referred to collectively as the “Refunded Bonds”; and

**WHEREAS,** in order for the Village to realize the potential for certain long-term debt service savings with respect to the Refunded Bonds, the Village Board of Trustees has determined, after consultation with the Village’s Treasurer, the Village Attorney and the financial advisory and bond counsel firms retained by the Village, that it would be in the public interest for the Village to refund the Refunded Bonds by the issuance of refunding bonds of the Village pursuant to Section 90.00 and/or Section 90.10 of the Local Finance Law (collectively, the “Refunding Law”); and

**WHEREAS,** the Refunded Bonds are subject to the possibility of call for redemption prior to their stated maturity dates, and the Village has determined to conduct such a call; and

**WHEREAS,** the 2006 Bonds was issued pursuant to a bond resolution that was adopted by the Village Board of Trustees on July 11, 2000, amended on July 23, 2002 and further amended on October 25, 2005 and August 8, 2006, authorizing the issuance of bonds to finance the reconstruction and construction of additions to the Village water system (as so further amended, the “2006 Bond Resolution”); and

**WHEREAS**, the 2011 Bond was issued pursuant to a bond resolution that was adopted by the Village Board of Trustees on November 11, 2008 and amended on February 18, 2010, authorizing the issuance of bonds to finance the acquisition and renovation of a building (located at 32 Ithaca Street, Waverly, New York) for use by the Village (the “2010 Bond Resolution”); and

**WHEREAS**, the 2006 Bond Resolution and the 2010 Bond Resolution are hereinafter sometimes referred to collectively as the “Refunded Bond Resolutions”; and

**WHEREAS**, the terms of the Refunded Bond Resolutions are incorporated herein by this reference; and

**WHEREAS,** the Village has the power and authority to issue refunding bonds of the Village for the purpose of refunding and thereby refinancing the Refunded Bonds at more favorable rates of interest, including provision for incidental costs of issuance in connection therewith, pursuant to the provisions of the Refunding Law; and

**WHEREAS,** the Village has received a draft refunding financial plan, dated as of February 23, 2016 (the “Refunding Financial Plan”), from Roosevelt & Cross Incorporated (the “Underwriter”) in connection with the proposed refunding of the Refunded Bonds and such Refunding Financial Plan is attached hereto as Exhibit A; and

**WHEREAS,** the Village Board of Trustees has reviewed and considered the Refunding Financial Plan in consultation with the Village Treasurer and the financial advisory and bond counsel firms retained by the Village; and

**WHEREAS,** the Village now desires to refund (i.e., refinance) the Refunded Bonds by issuing certain new refunding bonds and selling such bonds at private sale to the Underwriter; and

**WHEREAS,** the Refunding Law requires that the Village adopt a refunding bond resolution which includes a refunding financial plan setting forth all of the pertinent details in connection with the proposed refunding transaction;

**NOW, THEREFORE, BE IT RESOLVED,** by the Village Board of Trustees (by the favorable vote of not less than two-thirds of all the members of the Village Board of Trustees) as follows:

SECTION 1. Based on the recommendation of the financial advisory firm retained by the Village, the Village Board of Trustees hereby determines to undertake a refunding of the Refunded Bonds, through the issuance of refunding bonds of the Village, such refunding bonds to be offered and sold at private sale.

SECTION 2. For the object or purpose of refunding the Refunded Bonds, including providing moneys which, together with the interest earned from the investment of certain of the proceeds of the refunding bonds herein authorized, shall be sufficient to pay (A) the outstanding principal amount of the Refunded Bonds, (B) the aggregate amount of unmatured interest payable on the Refunded Bonds to and including the date(s) on which the Refunded Bonds mature or are to be redeemed in accordance with the Refunding Financial Plan, (C) redemption premiums, if any, payable on the Refunded Bonds as of such redemption date(s), (D) the costs and expenses incidental to the issuance of the refunding bonds herein authorized, including, but not limited to, the development of the Refunding Financial Plan, the fees and costs of the financial advisor to the Village, the fees and costs of the bond counsel to the Village, the fees and costs of the Underwriter, the costs and expenses of executing and performing the terms and conditions of the escrow contract, as hereinafter defined, and the fees and charges of the escrow holder, as hereinafter defined and (E) the premium or premiums for the policy or policies of municipal bond insurance or other form of credit enhancement facility or facilities for the refunding bonds herein authorized, or any portion thereof, there are hereby authorized to be issued the Refunding Serial Bonds, 2016 of the Village in an aggregate principal amount not to exceed $4,500,000 (the “Refunding Bonds”) pursuant to the provisions of the Refunding Law, it being anticipated that the principal amount of Refunding Bonds actually to be issued will be approximately $4,185,000 as described in the Refunding Financial Plan and in Section 5 hereof. The Refunding Bonds shall be dated such date as shall hereafter be determined by the Village Treasurer pursuant to Section 5 hereof, shall be of the denominations of $5,000 or any integral multiple thereof not exceeding the principal amount of each respective maturity (unless a bond of an odd denomination is required), and shall mature annually and shall bear interest semi-annually thereafter on such dates as shall be determined by the Village Treasurer pursuant to Section 5 hereof, at the rate or rates of interest per annum as may be necessary to sell the same, all as shall be determined by the Village Treasurer.

SECTION 3. The Refunding Bonds shall be executed in the name of the Village by the manual or facsimile signature of the Village Treasurer, and its corporate seal (or a facsimile thereof) shall be imprinted thereon and attested by the Village Clerk. The Refunding Bonds shall contain the recital(s) required by the Refunding Law, as well as the recital of validity clause provided for in Section 52.00 of the Local Finance Law, and shall otherwise be in such form, and contain such recitals, as the Village Treasurer shall determine.

SECTION 4. It is hereby determined that:

(A) The maximum amount of the Refunding Bonds authorized to be issued pursuant to this resolution does not exceed the limitation imposed by the Local Finance Law; and

(B) The maximum period of probable usefulness permitted by law at the time of the issuance of the Refunded Bonds for each of the objects or purposes for which the Refunded Bonds were issued is as shown upon Exhibit B; and

(C) The last installment of the Refunding Bonds will mature not later than the expiration of the maximum period of probable usefulness of each of the objects or purposes for which the Refunded Bonds were issued, or in the alternative, the weighted average remaining period of probable usefulness of the objects or purposes (or classes of objects or purposes) financed with the Refunded Bonds or the weighted average remaining period of probable usefulness of the objects or purposes (or classes of objects or purposes) financed with the Refunded Bonds, in accordance with the provisions of the Refunding Law; and

(D) The estimated present value of the total debt service savings anticipated as a result of the issuance of the Refunding Bonds, computed in accordance with the Refunding Law, is as shown in the Refunding Financial Plan described in Section 5 hereof.

SECTION 5. The Refunding Financial Plan, showing the sources and amounts of all moneys required to accomplish such refunding, the estimated present value of the total debt service savings and the basis for the computation of the aforesaid estimated present value of total debt service savings, is set forth in Exhibit A attached hereto and made a part of this resolution. The Refunding Financial Plan has been prepared based upon the assumption that the Refunding Bonds will be issued in the aggregate principal amount of $4,185,000 and that the Refunding Bonds will mature, be of such terms, and bear interest as set forth in Exhibit A. This Village Board of Trustees recognizes that the amount of the Refunding Bonds, and the maturities, terms, and interest rate or rates borne by the Refunding Bonds to be issued by the Village will most probably be different from such assumptions and that the final Refunding Financial Plan will also most probably be different from that attached hereto as Exhibit A. The Village Treasurer is hereby authorized and directed to determine the amount of the Refunded Bonds to be refunded, the details as to the redemption of the Refunded Bonds, including the date and amount of such redemption or redemptions and the terms of any directive to the Escrow Holder described in Section 6 to cause notice of such redemption to be given, the amount of the Refunding Bonds to be issued, the date of such bonds and the date of issue, maturities and terms thereof, the provisions relating to any redemption of the Refunding Bonds prior to maturity, whether the Refunding Bonds will be insured by a policy or policies of municipal bond insurance or otherwise enhanced by a credit enhancement facility or facilities, the escrow arrangements (if any) to be entered into with respect to the proceeds of the Refunding Bonds, the terms of the private sale of the Refunding Bonds to the Underwriter, the amount of the annual installments of the Refunding Bonds to be paid pursuant to the Refunding Law, whether the Refunding Bonds shall be sold at a discount in the manner authorized by Section 57.00(e) of the Local Finance Law, and the rate or rates of interest to be borne thereby, and the terms of a final Refunding Financial Plan for the Refunding Bonds, whether the Refunding Bonds are sold in conjunction with or consolidated with the issuance of certain other refunding bonds to be issued by the Village to refund any other general obligation bonds issued by the Village (including, but not limited to, the structuring of the annual installments of a consolidated issue), and all powers in connection therewith are hereby delegated to the Village Treasurer; provided, that the terms of the Refunding Bonds to be issued, including the rate or rates of interest borne thereby, shall comply with the requirements of the Refunding Law. The Village Treasurer shall file a copy of his or her certificate determining the details of the Refunding Bonds and the final Refunding Financial Plan with the Village Clerk not later than ten (10) days after the delivery of the Refunding Bonds, as herein provided.

SECTION 6. The Village Treasurer is hereby authorized and directed to enter into an escrow contract (the “Escrow Contract”) with a bank or trust company located and authorized to do business in this State as he or she shall designate (the “Escrow Holder”) for the purpose of having the Escrow Holder act, in connection with some or all of the Refunded Bonds, as the escrow holder to perform the services described in the Refunding Law.

SECTION 7. The Village Treasurer is hereby delegated all powers of this Village Board of Trustees with respect to agreements for credit enhancement, derived from and pursuant to Section 168.00 of the Local Finance Law, for such Refunding Bonds, including, but not limited to the determination of the provider of such credit enhancement facility or facilities and the terms and contents of any agreement or agreements related thereto.

SECTION 8. The faith and credit of the Village are hereby irrevocably pledged for the payment of the principal of and interest on the Refunding Bonds as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such Refunding Bonds becoming due and payable in such year. There shall annually be levied on all the taxable real property of the Village a tax sufficient to pay the principal of and interest on such Refunding Bonds as the same become due and payable.

SECTION 9. All of the proceeds from the sale of the Refunding Bonds, including the premium, if any, but excluding accrued interest thereon, shall immediately upon receipt thereof be placed in escrow with the Escrow Holder for the Refunded Bonds. Accrued interest, if any, on the Refunding Bonds shall be paid to the Village to be expended to pay interest on the Refunding Bonds on the next bond payment date of such Refunding Bonds. Such proceeds as are deposited in the escrow deposit fund to be created and established pursuant to the Escrow Contract, whether in the form of cash or investments, or both, inclusive of any interest earned from the investment thereof, shall be irrevocably committed and pledged to the payment of the principal of and interest on the Refunded Bonds in accordance with the Refunding Law, and the holders, from time to time, of the Refunded Bonds shall have a lien upon such moneys held by the Escrow Holder. Such pledge and lien shall become valid and binding upon the issuance of the Refunding Bonds and the moneys and investments held by the Escrow Holder for the Refunded Bonds in the escrow deposit fund shall immediately be subject thereto without any further act. Such pledge and lien shall be valid and binding as against all parties having claims of any kind in tort, contract or otherwise against the Village irrespective of whether such parties have notice thereof.

SECTION 10. The Village Treasurer is further authorized to take such actions and execute such documents as may be necessary to ensure the continued status of the interest on the Refunding Bonds authorized by this resolution as excludable from gross income for federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the “Code”) and may designate the Refunding Bonds authorized by this resolution as “qualified tax-exempt bonds” in accordance with Section 265(b)(3) of the Code.

SECTION 11. The Village Treasurer is further authorized to enter into a continuing disclosure agreement with the initial purchaser of the Refunding Bonds authorized by this resolution, if required, containing provisions which are satisfactory to such purchaser in compliance with the provisions of Rule 15c2-12, promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934.

SECTION 12. The Village hereby determines that the issuance of the Refunding Bonds is a Type II action that will not have a significant effect on the environment and, therefore, no other determination or procedures under the State Environmental Quality Review Act (“SEQRA”) is required.

SECTION 13. In accordance with the provisions of Section 53.00 and the Refunding Law, subject to the determination by the Village Treasurer regarding the redemption of the Refunded Bonds described in Section 5 above, the Village hereby elects to redeem the Refunded Bonds with the proceeds of the Refunding Bonds prior to their stated maturity dates on the date or dates provided in the Refunding Financial Plan. The sum to be paid therefor on such redemption date or dates shall be the par value thereof plus the required redemption premium, if any, and the accrued interest to such redemption date or dates. To the extent applicable, the Escrow Holder is hereby authorized and directed to cause notice of such call for redemption to be given in the name of the Village in the manner and within the times provided in the Refunded Bonds and in the Refunding Financial Plan. Upon the issuance of the Refunding Bonds, the election to call in and redeem the Refunded Bonds and the direction to cause notice thereof to be given as provided in this section shall become irrevocable, provided that this section may be amended from time to time as may be necessary in order to comply with the publication requirements of Section 53.00(a) of the Local Finance Law, or any successor law thereto.

SECTION 14. Subject to compliance with the provisions of the Refunding Law, the Refunding Bonds shall be sold at private sale to the Underwriter and the Village Treasurer is hereby authorized to negotiate for such private sale. The Village Treasurer is hereby authorized to execute and deliver a bond purchase agreement with the Underwriter for the Refunding Bonds in the name and on behalf of the Village providing the terms and conditions for the sale and delivery of the Refunding Bonds to the Underwriter. After the Refunding Bonds have been duly executed, they shall be delivered by the Village Treasurer in accordance with such bond purchase agreement upon the receipt by the Village of such purchase price, including interest.

SECTION 15. The Village Treasurer and Village Clerk and all other officers, employees and agents of the Village are hereby authorized and directed for and on behalf of the Village to execute and deliver all certificates and other documents, perform all acts and do all things required or contemplated to be executed, performed or done by this resolution or any document or agreement approved hereby, including, but not limited to, the bond purchase agreement.

SECTION 16. All other matters pertaining to the terms and issuance of the Refunding Bonds shall be determined by the Village Treasurer and all powers in connection therewith are hereby delegated to the Village Treasurer.

SECTION 17. In the event of the absence or unavailability of the Village Treasurer, the Deputy Treasurer is hereby specifically authorized to exercise the powers delegated to the Village Treasurer in this resolution.

SECTION 18. The validity of the Refunding Bonds may be contested only if:

(1) (a) Such obligations are authorized for an object or purpose for which such Village is not authorized to expend money, or

(b) The provisions of law which should be complied with at the date of publication of this resolution are not substantially complied with,

and an action, suit or proceeding contesting such validity is commenced within 20 days after the date of such publication; or

(2) Such obligations are authorized in violation of the provisions of the Constitution of New York.

SECTION 19. The Village Clerk is hereby authorized and directed to publish this resolution, or a summary thereof, together with a notice in substantially the form provided by Section 81.00 of such Local Finance Law, in the official newspaper(s) of the Village for such publications.

SECTION 20. This resolution shall take effect immediately upon its adoption.

Trustee Brewster seconded the motion, which led to a roll call vote, and resulted as follows:

Ayes – 5 (Ayres, Brewster, Sinsabaugh, Steck, Leary)

Nays – 0

Absent – 2 (Aronstam, Hughes)

The motion carried.

**Main Street Program:** Trustee Ayres stated the Streetscape Committee met today and discussed trees, plantings, benches, planters, etc. They will submit plan to the State showing what species of trees and where they will be planted. It will also show which trees will need to be removed. He also stated the committee is reviewing directional signage. The committee will also look at other items outside the target area, such as banners and electrical hookups.

**Municipal Solutions Contract for Services:** The clerk submitted a contract from Municipal Solutions for financial services in relation to the refunding serial bond, in the amount of $23,000 plus $1,000 for all related expenses. Trustee Brewster moved to approve the contract from Municipal Solutions, dated March 16, 2016, as presented and authorize Mayor Leary to sign. Trustee Sinsabaugh seconded the motion, which led to a roll call vote and resulted as follows:

Ayes – 5 (Ayres, Brewster, Sinsabaugh, Steck, Leary)

Nays – 0

Absent – 2 (Aronstam, Hughes)

The motion carried.

**Proposal for Overhead Door at DPW Building:** Trustee Sinsabaugh stated the overhead door at the DPW Building needs to be replaced. He submitted a quote from JC Overhead Door in the amount of $2,420. Trustee Ayres moved to approve repair and quote from JC Overhead Door as presented. Trustee Steck seconded the motion, which carried unanimously.

**Fair Housing Month:** Trustee Steck offered the following resolution, and moved its adoption:

WHEREAS, in accordance with the Title VIII Fair Housing Policy of the Civil Rights Act of 1968 and the Fair Housing Amendments Act of 1988 and,

WHEREAS, the month of April 2016 has been designated by the U.S. Department of Housing and Urban Development’s Office of Fair Housing and Equal Opportunity as Fair Housing Month.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Waverly hereby declares and proclaims April as Fair Housing Month in the Village.

Trustee Brewster seconded the motion, which carried unanimously.

**Elizabeth Square Apartments:** Trustee Ayres offered the following resolution, and moved its adoption:

WHEREAS Elizabeth Square Associates will sell Elizabeth Square Apartments (“Project”) to Elizabeth Square Housing Development Fund Company, Inc. (“HDFC”), and

WHEREAS the HDFC will enter into a Declaration of Interest and Equity Agreement with Elizabeth Square LLC (the “Company”) whereby the HDFC and the Company will (a) utilize all proceeds of the New York State Housing Finance Agency (“HFA”) financing to pay for all acquisition, redevelopment, construction and other costs related to the project, and (b) operate the project thereafter exclusively for the benefit of very-low income disabled and senior citizens, and

WHEREAS The HDFC and the Company will be controlled by Liberty Affordable Housing, Inc. Among others, the Village of Waverly (as the Supervising Agency of the HDFC as defined in §§5 of §573 of Article XI of the Private Housing Finance Law of New York) and New York State Homes and Community Renewal (“HCR”) will have the ongoing right to oversee the project’s operation, and

WHEREAS the new Tax Exemption Agreement, dated October 1, 2015, that the Village of Waverly approved for the project last year will become effective on the date of the closing.

THEREFORE, BE IT RESOLVED the Board of Trustees of the Village of Waverly hereby approves the sale of the project pursuant to §122 of the Private Housing Finance Law of New York and the dissolution of the seller.

Trustee Brewster seconded the motion, which led to a roll call vote, and resulted as follows:

Ayes – 7 (Ayres, Brewster, Sinsabaugh, Steck, Aronstam, Uhl, Leary)

Nays – 0

The motion carried.

**Village Email Accounts:** Trustee Brewster stated there have been some email concerns. He met with Clerk Treasurer Wood, Chief Gelatt, and Kyle Dixon of Pyramid Business Solutions. He stated the main concern is with the storage capacity due to the length of time emails need to be stored. This may be a burden with our current supplier. Trustee Brewster stated Mr. Dixon is looking into storing them in-house, however, another server may be necessary. He will get more information for the next meeting.

**2016-2017 Tentative Budget / Public Hearing:** Mayor Leary stated the 2016-2017 Tentative Budget is available at the Clerks’ Office for review. Trustee Steck moved to schedule a Public Hearing on April 12, 2016 at 6:15 p.m. to hear comments in regard to the 2016-2017 Tentative Budget, and the clerk to advertise the same. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Reorganization Meeting:** Trustee Steck moved to schedule the Reorganization Meeting for April 4, 2016 at 6:00 p.m. Trustee Brewster seconded the motion, which carried unanimously.

**Mayor/Board Comments:** Mayor Leary stated he is meeting with DPW Lead Jack Pond to look at paving and fencing on Erie Alley.

**Adjournment**: Trustee Steck moved to adjourn at 7:05 p.m. Trustee Brewster seconded the motion, which carried unanimously.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**REORGANIZATION MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT**

**6:00 P.M. ON MONDAY, APRIL 4, 2016 IN THE**

**TRUSTEES’ ROOM, IN THE VILLAGE HALL**

Present were Trustees: Sinsabaugh, Brewster, Steck, Mayor Leary, and Trustees-Elect Patrick Ayres, Andrew Aronstam, and Darren Uhl

Also Present: Clerk Treasurer Wood, Attorney Keene, Ron Cole of WATS/WAVR

**Call to Order:** Mayor Leary called the meeting to order at 6:00 p.m.

**Oaths of Office:**  Clerk Treasurer Wood administered the Oaths of Office to Trustees-Elect: Andrew Aronstam, Patrick Ayres, and Darren Uhl.

Mayor Leary welcomed new Trustee Darren Uhl, and incumbent Trustees: Patrick Ayres and Andrew Aronstam to the Board. He thanked Former Trustee Brian Hughes for his service to the Village of Waverly.

**Mayor’s Appointments:** The following appointments were made by Mayor Leary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Appointment** | **Term** | **Motioned by Trustee:** | **Seconded by Trustee:** | **Result** |
| Patrick Ayres | Deputy Mayor | 1 year | Steck | Sinsabaugh | Approved Unanimous |
| Kerri Hazen | Deputy Clerk Treasurer | 1 year | Sinsabaugh | Brewster | Approved Unanimous |
| Betty J. Keene | Village Attorney | 1 year | Brewster | Ayres | Approved Unanimous |
| Robert Chisari | Code Enforcement/  Building Inspector | 1 year | Ayres | Aronstam | Approved Unanimous |
| Angelo Sisto | Water Board Commissioner | 5 years | Aronstam | Uhl | Approved Unanimous |
| Robert Bidlack | Sewer Board Commissioner | 5 years | Uhl | Steck | Approved Unanimous |
| Billie Jo Jennings | Justice Court Clerk | 1 year | Steck | Sinsabaugh | Approved Unanimous |
| David Boland | Acting Justice | 1 year | Sinsabaugh | Brewster | Approved Unanimous |
| Julie Dugan | Assessor | 1 year | Brewster | Ayres | Approved Unanimous |
| Rick Wilbur | Planning Board | 5 years | Uhl | Steck | Approved Unanimous |
| Todd Atchison | Zoning Board of Appeals | 5 years | Ayres | Aronstam | Approved Unanimous |
| Gerald Keene, Sr. | Cemetery Coordinator | 1 year | Aronstam | Uhl | Approved Unanimous |
| Teresa Fravel  George Greeno  Tom McLean | Crossing Guards | 1 year | Steck | Sinsabaugh | Approved Unanimous |
| The Morning Times | Official Publication | 1 year | Sinsabaugh | Brewster | Approved Unanimous |
| Chemung Canal Trust  Chase Bank  Tioga State Bank | Official Depositories | 1 year | Brewster | Ayres | Approved Unanimous |
| Regular Meeting | 2nd Tuesday @ 6:30 p.m. | 1 year | Ayres | Aronstam | Approved Unanimous |

Check Signature Resolution: Trustee Sinsabaugh offered the following resolution and moved its adoption:

RESOLVED, that checks drawn on the Village Funds be payable on signatures of two out of the four of the following persons: Mayor Dan Leary, Deputy Mayor Patrick Ayres, Clerk Treasurer Michele Wood, Deputy Clerk Treasurer Kerri Hazen. Trustee Brewster seconded the motion, which carried unanimously.

**Committee Appointments:**

|  |  |  |  |
| --- | --- | --- | --- |
| Police | Sinsabaugh |  |  |
| Street | Steck |  |  |
| Bldgs, Grounds, Cemetery | Aronstam | Sinsabaugh |  |
| Recreation | Brewster | Aronstam |  |
| Sewer | Steck |  |  |
| Water | Steck | Uhl |  |
| Planning | Ayres | Brewster |  |
| Technology | Brewster |  |  |
| Tioga County (COG) | Leary |  |  |
| Finance | Sinsabaugh | Brewster | Uhl |
| Merchants | Ayres | Brewster |  |
| Town of Barton (2 per year) | Ayres  Aronstam | Sinsabaugh  Uhl | Brewster  Steck |

The Town of Barton meetings are held on the 2nd Monday of the Month at 6:30 p.m. at the

Town of Barton Hall.

Town of Barton Meeting Attendance Schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| January | Sinsabaugh |  | July | Uhl |
| February | Sinsabaugh |  | August | Uhl |
| March | Brewster |  | September | Ayres |
| April | Brewster |  | October | Ayres |
| May | Aronstam |  | November | Steck |
| June | Aronstam |  | December | Steck |

Mayor Leary asked the Trustees to attend their scheduled meetings as chosen.

**Adjournment**: Trustee Brewster moved to adjourn at 6:15 p.m. Trustee Steck seconded the motion, which carried unanimously.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**PUBLIC HEARING HELD BY THE BOARD OF**

**TRUSTEES OF THE VILLAGE OF WAVERLY AT 6:15 P.M.**

**ON TUESDAY, APRIL 12, 2016 IN THE TRUSTEES' ROOM,**

**VILLAGE HALL FOR THE PURPOSE OF PUBLIC COMMENT**

**ON THE 2015-2016 TENTATIVE BUDGET**

Mayor Leary declared the hearing open at 6:15 p.m. and directed the clerk to read the notice of public hearing.

**Roll Call:** Present were Trustees: Sinsabaugh, Uhl, Brewster, Ayres, Aronstam, Steck, and Mayor Leary

Also present were Clerk Treasurer Wood, and Attorney Keene

Press included, Ron Cole of WAVR/WATS, and Johnny Williams of the Morning Times

Mayor Leary stated the budget committee and the department heads worked closely to keep the proposed budget as low as possible. He thanked the committee for their efforts. He also stated that the Board passed a local law to override the tax cap, as it was at 0.12% this year.

Mayor Leary opened the floor and asked if anyone had any comments regarding the tentative 2016-2017 tentative budget.

With no one wishing to be heard, Mayor Leary closed the hearing at 6:28 p.m.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Michele Wood, Clerk/Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, APRIL 12, 2016 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Aronstam, Steck, Hughes, Brewster, Trustee Ayres, and Mayor Leary

Also present Clerk Treasurer Wood, Attorney Keene, Lisa Weston of Cornell Cooperative Extension, and Christina Olevano of Tioga County Health Department

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** Andrew Quinlan stated concern with the appointment process that Tioga County took when appointing Dennis Mullen as County Legislator. Ron Keene also stated concern. He stated they will be proceeding with litigation against Tioga County.

Terri Bishop, of the Farmers’ Market, requested permission to have the Farmers’ Market in the Mini Park on Tuesdays between June 21st and September 27th from 3:00-6:00 p.m. She stated she expects 3-4 vendors. Trustee Ayres recommended the vendors park on the side streets and not on Broad Street. Mayor Leary stated Trustee Brewster and Trustee Ayres will discuss with the WBA and will bring back to the workshop meeting. Ms. Bishop agreed.

**Tobacco Use Presentation:** Christina Olevano, of Tioga County Health Department, presented Tioga County’s Health Improvement Plan. She stated tobacco use is a huge problem within the county, and she outlined many health issues associated with the use of tobacco.

Lisa Weston, of Cornell Cooperative Extension, stated they are promoting Tobacco Free Parks and Facilities. They are also trying to ban tobacco sales from merchants within proximity to schools. Trustee Aronstam stated there is only one merchant in the village that sells tobacco.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of March 22, April 4, 2016, as presented. Trustee Steck seconded the motion, which carried unanimously.

**Department Reports:** The clerk submitted department reports from the Code Enforcement, Recreation, Court, and Police Departments.

**Summer Help in Parks:** The clerk submitted a request from Recreation Director Shaw to hire the following as seasonal part-time parks laborers:

Derek Bowman 30 hours/week $9.00/hour 12 weeks

Daniel Blackman 30 hours/week $9.00/hour 9 weeks

Eric Reznicek 30 hours/week $9.00/hour 3 weeks

Trustee Ayres moved to approve hiring the seasonal part-time park laborers, as requested. Trustee Steck seconded the motion, which carried unanimously.

**Summer Help in Recreation:** The clerk submitted a request from Recreation Director Shaw to hire the following as seasonal part-time personnel for the five-week Summer Recreation Program:

Victoria Cron 28 hours/week $9.75/hour Director

Morgan Salsman 28 hours/week $9.25/hour Assistant Director

Samantha Lloyd 28 hours/week $9.00/hour Counselor

Megan Wilbur 28 hours/week $9.00/hour Counselor

Samantha Mennig 28 hours/week $9.00/hour Counselor

Julia Bowers 28 hours/week $9.00/hour Counselor

Hannah Place 28 hours/week $9.00/hour Counselor

Karliegh Van Ness 28 hours/week $9.00/hour Counselor

Timothy Sutton 28 hours/week $9.00/hour Counselor

Jacob Hazen 28 hours/week $9.00/hour Counselor

Brandon Ellers 28 hours/week $9.00/hour Counselor

Tanner Cantrell 28 hours/week $9.00/hour Counselor

Collin Traub 28 hours/week $9.00/hour Counselor

Payton Miller 28 hours/week $9.00/hour Counselor

Trevor Campbell 28 hours/week $9.00/hour Counselor

Trustee Ayres moved to approve hiring the seasonal part-time personnel, as requested. Trustee Steck seconded the motion, which carried unanimously.

**Treasurer's Report:** The clerk presented the following:

General Fund 3/1/16 – 3/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 122,610.90 | Current Revenues | 126,651.97 |
| Deposits | 725,442.72 | Year to Date Revenue | 2,744,661.83 |
| Disbursements | 138,701.24 | Current Expenditures | 136,571.71 |
| Ending Balance | 709,352.38 | Year to Date Expended | 2,345,890.74 |

\*General Capital Reserve Fund, $84,226.84

Cemetery Fund 3/01/16 – 3/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 9,488.48 | Current Revenues | 1,358.40 |
| Deposits | 1,350.43 | Year to Date Revenue | 33,905.48 |
| Disbursements | 240.86 | Current Expenditures | 240.86 |
| Ending Balance | 10,598.05 | Year to Date Expended | 38,948.92 |

Loan Programs 3/01/16 – 3/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Loans** | **Balances** | **Rehab Loans** | **Balances** |
| Beginning Balance | 29,280.00 | Beginning Balance | 19,118.74 |
| Deposits | 2,363.68 | Deposits | 1,086.51 |
| Disbursements | 0.00 | Disbursements | 0.00 |
| Ending Balance | 31,643.68 | Ending Balance | 20,205.25 |
| Money Market/Savings | 388,516.89 | MM/Savings Balance | 232,917.57 |
|  |  | Sidewalk Balance | 11,788.00 |
| Total Available Balance | 420,160.57 | Total Available Balance | 264,910.82 |
| Outstanding Loans | 39,544.75 | Outstanding Loans | 56,663.68 |
| Fund Balance | 459,705.32 | Outstanding Loan Balance | 321,574.50 |

\*The report also outlined the status of individual loan repayments

2014 CDBG Program 02/01/16 – 2/29/16

|  |  |
| --- | --- |
| Original Grant Award | 400,000.00 |
| Total Expenditures | 14,296.81 |
| Remaining Grant Funds | 385,703.19 |

**Finance Committee:** Trustee Brewster presented bills for in the amount of General Fund in the amount of $43,677.40 and moved to approve payment of the abstract. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**2016-2017 Tentative Budget Adoption:** The clerk stated the Board of Water Commissioners and the Board of Sewer Commissions have approved to recommend adoption of their respective budgets as submitted. Trustee Brewster moved to approve the 2016-2017 Tentative Budget as final. The total budgets are: General Fund $2,892,911; Cemetery Fund $50,969; Water Fund $739,141; and Sewer Fund $668,658. Trustee Aronstam seconded the motion, which led to a roll call vote, and resulted as follows:

Ayes – 7 (Uhl, Aronstam, Ayres, Brewster, Sinsabaugh, Steck, Leary)

Nays – 0

The motion carried, and the 2016-2017 Budget was adopted.

**Village Hall Parking Lot:** Trustee Steck stated he received two bids for sealing the Village Hall Parking Lot, however, there is a large discrepancy. He will review and bring back to the next meeting.

**Main Street Program Update:** Trustee Ayres stated they charted out tentative tree replacements and removals, and should have a map for the next meeting. He also stated that nine applications have been submitted and reviewed.

**Ithaca Street Drain Replacement:** Mayor Leary stated the drain piping on the corner of Ithaca Street and Cayuta Avenue has collapsed which has caused a sinkhole. He stated the building next to it has been sold and the new owner will be demolishing the building this weekend, as the building is tilting and near collapse. Austin Excavating submitted a proposal to replace storm sewer piping and install bedding in the amount of $15,000. Mayor Leary stated Austin’s have already been hired by the owner to excavate property after demolition. Attorney Keene stated that this is an emergency situation and there is not enough time to request other proposals. Discussion followed. Trustee Aronstam moved to approve Austin Excavating to replace section of collapsed storm drain as presented. Trustee Brewster seconded the motion, which led to a roll call vote, and resulted as follows:

Ayes – 7 (Uhl, Aronstam, Ayres, Brewster, Sinsabaugh, Steck, Leary)

Nays – 0

The motion carried.

**Route 17C Bridge Replacement:** Mayor Leary stated he has been in contact with NYS DOT. The bids for the bridge replacement have been received and are currently under review. He stated the NYS DOT should award the bid by late May.

**Village Email Accounts:** Trustee Brewster submitted a quote from Pyramid Business Solutions for hosting the village email accounts in-house. The quote was in the amount of $8,434. Trustee Brewster stated that much of the costs is related to licensing and some hardware needed. He also stated by storing the emails in-house, there wouldn’t be any storage issues. The emails will also be backed-up with the rest of the information. Trustee Brewster recommended we move forward. Trustee Ayres moved to approve Pyramid Business Solution’s proposal as presented. Trustee Aronstam seconded the motion, which carried unanimously.

**State Park Update:** Mayor Leary stated NYS has an official clean-up day. This year it is May 7th. He invited everyone to come to Two Rivers State Park on May 7th to help with clean up and requested the media to attend also.

**Abandoned Properties:** Mayor Leary stated he is working with Code Enforcement on two properties, 581 Clark Street and 5 Hickory Street. These properties are abandoned and are in horrible condition. He stated a bank has 581 Clark Street and may get it cleaned up, however, the one at 5 Hickory Street needs to be pursued. Attorney Keene stated the owner is deceased and there is no estate. She will research to see who is paying the taxes.

**Designation of a Section 3 Coordinator:** Trustee Ayres offered the following resolution, and moved its adoption:

**DESIGNATING A “SECTION 3 COORDNATOR” FOR**

**THE VILLAGE OF WAVERLY**

WHEREAS, the United States Congress passed the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (“Section 3”), and

WHEREAS, the purpose of “Section 3” is to ensure that employment and other economic opportunities generated by certain federal assistance, including assistance provided by the U.S. Department of Housing and Urban Development (HUD) or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing, and

WHEREAS, the Village of Waverly is currently and anticipates it will continue in the future to be a recipient of certain HUD assistance covered by Section 3, and

WHEREAS, HUD and the administrative entity of HUD’s Small Cities Program in the State of New York, the Housing Trust Fund Corporation, have determined that Community Development Block Grant grantees must designate a municipal employee to serve as the Section 3 Coordinator to facilitate compliance with Section 3, and

WHEREAS, it will be the job of the Section 3 Coordinator to prepare, implement and undertaken certain plans and procedures to facilitate compliance with Section 3 to the greatest extent feasible,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Village of Waverly does hereby designate Michele Wood, Clerk Treasurer, and her successor at such time Michele Wood no longer serves in the capacity of Clerk Treasurer, as the Section 3 Coordinator.

Trustee Brewster seconded the motion, which led to a roll call vote, and resulted as follows:

Ayes – 7 (Uhl, Aronstam, Ayres, Brewster, Sinsabaugh, Steck, Leary)

Nays – 0

The motion carried.

**CDBG New Applicant Approval Request:** The clerk submitted an approval request for a project to be done on the 2014 CDBG. It is as follows:

The clerk submitted an approval request for a project to be done on the CDBG. It is as follows:

* 2014-02-EV Total Cost - $ 26,760

work includes: painting, heating, plumbing, windows, doors, insulation, roofing, interior and exterior carpentry, and other

Trustee Ayres moved to authorize the above projects as submitted. Trustee Steck seconded the motion, which carried unanimously.

**Adjournment**: Trustee Brewster moved to adjourn at 8:05 p.m. Trustee Aronstam seconded the motion, which carried unanimously. Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, MAY 10, 2016 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Uhl, Aronstam, Steck, Brewster, Ayres, and Mayor Leary

Also present Clerk Treasurer Wood, Attorney Keene, and Waverly School District Representatives - Randy Richards, David Mastrantuono, and Parvin Mench

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** Ron Keene requested permission to open the Glenwood Mausoleum to the public on Memorial Day, 4th of July, and Labor Day. He offered to oversee the openings. Trustee Steck moved to approve Mr. Keene’s request as presented. Trustee Brewster seconded the motion, which carried unanimously.

Terri Bishop, of the Farmers’ Market, requested permission to have the Farmers’ Market in the Mini Park on Tuesdays between June 21st and September 27th from 3:00-6:00 p.m. She stated she attended the WBA meeting and they had no issues. Trustee Brewster stated the same and stated the WBA was in favor of having it in the Mini Park. Trustee Brewster moved to approve the Farmers’ Market request as presented. Trustee Ayres seconded the motion, which carried unanimously.

Don Merrill asked for help from the Board regarding the Rafferty property located on Hickory and Waverly Street. He stated it is a disgrace to the Village. Mayor Leary stated it was on the agenda, and would be discussed later in the meeting.

**Waverly School’s Budget Presentation:** Dr. Richards, Waverly School Superintendent, stated the Resource Officer is a great addition to the school and appreciated him being there. He also stated he appreciates the use of the Village Hall Community Room for testing purposes. He presented the school district’s budget and outlined the changes. He stated that if the budget gets voted down, unfortunately by law, there would be cutbacks. Some of these cutbacks would be in sports, and free use of school property. He stressed the importance for the public to vote next week.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of April 12, 2016, as presented. Trustee Brewster seconded the motion, which carried unanimously.

**Department Reports:** The clerk submitted department reports from the Code Enforcement, Recreation, Street, and Police Departments.

**Treasurer's Report:** The clerk presented the following:

General Fund 4/1/16 – 4/30/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 709,352.38 | Current Revenues | 49,841.61 |
| Deposits | 58,783.42 | Year to Date Revenue | 2,794,503.44 |
| Disbursements | 171,437.62 | Current Expenditures | 172,756.41 |
| Ending Balance | 596,698.18 | Year to Date Expended | 2,518,647.15 |

\*General Capital Reserve Fund, $84,240.68

Cemetery Fund 4/01/16 – 4/30/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 10,598.05 | Current Revenues | 380.15 |
| Deposits | 372.43 | Year to Date Revenue | 34,285.63 |
| Disbursements | 495.09 | Current Expenditures | 495.09 |
| Ending Balance | 10,475.39 | Year to Date Expended | 39,444.01 |

**Finance Committee:** Trustee Brewster presented bills for in the amount of General Fund in the amount of $61,111.54, and Cemetery Fund in the amount of $310.13, and moved to approve payment of the abstracts. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Refunding Bond Update:** Clerk Treasurer Wood stated the refunding bond went out for sale on the market today, and it appears we will be saving more than what was estimated.

**Post-Issuance Tax Compliance Procedures Resolution:** Trustee Brewster offered the following resolution, and moved its adoption:

**RESOLUTION, DATED MAY 10, 2016, OF THE VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF WAVERLY, TIOGA COUNTY, NEW YORK (THE “VILLAGE”) ADOPTING POST-ISSUANCE TAX COMPLIANCE PROCEDURES**

WHEREAS, the Internal Revenue Service has issued regulations requiring issuers of tax-exempt obligations to certify on various forms that they actively monitor compliance with federal tax rules following the issuance of such obligations; and

WHEREAS, the Village is an occasional issuer of tax-exempt obligations and thus is subject to the aforementioned compliance requirements which are critical for the preservation of the preferential tax status of those obligations; and

WHEREAS, it is therefore in the best interest of the Village to adopt formal written procedures to ensure such compliance and to designate an official responsible for ensuring that such procedures are followed; and

WHEREAS, Hodgson Russ LLP, as bond counsel to the Village, has prepared and has recommended that the Village adopt certain post-issuance tax compliance procedures;

NOW THEREFORE, BE IT RESOLVED, that the Village hereby adopts the post-issuance tax compliance procedures that are attached hereto as “Schedule A” and resolves to be governed thereby; and be it further

RESOLVED, that such Schedule A will be placed in its entirety in the official records, files and minutes of the Village and adhered to going forward; and be it further

RESOLVED, that this resolution shall take effect immediately upon its adoption.

Trustee Sinsabaugh seconded the motion of the foregoing resolution and was duly put to a vote, which resulted as follows:

Ayres – 7 (Steck, Sinsabaugh, Brewster, Ayres, Aronstam, Uhl, Leary)

Nays – 0

The motion carried and resolution was adopted.

**SEC-Driven Continuing Disclosure Compliance Procedures:** Trustee Brewster offered the following resolution, and moved its adoption:

**RESOLUTION, DATED MAY 10, 2016, OF THE VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF WAVERLY, TIOGA COUNTY, NEW YORK (THE “VILLAGE”) ADOPTING SEC-DRIVEN CONTINUING DISCLOSURE COMPLIANCE PROCEDURES**

WHEREAS, Securities Exchange Commission (“SEC”) Rule 15c2-12 (the “Rule”) generally prohibits underwriters from purchasing or selling municipal securities unless the issuer of such securities has entered into a continuing disclosure obligation; and

WHEREAS, the Village is an occasional issuer of municipal securities and thus has entered into continuing disclosure obligations (or will do so) from time to time; and

WHEREAS, Hodgson Russ LLP, as bond counsel to the Village, has prepared and has recommended that the Village adopt certain SEC-driven continuing disclosure compliance procedures; and

WHEREAS, the Village Board of Trustees deems it to be in the best interest of the Village to adopt formal written procedures to help ensure continuing disclosure compliance, and to designate an official responsible for ensuring that such procedures are followed;

NOW THEREFORE, BE IT RESOLVED, that the Village hereby adopts the continuing disclosure compliance procedures that are attached hereto as “Schedule A” and resolves to be governed thereby; and be it further

RESOLVED, that such Schedule A will be placed in its entirety in the official records, files and minutes of the Village and adhered to going forward; and be it further

RESOLVED, that this resolution shall take effect immediately upon its adoption.

Trustee Steck seconded the motion of the foregoing resolution and was duly put to a vote, which resulted as follows:

Ayres – 7 (Steck, Sinsabaugh, Brewster, Ayres, Aronstam, Uhl, Leary)

Nays – 0

The motion carried and resolution was adopted.

**Main Street Program Update:** Trustee Ayres stated they are working on bids for trees to be planted in the target area. They are also getting estimates for benches and planters.

**Banners/Business District:** Trustee Brewster stated he is working with the WBA and Jack Pond regarding the banners. He will notify the Board with updates.

**Street Repairs/CHIPS Funding:** Mayor Leary stated he is working with Jack Pond to review street repairs. He stated the CHIPS funding will be the same as last year.

**Tax Rate Resolution:** Trustee Brewster offered the following resolution and moved its adoption:

WHEREAS, the Board, by resolution passed at the Regular Meeting held April 12, 2016, adopted its annual budget for the fiscal year, commencing June 1, 2016 and ending May 31, 2017; and,

WHEREAS, the total of taxable property in said Village as shown on the current assessment roll has been determined to be $70,638,660; and,

WHEREAS, the Board of Trustees of the Village of Waverly, by resolution dated the same date appropriated the sum of $2,892,911; less estimated revenues of $884,814 or a balance of $2,008,097 to be raised by real estate taxes, said Board of Trustees hereby levies the following tax pursuant to the provisions of the Real Property Tax Law of the State of New York upon the taxable property of the Village of Waverly, to wit: upon all taxable property of the Village of Waverly; and,

BE IT RESOLVED, that the tax rate on account of said levy be set at the rate of $28.428 per each $1,000 of assessed valuation; and,

BE IT FURTHER RESOLVED, that the Village Clerk/Treasurer be directed to extend and carry out upon the tax roll of the Village of Waverly, the amount to be levied against the value of each parcel of real property owed thereon; and,

It further appearing that the Board of Water Commissioners of the Village of Waverly has filed with the Clerk of the Board of Trustees its certificate in writing, indicating certain unpaid water rents and penalties thereon, as of May 1, 2016, with the properties against which said unpaid water rents are charged.

NOW, THEREFORE, BE IT RESOLVED, that a total amount of such unpaid water rents in the amount of $10,061.97 be levied pursuant to the provision of the Village Law against said properties, as set forth, on said certificate, and in the amount set forth, and,

It further appearing that the Board of Sewer Commissioners of the Village of Waverly has filed with the Clerk, its certificate in writing, indicating certain unpaid sewer rents and penalties thereon, as of May 1, 2016, with the properties against which said unpaid sewer rents are charged.

NOW, THEREFORE, BE IT RESOLVED, that a total amount of such unpaid sewer rents in the amount of $10,844.03 be levied pursuant to the provision of the Village Law against said properties, as set forth on said certificate, and in the amount set forth, and,

NOW, THEREFORE, BE IT RESOLVED, that a total amount of $342.00 of unpaid grass and weeds be levied pursuant to the provision of the Village Law against said properties, as set. Forth, on said certificate, and,

NOW THEREFORE, BE IT RESOLVED, that a total amount of $2,554.48 of prorated tax bills be levied pursuant to the provision of the Village Law against said properties, as set Forth, on said certificate, and,

NOW THEREFORE, BE IT RESOLVED, that a total amount of $2,079.00 of unsafe building remediation charges be levied pursuant to the provision of the Village Law against said properties, as set Forth, on said certificate, and,

BE IT FURTHER RESOLVED, that the Village Clerk be directed to extend and carry out upon said tax roll of the Village of Waverly the amount so levied against the several parcels of real property:

Trustee Ayres seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayres – 7 (Steck, Sinsabaugh, Brewster, Ayres, Aronstam, Uhl, Leary)

Nays – 0

The motion carried and resolution was adopted.

**Village Rehab Project New Applicant:** The clerk submitted the following approval requests for projects to be done through the Village Rehab Project:

* WH100 Total Cost - $ 18,915

$15,000 deferred loan combined with a $3,915 direct loan. Work includes: exterior carpentry, windows, doors, and plumbing

* WE100 Total Cost - $ 22,650

$15,000 deferred loan combined with a $7,650 direct loan. Work includes: roofing and painting

Trustee Ayres moved to authorize the above projects as submitted. Trustee Brewster seconded the motion, which carried unanimously.

**Approval of 2014 CDBG Abstract:** The clerk presented bills in the amount of $38,353.54 for Drawdown #2. Trustee Ayres moved to approve the bills as presented. Trustee Steck seconded the motion, which carried unanimously.

**Tax Collection Proposal:** Mayor Leary stated that Chemung Canal Trust Company collected 146 tax payments last year and he asked to renew tax collection at Chemung Canal Trust Company. Trustee Ayres moved to approve Chemung Canal Trust Company to collect the 2016-2017 Village of Waverly’s property taxes as presented. Trustee Ayres seconded the motion, which carried unanimously.

**Tax Certioriari Proceeding/Engagement Letter:** Attorney Keene recommended Richard James, Partner of Mackenzie Hughes LLP, as Attorney to represent us in connection with two tax certioriari proceedings commenced by Allentown Properties LLC and related to the real property tax assessments. The compensation would be based on the firm’s hourly charges of $250 per hour for partner, which was reduced due to past relationship with village. Attorney Keene stated he handled a case for us a few years ago. Trustee Brewster moved to approve Rick James to represent the Village as presented. Trustee Uhl seconded the motion, which carried unanimously.

**Sewer Department Laborer:** Mayor Leary tabled for executive session.

**Water Department Employee Promotion:** The clerk stated the Board of Water Commissioners approved Joe Wright be promoted to Water Plant Operator based on securing his operator license. They also approved a contractual salary increase (from $17.25 to $19.15) retroactive to December 23, 2015, and requested the Village Board’s approval. Trustee Steck moved to approve promoting Joe Wright as presented. Trustee Uhl seconded the motion, which carried unanimously.

**Street Roller Rental/Purchase:** Trustee Steck stated the roller has broken and in a dangerous condition. He will get proposals for purchase, and options for renting. CHIP’s funding could be used for purchase and it would be split by General, and Water Funds.

**Tree Removal Bid:** The clerk submitted a list of trees to be removed or trimmed. The bids must be returned by May 20, 2016 and opened at the meeting on May 24, 2016.

**New York Rural Water Association Conference:** Trustee Steck moved to approve Doug Kinsley to attend the NYRWA Conference on May 16-20, 2016 in Lake Placid, NY. The cost of the conference is $325, plus room and board. Costs will be charged to the General Fund, due the interfund transfer from the Sewer Fund. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Abandoned Properties:** Mayor Leary stated he is working with Code Enforcement on two properties. Both properties are abandoned and are in horrible condition.

5 Hickory Street/Rafferty – Attorney Keene stated the owner is deceased. She is searching out family to find out who is overseeing the property. May need to pursue an unsafe building procedure.

581 Clark Street/Wandell – Attorney Keene stated Code Enforcement was in discussion with the bank, however, not sure where it stands. She will also research that property as well.

**First Baptist Church Request:** Mayor Leary stated the First Baptist Church would like to use Muldoon Park to have a Vacation Bible School Carnival to kick-off their VBS Program. This would be held on Sunday, July 24, 2016 from 5:30-7:30 p.m. They had it there last year and was a success. Mayor Leary asked the clerk to review insurance, and tabled discussion for the next meeting.

**Downtown Beautification Grant:** Trustee Ayres requested permission for him and Trustee Aronstam to proceed with applying for the Downtown Beautification Grant from Tioga County Tourism. The applicant can receive up to $500 per project. It must be submitted by May 23, 2016. Trustee Brewster moved to approve proceeding with grant application as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**USDA Rural Development Homeownership Workshop:** The clerk stated USDA Rural Development will hold a workshop in our Community Room on June 22, 2016 from 6:00-8:30 p.m. It is open to all who are interested in buying a new home or renovating their existing home.

**Mayor/Board Comments:** Trustee Ayers moved to allow the Main Street Program sign to be placed in the green space next to 358 Broad Street and remain there until after the program is complete. Trustee Brewster seconded the motion, which carried unanimously.

**Executive Session:** Trustee Ayres moved to enter into executive session at 8:11 p.m. to discuss two personnel issues. Trustee Steck seconded the motion, which carried unanimously.

Trustee Brewster moved to adjourn executive session and enter regular session at 9:01 p.m. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Adjournment**: Trustee Sinsabaugh moved to adjourn at 9:02 p.m. Trustee Aronstam seconded the motion, which carried unanimously. Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**WORKSHOP MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, MAY 24, 2016 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Steck, Aronstam, Brewster, Ayres, and Mayor Leary

Also present was Clerk Treasurer Wood

Press: Johnny Williams of the Morning Times

**Public Comments:** Jean Minielly-Schmieg stated concern with the concrete barriers around Big Foote’s parking lot on Broad Street. She stated they could install more esthetic barriers.

Ron Keene stated the Friends of the Waverly Cemeteries have cleaned-up all three cemeteries and planted flowers. He stated his group is seeking volunteers. They meet on the third Wednesday of every month at 7:00 p.m. in the Village Hall.

Mayor Leary stated the Mausoleum and Glenwood Cemetery have been placed on the National Historic Register. He thanked Ron Keene and the Friends of the Waverly Cemeteries for all their work and dedication to our cemeteries. Ron Keene stated with the State and National Historic Designations, there may be grant money available for the repairs needed.

**Carantuoan Greenway Presentation:** Teresa Pipher stated previously she promised the Village signage when she filed a grant application. She presented the Village with two educational signs regarding ticks to be placed in the Parks. Mayor Leary and the Board thanked her and accepted the signage.

**Treasurer's Report:** The clerk presented the following:

Loan Programs 4/01/16 – 4/30/16

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Loans** | **Balances** | **Rehab Loans** | **Balances** |
| Beginning Balance | 31,643.68 | Beginning Balance | 20,205.25 |
| Deposits | 1,522.75 | Deposits | 6,720.11 |
| Disbursements | 13.86 | Disbursements | 173.08 |
| Ending Balance | 33,152.57 | Ending Balance | 26,752.28 |
| Money Market/Savings | 388,580.75 | MM/Savings Balance | 232,955.86 |
|  |  | Sidewalk Balance | 11,788.00 |
| Total Available Balance | 421,733.32 | Total Available Balance | 271,496.14 |
| Outstanding Loans | 38,214.95 | Outstanding Loans | 60,278.54 |
| Fund Balance | 459,948.27 | Outstanding Loan Balance | 331,774.68 |

\*The report also outlined the status of individual loan repayments

2014 CDBG Program 04/01/16 – 4/30/16

|  |  |
| --- | --- |
| Original Grant Award | 400,000.00 |
| Total Expenditures | 14,296.81 |
| Remaining Grant Funds | 385,703.19 |

**Finance Committee:** Trustee Brewster presented bills from the General Fund in the amount of $31,121.92, and Cemetery Fund $7,980.16; for a total of $39,102.08 and moved to approve payment of the abstract. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**First Baptist Church Request:** Mayor Leary stated the First Baptist Church would like to use Muldoon Park to have a Vacation Bible School Carnival to kick-off their VBS Program. This would be held on Sunday, July 24, 2016 from 5:30-7:30 p.m. The clerk stated Reverend Dygert will submit insurance. Trustee Brewster moved to approve the First Baptist Church’s request as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Street Roller Rental/Purchase:** Trustee Steck stated he is waiting on information and should have it at the next meeting.

**Village Hall Parking Lot Sealing:** Trustee Steck stated we received bids from the following to seal the Village Hall Parking Lot: Stanley Paving at $9,500, and Vestal Asphalt for $16,354. He stated Stanley Paving would use hot seal, which is comparable to home driveway sealing, and Vestal Asphalt would use a slurry mix, which is what we used for Broad Street. Trustee Steck stated Broad Street has held up for many years and moved to award the bid to Vestal Asphalt to the parking lot. Trustee Aronstam seconded the motion, which led to a roll call vote and resulted as follows:

Ayes – 6 (Ayres, Aronstam, Brewster, Sinsabaugh, Steck, Leary)

Nays – 0

Absent – 1 (Uhl)

The motion carried.

**Milling and Blacktop:** Mayor Leary stated a letter has been sent to Valley Energy requesting any services be installed before paving begins.

**Storm Drain Replacement on Ithaca Street:** Trustee Steck stated there may need to be additional piping to complete the drain replacement on Ithaca Street. The old piping is completely rotted out, and piping on Cayuta Avenue is in need of replacement. He stated Austin Excavating is able to thread new piping through the old piping so Cayuta Avenue does not need cutting.

**2015-2016 Budget Transfers, General Fund:** Trustee Brewster moved to approve the following 2015-2016 Budget Transfers to the General Fund. Trustee Ayres seconded the motion, which carried unanimously.

|  |  |  |  |
| --- | --- | --- | --- |
| **Line Item** | **Description** | **Transfer In:** | **Transfer Out:** |
| A 1110-0100 | court-full time |  | -108 |
| A 1110-0142 | court-part time | 2 |  |
| A 1110-0145 | court-sick | 958 |  |
| A 1110-0405 | court-telephone | 1,300 |  |
| A 1325-0100 | treasurer-full time | 825 |  |
| A 1325-0145 | treasurer-sick | 274 |  |
| A 1325-0400 | treasurer-contractual exp | 800 |  |
| A 1410-0145 | clerk-sick | 870 |  |
| A 1410-0149 | clerk-vacation | 860 |  |
| A 1410-0402 | clerk-other expense | 1,500 |  |
| A 1620-0400 | bldg-contractual expense |  | -1,500 |
| A 1620-0401 | bldg-heating fuel |  | -3,000 |
| A 1620-0402 | Bldg.-electric | 2,000 |  |
| A 1620-0403 | bldg-repairs | 2,100 |  |
| A 1620-0404 | bldg-misc/sup | 3,000 |  |
| A 1650-0400 | computer exp | 7,500 |  |
| A 1650-0401 | computer exp police | 4,000 |  |
| A 1989-0400 | misc-other GGS |  | -22,000 |
| A 1990-0400 | contingent account |  | -43,000 |
| A 3120-0100 | police-full time |  | -1,726 |
| A 3120-0145 | police-sick | 6,992 |  |
| A 3120-0146 | police-overtime | 18,000 |  |
| A 3120-0200 | police-equipment | 2,001 |  |
| A 3120-0404 | police-car repairs | 1,000 |  |
| A 3120-0405 | police-telephone | 5,000 |  |
| A 3120-0406 | police-gasoline |  | -10,000 |
| A 3120-0408 | police-training | 500 |  |
| A 3620-0142 | code-part time | 1 |  |
| A 5110-0100 | street-full time | 294 |  |
| A 5110-0145 | street-sick | 1,574 |  |
| A 5110-0148 | street-holiday |  | -294 |
| A 5110-0401 | street salt & sand |  | -3,000 |
| A 5110-0403 | street-equip repair | 8,000 |  |
| A 5110-0404 | street repairs | 15,909 |  |
| A 5110-0407 | street-shop/traffic lights | 10,000 |  |
| A 5110-0408 | street-paint | 500 |  |
| A 5110-0411 | street-street signs | 2,500 |  |
| A 5112-0200 | permanent improvement | 2,091 |  |
| A 5182-0400 | street lighting | 10,000 |  |
| A 7110-0142 | parks-part time | 5,000 |  |
| A 7110-0145 | parks-sick | 534 |  |
| A 7110-0201 | parks-equipment | 406 |  |
| A 7110-0402 | parks-electric | 2,500 |  |
| A 7110-0404 | parks-equip repairs | 3,000 |  |
| A 7110-0408 | parks-trash | 1,000 |  |
| A 7310-0100 | rec-full time |  | -5,000 |
| A 7550-0400 | celebrations | 5,000 |  |
| A 8560-0400 | shade trees | 12,000 |  |
| A 9010-0800 | employee retirement |  | -33,000 |
| A 9015-0800 | police retirement |  | -16,000 |
| A 9040-0800 | workmans comp ins |  | -1,163 |
| **TOTAL** |  | **139,791** | **-139,791** |

**2015-2016 Budget Amendments, General Fund:** Trustee Steck moved to approve the following 2015-2016 Budget Amendments to the General Fund. Trustee Brewster seconded the motion, which carried unanimously.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| A 510 Estimated Revenues |  |  |  | A 960 Estimated Appropriations |  |  |
| A 3501 | CHIPS | 17,365 |  | A 5112-0200 | permanent improve | 17,365 |
| A 1090 | Interest/ taxes | 40,000 |  | A 5110.200 | street equipment | 40,000 |
| A 2680 | ins recoveries | 15,000 |  | A 5110.409 | Storm sewers | 15,000 |
| TOTAL |  | 72,365 |  | TOTAL |  | 72,365 |

**2015-2016 Budget Transfers, Cemetery Fund:** Trustee Steck moved to approve the following 2015-2016 Budget Transfers to the General Fund. Trustee Ayres seconded the motion, which carried unanimously.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Transfer In | Transfer Out |
| C 8810-0400 | contractual exp |  | 634 |
| C 8810-0402 | contractual mowing | 634 |  |

**2015-2016 Budget Amendments, Cemetery Fund:** Trustee Steck moved to approve the following 2015-2016 Budget Amendments to the Cemetery Fund. Trustee Sinsabaugh seconded the motion, which carried unanimously.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| C 510 - Appropriated Revenue |  |  | C 960 - Appropriated Expense |  |  |
| C.5031 | interfund transfer | 2,938.00 | C.8810-0401 | perpetual care exp | 2,938.00 |
|  |  |  |  |  |  |
| TOTAL |  | 2,938.00 | TOTAL |  | 2,938.00 |

**Curb Cut Application:** The clerk presented a curb cut request from Richard & Linda Rosin for the property at 118 Park Place. The clerk stated Chief Gelatt and Street Operator Pond have reviewed and had no concerns. Trustee Ayres moved to approve the curb cut at 118 Park Place. Trustee Steck seconded the motion, which carried unanimously.

**Hire for DPW Laborer:** Mayor Leary stated the Sewer Board have interviewed several candidates and recommended Devon Spallone for the position of Full Time Sewer Plant Laborer at the contractual rate of $14.60 per hour. His effective start date is June 1, 2016. Trustee Steck disclosed that Devon Spallone is his grandson. Attorney Keene stated there is no conflict of interest. Trustee Brewster moved to hire Devon Spallone as presented. Trustee Sinsabaugh seconded the motion, which led to a roll call vote and resulted as follows:

Ayes – 5 (Ayres, Aronstam, Brewster, Sinsabaugh, Leary)

Nays – 0

Abstained – 1 (Steck)

Absent – 1 (Uhl)

The motion carried.

**Summer Help in Street Department:** The clerk submitted Street Operator Pond’s recommendation to hire Andrew Roney for temporary part-time laborer work in the Street Department at a rate of $9.00 per hour, not to exceed 32 hours per week. His effective start date is May 31, 2016. Trustee Sinsabaugh moved to approve hiring Andrew Roney as presented. Trustee Steck seconded the motion, which carried unanimously.

**Backhoe for Street and Water Departments:** Trustee Steck submitted a quote from Monroe Tractor for a 2016 Case 580SN T4F Backhoe. He stated this is NYS Bid pricing. He also stated that Monroe Tractor offered $20,500 for the trade-in for our 1996 JCB Backhoe. After the trade-in, the quote to $76,431.40. Trustee Steck stated the Street and Water Departments share the backhoe and each paid 50% of the costs in the past. The clerk stated, since we received extra one-time revenues, it could be paid for all at once and we wouldn’t need to expend from reserves or finance it. Discussion followed. Trustee Brewster moved to purchase the 2016 Case Backhoe from Monroe Tractor in the amount of $76,431.40, with the Street and Water Departments each paying 50% of the costs. Trustee Aronstam seconded the motion, which led to a roll call vote and resulted as follows:

Ayes – 6 (Ayres, Aronstam, Brewster, Sinsabaugh, Steck, Leary)

Nays – 0

Absent – 1 (Uhl)

The motion carried.

**Proposal for Concrete Fencing/Blockades:** Mayor Leary stated he has had discussions with Don Foote regarding the concrete fencing that was recently installed on Broad Street. Mr. Foote is filing a site plan with the Planning Board and will be removing the blockades once he has a new plan to fence in his parking lot. Mayor Leary asked permission from the Board to pursue purchasing the concrete fencing and installing it adjacent to the railroad on Erie Alley. Trustee Ayres moved to approve Mayor Leary to pursue an agreement with Mr. Foote. Trustee Aronstam seconded the motion, which carried unanimously.

**Main Street Program Update:** Trustee Ayres stated he is working with Teresa Saraceno and Recreation Director Shaw. Shaw is looking at planters for trees and signage. Trustee Ayres stated we can purchase planters, trees, and benches with the streetscape portion of the grant.

**Tree Bids:** The clerk stated bids were received for the deadline dated 5/20/16 for tree removal/trimming and stump removal, as per the recommendations of the Tree Committee. Mayor Leary opened the bids, and read as follows:

Mattison’s Bucket Service $7,250

Quinlan Tree Service $6,480

Cook’s Tree Service $6,910

Renko Tree Service $7,975

Trustee Ayres moved to award the bid to Quinlan’s Tree Service in the amount of $6,480 and recommended Jack Pond, of the Street Department, inspect work before payment. Trustee Aronstam seconded the motion, which carried unanimously.

**Mayor/Board Comments:** Mayor Leary stated the parks are now open, and Waverly Glen is open until 9:00 p.m. He stated the Local Law regarding dogs must be leashed and waste must be cleaned up has been posted in the Glen.

Mayor Leary stated the State Park Clean Up Day is June 4th, and volunteers are welcomed to help.

**Executive Session:** Trustee Steck moved to enter into executive session at 7:40 p.m. to discuss the Teamster’s Contract. Trustee Brewster seconded the motion, which carried unanimously.

Trustee Brewster moved to adjourn executive session and enter regular session at 8:26 p.m. Trustee Steck seconded the motion, which carried unanimously.

**Adjournment**: Trustee Steck moved to adjourn at 8:27 p.m. Trustee Sinsabaugh seconded the motion, which carried unanimously.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, JUNE 14, 2016 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Uhl, Aronstam, Steck, Ayres, and Mayor Leary

Also present Clerk Treasurer Wood, and Attorney Keene

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** No comments were offered.

**Letters and Communications:** The clerk read a letter from Mary Sobel, of The Red Door, requesting the section of streets (the corner of Park Avenue and Broad Street to Howard Street and Park Avenue) be closed off on Sunday, August 21, 2016 between the hours of 11:00 a.m. and 6:00 p.m. The Red Door, Valley ADE and the Band, *Friends with Benny’s,* will be holding a Drug Awareness Fair. The clerk stated Chief Gelatt supports the event. Trustee Ayres moved to table for next meeting for more information. Trustee Aronstam seconded the motion, which carried unanimously.

The clerk read a letter from Barbara Parshall, of the Waverly Senior Citizens Club, requesting use of the Senior Room at Village Hall on the first and third Mondays of each month, beginning in July, between 11:30 a.m. and 2:00 p.m. as the Presbyterian Church will be undergoing renovation. Trustee Ayres moved to table discussion for more information. Trustee Aronstam seconded the motion, which carried unanimously.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of May 10, 2016 as presented. Trustee Steck seconded the motion, which carried unanimously.

**Department Reports:** The clerk submitted department reports from the Code Enforcement, Recreation, Street, and Police Departments.

**Treasurer’s Report:** The clerk submitted a tentative report for the General Fund and stated the figures are not accurate at this time due to end-of-year bills still coming in. She stated she may have the final report for fiscal year 2016 at the next meeting.

**Finance Committee:** Trustee Sinsabaugh presented bills for fiscal year 2016 for General Fund in the amount of $50,155.85, and moved to approve payment of the abstract. Trustee Steck seconded the motion, which carried unanimously.

Trustee Sinsabaugh presented bills for fiscal year 2017 for General Fund in the amount of $58,658.22, and moved to approve payment of the abstract. Trustee Steck seconded the motion, which carried unanimously.

**Main Street Program Update:** Trustee Ayres stated they received additional bids for trees, benches, and signage. The project is moving forward and will have more information at the next meeting.

**Roller for Street and Water Departments:** Trustee Steck submitted two quotes for a roller, as follows:

Monroe Tractor $40,600

Admar $34,000

Trustee Steck stated the roller from Monroe Tractor is HAMM, which is higher quality and a little larger than the one from Admar. He also stated Monroe Tractor is a NYS Bid and recommended purchasing the HAMM Roller from them. Trustee Steck stated the Street and Water Departments shared the cost for the roller in the past at 75% Street Department and 25% Water Department. The clerk stated, since we received extra one-time revenues, it could be paid for all at once and we wouldn’t need to expend from reserves or finance it. Discussion followed. Trustee Aronstam moved to purchase the 2016 HAMM Roller from Monroe Tractor in the amount of $40,600, with the Street Department paying 75%, and Water Departments paying 25% of the costs, and to be paid upon delivery. Trustee Ayres seconded the motion, which led to a roll call vote and resulted as follows:

Ayes – 6 (Ayres, Uhl, Aronstam, Sinsabaugh, Steck, Leary)

Nays – 0

Absent – 1 (Brewster)

The motion carried.

**Board of Recreation Commissioners:** Mayor Leary made the following appointments to the Board of Recreation Commissioners:

Jim Birney 3 years

Warren Croft 3 years

Paul Stolicker 3 years

Joe Tomasso 2 years

Steve Daddona 2 years

Trustee Ayres moved to approve Mayor Leary’s appointments of the Board of Recreation Commissioners. Trustee Aronstam seconded the motion, which carried unanimously.

**Relocation of Bells:** Mayor Leary stated he is looking at relocating three bells to Village Hall, the Mini Park, and Elmer Beers’ Park. He is working with Tourism for any help. Trustee Aronstam volunteered to work with Trustee Sinsabaugh on this.

**Letters of Resignation:** Mayor Leary read a letter from Doug Killgore, Sewer Plant Operator, stating he will be resigning from his position on June 17, 2016. Mayor Leary thanked him for his time at the Village and wished him well in the future.

Mayor Leary read a letter from Bob Wright, Chairman of the Planning Board, stating due to him selling his business, he is no longer eligible to act on the Planning Board; therefore, he is resigning from his duties effective immediately. Mayor Leary thanked him for his long-time service to the Village and wished him well in the future.

**Tourism Grant:** Mayor Leary stated the Village of Waverly was awarded $500 from the Tourism Grant. Trustee Ayres stated this will be worked into the Main Street Project.

**CDBG New Applicant Approval Request:** The clerk submitted approval requests for the following projects to be done on the 2014 CDBG:

* 2014-03-ST Total Cost - $ 26,100

Work includes: exterior carpentry, interior carpentry, and painting

* 2014-04-BO Total Cost - $ 26,100

Work includes: roofing, windows & doors, painting, and other

Trustee Ayres moved to authorize the above projects as submitted. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Approval of Village Rehab Project Abstract:** The clerk presented bills in the amount of $17,589.38 for Drawdown #1. Trustee Ayres moved to approve the bills as presented. Trustee Steck seconded the motion, which carried unanimously.

**Village Rehab Projects Amendments:** The clerk submitted amendments to two projects previously approved.

* WH100 Total Cost - $ 19,915

Amend the total cost to $19,915 (previously was $18,915), increase of $1,000.

$15,000 deferred loan combined with a $4,915 direct loan. Work includes: exterior carpentry, windows, doors, and plumbing

* WE100 Total Cost - $ 17,850

Amend total cost to$17,850 (previously was $22,650), decrease of $4,800.

$15,000 deferred loan combined with a $2,850 direct loan. Work includes: roofing and painting

Trustee Ayres moved to authorize the above projects as submitted. Trustee Uhl seconded the motion, which carried unanimously.

**Village Tax Correction:** Trustee Uhl moved to approve a tax correction reduction in the amount of $426.42 for Coby Young for 310 Broad Street. Renovations on building permit are not finished per owner. This is verified by Code Enforcement Officer Chisari. Trustee Steck seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Uhl, Ayres, Aronstam, Sinsabaugh, Steck, Leary)

Nays – 0

Absent – 1 (Brewster)

The motion carried.

Trustee Uhl moved to approve a tax correction reduction in the amount of $127.10 for Bianca Picco for 15 Cooper Street. The veteran’s exemption was omitted from the 2016 tax roll. Trustee Sinsabaugh seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Uhl, Ayres, Aronstam, Sinsabaugh, Steck, Leary)

Nays – 0

Absent – 1 (Brewster)

The motion carried.

**Sidewalk Removed at Residence:** Attorney Keene stated there was a sidewalk removed by the owner at 577 Clark Street. The owner removed the sidewalk and filled it in with sod. They do not plan to replace the sidewalk. Discussion followed. Trustee Ayres directed Code Enforcement Officer to send a letter to the owners to replace the sidewalk. Trustee Steck seconded the motion, which carried unanimously.

**Authorization to Hire Street Department Laborer:** Mayor Leary stated Doug Kinsley will be going to the sewer plant, as he is a licensed operator. This creates an opening in the Street Department. Mayor Leary stated Street Department Lead, Jack Pond, will be reviewing applications.

**Review and Update Junk Vehicle Law:** Mayor Leary stated he will be reviewing the Junk Vehicle Law, which may need to be updated.

**Village Parcel/Zoning Request:** The clerk read a letter from Daryl Pond requesting the village deed over a portion of land behind his home at 409 Broad Street. Attorney Keene stated Mr. Pond applied for a variance to build a shed within the setbacks of the law. It was discovered that the area in question is not owned by Mr. Pond, and that it may belong to the village. Trustee Steck stated Depumpo Lane used to extend east behind those buildings but has long been abandoned. He doesn’t believe the village owns the land. Attorney Keene stated she will have to research ownership. Trustee Ayres moved to table discussion for more information. Trustee Aronstam seconded the motion, which carried unanimously.

**Executive Session:** Trustee Steck moved to enter into executive session at 7:25 p.m. to discuss the Teamsters Contract, Non-Contractual Employees, and Sewer Request. Trustee Uhl seconded the motion, which carried unanimously.

Trustee Ayres moved to adjourn executive session and enter regular session at 8:06 p.m. Trustee Uhl seconded the motion, which carried unanimously.

**DPW/Teamsters Contract:** Trustee Ayres moved to approve the Teamsters’ Contract for the DPW as negotiated for the period of June 1, 2016 to May 31, 2019. Trustee Sinsabaugh seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Uhl, Ayres, Aronstam, Sinsabaugh, Steck, Leary)

Nays – 0

Absent – 1 (Brewster)

The motion carried.

**Non-Contractual Employees:** Trustee Ayres moved to approve David Shaw, Michele Wood, Kerri Hazen, Laura Oakley, and Billie Jo Jennings to receive an additional wage raise to equal 70 cents per hour, effective June 1, 2016, due to rising costs of health insurance. Trustee Sinsabaugh seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Uhl, Ayres, Aronstam, Sinsabaugh, Steck, Leary)

Nays – 0

Absent – 1 (Brewster)

The motion carried.

Trustee Ayres moved to approve Diane Lopreste, in-lieu-of-raise, be capped at $20 per week in health insurance contribution. Trustee Sinsabaugh seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Uhl, Ayres, Aronstam, Sinsabaugh, Steck, Leary)

Nays – 0

Absent – 1 (Brewster)

The motion carried.

**Sewer Board Request:** Trustee Steck moved to approve hiring Doug Killgore as PT Sewer Plant Operator, contingent upon him keeping his 3A License valid, at a salary of $500 per month. At any time he is used to cover the operator, he will receive the plant operator pay for the hours worked. Trustee Sinsabaugh seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Uhl, Ayres, Aronstam, Sinsabaugh, Steck, Leary)

Nays – 0

Absent – 1 (Brewster)

The motion carried.

**Adjournment**: Trustee Sinsabaugh moved to adjourn at 8:13 p.m. Trustee Uhl seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**WORKSHOP MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, JUNE 28, 2016 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Steck, Aronstam, Uhl, Brewster, Ayres, and Mayor Leary

Also present was Clerk Treasurer Wood, Chief Gelatt, and Attorney Keene

Press: Johnny Williams of the Morning Times, and Ron Cole of WATS/WAVR Radio

**Public Comments:** No comments were offered.

**Letters and Communications:** The clerk read a letter from Mary Sobel, of The Red Door, requesting the section of streets (the corner of Park Avenue and Broad Street to Howard Street and Park Avenue) be closed off on Sunday, August 21, 2016 between the hours of 11:00 a.m. and 6:00 p.m. The Red Door, Valley ADE and the Band, *Friends with Benny’s,* will be holding a Drug Awareness Fair. The clerk stated Chief Gelatt supports the event. Trustee Brewster moved to approve the request as presented. Trustee Ayres seconded the motion, which carried unanimously.

**Approval of Minutes:** Trustee Ayres moved to approve the Minutes of May 24, and June 14, 2016 as presented. Trustee Steck seconded the motion, which carried unanimously.

**Liquor License Renewal:** The clerk submitted a 30-day notice for a new application of a liquor license being filed with New York State. The notice was submitted by Joy Doyle, for the Rail House Restaurant and Tap Room located at 366 Broad Street. The restaurant was recently sold. The clerk stated Chief Gelatt reviewed and had no concerns. Trustee Sinsabaugh moved to accept the notice with no comment to the State. Trustee Brewster seconded the motion, which carried unanimously.

**Department Report, Police:** Chief Gelatt, and the Board offered condolences to Officer Darrin Dibble on the recent passing of his wife. Chief Gelatt stated the body cameras are being used and working well. There will be a car seat fitting event at Village Hall on July 12th, between the hours of 3:00-6:00 p.m. sponsored by Tioga County Health Department. He stated Officers Harvey and Martinez are certified car seat handlers. He has scheduled active shooter training days in all three local schools. He also stated that the officers have used Narcan (a drug to reverse the effects of heroin) ten times, which have saved nine lives.

**Treasurer's Report:** The clerk presented the following:

Cemetery Fund 5/01/16 – 5/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 10,475.39 | Current Revenues | 1,808.22 |
| Deposits | 1,800.25 | Year to Date Revenue | 36,093.85 |
| Disbursements | 8,165.12 | Current Expenditures | 8,323.90 |
| Ending Balance | 4,110.52 | Year to Date Expended | 47,767.91 |

Loan Programs 5/01/16 – 5/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Loans** | **Balances** | **Rehab Loans** | **Balances** |
| Beginning Balance | 33,152.57 | Beginning Balance | 26,752.25 |
| Deposits | 1,747.14 | Deposits | 1,437.62 |
| Disbursements | 0.00 | Disbursements | 0.00 |
| Ending Balance | 34,899.71 | Ending Balance | 28,189.87 |
| Money Market/Savings | 388,646.75 | MM/Savings Balance | 232,995.43 |
|  |  | Sidewalk Balance | 11,788.00 |
| Total Available Balance | 423,546.46 | Total Available Balance | 272,973.30 |
| Outstanding Loans | 36,925.43 | Outstanding Loans | 53,786.73 |
| Fund Balance | 460,471.89 | Outstanding Loan Balance | 326,760.03 |

\*The report also outlined the status of individual loan repayments

2014 CDBG Program 05/01/16 – 5/31/16

|  |  |
| --- | --- |
| Original Grant Award | 400,000.00 |
| Total Expenditures | 52,650.35 |
| Remaining Grant Funds | 347,349.65 |

**Finance Committee:** Trustee Brewster presented bills from the General Fund for May in the amount of $6,000.36, and Cemetery Fund $8,138.94; for a total of $14,139.30 and moved to approve payment of the abstract. Trustee Sinsabaugh seconded the motion, which carried unanimously.

Trustee Brewster presented bills from the General Fund for June in the amount of $73,375.97, and Cemetery Fund $6,620.83; for a total of $79,996.80 and moved to approve payment of the abstract. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Tioga County Update:** Trustee Ayres stated Legislator Mullen indicated he would attend our meetings during a recent conversation. Trustee Ayres stated he, Mayor Leary, and Recreation Director Shaw met with Tioga County Tourism with hopes of promoting Twin Rivers Park.

**Review DPW Laborer Applications:** Trustee Steck stated he and Jack Pond are reviewing applications and will schedule interviews soon.

**Proposal to Purchase Concrete Fencing:** Mayor Leary stated Don Foote plans to remove concrete fencing from his parking lot on Broad Street soon, as he has an alternative fencing plan. Mayor Leary stated purchasing this fencing from Mr. Foote to install on Erie Alley would benefit the Village. Mr. Foote will sell 20 blocks at $80 each, at a total of $1,600. Austin Excavating will move blocks for $500. Mayor Leary stated the blocks could be off of Broad Street by September 1, 2016. Trustee Ayres moved to approve purchasing and moving the blocks to Erie Alley as presented. Trustee Brewster seconded the motion, which carried unanimously.

**Relocation of Bells Update:** Trustee Sinsabaugh stated they are still working on this project.

**Main Street Program Update:** Trustee Ayres stated he is working with Teresa Saraceno and Recreation Director Shaw. He stated the project is moving forward. They will meet again in two weeks.

**Letter of Resignation:** The clerk read a letter from PT Clerk Alison Ward stating she would be resigning from her position on July 21, 2016 as she will be temporarily relocating out of the area to care for her mother. Mayor Leary thanked her for her service and wished her well in the future.

Trustee Brewster moved to direct the clerk to advertise for the PT Clerk position. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Planning Board Chairman Appointment:** Mayor Leary appointed current Planning Board Member Rick Wilbur to Planning Board Chairman. Trustee Sinsabaugh moved to approve the appointment. Trustee Steck seconded the motion, which carried unanimously.

**Set Meeting with School/Village, Event Charges:** Mayor Leary stated that since the school budget failed, the school is on a contingency budget. The school must charge for use of its facilities. He asked Trustees Brewster and Aronstam to meet with the school regarding rates. He also stated Recreation has a swimming program that starts on July 5th.

**Sprinkler Repair in Community Room:** The clerk stated that during an inspection of the sprinkler system, a corroded pipe was found. Trustee Steck stated he observed the pipe and is in need of replacement. The clerk submitted an estimate from Armor Construction at a cost of $1,980. Trustee Steck stated this is the company that installed the piping. Trustee Steck moved to approve Armor Construction to replace piping in the sprinkler system at a cost of $1,980. Trustee Brewster seconded the motion, which carried unanimously.

**Zombie Property Legislation in State:** Mayor Leary handed out information regarding zombie property legislation that was currently passed in the State. This forces mortgage lenders to maintain abandoned properties. He asked the Board to review the information.

**Review Tree Removal Process:** Mayor Leary recommended the following process when dealing with trees.

1. Clerks to notify Marty Borko and Jason Munn for review of any tree complaints
2. Compile list of problem trees
3. DPW will mark problem tree
4. Clerk will notify homeowner of intent to trim or take down tree
5. Bid and Award Contract
6. DPW verify tree removal and clean-up

Trustee Steck moved to approve the process as presented. Trustee Aronstam seconded the motion, which carried unanimously.

**Request of Parcel, 409 Broad Street:** Attorney Keene stated she discussed with homeowner and recommended they review their deed.

**Adjournment**: Trustee Steck moved to adjourn at 7:26 p.m. Trustee Brewster seconded the motion, which carried unanimously.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, JULY 12, 2016 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Uhl, Steck, Ayres, Brewster, and Mayor Leary

Also present Clerk Treasurer Wood, and Attorney Keene

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** No comments were offered.

**Department Reports:** The clerk submitted reports from the Code Enforcement, and Recreation.

**Treasurer's Report:** The clerk presented the following:

General Fund 5/1/16 – 5/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 596,698.18 | Current Revenues | 82,251.54 |
| Deposits | 59,560.47 | Year to Date Revenue | 2,877,254.98 |
| Disbursements | 448,651.27 | Current Expenditures | 274,261.15 |
| Ending Balance | 207,607.38 | Year to Date Expended | 2,777,825.57 |

\*General Capital Reserve Fund, $84,254.99

General Fund 6/1/16 – 6/30/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 207,607.38 | Current Revenues | 2,020,519.49 |
| Deposits | 1,585,481.27 | Year to Date Revenue | 2,020,519.49 |
| Disbursements | 1,430,065.48 | Current Expenditures | 230,315.28 |
| Ending Balance | 363,023.17 | Year to Date Expended | 230,315.28 |

\*General Capital Reserve Fund, $84,268.84

Cemetery Fund 6/01/16 – 6/30/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 4,110.52 | Current Revenues | 26,946.04 |
| Deposits | 26,650.82 | Year to Date Revenue | 26,946.04 |
| Disbursements | 6,968.28 | Current Expenditures | 6,809.50 |
| Ending Balance | 23,793.06 | Year to Date Expended | 6,809.50 |

Loan Programs 6/01/16 – 6/30/16

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Loans** | **Balances** | **Rehab Loans** | **Balances** |
| Beginning Balance | 34,899.71 | Beginning Balance | 28,189.90 |
| Deposits | 1,727.13 | Deposits | 21,155.28 |
| Disbursements | 0.00 | Disbursements | 17,589.38 |
| Ending Balance | 36,626.84 | Ending Balance | 31,755.80 |
| Money Market/Savings | 388,710.63 | MM/Savings Balance | 213,032.74 |
|  |  | Sidewalk Balance | 11,788.00 |
| Total Available Balance | 425,337.47 | Total Available Balance | 256,576.54 |
| Outstanding Loans | 35,428.17 | Outstanding Loans | 52,646.40 |
| Fund Balance | 460,765.64 | Outstanding Loan Balance | 309,222.94 |

\*The report also outlined the status of individual loan repayments

2014 CDBG Program 06/01/16 – 6/30/16

|  |  |
| --- | --- |
| Original Grant Award | 400,000.00 |
| Total Expenditures | 52,650.35 |
| Remaining Grant Funds | 347,349.65 |

**Finance Committee:** Trustee Brewster presented bills for General Fund in the amount of $39,664.96, and moved to approve payment. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**DPW Laborer Position:** Trustee Steck stated applications reviewed and interviews will be scheduled.

**Main Street Grant Update:** Trustee Ayres stated that bids were opened, however, they need two valid bids for each project. One project was awarded. They need to rebid others.

**Sewer Project Update/BAN Request:** Mayor Leary stated the Sewer Plant Upgrade Project is moving forward, and they may need to get another BAN. The new press is up and running and doing well.

**School/Village Update:** Trustee Brewster stated he met with School Superintendent Richards and Dave Mastrantuono regarding charging the Village for use of their facilities. He stated that since the school budget was voted down and they were forced to a contingency budget, by law they must charge for facilities. Trustee Brewster stated he understood that, however, if we have to pay for school facilities it may be offset by the Village charging the school for use of our facilities. He stated Mr. Mastrantuono insisted the school did not need to use our facilities or services.

**Approval of Village Rehab Project Abstract:** The clerk presented bills in the amount of $1,000 for Drawdown #2. Trustee Ayres moved to approve the bills as presented. Trustee Steck seconded the motion, which carried unanimously.

**Concern with Local Parks:** Mayor Leary stated there has been more vandalism in the parks. He stated this cannot be tolerated any longer and anyone caught vandalizing will be prosecuted.

**No Parking Proposal:** Mayor Leary stated the School has requested No Parking between 7:30 a.m. to 3:30 p.m., when school is in session, on Elm Street adjacent to school. He stated concern with traffic that the area gets very congested and difficult for buses and students to maneuver around. There is also a concern with areas on Orange Street and Orchard Street.

**July Workshop Meeting:** Mayor Leary asked if anyone had a reason to have a workshop meeting in July as he will be out of town and would like to cancel. The only concern was if the Sewer request for a BAN needed to be approved, the clerk could schedule a special meeting. No one had any concerns, so the Workshop Meeting was cancelled.

**Adjournment**: Trustee Brewster moved to adjourn at 7:29 p.m. Trustee Steck seconded the motion, which carried unanimously. Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, AUGUST 9, 2016 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Steck, Aronstam, Ayres, Brewster, and Mayor Leary

Also present Clerk Treasurer Wood, and Attorney Keene

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** Ron Keene stated a granite bench in Glenwood Cemetery was vandalized. Granite Works donated this bench many years ago. Granite Works will repair the bench at no cost to the Village. He stated the bench is placed near bushes that should be trimmed. He asked permission from the Board to trim the bushes. Discussion followed. Trustee Ayres moved to authorize Ron Keene and the Friends of the Waverly Cemetery to trim said bushes. Trustee Steck seconded the motion, which led to a roll call vote, as follows:

Ayes – 5 (Brewster Ayres, Aronstam, Sinsabaugh, Steck)

Nays – 1 (Leary)

Absent – 1 (Uhl)

The motion carried.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of June 28 and July 12, 2016 as presented. Trustee Brewster seconded the motion, which carried unanimously.

**Department Reports:** The clerk submitted reports from the Code Enforcement, Street (June & July), Recreation, and Police (June & July).

**Purchase of Police Car:** Trustee Sinsabaugh stated he and Chief Gelatt discussed replacement of the 2013 Ford Police IU (Interceptor Utility, Explorer) with a 2017 Ford Police IU. He submitted the following bids from NYS OGS:

Van Bortel Ford $30,082.64

Beyer Ford LLC $30,424.23

NYE Automotive Group $30,772.49

Webster Ford $31,044.85

Discussion followed regarding payment of the new vehicle. The clerk stated that we have purchased vehicles under a 3-year lease or 3 annual payments, with interest, and owned the vehicle at the end of 3 years. She stated currently we have one payment of approximately $10,000 owed on the 2015 Ford. She stated we currently budget approximately $30,000 per year for police vehicle payments. This year we would be $10,000 over budget, however, the interest savings would be beneficial in the future. She stated we are in a good position financially to transition at this time, as we did not purchase a vehicle last budget year. Trustee Brewster moved to purchase a 2017 Ford Police IU as bid from Van Bortel Ford in the amount of $30,082.64, and to be paid in full at the time of purchase. Trustee Ayres seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Brewster Ayres, Aronstam, Sinsabaugh, Steck, Leary)

Nays – 0

Absent – 1 (Uhl)

The motion carried.

**Court Grant Authorization:** The clerk presented a request from Village Justice David Boland for authorization to file a grant application for the 2016-2017 NYS Justice Court Assistance Program (JCAP) for the Justice Court. Trustee Brewster moved to approve Justice Boland’s request to file a grant application to JCAP. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Treasurer's Report:** The clerk presented the following:

General Fund 7/1/16 – 7/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 363,023.17 | Current Revenues | 61,527.74 |
| Deposits | 497,050.01 | Year to Date Revenue | 2,082,047.23 |
| Disbursements | 402,100.71 | Current Expenditures | 186,991.98 |
| Ending Balance | 457,972.47 | Year to Date Expended | 417,307.26 |

\*General Capital Reserve Fund, $84,283.15

Cemetery Fund 7/01/16 – 7/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 23,793.06 | Current Revenues | 1,108.74 |
| Deposits | 1,100.77 | Year to Date Revenue | 28,054.78 |
| Disbursements | 6,553.62 | Current Expenditures | 6,553.62 |
| Ending Balance | 18,340.21 | Year to Date Expended | 13,363.12 |

Loan Programs 7/01/16 – 7/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Loans** | **Balances** | **Rehab Loans** | **Balances** |
| Beginning Balance | 36,626.84 | Beginning Balance | 31,755.80 |
| Deposits | 1,489.08 | Deposits | 454.32 |
| Disbursements | 0.00 | Disbursements | 1,000.00 |
| Ending Balance | 38,115.92 | Ending Balance | 31,210.12 |
| Money Market/Savings | 388,776.65 | MM/Savings Balance | 213,068.92 |
|  |  | Sidewalk Balance | 11,788.00 |
| Total Available Balance | 426,892.57 | Total Available Balance | 256,067.04 |
| Outstanding Loans | 34,080.40 | Outstanding Loans | 52,206.88 |
| Fund Balance | 460,975.97 | Outstanding Loan Balance | 308,273.92 |

\*The report also outlined the status of individual loan repayments

2014 CDBG Program 07/01/16 – 7/31/16

|  |  |
| --- | --- |
| Original Grant Award | 400,000.00 |
| Total Expenditures | 52,650.35 |
| Remaining Grant Funds | 347,349.65 |

Village 2-Unit Rehab Program 07/01/16 – 7/31/16

|  |  |
| --- | --- |
| Original Grant Award | 75,000.00 |
| Total Expenditures | 18,589.38 |
| Remaining Grant Funds | 64,660.62 |

**Finance Committee:** Trustee Brewster presented bills for General Fund in the amount of $241,505.85, and moved to approve payment. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**School Request for “No Parking” Zone:** Mayor Leary stated the school had requested a no parking zone on Elm Street adjacent to school while school is in service. This is due to the traffic congestion while loading and unloading school buses. Mayor Leary, Chief Gelatt, and DPW are reviewing this and other areas and asked if anyone had any other areas of concern. Attorney Keene stated she would need measurements of all areas to draft a local law. She stated during the interim when school opens up, cones may be put up as an emergency no parking measure. She stated she would review the code.

**NYS DOT Cayuta Creek Bridge Replacement:** Mayor Leary stated NYS DOT held an informational meeting last week regarding the bridge replacement. They displayed their final plans, which are still hanging in the community room. He stated the closing date of the bridge is scheduled for September 8th.

**Sewer Plant Upgrade Engineering Contract:** The clerk submitted a contract from Delaware Engineering for the design and engineering services for the Sewer Plant Upgrade Project. The contract for engineering services was at a cost of $1,188,500 and proposed subcontracts in the amount of $198,000 for a total cost of $1,386,500. The clerk stated the Board of Sewer Commissioners has recommended approval of contract. Trustee Ayres moved to approve the contract from Delaware Engineering as submitted and authorized Mayor Leary to sign. Trustee Steck seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Brewster Ayres, Aronstam, Sinsabaugh, Steck, Leary)

Nays – 0

Absent – 1 (Uhl)

The motion carried.

**Village Bridge Loan for Sewer Upgrade Project:** The clerk stated that after discussion with our Financial Advisors, Municipal Solutions, EFC short term financing would be available in October. She stated if we were to get a BAN at this time it would interfere with EFC’s financing timeline. The clerk stated Mike Primmer, of Delaware Engineers, stated we would need approximately $300,000 before October to cover costs for project. The clerk recommended and requested, on behalf of the Board of Sewer Commissioners, that the Board of Trustees authorize a bridge loan, from the General Fund, for up to $300,000 to cover costs until the EFC financing is available. Once the EFC financing comes through the loan would be paid back. The clerk stated we have done bridge loans several times in the past. Discussion followed. Trustee Brewster moved to approve a bridge loan to the Board of Sewer Commissioners in the amount of $300,000 and will be paid back once EFC financing is secured, or if needed other financing is secured. Trustee Steck seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Brewster Ayres, Aronstam, Sinsabaugh, Steck, Leary)

Nays – 0

Absent – 1 (Uhl)

The motion carried.

**LT. Governor to Visit Waverly:** Mayor Leary stated LT. Governor Kathy Hochul will visit Waverly tomorrow and the clerk will advise of time when they confirm. He also stated Senator Fred Akshar will be visiting Waverly Free Library on August 16, 2016 at 10:00 a.m.

**Community Connections Team:** Mayor Leary stated that School Superintendent Richards wants to continue looking at shared services with the community and is creating a team. Trustee Brewster volunteered to be a member of the team.

**Hire Part Time Clerk:** Trustee Sinsabaugh moved to hire Gloria Mack as Part Time Clerk for 20 hours per week at a rate of $10.20 per hour, effective August 12, 2016. Trustee Steck seconded the motion, which carried unanimously.

**Zombie Properties Update:** Mayor Leary stated NYS has $13M for rehabilitation of “Zombie Properties”, however, it is geared toward large cities in Western New York State. He also stated there is talk that the bill may not have been passed correctly. At this point, we do not qualify for funding.

**Village Rehab Project Request for Additional Funds:** The clerk stated there are two more applicants that have applied for the Village Rehab Project, however, the original $75,000 will not cover the rehab of these homes. Discussion followed. Trustee Ayres moved to approve an additional up to $50,000 be put into the Village Rehab Program to cover the two remaining applicants. Once the two homes are done, the Board may consider another program for the future. Trustee Brewster seconded the motion, which led to a roll call vote, as follows:

Ayes – 5 (Brewster Ayres, Sinsabaugh, Steck, Leary)

Nays – 1 (Aronstam)

Absent – 1 (Uhl)

The motion carried.

**Village Rehab Project Abstract:** The clerk presented bills in the amount of $19,860 for Drawdown #3. Trustee Ayres moved to approve the bills as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Village Rehab Project New Applicant:** The clerk submitted the following approval request for a project to be done through the Village Rehab Project:

* BR100 Total Cost - $ 18,375

$15,000 deferred loan combined with a $3,375 direct loan. Work includes roofing.

Trustee Ayres moved to authorize the above projects as submitted. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Approval of 2014 CDBG Abstract:** The clerk presented the abstract for Drawdown #3 in the amount of $12,830. Trustee Ayres moved to approve the bills as presented. Trustee Brewster seconded the motion, which carried unanimously.

**CDBG New Applicant Approval Request:** The clerk submitted approval requests for the following projects to be done on the 2014 CDBG at 100% Deferred Loan:

* 2014-05-HO Total Cost - $ 28,018

Work includes: roofing, windows & doors, heating, painting, and gutters.

Trustee Ayres moved to authorize the above projects as submitted. Trustee Steck seconded the motion, which carried unanimously.

**Erie Alley:** Trustee Ayres stated DPW Jack Pond has the capability to resurface the east section of Erie Alley.

**Executive Session:** Trustee Brewster moved to enter executive session at 7:45 p.m. to discuss a personnel and litigation issues. Trustee Steck seconded the motion, which carried unanimously.

Trustee Aronstam moved to adjourn from executive session and enter regular session at 8:14 p.m. Trustee Brewster seconded the motion, which carried unanimously.

**Adjournment**: Trustee Aronstam moved to adjourn at 8:15 p.m. Trustee Steck seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, AUGUST 23, 2016 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Uhl, Steck, Ayres, Brewster, and Mayor Leary

Also present Clerk Treasurer Wood, Planning Board Chairman Rick Wilbur, Tioga County Legislator Dennis Mullen, and Attorney Keene

Press included WENY TV, Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** Mayor Leary stated the Village of Waverly has sustained a devastating loss. There was a fire at the DPW Building on Spring Street last night at approximately 10:00 p.m. It appears that the building and all equipment inside were a total loss. Mayor Leary stated the surrounding municipalities, school district, and Tioga County have already offered help and support, including use of their vehicles, which is very much appreciated. He commended all of the firemen and others involved. He stated our insurance representative is involved and is already working on our claim.

Tioga County Legislator Mullen offered support on behalf of Tioga County Emergency Management, and stated there may be funding available through the State. He stated he has reached out to Senator Akshar. Attorney Keene stated she didn’t feel we needed to declare a State of Emergency at this time.

**Approval of Minutes:** Trustee Ayres moved to approve the Minutes of August 9, 2016 as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Finance Committee:** Trustee Brewster presented bills for General Fund in the amount of $26,666.52, and for Cemetery Fund in the amount of $12,978.57, for a total of $39,645.09 and moved to approve payment of those bills. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**School Request for “No Parking” Zone:** Mayor Leary stated he is working on the no parking request, however, he is looking at other areas of concern. Trustee Aronstam asked what could be done in the interim at Elm Street School. Attorney Keene stated parking could be blocked if a hazard exists, and this could be done on a temporary basis until a local law could be adopted. The school is willing to place cones in the area of concern and remove them after school. Attorney Keene stated she needs the measurements of the areas before she could draft the local law.

Trustee Ayres moved to authorize Mayor Leary to issue a temporary No Parking order on the south side of Elm Street, from Spaulding Street to the Waverly School Bus Garage, between the hours of 7:00 a.m. to 4:00 p.m., effective September 1, 2016 until further notice. Trustee Sinsabaugh seconded the motion, which carried unanimously. Mayor Leary issued the No Parking order as presented.

**Municipal Solution’s Contract Amendment:** The clerk submitted an amended contract from Municipal Solutions for financial advisement regarding bonding for the Wastewater Treatment Plant’s Dewatering Project. She explained the original contract, dated 6/16/15 was in the amount of $23,000, plus $1,000 for all related items. The amended contract is in the amount $15,000 including expenses. Trustee Steck moved to authorize Mayor Leary to sign an amended contract from Municipal Solutions, Inc. for financial advisement regarding bonding for the Wastewater Treatment Plant’s Dewatering Project in the amount of $15,000 including expenses. Trustee Ayres seconded the motion, which led to a roll call vote, as follows:

Ayes – 7 (Hughes, Sinsabaugh, Aronstam, Brewster, Steck, Ayres, Leary)

Nays – 0

The motion carried.

**Main Street Grant Update:** Trustee Ayres stated the projects are receiving multiple bids now and the program is moving forward. He met with Jeff Paul and McEwen Electric to get bids on electrical boxes.

**GST BOCES Adult Literacy Class:** Mayor Leary stated GST BOCES Adult Literacy would like to utilize the Senior Room at Village Hall to hold an Adult Basic Education Class to aid in persons obtaining their GED. The classes will be Tuesdays and Thursdays from 9:00 a.m. to Noon, beginning September 13, 2016 and ending in June 2017. Trustee Brewster moved to approve use of the senior room as presented, with no rental charges. Trustee Ayres seconded the motion, which carried unanimously.

**Village Rehab Project Abstract:** The clerk presented bills in the amount of $3,633 for Drawdown #4. Trustee Ayres moved to approve the bills as presented. Trustee Steck seconded the motion, which carried unanimously.

**Approval of 2014 CDBG Abstract:** The clerk presented the abstract for Drawdown #4 in the amount of $33,712.77. Trustee Ayres moved to approve the bills as presented. Trustee Brewster seconded the motion, which carried unanimously.

**Zombie Properties:** Mayor Leary stated the new bill regarding zombie properties is geared toward the northwestern part of the state. Senator Akshar will review the bill as there are concerns that the bill may have not been passed correctly. Attorney Keene is reviewing NYCOM’s analysis.

**Mayor/Board Comments:** Mayor Leary stated safety concerns with wheelchairs and motorized scooters in the roadways, and they are not very visible. Dennis Mullen stated by law they are not supposed to be driven on the road.

**Adjournment**: Trustee Ayres moved to adjourn at 7:15 p.m. Trustee Brewster seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**SPECIAL MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 9:30 A.M.**

**ON THURSDAY, SEPTEMBER 1, 2016 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 9:30 a.m. He stated this meeting was called to determine actions needed to begin recovery from the recent fire at the DPW Building.

**Roll Call:** Present were Trustees Steck, Ayres, Aronstam, and Mayor Leary

Also present Clerk Treasurer Wood, DPW Lead Pond, Code Enforcement Officer Chisari, Attorney Keene, WBNGTV, Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**DPW Building Demolition:** Mayor Leary stated the fire was on August 22, 2016 at approximately 10:00 p.m. An electrical fire started in the wall near the front of the building. Thankfully, nobody was injured in the fire as it broke out after hours. He stated our insurance company has declared the building a total loss. He read a letter from Code Enforcement Officer Chisari stating that he has determined the building to be unsafe. Mayor Leary also stated we received an asbestos report that showed no asbestos present, and the building has been released by the insurance company and by the fire investigators.

Trustee Aronstam moved to find the property located at 81 Spring Street to be unsafe, unsanitary, and dangerous to the general welfare of the residents of the Village of Waverly as defined by Village of Waverly Code. Trustee Ayres seconded the motion, which led to a roll call vote:

Ayes – 4 (Aronstam, Ayres, Steck, Leary)

Nays – 0

Absent – 3 (Uhl, Sinsabaugh, Brewster)

The motion carried.

Trustee Aronstam moved hire Austin’s Excavation to demolish the DPW Building, haul away debris, landfill costs, and tear out building foundation and floor, at a costs of $20,000. Trustee Ayres seconded the motion, which led to a roll call vote:

Ayes – 4 (Aronstam, Ayres, Steck, Leary)

Nays – 0

Absent – 3 (Uhl, Sinsabaugh, Brewster)

The motion carried.

**Adjournment**: Trustee Ayres moved to adjourn at 9.36 a.m. Trustee Steck seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, SEPTEMBER 13, 2016 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Uhl, Steck, Ayres, Brewster, Aronstam, and Mayor Leary

Also present Deputy Clerk Treasurer Hazen and Attorney Keene

Press included WENY TV, Ron Cole of WATS/WAVR, Johnny Williams of the Morning Times, and Michael Palmer of CWN.

**Executive Session:** Trustee Brewster moved to enter executive session at 6:32 p.m. to discuss a contractual issue. Trustee Steck seconded the motion, which carried unanimously.

Trustee Steck moved to adjourn from executive session and enter regular session at 6:45 p.m. Trustee Brewster seconded the motion, which carried unanimously.

**Approval of Minutes:** Trustee Ayres moved to approve the Minutes of August 23, 2016 and September 01, 2016 as presented. Trustee Aronstam seconded the motion, which carried unanimously.

**Department Reports:** The deputy clerk submitted reports from Recreation, and Police.

**Treasurer's Report:** The deputy clerk presented the following:

General Fund 8/1/16 – 8/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 457,972.47 | Current Revenues | 49,184.75 |
| Deposits | 122,785.89 | Year to Date Revenue | 2,131,231.98 |
| Disbursements | 360,455.61 | Current Expenditures | 335,509.40 |
| Ending Balance | 220,302.75 | Year to Date Expended | 752,816.66 |

\*General Capital Reserve Fund, $84,297.46

Cemetery Fund 8/01/16 – 8/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 18,340.21 | Current Revenues | 2,158.58 |
| Deposits | 2,150.60 | Year to Date Revenue | 30,213.36 |
| Disbursements | 13,135.62 | Current Expenditures | 13,135.62 |
| Ending Balance | 7,355.19 | Year to Date Expended | 26,498.74 |

Capital Projects Fund 8/01/16 – 8/31/16

|  |  |  |  |
| --- | --- | --- | --- |
|  | General CP | Sewer CP | Total Capital Projects |
| Beginning Balance | 500.00 | 395,107.11 | 395,607.11 |
| Deposits/Debits | 0.00 | 0.00 | 0.00 |
| Disbursements/Credits | 0.00 | 26,822.44 | 26,822.44 |
| Ending Balance | 500.00 | 368,284.67 | 368,784.67 |

**Finance Committee:** Trustee Brewster presented bills for General Fund in the amount of $81,433.16 and moved to approve payment of the abstract. Trustee Uhl seconded the motion, which carried unanimously.

**Fire Update:** Mayor Leary stated the village has received $50,000 from NYMIR for the demolition and replacement of the DPW building. The building has been demolished and the Street Department is temporarily located at the Waverly Trade Center. Mayor Leary also stated NYMIR is appraising the vehicles.

Trustee Steck moved to purchase two Chevrolet Silverado 3500 Heavy Duty Dump Trucks, 4WD, Reg. Ca8 137.5”with snowplow prep package from Joe Basil Chevrolet in Depew, NY, at a cost of $44,163.60 each. These will be purchased from the NYS OGS Contract. Trustee Ayres seconded the motion, which led to a roll call vote:

Ayes – 7 (Aronstam, Ayres, Steck, Leary, Sinsabaugh, Brewster and Uhl)

Nays – 0

The motion carried.

**Proposed Local Law for No Parking on Elm Street:** Trustee Brewster moved to schedule a Public Hearing for September 27, 2016 at 6:15 p.m. and the Deputy Clerk to advertise the same. Trustee Steck seconded the motion, which led to a roll call vote, as follows.

Ayes – 7 (Brewster, Sinsabaugh, Steck, Uhl, Aronstam, Ayres, Leary)

Nays – 0

The motion carried.

**Business Loan Application:**  Trustee Aronstam motioned to approve a business loan for Tom and Sherri Howe of New Image Fitness, in the amount of $42,400. The Main Street Grant Program will reimburse $31,800 to the village, leaving $10,600 to be repaid by the Howe’s. Interest will be deferred for six months. After six months the balance of the loan will be amortized to include an interest at a rate of 5%. Trustee Aronstam moved to approve the business loan to Tom and Sherri Howe as presented. Trustee Ayres seconded the motion, which led to a roll call vote, as follows.

Ayes – 7 (Brewster, Sinsabaugh, Steck, Uhl, Ayres, Aronstam, Leary)

Nays – 0

The motion carried.

**DPW Laborer:** Trustee Steck moved to hire Damion Bidlack as Full Time DPW Laborer at a contractual rate of $14.60 per hour, effective September 23, 2016. Trustee Brewster seconded the motion, which carried unanimously.

**GST BOCES Program:** Mayor Leary stated the adult GED classes will be held September through June, Tuesdays and Thursdays in the Village Hall Senior Room.

**Clark Street and Waverly Street Properties Updates:** Attorney Keene stated the mortgage for 581 Clark Street has been discharged and Code Enforcement is submitting a FOIL request to the post office to try and locate the owner. Attorney Keene also stated the family of the owner of 557 Waverly Street is filing an estate proceeding and the Village can pursue in court once the entity is created.

**Fall Tree Planting:** Mayor Leary stated Marty Borko, of the Tree Committee, is requesting funds for fall tree planting. Trustee Ayres moved to authorize the purchase of three trees at a cost not to exceed $1,000. Trustee Brewster seconded the motion, which carried unanimously.

**Approval of 2014 CDBG Abstract:** The deputy clerk presented the abstract for Drawdown #5 in the amount of $16,192.40. Trustee Ayres moved to approve the bills as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Planning Board Vacancy:** Mayor Leary stated there is a vacancy on the Planning Board and any interested parties should contact the Clerk’s Office.

**Secondhand Dealer Application:** The Deputy Clerk presented a Secondhand Dealer application from Christopher K. Lee, for his business known as Stateline Jewelry and Coins, located at 376 Broad Street. The clerk stated the code inspection and background investigation were completed. Trustee Steck moved to approve the application as presented. Trustee Uhl seconded the motion, which carried unanimously.

**Sidewalk Program Application:** Trustee Ayres stated an application was submitted for work previously completed and the application clearly states “no previous work can be considered”. He stated the loan committee recommends not to approve. Trustee Aronstam moved to deny the application as presented. Trustee Ayres seconded the motion, which carried unanimously.

**Village/School Update:** Trustee Aronstam stated no progress has been made in the discussion between the village and the school regarding recreation use of school facilities.

**Adjournment**: Trustee Steck moved to adjourn at 7:52 p.m. Trustee Aronstam seconded the motion, which carried unanimously. Respectfully submitted,

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Kerri Hazen, Deputy Clerk Treasurer

**PUBLIC HEARING HELD BY THE BOARD OF**

**TRUSTEES OF THE VILLAGE OF WAVERLY AT 6:15 P.M.**

**ON TUESDAY, SEPTEMBER 27, 2016 IN THE TRUSTEES' ROOM,**

**VILLAGE HALL FOR THE PURPOSE OF PUBLIC COMMENT**

**REGARDING PROPOSED LOCAL TO AMEND CHAPTER 140-45**

**SCHEDULE XIII: PARKING PROHIBITED CERTAIN HOURS**

Mayor Leary declared the hearing open at 6:15 p.m. and directed the clerk to read the notice of public hearing.

Present were Trustees: Aronstam, Sinsabaugh, Brewster, Uhl, Steck, Ayres, and Mayor Leary. Also present was Clerk Treasurer Wood, and Attorney Keene.

Press included Matt Freeze of the Morning Times, and Ron Cole of WATS/WAVR.

Mayor Leary opened the floor for comments regarding proposed Local Law, which prohibits parking on the south side of Elm Street, from Spaulding Street to the Waverly School Bus Garage, between the hours of 7:00 a.m. until 4:30 p.m., Monday through Friday.

With no one wishing to be heard, Mayor Leary closed the hearing at 6:24 p.m.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Michele Wood, Clerk/Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, SEPTEMBER 27, 2016 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Uhl, Steck, Ayres, Aronstam, Brewster, and Mayor Leary

Also present Clerk Treasurer Wood, and Attorney Keene

Press included Ron Cole of WATS/WAVR, and Matt Freeze of the Morning Times

**Public Comments:** No comments were offered.

**Letters and Communications:** The clerk read a letter from Village of Waverly Assessor Julie Dugan stating she will be retiring from her full-time job as Assessor for the Town of Union on October 14, 2016. The clerk stated as a requirement of NYS Retirement System, you cannot hold another position within the NYS ERS on the date of retirement, therefore, she would need to be reappointed for the Village of Waverly. Mayor Leary accepted Assessor Julie Dugan’s termination effective October 14, 2016 and reappointed Assessor Julie Dugan effective October 15, 2016. Trustee Sinsabaugh moved to approve the Mayor’s appointment as presented. Trustee Steck seconded the motion, which carried unanimously.

**Finance Committee:** Trustee Brewster presented bills for General Fund in the amount of $147,276.05, and for Cemetery Fund in the amount of $6,862.26, for a total of $154,138.31 and moved to approve payment of those bills. Trustee Steck seconded the motion, which carried unanimously.

**Proposed Local Law to Amend Parking:** Trustee Brewster moved to adopt Local Law 3 of 2016, as follows:

Chapter 140-45 Schedule XIII: Parking Prohibited Certain Hours

In accordance with the provisions of Chapter 140-18, no person shall park a vehicle between the hours listed upon any of the following described streets or parts of streets:

Name of Street Side Hours/Days Location

Elm Street South 7:00 a.m. to 4:30 p.m. From the intersection of

Monday through Friday Spaulding Street and Elm Street going West a distance of 1,160 feet

Trustee Sinsabaugh seconded the motion, which led to a roll call vote, as follows.

Ayes – 7 (Brewster, Sinsabaugh, Steck, Uhl, Ayres, Aronstam, Leary)

Nays – 0

The motion carried.

**Fire Recovery Update:** Mayor Leary stated the DPW Building is down and cleared. The two new dump trucks were delivered. He stated things are moving along.

The clerk stated NYMIR offered the following reimbursements for the following:

2006 Ford Pickup $13,062

2003 Ford F5D Dump $19,664

1993 Elgin Street Sweeper $13,695

Trustee Steck moved to release titles to the above vehicles and accept NYMIR’s offer as presented. Trustee Brewster seconded the motion, which carried unanimously.

The clerk stated NYMIR will repair the 2016 Hamm Roller as damages do not exceed its value. The estimated cost is $12,664. Trustee Steck moved to approve Monroe Tractor to repair the roller per estimate given to NYMIR. Trustee Brewster seconded the motion, which carried unanimously.

The clerk requested $200,000 be transferred from General Fund to the Capital Projects Fund for working capital awaiting reimbursement from NYMIR. Trustee Brewster moved to approve the transfer of $200,000 as requested. Trustee Steck seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** The clerk submitted bills to be paid from the Capital Projects Fund for fire recovery in the amount of $138,313.73. Trustee Ayres moved to approve payment of the abstract as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Tree Bids:** The clerk stated bids were received for the deadline dated 9/26/16,as per the recommendations of the Tree Committee. Mayor Leary opened the bids, and read as follows:

Mattison’s Bucket Service $5,950

Quinlan Tree Service $2,800

Renko Tree Service $6,200

Trustee Sinsabaugh moved to award the bid to Quinlan’s Tree Service in the amount of $2,800 and recommended Jack Pond, of the Street Department, inspect work before payment. Trustee Ayres seconded the motion, which carried unanimously.

**Main Street Grant Update:** Trustee Ayres stated our paperwork has been submitted to the State for review and expects approval soon. He stated there are currently three projects under construction.

**Village/Waverly School District Agreement:** Trustee Brewster stated the village and the school had discussions regarding use of the stadium. The tentative agreement allows Waverly Recreation to use the stadium at a cost of $350, however, they must clean the stadium up after each use. The School District agrees to pay the Village $2,000 for police services. Trustee Steck moved to approve the agreement and the Mayor to sign. Trustee Ayres seconded the motion, which carried unanimously.

**Approval of 2014 CDBG Abstract:** The clerk presented the abstract for Drawdown #6 in the amount of $25,685.00. Trustee Ayres moved to approve the bills as presented. Trustee Uhl seconded the motion, which carried unanimously.

**Village Rehab Project Abstract:** The clerk presented bills for Drawdown #5 in the amount of $16,067.39. Trustee Ayres moved to approve the bills as presented. Trustee Steck seconded the motion, which carried unanimously.

**Temporary Office Help:** The clerk stated that Gloria Mack has terminated her position as Part Time Clerk. Clerk Treasurer Wood stated she waived and did not require any notice of termination from Ms. Mack. She stated with other clerks on vacation, and heavy workload, she requested Brittany Wood be hired as Temporary Office Help. Trustee Sinsabaugh moved to hire Brittany Wood as Temporary Office Help at $10.20 per hour, up to 20 per week, to work in the interim until a qualified person could be found. Trustee Steck seconded the motion, which carried unanimously.

**Executive Session:** Trustee Brewster moved to enter executive session at 7:05 p.m. to discuss a personnel and litigation issues. Trustee Steck seconded the motion, which carried unanimously.

Trustee Aronstam moved to adjourn from executive session and enter regular session at 7:22 p.m. Trustee Brewster seconded the motion, which carried unanimously.

**Adjournment**: Trustee Ayres moved to adjourn at 7:23 p.m. Trustee Brewster seconded the motion, which carried unanimously. Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, OCTOBER 11, 2016 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Uhl, Steck, Ayres, Brewster, Aronstam, and Mayor Leary

Also present Clerk Treasurer Wood, Chief Gelatt, and Attorney Keene

Press included WENY TV, Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** There were no comments.

**Letters and Communications:** The clerk read a letter from Bethann Schumacher, of Thoma Development, which stated the State now requires another public hearing during the administrative period for the 2014 CDBG Program. Trustee Steck moved to schedule a public hearing for comment on the 2014 CDBG Program for November 22, 2016 at 6:15 p.m. and the clerk to advertise the same. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Approval of Minutes:** Trustee Ayres moved to approve the Minutes of August 23, 2016 and September 01, 2016 as presented. Trustee Aronstam seconded the motion, which carried unanimously.

**Department Reports:** The clerk submitted a report from the Police Department. Chief Gelatt stating the officers will be working with Waverly Pharmacy on October 22, 2016 to collect expired and unneeded medicine for disposal. Mayor Leary thanked Chief Gelatt for the work the department is doing working with the kids in the village.

**Treasurer's Report:** The clerk presented the following:

General Fund 9/1/16 – 9/30/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 220,302.75 | Current Revenues | 82,163.65 |
| Deposits | 411,803.90 | Year to Date Revenue | 2,213,395.52 |
| Disbursements | 349,283.42 | Current Expenditures | 305,393.52 |
| Ending Balance | 282,823.23 | Year to Date Expended | 1,058,210.18 |

\*General Capital Reserve Fund, $84,311.31

Cemetery Fund 9/01/16 – 9/30/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 7,355.19 | Current Revenues | 1,358.04 |
| Deposits | 1,350.32 | Year to Date Revenue | 31,571.40 |
| Disbursements | 7,050.93 | Current Expenditures | 7,050.93 |
| Ending Balance | 1,654.58 | Year to Date Expended | 33,549.67 |

Loan Programs 8/01/16 – 8/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Loans** | **Balances** | **Rehab Loans** | **Balances** |
| Beginning Balance | 38,115.92 | Beginning Balance | 31,210.12 |
| Deposits | 1,329.98 | Deposits | 1,152.10 |
| Disbursements | 3,065.08 | Disbursements | 26,558.08 |
| Ending Balance | 36,380.82 | Ending Balance | 5,804.14 |
| Money Market/Savings | 388,842.68 | MM/Savings Balance | 213,105.11 |
|  |  | Sidewalk Balance | 11,788.00 |
| Total Available Balance | 425,223.50 | Total Available Balance | 230,697.25 |
| Outstanding Loans | 32,906.28 | Outstanding Loans | 51,056.02 |
| Fund Balance | 458,129.78 | Outstanding Loan Balance | 281,753.27 |

\*The report also outlined the status of individual loan repayments

2014 CDBG Program 08/01/16 – 8/31/16

|  |  |
| --- | --- |
| Original Grant Award | 400,000.00 |
| Total Expenditures | 65,480.35 |
| Remaining Grant Funds | 334,519.65 |

Village 2-Unit Rehab Program 08/01/16 – 8/31/16

|  |  |
| --- | --- |
| Original Award | 75,000.00 |
| Additional Funding/Deposits | 50,000.00 |
| Total Expenditures | 26,558.08 |
| Remaining Grant Funds | 79,853.78 |

Loan Programs 9/01/16 – 9/30/16

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Loans** | **Balances** | **Rehab Loans** | **Balances** |
| Beginning Balance | 36,380.82 | Beginning Balance | 5,804.14 |
| Deposits | 16,382.61 | Deposits | 76,350.72 |
| Disbursements | 16,192.40 | Disbursements | 16,067.39 |
| Ending Balance | 36,571.03 | Ending Balance | 66,087.47 |
| Money Market/Savings | 388,906.59 | MM/Savings Balance | 138,139.31 |
|  |  | Sidewalk Balance | 11,788.00 |
| Total Available Balance | 425,477.62 | Total Available Balance | 216,014.78 |
| Outstanding Loans | 32,749.77 | Outstanding Loans | 49,739.06 |
| Fund Balance | 458,227.39 | Outstanding Loan Balance | 265,753.84 |

\*The report also outlined the status of individual loan repayments

2014 CDBG Program 09/01/16 – 9/30/16

|  |  |
| --- | --- |
| Original Grant Award | 400,000.00 |
| Total Expenditures | 99,193.12 |
| Remaining Grant Funds | 300,806.88 |

Village 2-Unit Rehab Program 09/01/16 – 9/30/16

|  |  |
| --- | --- |
| Original Award | 75,000.00 |
| Additional Funding/Deposit | 50,000.00 |
| Total Expenditures | 58,148.77 |
| Remaining Grant Funds | 66,850.23 |

Capital Projects Fund 9/01/16 – 9/30/16

|  |  |  |  |
| --- | --- | --- | --- |
|  | General CP | Sewer CP | Total Capital Projects |
| Beginning Balance | 500.00 | 368,284.68 | 368,784.67 |
| Deposits/Debits | 250,000.00 | 0.00 | 250,000.00 |
| Disbursements/Credits | 138,313.73 | 71,989.30 | 210,303.03 |
| Ending Balance | 112,186.27 | 296,295.37 | 408,481.64 |

**Finance Committee/Approval of Abstract:** Trustee Brewster presented bills for General Fund in the amount of $32,857.00 and moved to approve payment of the abstract. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** The clerk submitted bills to be paid from the Capital Projects Fund for fire recovery in the amount of $10,031.21. Trustee Brewster moved to approve payment of the abstract as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Fire Update:** Mayor Leary stated the 2003 Ford Dump and the 1993 Elgin Sweeper were hauled away and checks were received in the amount of $33,359.

Mayor Leary stated he has been in discussions with the Town of Barton, Town of Chemung, and NYS DOT and looking at different options for rebuilding the DPW Garage.

**Stop Sign Request for Hospital Place:**  Mayor Leary stated he and Chief Gelatt have observed the traffic flow at the intersection of Wilbur Street and Hospital Place, along with the traffic entering and exiting the high school parking lot at that intersection. A recommendation should be made soon, after further review.

**Bell Relocation:** Trustee Aronstam, on behalf of the committee, recommended all three bells be housed together in front of Village Hall. He stated an architect has volunteered time to help with placement and structure. Also, he will reach out to Tioga County Tourism for possible funding.

Trustee Brewster presented a Permanent Loan Agreement from the Waverly Central School District for permanent loan of one of the bells which belongs to the school district. Discussion followed. Trustee Aronstam moved to accept the Permanent Loan Agreement and approve Mayor Leary to sign. Trustee Uhl seconded the motion, which carried unanimously.

**Dump Truck Replacement:** Trustee Steck stated the 2009 GMC Dump Truck and the 2013 International Dump Truck needs to be replaced. The clerk stated we have not received insurance funds for the two dump trucks as we are working through some valuation issues, however, she expects the funds will eventually come through to help pay for these new vehicles.

Trustee Steck moved to purchase a 2016 Dodge Ram 5500 with snowplow package from Robert Green Truck Division in Rock Hill, NY, at a cost of $69,061.30. He stated this truck will have the hydraulics for the salt spreader. It will also be purchased under the NYS OGS Contract and it is available. Trustee Ayres seconded the motion, which led to a roll call vote:

Ayes – 7 (Aronstam, Ayres, Steck, Leary, Sinsabaugh, Brewster, Uhl)

Nays – 0

The motion carried.

Trustee Steck moved to purchase a 2016 Dodge Ram 5500 with snowplow package from Robert Green Truck Division in Rock Hill, NY, at a cost of $60,923.30. It will also be purchased under the NYS OGS Contract and it is available. Trustee Ayres seconded the motion, which led to a roll call vote:

Ayes – 7 (Aronstam, Ayres, Steck, Leary, Sinsabaugh, Brewster, Uhl)

Nays – 0

The motion carried.

**Hire Part Time Clerk:** Trustee Sinsabaugh moved to hire Pamela Page as Part Time Clerk for 20 hours per week at a rate of $10.20 per hour, effective October 17, 2016. Trustee Steck seconded the motion, which carried unanimously.

**Parking at 358 Broad Street:** Mayor Leary stated the owner of 358 Broad Street has stated concern with the parking in front of her building. He stated that two parking spaces were removed as there is a crossing there, however, no parking spaces were removed at the crossing down the street. Attorney Keene stated she will review the code. Trustee Ayres stated all parking on Broad Street needs to be reviewed. Trustee Ayres, Mayor Leary, and Chief Gelatt will meet to discuss.

**Tioga County DPW Request:** Mayor Leary stated Tioga County is abandoning River Road. They are concerned that the concrete retaining wall is not in good shape. Mayor Leary stated he would get more information for the next meeting.

**CDBG New Applicant Approval Request:** The clerk submitted approval requests for the following projects to be done on the 2014 CDBG at 100% Deferred Loan:

* 2014-06-SC Total Cost - $ 12,505

Work includes: roofing and flooring

* 2014-07-GE Total Cost - $ 21,274

Work includes: roofing, exterior carpentry, plumbing, and painting

Trustee Ayres moved to authorize the above projects as submitted. Trustee Steck seconded the motion, which carried unanimously.

**NYS DOT Resolution:** Trustee Steck offered the following resolution for the temporary detour, and moved its adoption.

Resolution for Temporary Detour (PIN 9041.31-D263073)

NYS Route 17C Over Cayuta Creek

Bridge Replacement Project

Town of Barton, Village of Waverly, Tioga County

WHEREAS, the New York State Department of Transportation proposes to:

Reconstruct the bridge carrying NYS Route 17C over Cayuta Creek, (BIN 1012860) located in the Town of Barton, Village of Waverly, Tioga County; and reconstruct approaches and the intersection of NYS Routes 17C (Chemung Street) and 34 (Cayuta Avenue under NYSDOT Project Identification Number (PIN) 904131.

WHERAS, in conformance with Section 42 of the New York State Highway Law, the New York State Department of Transportation proposes to utilize the following streets as part of a temporary detour route during the period of construction:

William Donnelly Industrial Parkway (reputed owner Village of Waverly), between NYS Route 17C and Broad Street Extension

WHEREAS, the New York State Department of Transportation will provide traffic control devices and make improvements or repairs, when necessary, to the above mentioned streets to make it adequate to handle additional detour traffic.

NOW, THEREFORE, BE IT RESOLVED that the Board of the Village of Waverly does hereby authorize the New York State Department of Transportation to utilize the above mentioned streets as a temporary detour during the period of construction.

BE IT FURTHER RESOLVED that the New York State Department of Transportation will provide routine maintenance of William Donnelly Industrial Parkway, including snow and ice control.

BE IT FURTHER RESOLVED that the clerk of the Village of Waverly is hereby directed to transmit five (5) certified copies of this resolution to the New York State Department of Transportation.

Trustee Brewster seconded the motion, which led to the following roll call vote:

Ayes – 7 (Aronstam, Ayres, Steck, Leary, Sinsabaugh, Brewster, Uhl)

Nays – 0

The motion carried.

**Planning Board Chairman Appointment:** Mayor Leary Rawley Filbin has showed a lot of interest in filling the vacancy on the Planning Board. Mayor Leary appointed Rawley Filbin to the Planning Board to fill the vacancy left by Robert Wright. The term will expire in April of 2020. Trustee Brewster moved to approve the appointment. Trustee Steck seconded the motion, which carried unanimously.

**Mayor/Board Comments:** Mayor Leary reminded residents that Trick-or-Treat will be held on October 31st from 6:00-7:30 p.m. He also stated the Halloween Parade will be held in Waverly on October 29th at 10:00 a.m.

**Executive Session:** Trustee Brewster moved to enter executive session at 7:39 p.m. to discuss a personnel and contractual issues. Trustee Sinsabaugh seconded the motion, which carried unanimously.

Trustee Uhl moved to adjourn from executive session and enter regular session at 7:57 p.m. Trustee Steck seconded the motion, which carried unanimously.

**Employee Assistance Program (EAP):** Trustee Ayres moved to approve entering into and Employee Assistance Program through ENI in Vestal, NY and all employees are covered by this program. The Village will pay the professional fees for eight visits per year at a cost of $1.50 per employee per month. Trustee Brewster seconded the motion, which carried unanimously.

**Adjournment**: Trustee Brewster moved to adjourn at 7:58 p.m. Trustee Sinsabaugh seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**WORKSHOP MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, OCTOBER 25, 2016 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Steck, Ayres, Aronstam, Brewster, and Mayor Leary

Also present Clerk Treasurer Wood, and Attorney Keene

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** No comments were offered.

**Department Reports:** The clerk submitted a report from Code Enforcement.

**Approval of Minutes:** Trustee Steck moved to approve the Minutes of September 13, and September 27, 2016 as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Finance Committee/Approval of Abstract:** Trustee Brewster presented bills for General Fund in the amount of $29,363.23, and for Cemetery Fund in the amount of $6,367.39, for a total of $35,730.62 and moved to approve payment of those bills. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Authorization to Purchase a Skid Steer:** The clerk submitted a quote from Five Star Equipment for a 2016 John Deere 332G Skid Steer Loader in the amount of $55,000. She stated NYMIR has approved reimbursement for the full $55,000. Trustee Steck moved to authorize purchase of skid steer as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** The clerk submitted bills to be paid from the Capital Projects Fund for fire recovery in the amount of $61,548.96. Trustee Ayres moved to approve payment of the abstract as presented. Trustee Brewster seconded the motion, which carried unanimously.

**Fire Recovery Update:** Mayor Leary stated the Hamm Roller repair is nearly complete. The rented roller has been returned. NYMIR will be sending some money to the Village for the building and contents. He also stated the engineering firm of Labella and Associates went with him to look at the DPW Building site and also the site of State DOT property on Pembleton Place.

**Main Street Grant Update:** Trustee Ayres stated we are waiting on a response from SHPPO regarding their approval of our streetscape project.

**Big Foote’s Lot on Broad Street:** Mayor Leary stated the barriers at Big Foote’s on Broad Street are being moved and new landscaping is started.

**Proposed Local Law to Amend Zoning:** Trustee Ayres moved to declare the Board of Trustees as lead agency in the SEQR Review for 29 & 31 Ithaca Street. Trustee Aronstam seconded the motion, which carried unanimously.

Trustee Ayres moved to schedule a Public Hearing for November 8, 2016 at 6:15 p.m. in regards to a proposed local to rezone 29 & 31 Ithaca Street and the clerk to advertise the same. Trustee Brewster seconded the motion, which carried unanimously.

**Liquor License Renewal:** The clerk submitted a 30-day advanced notice for a renewal application of a liquor license being filed with New York State. The notice was submitted by Laurence Parks on behalf of the Waverly Memorial Post No. 8104 VFW located at 206 Broad Street. The clerk stated Chief Gelatt reviewed application and had no concerns. Trustee Sinsabaugh moved to accept the notice with no comment to the State. Trustee Brewster seconded the motion, which carried unanimously.

**Review Parking in the Downtown Area:** Trustee Ayres requested volunteers from the WBA to be involved with the committee to review parking in the downtown area.

**Request for No Parking Area:** Mayor Leary stated he had a request from Elderwood Healthcare requesting there be a No Parking zone in front of their facility located on North Chemung Street (State Route 34), as it is obstructing view when entering or exiting their property. Mayor Leary stated he will discuss with NYS DOT and have more information for the next meeting.

**Business Loan Application:**  Trustee Ayres presented a business loan application for Becky Young, of Becky’s Diner, in the amount of $40,735. The Main Street Grant Program will reimburse $32,201.25 to the village, leaving $8,533.75 to be repaid by Becky Young. Interest will be deferred for six months. After six months the balance of the loan will be amortized to include an interest at a rate of 5%. Trustee Ayres moved to approve the business loan to Becky Young as presented. Trustee Aronstam seconded the motion, which led to a roll call vote, as follows.

Ayes – 6 (Brewster, Sinsabaugh, Steck, Ayres, Aronstam, Leary)

Nays – 0

Absent – 1 (Uhl)

The motion carried.

**Village Rehab Project Abstract:** The clerk presented bills for Drawdown #6 in the amount of $1,264.31. Trustee Brewster moved to approve the bills as presented. Trustee Steck seconded the motion, which carried unanimously.

**Approval of 2014 CDBG Abstract:** The clerk presented the abstract for Drawdown #7 in the amount of $7,815.90. Trustee Ayres moved to approve the bills as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Review Code Chapter 135, Trailers:** Mayor Leary asked Attorney Keene, Chief Gelatt, and Trustee Sinsabaugh to review Chapter 135 as there are complaints from residents regarding unused, parked trailers on residential lots.

**Mayor/Board Comments:** Mayor Leary reminded residents that the Halloween Parade will in Waverly on October 29th beginning at 10:00 a.m., and Trick-or-Treat will be on October 31st from 6:00-7:30 p.m.

**Executive Session:** Trustee Aronstam moved to enter executive session at 7:18 p.m. to discuss a personnel issue. Trustee Steck seconded the motion, which carried unanimously.

Trustee Aronstam moved to adjourn from executive session and enter regular session at 7:50 p.m. Trustee Brewster seconded the motion, which carried unanimously.

**Adjournment**: Trustee Brewster moved to adjourn at 7:51 p.m. Trustee Sinsabaugh seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**PUBLIC HEARING HELD BY THE BOARD OF**

**TRUSTEES OF THE VILLAGE OF WAVERLY AT 6:15 P.M.**

**ON TUESDAY, NOVEMBER 8, 2016 IN THE TRUSTEES' ROOM,**

**VILLAGE HALL FOR THE PURPOSE OF PUBLIC COMMENT**

**REGARDING PROPOSED LOCAL TO AMEND**

**APPENDIX A OF CHAPTER 153: ZONING**

Mayor Leary declared the hearing open at 6:15 p.m. and directed the clerk to read the notice of public hearing.

Present were Trustees: Aronstam, Sinsabaugh, Brewster, Uhl, Steck, Ayres, and Mayor Leary. Also present was Clerk Treasurer Wood, Attorney Keene, Planning Board Chairman Rick Wilbur, and Marc Maser of Maser Engineering.

Press included Johnny Williams of the Morning Times

Mayor Leary opened the floor for comments regarding proposed Local Law, which will rezone the properties at 29 and 31 Ithaca Street from the Residential District to Planned Unit Development.

With no one wishing to be heard, Mayor Leary closed the hearing at 6:23 p.m.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Michele Wood, Clerk/Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, NOVEMBER 8, 2016 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Uhl, Steck, Ayres, Brewster, Aronstam, and Mayor Leary

Also present Clerk Treasurer Wood, Attorney Keene, Planning Board Chairman Rick Wilbur, and Marc Maser of Maser Engineering

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** There were no comments.

**Approval of Minutes:** Trustee Brewster moved to approve the Minutes of October 11, 2016 as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Department Reports:** The clerk submitted a reports from the Code Enforcement, Recreation, and Police Departments.

**Treasurer's Report:** The clerk presented the following:

General Fund 10/1/16 – 10/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 282,823.23 | Current Revenues | 63,104.05 |
| Deposits | 130,247.79 | Year to Date Revenue | 2,276,499.68 |
| Disbursements | 194,555.05 | Current Expenditures | 164,349.72 |
| Ending Balance | 218,515.97 | Year to Date Expended | 1,222,559.90 |

\*General Capital Reserve Fund, $84,325.63

Cemetery Fund 10/1/16 – 10/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 1,654.58 | Current Revenues | 11,658.43 |
| Deposits | 11,650.45 | Year to Date Revenue | 43,229.83 |
| Disbursements | 222.73 | Current Expenditures | 222.73 |
| Ending Balance | 13,082.30 | Year to Date Expended | 33,772.40 |

Loan Programs 10/1/16 – 10/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans | Balances | Rehab Loans | Balances |
| Beginning Balance | 36,571.03 | Beginning Balance | 66,087.47 |
| Deposits | 61,994.33 | Deposits | 1,500.81 |
| Disbursements | 10,600.00 | Disbursements | 1,264.31 |
| Ending Balance | 87,965.36 | Ending Balance | 66,323.97 |
| Money Market/Savings | 328,969.03 | MM/Savings Balance | 138,162.77 |
|  |  | Sidewalk Balance | 11,788.00 |
| Total Available Balance | 416,934.39 | Total Available Balance | 216,274.74 |
| Outstanding Loans | 41,459.32 | Outstanding Loans | 48,266.53 |
| Fund Balance | 458,393.71 | Outstanding Loan Balance | 264,541.27 |

\*The report also outlined the status of individual loan repayments

2014 CDBG Program 10/1/16 – 10/31/16

|  |  |
| --- | --- |
| Original Grant Award | 400,000.00 |
| Total Expenditures | 148,886.42 |
| Remaining Grant Funds | 251,113.58 |

Village 2-Unit Rehab Program 10/1/16 – 10/31/16

|  |  |
| --- | --- |
| Original Award | 75,000.00 |
| Additional Funding/Deposits | 50,000.00 |
| Total Expenditures | 59,414.08 |
| Remaining Grant Funds | 65,585.92 |

Capital Projects Fund 10/01/16 – 10/31/16

|  |  |  |  |
| --- | --- | --- | --- |
|  | General CP | Sewer CP | Total Capital Projects |
| Beginning Balance | 112,186.27 | 296,295.37 | 408,481.64 |
| Deposits/Debits | 58,650.80 | 1,748.79 | 60,399.59 |
| Disbursements/Credits | 71,580.17 | 70,460.31 | 142,040.48 |
| Ending Balance | 99,256.90 | 227,583.85 | 326,840.75 |

**Finance Committee/Approval of Abstract:** Trustee Brewster presented bills for General Fund in the amount of $43,324.79. Trustee Ayres moved to approve payment of the abstract. Trustee Steck seconded the motion, which carried unanimously.

**SEQR Review of 29 and 31 Ithaca Street:** The Board reviewed and completed SEQR’s for the proposed rezoning of 29 and 31 Ithaca Street, which resulted with a negative declaration. Trustee Ayres moved to determine this to be a TYPE II Action in accordance with 6 NYCRR Part 617 and requires no further action. Trustee Uhl seconded the motion, which led to a roll call vote, as follows:

Ayes – 7 (Uhl, Aronstam, Ayres, Brewster, Steck, Sinsabaugh, Leary)

Nays – 0

The motion carried.

**Proposed Local Law to Amend Zoning:** Trustee Uhl moved to adopt Local Law 4 of 2016, as follows:

Amendments to Appendix A of Chapter 153: Zoning

The following Tax Map parcels, as shown on the Zoning Map, are to be rezoned from the Residential District to Planned Unit Development:

166.16-3-25.10 Owner: Patricia Beebe 31 Ithaca Street

166.16-3-25.20 Owner: Andrew J. Harding, II 29 Ithaca Street

Trustee Sinsabaugh seconded the motion, which led to a roll call vote, as follows.

Ayes – 7 (Brewster, Sinsabaugh, Steck, Uhl, Ayres, Aronstam, Leary)

Nays – 0

The motion carried.

**Fire Update:** Mayor Leary stated we received a check for $20,500 for the JCP Backhoe. He also stated he talked with NYMIR and they will be issuing money toward the building soon.

Mayor Leary stated he has been in discussions with the Town of Barton, Town of Chemung, and NYS DOT and looking at different options for rebuilding the DPW Garage.

The clerk stated NYMIR offered the following reimbursements for the following:

2009 GMC Dump $59,424 (original purchase price was $59,850)

2013 International Dump $80,878 (original purchase price was $80,878)

Trustee Steck moved to release titles to the above vehicles and accept NYMIR’s offer as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously. Trustee Ayres stated appreciation for all the work done to recover these costs.

**Main Street Program Update:**  Trustee Ayres stated our Streetscape Plan was approved by the State and the project will be moving forward. Trees will be planted in the Spring. The committee is reviewing options for electrical outlets.

**Tourism Grant:** Mayor Leary stated Recreation Director Shaw applied for a Tourism Grant and we were awarded $500. Planters were installed in the Mini Park and a Village of Waverly Flag was ordered.

**Review of Code Chapter 135: Trailers:** Mayor Leary stated he would like Chapter 135: Trailers reviewed. He stated this law was adopted in the 1960’s and needs to be amended. There are trailers, campers, and RV’s all over town and this law doesn’t address them. Attorney Keene stated the law is old and may have enforcement issues. She stated the code is unclear. Attorney Keene asked the clerk to review the Minutes when this law was adopted to try to figure out the Board’s insight at that time.

**Parking on Route 34:** Mayor Leary stated Elderwood Nursing Facility has concern with parking on Route 34 in the area of their entrance and exit of their parking lot. Mayor Leary stated he discussed with NYS DOT and they only need a Board Resolution to take charge and post signage. Trustee Steck moved to approve NYS DOT to pursue and install “No Parking” signage on the west side of Route 34 at the entrance and exit locations of Elderwood Nursing Facility located in Waverly, New York. Trustee Brewster seconded the motion, which carried unanimously.

**River Road:** Mayor Leary stated Tioga County is considering abandoning River Road. Chemung County has already passed a resolution to close road but keep the bike trail. Mayor Leary stated he would reach out to the railroad.

**Code Update for 581 Clark Street:** Attorney Keene stated the property is in violation. Letter sent were returned as undeliverable and no forwarding address is given. Code Enforcement is unable to serve owner. Attorney Keene stated she will discuss with Judge Boland and Code Officer Chisari to proceed.

**Approval of 2014 CDBG Abstract:** The clerk presented the abstract for Drawdown #8 in the amount of $27,438.30. Trustee Ayres moved to approve the bills as presented. Trustee Brewster seconded the motion, which carried unanimously.

**Johnson Controls:** Mayor Leary stated Johnson Controls wants to do an energy audit on street lighting, village hall, and water metering. He will reach out to them.

**Mayor/Board Comments:** Trustee Steck presented a quote for a sweeper attachment for the skid steer in the amount of $5,150. It will be able to do downtown curbing and Chemung Street. Trustee Steck stated he would like to look at other options and will bring back to the Board with more information.

Trustee Aronstam stated his 501C3 Not-for-Profit entity, Waverly Recreation Booster, Inc. has been approved by New York State.

**Adjournment**: Trustee Aronstam moved to adjourn at 7:35 p.m. Trustee Uhl seconded the motion, which carried unanimously. Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**PUBLIC HEARING HELD BY THE BOARD OF**

**TRUSTEES OF THE VILLAGE OF WAVERLY AT 6:15 P.M.**

**ON TUESDAY, NOVEMBER 22, 2016 IN THE TRUSTEES' ROOM,**

**VILLAGE HALL FOR THE PURPOSE OF PUBLIC COMMENT**

**REGARDING THE 2014 CDBG ADMINISTRATIVE PHASE**

Mayor Leary declared the hearing open at 6:15 p.m. and directed the clerk to read the notice of public hearing.

Present were Trustees: Sinsabaugh, Ayres, Aronstam, Uhl, Brewster, and Mayor Leary

Also present Clerk Treasurer Wood, and Attorney Keene

Press included Johnny Williams of the Morning Times

Mayor Leary stated there are several projects completed and more project pending. This has been very positive for the Village. He opened the floor for comments regarding the 2014 CDBG.

With no one wishing to be heard, Mayor Leary closed the hearing at 6:25 p.m.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Michele Wood, Clerk/Treasurer

**WORKSHOP MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, NOVEMBER 22, 2016 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Ayres, Aronstam, Uhl, Brewster, and Mayor Leary

Also present Clerk Treasurer Wood, and Attorney Keene

Press included Johnny Williams of the Morning Times

**Public Comments:** Joe Carnrike stated concern with 613 Cayuta Avenue. He stated the occupants should not be in the building, and they are selling cars without a dealer’s license. Attorney Keene stated this is a legal issue between the owner and the occupants.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of October 25, and November 8, 2016 as presented. Trustee Brewster seconded the motion, which carried unanimously.

**Finance Committee/Approval of Abstract:** Trustee Brewster presented bills for General Fund in the amount of $252,405.18, and for Cemetery Fund in the amount of $583.15, for a total of $252,988.33 and moved to approve payment of those bills. He stated that $216,257 was for annual employees and police retirement payment. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** The clerk submitted bills to be paid from the Capital Projects Fund for fire recovery in the amount of $2,581.10. Trustee Uhl moved to approve payment of the abstract as presented. Trustee Aronstam seconded the motion, which carried unanimously.

**Fire Recovery Update:** Mayor Leary stated we received NYMIR Insurance reimbursements for the GMC and International Dump trucks in the amount of 140,302 and for the JCP Backhoe in the amount of $20,500. Attorney Keene drafted a Hold Harmless Agreement for Jeff Barber as he has offered to house the DPW. Trustee Uhl moved to approve Mayor Leary to sign the agreement as presented. Trustee Aronstam seconded the motion, which carried unanimously.

**FLSA New Salary/Overtime Rule:** Attorney Keene submitted information regarding FLSA’s new salary threshold and overtime rule. She stated this rule affects Clerk Treasurer Wood and Recreation Director Shaw. The rule basically raises the threshold of salary pay from $455 to $913 per week to qualified overtime-exempt employees. If employee is not qualified for salary, overtime must be paid. This rule takes effect on December 1, 2016. Mayor Leary stated he feels this is too short of time to make a decision, and should discuss further at the next meeting. Although some concern with the effective date was mentioned, the Board agreed.

**Sewer Board Presentation:** Mayor Leary stated the Board of Sewer Commissioners and Delaware Engineering will be having a presentation for the new treatment facility on December 12, 2016 at 6:30 and encouraged members to attend.

**Approval of 2014 CDBG Abstract:** The clerk presented the abstract for Drawdown #9 in the amount of $10,145. Trustee Ayres moved to approve the bills as presented. Trustee Brewster seconded the motion, which carried unanimously.

**CDBG New Applicant Approval Request:** The clerk submitted approval requests for the following projects to be done on the 2014 CDBG at 100% Deferred Loan:

* 2014-08-SH Total Cost - $ 26,099

Work includes: windows, doors, interior and exterior carpentry,

roofing electric, siding, and painting

* 2014-09-ST Total Cost - $ 25,930

Work includes: roofing, exterior carpentry, plumbing, painting

Windows, doors, and gutters

Trustee Ayres moved to authorize the above projects as submitted. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Village Rehab Program, Change Order:** The clerk submitted a change order for project BR100 in the amount of 6,290. The change order is due to rotting roof boards, rafters, sheathing, header, and reframe new porch roof. The contractor did not see the condition until the shingles were removed. The owner has agreed to pay back the extra cost with the rest of his loan, and sign a new mortgage, but asked if it could be amortized for 10 years instead of 7 to keep payments more manageable. The total of the mortgage note will be $9,665. Trustee Brewster moved to approve the change order to BR100 as presented and change the term to 10 years at 0%. Trustee Ayres seconded the motion, which carried unanimously.

**Approval for New Copier for Clerks’ Office:** The clerk submitted a proposal from Canon Solutions to replace the copier in the Clerks’ Office. She stated the copier is seven years old and parts are becoming difficult to replace. Canon can get us a new copier for $121 per month plus copies (estimate of $60/month). The clerk stated we are currently paying a total of $177 per month now. Trustee Ayres moved to approve leasing a new copier from Canon Solutions as presented. Trustee Brewster seconded the motion, which carried unanimously.

**Town of Barton:** Mayor Leary stated he wrote a letter to the Town of Barton Board requesting consideration with the Town Offices and Court to share space at Village Hall. He stated there are funds available through the state for shared services. He asked them to consider discussions.

**Tioga County Planning Board Term Renewal:** Trustee Uhl moved to appoint William Dimmick III to the Tioga County Planning Board for a three-year term. Trustee Brewster seconded the motion, which carried unanimously.

**Red Door Request:** Mayor Leary read a letter from Mary Sobel, of The Red Door, requesting the section of streets (the corner of Park Avenue and Broad Street to Depumpo Lane) be closed off on Thursday, December 8, 2016 between the hours of 4:00 p.m. and 8:00 p.m. The Red Door will be holding a gift giveaway. The clerk stated Chief Gelatt supports the event. Trustee Uhl moved to approve the street closure as requested. Trustee Brewster seconded the motion, which carried unanimously.

**Police Contract Negotiation Committee:** Mayor Leary requested Trustee Sinsabaugh, Trustee Ayres, Trustee Uhl, and Clerk Treasurer Wood to be the negotiation committee for the upcoming Police Contract. They agreed.

**Mayor/Board Comments:** Mayor Leary stated the Village has been moving forward and a lot has been improving in the last couple of years. There has been positive things done in the Village and continuing to happen. Mayor Leary officially stated that this would be his last term as Mayor as he will not be running for re-election in March. He stated he hopes the new administration will continue moving forward.

**Adjournment**: Trustee Brewster moved to adjourn at 7:20 p.m. Trustee Sinsabaugh seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, DECEMBER 13, 2016 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Uhl, Steck, Ayres, Brewster, Aronstam, and Mayor Leary

Also present Clerk Treasurer Wood, Attorney Keene, and David Booth of Johnson Controls

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Presentation from Johnson Controls:** David Booth, of Johnson Controls, submitted handouts regarding energy performance contracting. He presented the overview and offered to do a preliminary energy assessment of the Village of Waverly’s energy performance at no cost to the village. Trustee Aronstam stated he would like to see the Village Hall’s HVAC system included in the assessment. Trustee Aronstam moved to approve Johnson Controls to proceed with a preliminary energy assessment as presented. Trustee Steck seconded the motion, which carried unanimously.

**Public Comments:** Ron Keene stated the *Wreaths Across America* event will be held on December 17th, beginning at 11:00 a.m. The Waverly VFW and American Legion will be placing wreaths at all of Waverly’s Cemeteries, the Veterans’ Memorial at Muldoon Park, and at the tank at the VFW Building. He invited the Board Members, and public, to join in.

**Letters and Communications:** The clerk read a letter from Lisa Bailey, of the Valley ADE. She stated the Valley ADE has helped many families fight the stigma and overcome addiction. She also thanked the Village for allowing them to use the Village Hall as their meeting place. She requested use of the Village Hall for 2017. The group meets every 3rd Saturday from 10:00 a.m. to 1:00 p.m., with attendance between 25-70 people. She also stated the Valley ADE is a 501c3 Non-Profit Organization. Trustee Brewster moved to approve the Valley ADE continue their use the Village Hall in 2017, without charge. Trustee Steck seconded the motion, which carried unanimously.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of November 22, 2016 as presented. Trustee Uhl seconded the motion, which carried unanimously.

**Department Reports:** The clerk submitted a reports from the Code Enforcement, Recreation, and Police Departments.

**Treasurer's Report:** The clerk presented the following:

General Fund 11/1/16 – 11/30/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 218,515.97 | Current Revenues | 63,104.05 |
| Deposits | 80,027.91 | Year to Date Revenue | 2,276,499.68 |
| Disbursements | 394,494.01 | Current Expenditures | 164,349.72 |
| Ending Balance | -95,950.13 | Year to Date Expended | 1,222,559.90 |

\*General Capital Reserve Fund, $84,339.49

Cemetery Fund 11/1/16 – 11/30/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 13,082.30 | Current Revenues | 1,308.28 |
| Deposits | 1,300.56 | Year to Date Revenue | 44,538.11 |
| Disbursements | 771.82 | Current Expenditures | 771.82 |
| Ending Balance | 13,611.04 | Year to Date Expended | 34,544.22 |

Loan Programs 11/1/16 – 11/30/16

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans | Balances | Rehab Loans | Balances |
| Beginning Balance | 87,965.36 | Beginning Balance | 66,323.97 |
| Deposits | 22,293.46 | Deposits | 6,647.16 |
| Disbursements | 52,168.00 | Disbursements | 180.74 |
| Ending Balance | 58,090.82 | Ending Balance | 72,790.39 |
| Money Market/Savings | 329,023.10 | MM/Savings Balance | 138,185.48 |
|  |  | Sidewalk Balance | 11,788.00 |
| Total Available Balance | 387,113.92 | Total Available Balance | 222,763.87 |
| Outstanding Loans | 61,629.44 | Outstanding Loans | 46,730.46 |
| Fund Balance | 448,743.36 | Outstanding Loan Balance | 269,494.33 |

\*The report also outlined the status of individual loan repayments

2014 CDBG Program 11/1/16 – 11/30/16

|  |  |
| --- | --- |
| Original Grant Award | 400,000.00 |
| Total Expenditures | 176,324.72 |
| Remaining Grant Funds | 223,675.28 |

Village 2-Unit Rehab Program 11/1/16 – 11/31/16

|  |  |
| --- | --- |
| Original Award | 75,000.00 |
| Additional Funding/Deposits | 50,000.00 |
| Total Expenditures | 59,414.08 |
| Remaining Grant Funds | 65,585.92 |

Capital Projects Fund 11/01/16 – 11/30/16

|  |  |  |  |
| --- | --- | --- | --- |
|  | General CP | Sewer CP | Total Capital Projects |
| Beginning Balance | 99,256.90 | 227,583.85 | 326,840.75 |
| Deposits/Debits | 215,802.00 | 0.00 | 215,802.00 |
| Disbursements/Credits | 2,581.10 | 86,131.58 | 88,712.68 |
| Ending Balance | 312,477.80 | 141,452.27 | 453,930.07 |

**Finance Committee/Approval of Abstract:** Trustee Brewster presented bills for General Fund in the amount of $99,750.79 and moved to approve payment of the abstract. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** The clerk submitted bills to be paid from the Capital Projects Fund for fire recovery in the amount of $14,029.82. Trustee Sinsabaugh moved to approve payment of the abstract as presented. Trustee Uhl seconded the motion, which carried unanimously.

**Fire Recovery Update:** Mayor Leary stated the DPW Building will be built on current site. Mayor Leary submitted a proposal from LaBella Associates to do a conceptual design for the DPW Building. He stated he will get more information and contact NYMIR. He will bring information back to the Board at the next meeting.

**River Road Closing:** Mayor Leary stated Tioga County will no longer be maintaining River Road or the bike trail. Attorney Keene will research a legal abandonment.

**Review of Code Chapter 135: Trailers:** Mayor Leary stated he would like Chapter 135: Trailers reviewed. He stated this law was adopted in the 1960’s and needs to be amended. He would like to get rid of trailers that are being used to live in. He requested Chief Gelatt, Trustee Sinsabaugh, and Attorney Keene to review the law.

**New Tree Planting:**  Mayor Leary stated the current tree planting process needs to be reviewed. The costs are very high and we should look at a new vendor and process.

**Update on 581 Clark Street:** Mayor Leary stated this property has been seriously neglected. Code Enforcement has been trying to find owner for many months and has been unsuccessful. Attorney Keene stated an arrest warrant has been issued for the owner.

**Village/Town of Barton:** Mayor Leary stated the Village, Town of Barton, and Tioga County will meet on January 4, 2017 to discuss possibility of the Town of Barton offices to utilize the Village Hall wing. He stated there may be grant money available to rehab the wing.

**CDBG New Applicant Approval Request:** The clerk submitted an approval request for the following project to be done on the 2014 CDBG at 100% Deferred Loan:

* 2014-10-SO Total Cost - $ 23,800

Work includes: windows, doors, and roofing

Trustee Ayres moved to authorize the above projects as submitted. Trustee Uhl seconded the motion, which carried unanimously.

**Approval of 2014 CDBG Abstract:** The clerk presented the abstract for Drawdown #10 in the amount of $20,349.00. Trustee Ayres moved to approve the bills as presented. Trustee Brewster seconded the motion, which carried unanimously.

**Village Rehab Project Abstract:** The clerk presented bills for Drawdown #7 in the amount of $3,575.00. Trustee Ayres moved to approve the bills as presented. Trustee Brewster seconded the motion, which carried unanimously.

**Letter of Resignation:**  Mayor Leary read a letter of resignation from David Cannavino. Mr. Cannavino term as Sewer Commissioner will be ending in March, 2017 and he wishes to not fulfill another term. Mayor Leary thanked him for his dedication to the Village and a job well done.

**Department of the Aging:** Mayor Leary stated the Department of the Aging is requesting someone to attend their advisory meetings. Trustee Ayres stated he would contact them.

**Budget Committee:** Mayor Leary appointed Trustees Aronstam, Sinsabaugh, and Brewster to work with Clerk Treasurer Wood and the department heads on the 2017-2018 Tentative Budget. They all accepted.

**FLSA New Salary/Overtime Rule:** Trustee Brewster stated the FLSA New Salary/Overtime Rule has been put on hold by a Federal Judge until further notice.

**Mayor/Board Comments:** Mayor Leary stated that there will be no meeting on December 27, 2016 due to the holidays. The next meeting will be January 10, 2017.

Trustee Ayres stated that after consideration of Mayor Leary not running for re-election, he has decided to run for Mayor in the upcoming Village Election in March, 2017.

**Executive Session:** Trustee Uhl moved to enter executive session at 7:40 p.m. to discuss a personnel issue. Trustee Aronstam seconded the motion, which carried unanimously.

Trustee Steck moved to adjourn from executive session and enter regular session at 7:51 p.m. Trustee Ayres seconded the motion, which carried unanimously.

**Provisional Recreation Director:** Trustee Aronstam moved to re-appoint David Shaw III as Provisional Recreation Director at his current annual salary. Trustee Brewster seconded the motion, which led to a roll call vote, as follows:

Ayes – 7 (Uhl, Aronstam, Ayres, Brewster, Steck, Sinsabaugh, Leary)

Nays – 0

The motion carried.

**Adjournment**: Trustee Ayres moved to adjourn at 7:52 p.m. Trustee Steck seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, JANUARY 10, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Uhl, Steck, Ayres, Brewster, Aronstam, and Mayor Leary

Also present Clerk Treasurer Wood, and Attorney Keene

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** There was no comments offered.

**Letters and Communications:** Mayor Leary read a letter from Kathy Higgins, Mo Songs for Kerry, who requested the rental fee be waived for the use of East Waverly Park for a charity fundraiser for July 29, 2017. Trustee Aronstam moved to waive the rental fee for the East Waverly Pavilion per request, but the alcohol permit fee is not waived. Trustee Sinsabaugh seconded the motion, which carried unanimously.

Mayor Leary read a letter from Joan Schultz, of the Waverly Family Resource Center/Cornell Cooperative Extension, requesting the rental fee be waived for the use of the Community Room for a children’s Valentine’s Party on February 10, 2017. Trustee Brewster moved to waive the rental fee as requested. Trustee Sinsabaugh seconded the motion, which carried unanimously.

Mayor Leary stated there is a water main leak near the Post Office and it will be dug up and repaired on Thursday.

**Approval of Minutes:** Trustee Steck moved to approve the Minutes of December 13, 2016 as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Department Reports:** The clerk submitted a reports from the Code Enforcement, Recreation, and Police Departments.

**Treasurer's Report:** Clerk Treasurer Wood presented the following reports with documentation:

General Fund 12/1/16 – 12/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | -95,950.13 | Current Revenues | 121,794.78 |
| Deposits | 424,061.26 | Year to Date Revenue | 2,452,226.38 |
| Disbursements | 234,568.14 | Current Expenditures | 226,521.49 |
| Ending Balance | 93,542.99 | Year to Date Expended | 1,841,210.66 |

\*General Capital Reserve Fund, $84,353.81

\*Current Estimated Fund Balance $1,404,769.12

Cemetery Fund 12/1/16 – 12/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 13,611.04 | Current Revenues | 8.53 |
| Deposits | .55 | Year to Date Revenue | 44,546.64 |
| Disbursements | 227.04 | Current Expenditures | 227.04 |
| Ending Balance | 13,384.55 | Year to Date Expended | 34,771.26 |

\*Current Estimated Fund Balance $26,726.26

Loan Programs 12/1/16 – 12/31/16

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans | Balances | Rehab Loans | Balances |
| Beginning Balance | 58,090.82 | Beginning Balance | 72,790.39 |
| Deposits | 11,693.10 | Deposits | 905.96 |
| Disbursements | 10,600.00 | Disbursements | 3575.00 |
| Ending Balance | 59,183.92 | Ending Balance | 70121.35 |
| Money Market/Savings | 329,078.98 | MM/Savings Balance | 138,208.95 |
|  |  | Sidewalk Balance | 11,788.00 |
| Total Available Balance | 388,262.90 | Total Available Balance | 220,118.30 |
| Outstanding Loans | 60,595.27 | Outstanding Loans | 51,437.86 |
| Fund Balance | 448,858.17 | Outstanding Loan Balance | 271,556.16 |

\*The report also outlined the status of individual loan repayments

2014 CDBG Program 12/1/16 – 12/31/16

|  |  |
| --- | --- |
| Original Grant Award | 400,000.00 |
| Total Expenditures | 206,818.72 |
| Remaining Grant Funds | 193,181.28 |

Village 2-Unit Rehab Program 12/1/16 – 12/31/16

|  |  |
| --- | --- |
| Original Award | 75,000.00 |
| Additional Funding/Deposits | 50,000.00 |
| Total Expenditures | 62,989.08 |
| Remaining Grant Funds | 62,010.92 |

Capital Projects Fund 12/1/16 – 12/31/16

|  |  |  |
| --- | --- | --- |
|  | General CP (Fire) | Sewer CP (Upgrade) |
| Beginning Balance | 312,477.80 | 141,452.27 |
| Deposits/Debits | 306,226.98 | 0.00 |
| Disbursements/Credits | 146,797.92 | 4,115.00 |
| Ending Balance | 471,906.86 | 137,337.27 |

* Total Capital Projects Fund $609,244.13

**Finance Committee/Approval of Abstract:** Trustee Brewster presented bills for General Fund in the amount of $73,063.35 and moved to approve payment of the abstract. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** The clerk submitted bills to be paid from the Capital Projects Fund for fire recovery in the amount of $134,380.18. Trustee Sinsabaugh moved to approve payment of the abstract as presented. Trustee Steck seconded the motion, which carried unanimously.

**Fire Recovery Update:** Mayor Leary stated he notified NYMIR that we will rebuild on the original site, however, the building will be larger to comply with new building codes. He stated he should have more information at the March meeting.

**River Road Closing:** Mayor Leary stated that the Borough of South Waverly, PA also owns some land near River Road. He would like to see all entities meet and discuss. He also stated Destiny Kinal sent a letter with concerns with the Carantouan Greenway Trail and Bike Trail as that is a major connection to the rest of the trails. Attorney Keene stated she would further research the laws of abandonment.

**Bell Project:** Trustee Aronstam stated the cost to build an 8’x 8’, lighted, glass enclosure to house the three bells will cost approximately $11,000. There will also be a sidewalk all around the structure. The structure will be located on the eastern end of the Village Hall property. He stated there has been interest in the community to donate toward this project. He also stated Tioga County Tourism may also be able to help with funding. Trustee Aronstam thanked Trustee Sinsabaugh for all his efforts with this project. Trustee Sinsabaugh also thanked Recreation Director Shaw and Wayne Place, in the Parks Department, as they were very helpful with all of the planning and concept.

**Johnson Controls Efficiency Update:**  Mayor Leary stated Johnson Controls were given the last twelve months of electric bills and they should begin their study.

**Village/Town of Barton:** Mayor Leary stated representatives from Village, Town of Barton, Tioga County, and Department of State met last week to discuss any possibilities to share services and if it would be feasible. Mayor Leary stated representatives from the Town of Barton were very negative and would not consider looking at anything. Trustee Ayres stated the meeting was very discouraging and the representative from NYS Department of State never really had a chance to get any information out. Mayor Leary stated the needs of the village residents are not being considered by the Town of Barton. He stated village residents should attend the Town of Barton’s Meetings and be heard.

**Sewer Plant Upgrade Update:** Mayor Leary stated the sewer plant upgrade is moving forward and should go to bid as early as March, with construction completed in mid-2018.

**Village/NYS DOT:** Mayor Leary stated the NYS DOT is looking at the intersection on Spring Street/Chemung Street/Route 34. NYS DOT may extend the curbing to close off that end of Spring Street. There may be a temporary closure set up soon so they can use it as a study. All residents in the area have been informed.

**Vogel Letter:**  Mayor Leary read a letter from Linda Vogel stating there is a low spot on Broad Street in front of her business and water accumulates there. Mayor Leary stated the DPW will look at the spot in the Spring and fix the problem.

**Election Day Resolution:** Trustee Aronstam offered the following resolution and moved its adoption:

WHEREAS, the Annual Election of the Village of Waverly be held in the Trustees’ Room in the Village Hall, at 32 Ithaca Street, Waverly, New York, between the hours of 12:00 o’clock noon and 9:00 o’clock in the afternoon of Tuesday, March 21, 2017, and

WHEREAS, the following be designated as Inspectors of Election: Laura Hoppe, Joan Case, Fern Burbage, and Roberta Hollenbeck be paid $100.00 each, and

WHEREAS, Joan Case be and she hereby is appointed Chairman of the Board, and

WHEREAS, the Board of Trustees gives the Clerk-Treasurer the sole-authority to replace any inspector who becomes unavailable prior to election, and

BE IT RESOLVED, the Village of Waverly will hold their General Election on Tuesday, March 21, 2017 for the purpose of electing and Mayor and three Trustees, each for a term of two years, and a Village Justice for a term of four years.

The resolution was seconded by Trustee Uhl and upon voice vote, unanimously carried.

**Grievance Day Resolution:** Trustee Steck offered the following resolution and moved its adoption:

WHEREAS, The Board of Trustees is required by the Real Property Tax Law to provide a Grievance Day on the third Tuesday, of February, 2017, and

WHEREAS, such third Tuesday falls on the 21st day February, 2017, and

WHEREAS, the Board of Assessment Review is required to meet for at least four hours to hear grievances,

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved that the Board of Assessment Review meet on the 21st day of February, 2017, in the Trustees’ Room, in the Village Hall, between the hours of 4:00 and 8:00 P.M. to hear complaints with respect to the Assessment Roll to be filed by the Assessor with the Clerk of the Village, on or before February 1, 2017, and the Clerk of the Village is further directed to publish statutory notice of such meeting required by the Real Property Tax Law.

The resolution was seconded by Trustee Sinsabaugh and on voice vote, unanimously carried.

**Board of Assessment Review Appointment:** Mayor Leary appointed Kyle McDuffee to the Board of Assessment Review for a two-year term. Trustee Steck moved to approve the appointment of Kyle McDuffee as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

Mayor Leary appointed Troy Campbell to the Board of Assessment Review for a three-year term. Trustee Brewster moved to approve the appointment of Kyle McDuffee as presented. Trustee Uhl seconded the motion, which carried unanimously.

**Cemetery Mowing:** Trustee Brewster moved to authorize the clerk to advertise for bids for cemetery mowing for the 2017 season only, and the opening will be February 28, 2017. Trustee Aronstam seconded the motion, which carried unanimously.

**Approval of 2014 CDBG Abstract:** The clerk presented the abstract for Drawdown #11 in the amount of $10,169.00. Trustee Ayres moved to approve the bills as presented. Trustee Uhl seconded the motion, which carried unanimously.

The clerk presented the abstract for Drawdown #12 in the amount of $73,057.97. Trustee Ayres moved to approve the bills as presented. Trustee Steck seconded the motion, which carried unanimously.

**CDBG New Applicant Approval Request:** The clerk submitted an approval request for the following project to be done on the 2014 CDBG at 100% Deferred Loan:

* 2014-11-BR Total Cost - $ 27,144

Work includes: windows, doors, interior and exterior carpentry, flooring, siding, and other

Trustee Ayres moved to authorize the above projects as submitted. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Village Rehab Project Abstract:** The clerk presented bills for Drawdown #8 in the amount of $1,277.06. Trustee Ayres moved to approve the bills as presented. Trustee Uhl seconded the motion, which carried unanimously.

**Village Rehab Project New Applicant:** The clerk submitted the following approval request for a project to be done through the Village Rehab Project:

* ZI101 Total Cost - $ 15,455

$15,455 deferred loan. Work includes: windows, doors, and heating

Trustee Ayres moved to approve this project and it to be 100% deferred loan, as submitted. Trustee Aronstam seconded the motion, which carried unanimously.

**Municipal Street Sweeper:** Trustee Steck stated Bradco Supply will have a used 2006 street sweeper available in March at a cost of $40,000. Bradco will be sending him pictures by the next meeting.

**Adjournment**: Trustee Aronstam moved to adjourn at 7:52 p.m. Trustee Uhl seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**WORKSHOP MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, JANUARY 24, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Ayres, Aronstam, Brewster, and Mayor Leary

Also present Clerk Treasurer Wood, and Attorney Keene

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** No Comments were offered.

**Finance Committee/Approval of Abstract:** Trustee Brewster presented bills for General Fund in the amount of $19,668.00, and Cemetery Fund in the amount of $75.61, for a total of $19,743.61 and moved to approve payment of those bills. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Fire Recovery Update:** Mayor Leary stated Mike Coffey, of NYMIR, sent figures based on square footage and we are allotted $17,000 for engineering of new DPW Building. We may get more due to building code updates.

Mayor Leary submitted a proposal from LeBella Associates for a conceptual design for a new DPW Building at a cost of $5,800. The scope of work is as follows:

* Code Review
* Develop a conceptual site plot plan
* Develop conceptual elevations
* Attend up to two review meetings with the village to review the conceptual plans/elevations
* Conceptual drawings will include utility connections that currently exist
* The building size will be checked against code for clearances based on new equipment purchased by the village. The dimensions of the building will align with needs of village and approval of insurance carrier. It is the intent to minimize any financial burden on the village
* Revise conceptual drawings based on comments from the village
* Develop a rough order of magnitude cost for the building
* Attend final review/presentation meeting

Trustee Ayres moved to approve LaBella Associates to proceed with a conceptual design as presented.

Trustee Brewster seconded the motion, which carried unanimously.

Mayor Leary stated Jeff Barber has been gracious enough to allow us room in his building for our DPW, however should be compensated for rental. Mayor Leary stated the insurance would cover rental of space. He should have a rental agreement soon.

**Municipal Street Sweeper:** Mayor Leary stated Bradco Supply will have a trade-in of a 2006 Elgin Pelican street sweeper and offered it to us first. He stated it will be available in March at a cost of $40,000. We received $13,695 from NYMIR for our street sweeper that burned. He will check on any repairs needed.

**Main Street Program Update:** Trustee Ayres stated we are waiting for the weather to break to work on the streetscape project that includes plantings.

**Johnson Controls:** Mayor Leary stated all the electric usage information was sent to Johnson Controls two weeks ago, so they should be working on their study.

**Street Paving and Water Spots for Spring Work:** Mayor Leary asked the Board if they knew of any areas with the streets that were in need of paving or water accumulation.

**Town of Barton Resolution:** Mayor Leary read a resolution from the Town of Barton opposing any relocation of town offices and court to the Waverly Village Hall.

**Tioga County Planning Board Replacement:** Mayor Leary stated William Dimmick III has resigned as our representative on the Tioga County Planning Board as he is moving to Owego. Mayor Leary stated that anyone interested in filling that seat should notify our clerks’ office.

**Tax Cap for 2017:** Mayor Leary stated the tax cap for 2017 is 1.15%. Trustee Brewster stated we are not far enough into the budget process to know where we will be at. Discussion followed. Trustee Brewster moved to draft a local law to override the tax cap as a precaution. Trustee Ayres seconded the motion, which carried unanimously.

**NYS Building Officials Conference (NYS BOC):** Trustee Brewster moved to approve Code Officer Chisari to attend the NYS BOC Annual Conference on April 4-6, 2017 in Liverpool, NY at a cost of $360, plus room and board. Trustee Aronstam seconded the motion, which carried unanimously.

**Approval of 2014 CDBG Abstract:** The clerk presented the abstract for Drawdown #13 in the amount of $7,209.78. Trustee Ayres moved to approve the bills as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Village Rehab Project Abstract:** The clerk presented bills for Drawdown #9 in the amount of $7,559.66. Trustee Ayres moved to approve the bills as presented. Trustee Brewster seconded the motion, which carried unanimously.

**Mayor/Board Comments:** Mayor Leary stated he will be leaving on vacation and will not be here for both meetings in February. He will be returning in March.

**Adjournment**: Trustee Aronstam moved to adjourn at 7:05 p.m. Trustee Ayres seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, FEBRUARY 14, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Deputy Mayor Ayres called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Steck, Brewster, Aronstam, and Deputy Mayor Ayres

Also present Clerk Treasurer Wood, and Attorney Keene

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** Don Laman, of 206 William Street, submitted a handout regarding some personal issues he had with the Town of Barton and the Dog Warden. Mr. Laman did not comment further.

**Letters and Communications:** The clerk read a letter from “a Route 34 Resident” stating appreciation to the Mayor and the Board of Trustees for their help in prohibiting parking along Route 34 at the Elderwood Heathcare Facility.

**Johnson Controls Efficiency Update:**  Chris Kalwara, of Johnson Controls, stated they are working on an energy assessment for Village Hall and street lights. He requested approval for an assessment to look at water meters. He stated they would test meters for accuracy and replace as needed. Discussion followed. The Board directed Mr. Kalwara to attend the Board of Water Commissioner’s meeting next week, as they would make any decisions regarding the water meters.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of January 10, and January 24, 2017 as presented. Trustee Brewster seconded the motion, which carried unanimously.

**Department Reports:** The clerk submitted a reports from the Code Enforcement, Recreation, and Police Departments.

**Treasurer's Report:** Clerk Treasurer Wood presented the following reports with documentation:

General Fund 1/1/17 – 1/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 93,542.99 | Current Revenues | 55,294.73 |
| Deposits | 222,238.39 | Year to Date Revenue | 2,507,521.11 |
| Disbursements | 199,331.33 | Current Expenditures | 184,910.99 |
| Ending Balance | 116,450.05 | Year to Date Expended | 2,026,121.65 |

\*General Capital Reserve Fund, $84,368.14

\*Current Estimated Fund Balance $1,275,152.86

Cemetery Fund 1/1/17 – 1/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 13,384.55 | Current Revenues | 798.60 |
| Deposits | 790.61 | Year to Date Revenue | 45,345.24 |
| Disbursements | 225.91 | Current Expenditures | 225.91 |
| Ending Balance | 13,949.25 | Year to Date Expended | 34,997.17 |

\*Current Estimated Fund Balance $27,298.95

Loan Programs 1/1/17 – 1/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans | Balances | Rehab Loans | Balances |
| Beginning Balance | 59,183.92 | Beginning Balance | 70,121.35 |
| Deposits | 429.08 | Deposits | 1,609.70 |
| Disbursements | 10,600.00 | Disbursements | 8,836.72 |
| Ending Balance | 49,013.00 | Ending Balance | 62,894.33 |
| Money Market/Savings | 329,134.88 | MM/Savings Balance | 138,232.42 |
|  |  | Sidewalk Balance | 11,788.00 |
| Total Available Balance | 378,147.88 | Total Available Balance | 212,914.75 |
| Outstanding Loans | 60,278.48 | Outstanding Loans | 49,870.31 |
| Fund Balance | 438,426.36 | Outstanding Loan Balance | 262,785.06 |

\*The report also outlined the status of individual loan repayments

2014 CDBG Program 1/1/17 – 1/31/17

|  |  |
| --- | --- |
| Original Grant Award | 400,000.00 |
| Total Expenditures | 290,045.69 |
| Remaining Grant Funds | 109,954.31 |

Village 2-Unit Rehab Program 1/1/17 – 1/31/17

|  |  |
| --- | --- |
| Original Award | 75,000.00 |
| Additional Funding/Deposits | 50,000.00 |
| Total Expenditures | 70,548.74 |
| Remaining Grant Funds | 54,451.26 |

Capital Projects Fund 1/1/17 – 1/31/17

|  |  |  |
| --- | --- | --- |
|  | General CP (Fire) | Sewer CP (Upgrade) |
| Beginning Balance | 471,906.86 | 137,337.27 |
| Deposits/Debits | 0.00 | 0.00 |
| Disbursements/Credits | 1,612.08 | 95,462.71 |
| Ending Balance | 470,294.78 | 41,874.56 |

* Total Capital Projects Fund Balance $512,169.34

**Finance Committee/Approval of Abstract:** Trustee Brewster presented bills for General Fund in the amount of $59,329.94 and moved to approve payment of the abstract. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** The clerk submitted bills to be paid from the Capital Projects Fund for fire recovery in the amount of $11,858.79. She stated this includes rental charges of $9,800 (January $4,900, and February $4,900) to Waverly Trade Center for housing of the DPW. Trustee Sinsabaugh moved to approve payment of the abstract as presented. Trustee Steck seconded the motion, which carried unanimously.

**Proposed Local Law: NYS Tax Cap Override Law:** The clerk submitted proposed local law Authoring a property tax levy in excess of the limit established in General Municipal Law §3-c. Trustee Brewster moved to schedule a public hearing for February 28, 2017 at 6:15 p.m. and the clerk to advertise the same. Trustee Aronstam seconded the motion, which carried unanimously.

**2017 Poll Site Agreement:** The clerk presented a poll site agreement from Tioga County Board of Elections for elections to be held, as follows: Primary Election in September (TBD), and the General Election on November 7, 2017. These elections will be conducted in our community room, and will accommodate three polling districts. Trustee Sinsabaugh moved to approve the agreement as presented. Trustee Brewster seconded the motion, which carried unanimously.

**2015 Sidewalk Replacement Program Application:** Trustee Ayres presented application SP15-7, and stated the application was reviewed by the Loan Committee and determined eligible. This will replace 47’ of sidewalk in the amount of $1,585. The program would cover a total of $1,000, and the homeowner would be responsible for the balance. Trustee Aronstam moved to approve SP15-7 as presented, and to approve the reimbursement when complete. Trustee Steck seconded the motion, which carried unanimously.

**CDBG New Applicant Approval Request:** The clerk submitted an approval request for the following project to be done on the 2014 CDBG at 100% Deferred Loan:

* 2014-12-EL Total Cost - $ 24,541

Work includes: windows, doors, interior and exterior carpentry, masonry, heating, roofing, painting, plumbing, and other

Trustee Steck moved to authorize the above projects as submitted. Trustee Aronstam seconded the motion, which carried unanimously.

**Tioga County Update:** Deputy Mayor Ayres stated concern with our County Legislative Representative Dennis Mullen not attending Village Meetings and keeping us updated on current activities of Tioga County. Trustee Brewster stated the Town of Barton is also concerned with him not attending their meetings as well.

**Fire Recovery Update:** Trustee Steck stated he met with LaBella Associates for and reviewed a preliminary design. He stated they have the measurements of the lot and feels there is enough space.

**Equipment Purchases:** Trustee Sinsabaugh stated that during budget committee meetings, there have been requests to purchase some needed equipment. After discussion with the Committee and Clerk Treasurer Wood, he recommended that this equipment be purchased wholly from current budget, acknowledging some of this would come out of fund balance. The proposed equipment is as follows:

Trustee Ayres moved to approve the purchase of a 2017 Chevrolet 2500HD Silverado Double Cab Pickup Truck from Maquire Automotive for the DPW, in the amount of $40,735.95. He stated we received $13,062 from NYMIR for the loss of the 2006 Ford Pickup. These will be purchased from the NYS OGS Contract. Trustee Aronstam seconded the motion, which led to a roll call vote:

Ayes – 5 (Aronstam, Ayres, Steck, Sinsabaugh, Brewster)

Nays – 0

Absent – 2 (Leary, Uhl)

The motion carried.

Trustee Ayres moved to approve the purchase of a 2017 Chevrolet 3500HD Silverado Regular Chassis Cab 60 CA Pickup Truck with dump body from Ferrario Auto Team for the Parks Department, in the amount of $40,342. Trustee Aronstam seconded the motion, which led to a roll call vote:

Ayes – 5 (Aronstam, Ayres, Steck, Sinsabaugh, Brewster)

Nays – 0

Absent – 2 (Leary, Uhl)

The motion carried.

Trustee Ayres moved to approve the purchase of a 2017 Arctic Cat Alterra 500G ATV with winch kit from Northeast ATV Sales for the Police Department, in the amount of $6,998.13. Trustee Aronstam seconded the motion, which led to a roll call vote:

Ayes – 5 (Aronstam, Ayres, Steck, Sinsabaugh, Brewster)

Nays – 0

Absent – 2 (Leary, Uhl)

The motion carried.

**Bell Building Project:** Trustee Sinsabaugh stated the bells are cleaned and will now need to be sealed.

**Annual CPA Audit:** Clerk Treasurer Wood submitted to each member, the completed Village Audit which was prepared by Insero & Co. She stated this is also available to the public for review.

**Mayor/Board Comments:** Deputy Mayor Ayres stated that it was brought to his attention that some tables in the Community Room have fallen out of their wall storage. He stated, due to the liability of injury, he approved the purchase of 12 free standing tables and racks which will be used instead of the old tables. He also stated the old tables will be secured within the wall storage areas.

**Executive Session:** Trustee Brewster moved to enter executive session at 7:19 p.m. to discuss a contractual issue. Trustee Steck seconded the motion, which carried unanimously.

The clerk exited the session at 7:26 p.m.

Trustee Brewster moved to enter regular session at 7:45 p.m. Trustee Aronstam seconded the motion, which carried unanimously.

Trustee Aronstam moved to authorize the Board of Sewer Commissioners to negotiate the Best Western Sign Lease. Trustee Brewster seconded the motion, which carried unanimously.

**Adjournment**: Trustee Aronstam moved to adjourn at 7:46 p.m. Trustee Steck seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**PUBLIC HEARING HELD BY THE BOARD OF**

**TRUSTEES OF THE VILLAGE OF WAVERLY AT 6:15 P.M.**

**ON TUESDAY, FEBRUARY 28, 2017 IN THE TRUSTEES' ROOM,**

**VILLAGE HALL FOR THE PURPOSE OF PUBLIC COMMENT**

**REGARDING PROPOSED LOCAL LAW 1-2017, AUTHORIZING**

**A PROPERTY TAX LEVY IN EXCESS OF THE LIMIT ESTABLISHED**

**IN GENERAL MUNICIPAL LAW §3-c**

Deputy Mayor Ayres declared the hearing open at 6:15 p.m. and directed the clerk to read the notice of public hearing.

Present were Trustees: Aronstam, Sinsabaugh, Brewster, Uhl, Steck, and Deputy Mayor Ayres. Also present was Clerk Treasurer Wood. Press included Johnny Williams of the Morning Times, and Ron Cole of WATS/WAVR.

Trustee Brewster stated the tax cap for the fiscal year June 1, 2017 is set at 1.15%. Trustee Brewster stated the budget committee and department heads are doing their due diligence to keep the budget as low as possible, however as a precaution, would recommend overriding the tax cap. Deputy Mayor Ayres opened the floor for comments.

With no one wishing to be heard, Deputy Mayor Ayres closed the hearing at 6:25 p.m.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Michele Wood, Clerk/Treasurer

**WORKSHOP MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, FEBRUARY 28, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Deputy Mayor Ayres called the meeting to order at 6:30 p.m. and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Steck, Aronstam, Brewster, Uhl, and Deputy Mayor Ayres

Also present Clerk Treasurer Wood, and Attorney Keene

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** Ron Keene, 7 Elliott Street, recommended the Board to review the Land Bank Act that is proposed by Tioga County. He stated there are pros and cons with this legislation. Deputy Mayor Ayres will invite Legislator Mullen and possibly LeeAnn Tinney to the next meeting to discuss.

**Letters and Communications:** The clerk read a notice from Wendy Walsh, Tioga County Water and Soil Department, sting their plans to hold a Hazard Mitigation Meeting on March 22nd and requested municipal involvement. Deputy Mayor Ayres recommended Chief Gelatt, someone from DPW, and a Trustee to attend.

The clerk read a letter of resignation from Michael Buffone, of the Planning Board, stating he has to resign due to moving out of the village. He thanked the Mayor, Trustees, and Planning Board for the opportunity to serve.

The clerk read a letter from Dr. Randy Richards, Superintendent of Schools, requesting a streetlight be installed that will illuminate the crosswalk from Lincoln Elementary to the parking area. Discussion followed. Deputy Mayor Ayres moved to table discussion for the next meeting.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of February 14, 2017 as presented. Trustee Steck seconded the motion, which carried unanimously.

**Finance Committee/Approval of Abstract:** Trustee Brewster presented bills for General Fund in the amount of $28,313.79, and Cemetery Fund in the amount of $38.85, for a total of $28,352.64 and moved to approve payment of bills. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** The clerk submitted bills to be paid from the Capital Projects Fund for fire recovery in the amount of $4,900. She stated this is the rental charge for March. Trustee Uhl moved to approve payment of the abstract as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Trane Maintenance Agreement:** The clerk presented an annual Service Agreement from Trane for HVAC maintenance in the amount of $7,787.16, effective March 1, 2017 through February 28, 2018. Trustee Steck moved to approve the agreement as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Proposed Local Law 1-2017, (Tax Cap Override):** Trustee Brewster moved to approve the adoption of Proposed Local Law 1-2017 as follows:

A Local Law Authorizing a Property Tax Levy in Excess of the Limit

**Established in the General Municipal Law §3-c**

Section 1. Legislative Intent

It is the intent of this local law to allow the Village of Waverly to adopt a budget for the fiscal year commencing June 1, 2017 that requires a real property tax levy in excess of the “tax levy limit” as defined by General Municipal Law §3-c.

Section 2. Authority

This local law is adopted pursuant to subdivision 5 of General Municipal Law §3-c, which expressly authorizes a local government’s governing body to override the property tax cap for the coming fiscal year by the adoption of a local law approved by a vote of sixty (60%) percent of said governing body.

Section 3. Tax Levy Limit Override

The Board of Trustees of the Village of Waverly, County of Tioga, is hereby authorized to adopt a budget for the fiscal year commencing June 1, 2017 that requires a real property tax levy in excess of the amount otherwise prescribed in the General Municipal Law §3-c.

Section 4. Severability

If a court determines that any clause, sentence, paragraph, subdivision, or part of this local law or the application thereof to any person, firm or corporation, or circumstance is invalid or unconstitutional, the court’s order or judgment shall not affect, impair, or invalidate the remainder of this local law, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this local law or in its application to controversy in which such judgment or order shall be rendered.

Section 5. Effective Date

This local law shall take effect immediately upon filing with the Secretary of State.

Trustee Sinsabaugh seconded the motion, which led to a roll call vote, and resulted as follows:

Ayes – 6 (Aronstam, Uhl, Ayres, Brewster, Sinsabaugh, Steck)

Nays – 0

Absent – 1 (Leary)

The motion carried.

**Cemetery Mowing Bid Results:** Deputy Mayor Ayres opened the bids for cemetery mowing. The bid was for mowing of all village cemeteries, as described in the specs, beginning April 1, 2017 through October 31, 2017. There were five bids submitted, as follows:

K & K Lawn Service $38,100

S & J General Contracting $37,350

Leonard Flora $37,000

Donald Archibald $38,500

Merle Hakes $39,600

Deputy Mayor Ayres asked for review of the bids for a recommendation at the next meeting.

**Bell Building Project:** Trustee Aronstam stated they outlined the area for the building. He also stated the lighting will be inside the structure. The work should begin next week, weather permitting.

**CDBG New Applicant Approval Request:** The clerk submitted an approval request for the following project to be done on the 2014 CDBG at 100% Deferred Loan:

* 2014-13-LO Total Cost - $ 25,850

Work includes: windows, doors, remove chimney, and siding

Trustee Sinsabaugh moved to authorize the above project as submitted. Trustee Brewster seconded the motion, which carried unanimously.

**Village Rehab Project New Applicant:** The clerk submitted the following approval request for a project to be done through the Village Rehab Project:

* HO100 Total Cost - $ 25,750

$15,750 deferred loan combined with $10,000 direct loan for 7 years at 0%. Work includes: roofing and exterior painting

Deputy Mayor Ayres stated the applicant met with the Loan Committee to review the loan and the structure of the repayment. Trustee Aronstam moved to approve this project, as submitted. Trustee Uhl seconded the motion, which carried unanimously.

**Industrial Appraisal Proposal:** The clerk stated Todd Sampsell, Regional Manager of Industrial Appraisal, has submitted a proposal in the amount of $10,760. Their proposal is to inventory, appraise, and submit a depreciation study for all fixed assets in compliance with the GASB 34 requirements. The clerk stated we have used this company for many years and the information they provide is needed for the annual financial reporting to the Office of the State Comptroller. Trustee Brewster moved to approve the proposal from Industrial Appraisal as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Snow Removal Fees:** Deputy Mayor Ayres requested Trustee Aronstam and Trustee Steck to review the current snow removal fees and come back with a recommendation at the next meeting.

**Mayor/Board Comments:** Trustee Steck stated Jack Pond received a quote of $6,993 from Bradco Supply for a tar buggy. He stated the one they use now no longer works and is quite old. Trustee Steck moved to approve the purchase of the tar buggy from Bradco Supply for $6,993. Trustee Aronstam seconded the motion, which led to a roll call vote, and resulted as follows:

Ayes – 6 (Aronstam, Uhl, Ayres, Brewster, Sinsabaugh, Steck)

Nays – 0

Absent – 1 (Leary)

The motion carried.

Trustee Steck stated he and Jack Pond met with Chris Spaulding, of the Town of Barton, and they are interested in purchasing our old roller for parts and offered $1,500. Trustee Steck stated the roller is no longer used and is surplus property. Trustee Aronstam moved to sell the old roller to Town of Barton for $1,500. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Executive Session:** Trustee Brewster moved to enter executive session at 7:22 p.m. to discuss a contractual issue. Trustee Sinsabaugh seconded the motion, which carried unanimously.

The clerk did not attend.

Trustee Brewster moved to enter regular session at 8:10 p.m. Trustee Aronstam seconded the motion, which carried unanimously.

Trustee Aronstam moved to authorize Attorney Keene to file a judgement against Shawn and Allison Schutt, up to $3,000 for non-payment of their business loan. Trustee Steck seconded the motion, which led to a roll call vote, and resulted as follows:

Ayes – 6 (Aronstam, Uhl, Ayres, Brewster, Sinsabaugh, Steck)

Nays – 0

Absent – 1 (Leary)

The motion carried.

**Adjournment**: Trustee Aronstam moved to adjourn at 8:12 p.m. Trustee Uhl seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON WEDNESDAY, MARCH 15, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Steck, Brewster, Aronstam, Ayres, and Mayor Leary

Also present Clerk Treasurer Wood, Attorney Keene, Tioga County Legislator Mullen, Thurman Blanchard of Leprino Foods, and Chris Wood of Hunt Engineers

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

Mayor Leary stated the impact of last night’s snowstorm was severe. He commended the DPW, and the Police Department for maintaining services to the residents. He also stated the residents worked together and were crucial in helping to keep the streets plowed by not parking on the streets. He thanked everyone for their help. He stated the snow will be removed from Broad Street in the next day or two.

**Leprino Food’s Request:** Thurman Blanchard stated, by recommendation of the Sewer Board, Leprino’s will need to install a meter to meter their discharge of sanitary sewage to the Waverly Wastewater Treatment Plant. He said they would need to open Fulton Street to install meter. Chris Wood submitted drawings of the proposed site and explained what they needed to do. Thurman Blanchard stated they would start mid-April or when the asphalt plant opens. He requested permission to limit traffic on Fulton Street during installation. He stated they would do their best to keep one lane open, however, not sure of underground conditions with one part of the project and safety could be an issue. If there are any safety concerns they may have to close Fulton Street for up to 2 days. Trustee Steck moved to approve Leprino Food’s request as presented. Trustee Brewster seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Aronstam, Ayres, Steck, Sinsabaugh, Brewster, Leary)

Nays – 0

Absent – 1 (Uhl)

The motion carried.

**Public Comments:** No public comments were offered.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of February 28, 2017 as presented. Trustee Steck seconded the motion, which carried unanimously.

**Department Reports:** The clerk submitted a reports from the Code Enforcement, Recreation, and Police Departments. Also included were the annual reports for Code Enforcement and Police Department.

**Treasurer's Report:** Clerk Treasurer Wood presented the following reports with documentation:

General Fund 2/1/17 – 2/28/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 116,450.05 | Current Revenues | 41,294.39 |
| Deposits | 274,776.67 | Year to Date Revenue | 2,548,815.50 |
| Disbursements | 191,316.65 | Current Expenditures | 176,494.68 |
| Ending Balance | 199,910.07 | Year to Date Expended | 2,202,616.33 |

\*General Capital Reserve Fund, $84,381.08

\*Current Estimated Fund Balance $1,139,952.57

Cemetery Fund 2/1/17 – 2/28/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 13,949.25 | Current Revenues | 798.60 |
| Deposits | 1,385.55 | Year to Date Revenue | 45,345.24 |
| Disbursements | 188.67 | Current Expenditures | 225.91 |
| Ending Balance | 15,146.13 | Year to Date Expended | 34,997.17 |

\*Current Estimated Fund Balance $28,464.20

Loan Programs 2/1/17 – 2/28/17

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans | Balances | Rehab Loans | Balances |
| Beginning Balance | 49,013.00 | Beginning Balance | 62,894.33 |
| Deposits | 2,231.79 | Deposits | 1,341.22 |
| Disbursements | 0.00 | Disbursements | 0.00 |
| Ending Balance | 51,244.79 | Ending Balance | 64,235.55 |
| Money Market/Savings | 329,185.37 | MM/Savings Balance | 138,253.63 |
|  |  | Sidewalk Balance | 11,788.00 |
| Total Available Balance | 380,430.16 | Total Available Balance | 214,277.18 |
| Outstanding Loans | 58,198.01 | Outstanding Loans | 48,675.84 |
| Fund Balance | 438,628.17 | Outstanding Loan Balance | 262,953.02 |

\*The report also outlined the status of individual loan repayments

2014 CDBG Program 2/1/17 – 2/28/17

|  |  |
| --- | --- |
| Original Grant Award | 400,000.00 |
| Total Expenditures | 297,255.47 |
| Remaining Grant Funds | 102,744.53 |

Village 2-Unit Rehab Program 2/1/17 – 2/28/17

|  |  |
| --- | --- |
| Original Award | 75,000.00 |
| Additional Funding/Deposits | 50,000.00 |
| Total Expenditures | 70,548.74 |
| Remaining Grant Funds | 54,451.26 |

Capital Projects Fund 2/1/17 – 2/28/17

|  |  |  |
| --- | --- | --- |
|  | General CP (Fire) | Sewer CP (Upgrade) |
| Beginning Balance | 470,294.78 | 41,874.56 |
| Deposits/Debits | 0.00 | 0.00 |
| Disbursements/Credits | 11,858.79 | 147,741.15 |
| Ending Balance | 458,435.99 | -105,866.59 |

\*Total Capital Projects Fund Balance $352,569.40

**Finance Committee/Approval of Abstract:** Trustee Brewster presented bills for General Fund in the amount of $36,695.03 and moved to approve payment of the abstract. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**2017-2018 Tentative Budget:** Trustee Aronstam stated the budget process has gone very smoothly and we should have a 0% increase. He stated this was not intentional, it is just where it ended up being. He stated this is a great budget and department heads did a great job.

**Tioga County Update:** Tioga County Legislator Dennis Mullen stated Tioga County, NY State, and the Village of Waverly are working together to help move things forward with Two Rivers State Park. Becca Maffei is in the process of forming a 501c3 designation for *Friends of Two Rivers State Park.*

Trustee Brewster stated he was appointed by Tioga County to be the village representative for the Tioga County Land Bank Committee. The Land Bank will help rehabilitate abandoned and blighted properties. Discussion followed. Trustee Ayres stated he would like to invite Mr. Mullen and LeeAnn Tinney to our next meeting to help educate the Board on the Land Bank.

Trustee Ayres stated the Village of Owego seems troubled. Mullen stated he is very opposed to any county residents paying for police coverage in the Village of Owego. He assured the Board that he would fight any legislation that may come up in regards to that.

**Proposed Local Law: Repeal Local Law 01-2017, Tax Cap Override:** The clerk submitted proposed local law to Repeal Local Law 01-2017 that Authorizes a property tax levy in excess of the limit established in General Municipal Law §3-c. Trustee Brewster moved to schedule a public hearing for March 28, 2017 at 6:15 p.m. and the clerk to advertise the same. Trustee Ayres seconded the motion, which carried unanimously.

**DPW Garage Update:** The clerk submitted drawings of the proposed DPW Garage. Mayor Leary stated this would by 80’ x 80’ and it will fit on the existing site.

**Dandy Update:** Mayor Leary stated the Dandy Project is moving along. It was previously held up by the State Historical and Parks Preservation Office. A few minor design/landscape changes were made and the project is moving forward again.

**Sewer Upgrade Update:** Mayor Leary stated the sewer upgrade project is moving along. Delaware Engineering should have it out to bid in May and construction should begin at the end of July. He stated there was a major water main break at the sewer plant and was fixed quickly.

**Cemetery Mowing Bids:** Trustee Aronstam asked if we are obligated to take the lowest bid. Attorney Keene stated consideration can be given to experience, convenience, locality, and other things. Trustee Ayres moved to award the cemetery mowing contract to S & J General Contractors in the amount of $37,350. Trustee Aronstam seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Aronstam, Ayres, Steck, Sinsabaugh, Brewster, Leary)

Nays – 0

Absent – 1 (Uhl)

The motion carried.

**Snow Removal Fees:** Trustee Aronstam stated they did not have a chance to review and should have more information at the next meeting.

**Bell Building Project:** Trustee Aronstam stated the concrete is down and moving forward. He also stated village employees were able to lay the concrete and run the conduit for the electric, which is keeping the cost down. Trustee Aronstam stated this building will be all paid for by outside help and not by tax dollars. He submitted three quotes for roof construction, as follows:

John M. Henson $3,975

VHM Construction $5,576

S & J General Contractors $3,846

Discussion followed. Trustee Aronstam moved to award the roof construction to John M. Henson at a cost of $3,975. Trustee Sinsabaugh seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Aronstam, Ayres, Steck, Sinsabaugh, Brewster, Leary)

Nays – 0

Absent – 1 (Uhl)

The motion carried.

**River Road Update:** Mayor Leary stated all involved entities should meet for discussion, including discussion regarding the trail system.

**Waverly School’s Request:** Trustee Ayres stated he talked with Dr. Randy Richards, Superintendent of Schools with concern that streetlight wouldn’t solve any issues with the parking lot. Trustee Brewster stated he met with Dr. Richards, and he implied the school was going to install lighting in their parking lot on Lincoln Street. He stated the school’s request is to illuminate the crosswalk with a streetlight.

**Hazard Mitigation Meeting:** Trustee Ayres stated Chief Gelatt will be attending the Hazard Mitigation Meeting to represent the Village of Waverly.

**Main Street Project Update:** Trustee Ayres stated, with weather permitting, trees will be planted on Broad Street by the end of April. There will also be a tree maintenance schedule to care for the trees properly. He also stated they worked with the merchants regarding placement of the trees.

**Approval of 2014 CDBG Abstract:** The clerk presented the abstract for Drawdown #14 in the amount of $32,813.29. Trustee Brewster moved to approve the bills as presented. Trustee Ayres seconded the motion, which carried unanimously.

**Village Rehab Project Abstract:** The clerk presented bills for Drawdown #10 in the amount of $10,181.96. Trustee Ayres moved to approve the bills as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Town of Barton Dog Warden Concerns**: Mayor Leary stated a village resident stated concerns with the Dog Warden not taking his complaints seriously. Mayor Leary stated village residents pay for the salary of the Dog Warden and issues need to be addressed properly by him.

**NYCOM Annual Meeting & Training School**: The clerk stated the NYCOM Annual Meeting & Training School will be May 7-9, 2016 in Saratoga Springs, at a cost of $275 plus room and board. Trustee Steck moved to approve any Trustee or Attorney to attend. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**100th Anniversary of Women’s Suffrage in New York State:** Trustee Ayres stated Tioga County celebrates the 100th Anniversary of Women’s Suffrage in New York State. Tioga County Tourism is selling flags to support this celebration. Trustee Ayres moved to purchase four flags at $28 each. Trustee Steck seconded the motion, which carried unanimously. Trustee Ayres stated he would contact Tioga County Tourism.

**Executive Session:** Trustee Sinsabaugh moved to enter executive session at 8:07 p.m. to discuss a personnel issue. Trustee Brewster seconded the motion, which carried unanimously.

Trustee Steck moved to enter regular session at 8:44 p.m. Trustee Aronstam seconded the motion, which carried unanimously.

**Adjournment**: Trustee Steck moved to adjourn at 8:45 p.m. Trustee Brewster seconded the motion, which carried unanimously. Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**PUBLIC HEARING HELD BY THE BOARD OF**

**TRUSTEES OF THE VILLAGE OF WAVERLY AT 6:15 P.M.**

**ON TUESDAY, MARCH 28, 2017 IN THE TRUSTEES' ROOM,**

**VILLAGE HALL FOR THE PURPOSE OF PUBLIC COMMENT**

**REGARDING PROPOSED LOCAL LAW 2-2017, THAT REPEALS**

**LOCAL LAW 01-2017 THAT AUTHORIZES A PROPERTY TAX LEVY**

**IN EXCESS OF THE LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW §3-c**

Mayor Leary declared the hearing open at 6:15 p.m. and directed the clerk to read the notice of public hearing.

Present were Trustees: Aronstam, Sinsabaugh, Brewster, Uhl, Steck, Ayres, and Mayor Leary Also present was Clerk Treasurer Wood. Press included Johnny Williams of the Morning Times, and Dawn Campbell of WATS/WAVR.

Mayor Leary stated as a precaution, the Board passed Local Law 01-2017, at the meeting of February 28, 2017; to override the tax cap regulation. He stated the Tentative Budget reflects there is no need to override, and the Board will proceed with repealing Local Law 01-2017. Mayor Leary opened the floor for comments.

With no one wishing to be heard, Mayor Leary closed the hearing at 6:25 p.m.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Michele Wood, Clerk/Treasurer

**WORKSHOP MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, MARCH 28, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Leary called the meeting to order at 6:30 p.m. and led in the Invocation and the Pledge of Allegiance.

Mayor Leary asked for a Moment of Silence for the passing of Former Mayor Al Engelbert. He stated Mr. Engelbert has been dedicated to the Village of Waverly for many years. He served as Mayor from 1995-2001, and served on the Board of Sewer Commissioners since 2003. He will be missed.

**Roll Call:** Present were Trustees Sinsabaugh, Steck, Aronstam, Brewster, Uhl, Ayres, and Mayor Leary

Also present Clerk Treasurer Wood, Tioga County Legislator Mullen, and LeeAnn Tinney with Tioga County Economic Development

Press included Dawn Campbell of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** Don Merrill, of 525 Waverly Street, stated concern with neighboring properties that are disrepair and falling down, and junk vehicles on properties.

**Tioga County Update/Land Bank Review:** LeeAnn Tinney stated Tioga County applied for a Land Bank designation and was awarded. She explained that the Land Bank is a vehicle to access properties and relieve the municipality of liability of blighted properties. This allows state funding and gaining control of abandoned and blighted properties. The intent initially started with taking control of tax foreclosed properties, rehab, resell, and get properties back on the tax rolls. All proceeds from the sale of rehabilitated properties will be deposited back to the Land Bank and reused on other properties. She stated the LDC is certified and is applying for their 501c3 status. Once that is in place, they can start evaluating properties and apply for funding from the state. She is projecting the end of the year before actual utilization of the Land Bank can begin, as the organizational processes need to be completed.

**Governor’s Budget:** Mayor Leary stated the Governor is pushing counties for consolidation. His proposal is to take funding away if there is no consolidation. He stated NYCOM and other organizations are strongly opposed to this. Trustee Steck moved to approve Mayor Leary to communicate the Village of Waverly’s opposition to Governor Cuomo’s proposal of consolidation, and to send letters of the same to Governor Cuomo, Senator Akshar, Assemblyman Christopher Friend, and Peter Baynes of NYCOM. Trustee Brewster seconded the motion, which carried unanimously.

**Finance Committee/Approval of Abstract:** Trustee Uhl presented bills for General Fund in the amount of $13,802.01, and Cemetery Fund in the amount of $31.32, for a total of $13,833.33 and moved to approve payment of bills. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** Trustee Uhl presented bills for Capital Projects in the amount of $5,108.68, and moved to approve payment of bills. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Proposed Local Law 2-2017, (Tax Cap Override):** Trustee Brewster moved to approve the adoption of Proposed Local Law 2-2017 as follows:

To Repeal Local Law 01-2017 That Authorizes a Property Tax Levy in Excess

of the Limit Established in the General Municipal Law §3-c

Section 1. Legislative Intent

It is the intent of this local law to allow the Village of Waverly to adopt a budget for the fiscal year commencing June 1, 2017 that requires a real property tax levy in excess of the “tax levy limit” as defined by General Municipal Law §3-c.

Section 2. Authority

This local law is adopted pursuant to subdivision 5 of General Municipal Law §3-c, which expressly authorizes a local government’s governing body to override the property tax cap for the coming fiscal year by the adoption of a local law approved by a vote of sixty (60%) percent of said governing body.

Section 3. Tax Levy Limit Override

The Board of Trustees of the Village of Waverly, County of Tioga, is hereby authorized to adopt a budget for the fiscal year commencing June 1, 2017 that requires a real property tax levy in excess of the amount otherwise prescribed in the General Municipal Law §3-c.

Section 4. Severability

If a court determines that any clause, sentence, paragraph, subdivision, or part of this local law or the application thereof to any person, firm or corporation, or circumstance is invalid or unconstitutional, the court’s order or judgment shall not affect, impair, or invalidate the remainder of this local law, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this local law or in its application to controversy in which such judgment or order shall be rendered.

Section 5. Effective Date

This local law shall take effect immediately upon filing with the Secretary of State.

Trustee Uhl seconded the motion, which led to a roll call vote, and resulted as follows:

Ayes – 7 (Aronstam, Uhl, Ayres, Brewster, Sinsabaugh, Steck, Leary)

Nays – 0

Absent – 1 (Leary)

The motion carried.

**Leprino Food’s Request:** Mayor Leary stated Thurman Blanchard, of Leprino Foods, is requesting forgiveness or reduction of their excavation permit charges. Trustee Ayres moved to deny forgiveness or reduced cost of excavation permit for Leprino Foods. Trustee Steck seconded the motion, which carried unanimously.

**DPW Building Update:** Trustee Brewster moved to authorize LaBella Engineers to prepare bid documents. Trustee Steck seconded the motion, which carried unanimously. Mayor Leary stated all documents will be sent to our insurance company to review.

**Snow Removal Fees:** Trustee Steck stated he and Trustee Aronstam reviewed the current snow removal fees and would like Attorney Keene to review. Discussion was tabled for next meeting.

**Municipal Street Sweeper:** Trustee Steck stated he and Jack Pond inspected the 2006 Elgin Pelican Street Sweeper at Bradco Supply as previously discussed. Trustee Steck moved to purchase the 2006 Elgin Pelican Street Sweeper from Bradco Supply in the amount of $40,000. Trustee Brewster seconded the motion, which carried unanimously. Trustee Steck stated Bradco would deliver it with a week.

**Main Street Project Update:** Trustee Ayres stated there has been a slight delay with planting due to the weather. Mayor Leary, Trustee Ayres, and Jason of Robinson Contracting and Landscaping, walked around Broad Street to look at the planting sites. Jason recommended using edging stones at the base of the trees to allow for growth. Trustee Ayres stated the grant is paying for the trees. Additional costs for the edging stones in the amount of $4,810 would have to be purchased from General Fund. Trustee Brewster moved to authorize the purchase of edging stones at a cost of $4,810 as presented. Trustee Uhl seconded the motion, which carried unanimously.

**2017-2018 Tentative Budget / Public Hearing:** Mayor Leary stated the 2017-2018 Tentative Budget is available at the Clerks’ Office for review. Trustee Brewster moved to schedule a Public Hearing on April 11, 2017 at 6:15 p.m. to hear comments in regard to the 2017-2018 Tentative Budget, and the clerk to advertise the same. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Fair Housing Month:** Trustee Aronstam offered the following resolution, and moved its adoption:

WHEREAS, in accordance with the Title VIII Fair Housing Policy of the Civil Rights Act of 1968 and the Fair Housing Amendments Act of 1988 and,

WHEREAS, the month of April 2017 has been designated by the U.S. Department of Housing and Urban Development’s Office of Fair Housing and Equal Opportunity as Fair Housing Month.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Waverly hereby declares and proclaims April 2017 as Fair Housing Month in the Village.

Trustee Brewster seconded the motion, which carried unanimously.

**Village Rehab Project Abstract:** The clerk presented bills for Drawdown #11 in the amount of $3,000. Trustee Ayres moved to approve the bills as presented. Trustee Brewster seconded the motion, which carried unanimously.

**Tioga County Planning Board Appointment:** Mayor Leary stated William Dimmick III will not be relocating and offered to renew his term. Mayor Leary appointed William Dimmick III to Tioga County Planning Board for a three-year term. Trustee Uhl moved to approve Mayor Leary’s appointment of William Dimmick III as presented. Trustee Brewster seconded the motion, which carried unanimously.

**Reorganization Meeting:** Trustee Steck moved to schedule the Reorganization Meeting for April 3, 2017 at 6:00 p.m. Trustee Brewster seconded the motion, which carried unanimously.

**Tioga County’s Stream Cleanup:** The clerk stated Tioga County is coordinating a stream cleanup on May 12-17. Trustee Ayres stated anyone interested with helping should contact Tioga County.

**Authorize Check to Recreation Boosters:** Trustee Aronstam stated in 2015 he held a golf tournament. The funds were deposited into the Recreation Commission Account in June 2015 by former Recreation Director Havens in the amount of $3,875. The expense for the tournament to Tomasso’s Golf Course was paid with check #4108 on June 11, 2015 in the amount of $2,217. Trustee Aronstam stated his intent was for the Village to hold those proceeds until he had his 501c3, Recreation Boosters, up and running and then the funds would be given back. He stated he discussed with NYCOM and needed Board approval to release those funds to him. Trustee Brewster moved to authorize $1,658 be released to Recreation Boosters from our Recreation Commission Account. Trustee Steck seconded the motion, which carried unanimously.

**Mayor/Board Comments:** Mayor Leary thanked all the officials over the years for their dedication to the Village of Waverly. He also thanked all the village employees for their hard work. He stated the cooperation from the Village, the Town of Barton, Tioga County, and State Agencies kept the Village of Waverly moving forward and benefit. He welcomed Trustees-Elect Charles Havens and Eric Reznicek to the Board, and thanked Trustees Chris Brewster and Mike Steck for their time on the Board and wished them well in the future. He stated he has full confidence and trust that Mayor-Elect Patrick Ayres will do a great job in his new position.

The Board wished Mayor Leary well and thanked him for his many years of involvement.

**Adjournment**: Trustee Brewster moved to adjourn at 7:30 p.m. Trustee Uhl seconded the motion, which carried unanimously. Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**REORGANIZATION MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:00 P.M. ON MONDAY,**

**APRIL 3, 2017 IN THE TRUSTEES’ ROOM, IN THE VILLAGE HALL**

Present were Trustees: Aronstam, and Uhl, Trustees-Elect Havens, Sinsabaugh, and Resnicek, and Mayor-Elect Ayres

Also Present: Clerk Treasurer Wood, Attorney Keene, and Dan Leary

**Call to Order:** Mayor-Elect Ayres called the meeting to order at 6:00 p.m.

**Oaths of Office:**  Clerk Treasurer Wood administered the Oaths of Office to Trustee Charles Havens, Trustee Jerry Sinsabaugh, and Trustee Eric Reznicek. Clerk Treasurer Wood administered the Oath of Office to Mayor Patrick Ayres.

**Mayor’s Appointments:** The following appointments were made by Mayor Ayres.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Appointment** | **Term** | **Motioned by Trustee:** | **Seconded by Trustee:** | **Result** |
| Michele Wood | Clerk Treasurer | 2 years | Reznicek | Sinsabaugh | Approved Unanimous |
| Kerri Hazen | Deputy Clerk Treasurer | 1 year | Sinsabaugh | Havens | Approved Unanimous |
| Betty J. Keene | Village Attorney | 1 year | Havens | Aronstam | Approved Unanimous |
| Andrew Aronstam | Deputy Mayor | 1 year | Uhl | Reznicek | Approved Unanimous |
| Robert Chisari | Code Enforcement/  Building Inspector | 1 year | Reznicek | Sinsabaugh | Approved Unanimous |
| Troy Campbell | Water Board Commissioner | 5 years | Aronstam | Uhl | Approved Unanimous |
| Billie Jo Jennings | Justice Court Clerk | 1 year | Sinsabaugh | Havens | Approved Unanimous |
| David Boland | Acting Justice | 1 year | Havens | Aronstam | Approved Unanimous |
| Julie Dugan | Assessor | 1 year | Aronstam | Uhl | Approved Unanimous |
| Joan Case | Planning Board | 5 years | Uhl | Reznicek | Approved Unanimous |
| Richard Lewis | Zoning Board of Appeals | 5 years | Reznicek | Sinsabaugh | Approved Unanimous |
| Michael Hughes | Sewer Board Commissioner | 5 years | Reznicek | Sinsabaugh | Approved Unanimous |
| Michael Steck | Sewer Board Commissioner | 2 years | Sinsabaugh | Havens | Approved Unanimous |
| David Cannavino | Sewer Board Commissioner | 5 years | Havens | Aronstam | Approved Unanimous |
| Gerald Keene, Sr. | Cemetery Coordinator | 1 year | Uhl | Reznicek | Approved Unanimous |
| Teresa Fravel  George Greeno  Tom McLean | Crossing Guards | 1 year | Sinsabaugh | Havens | Approved Unanimous |
| The Morning Times | Official Publication | 1 year | Havens | Aronstam | Approved Unanimous |
| Chemung Canal Trust  Chase Bank | Official Depositories | 1 yeaer | Aronstam | Uhl | Approved Unanimous |
| Regular Meeting | 2nd Tuesday @ 6:30 p.m. | 1 year | Uhl | Reznicek | Approved Unanimous |

Check Signature Resolution: Trustee Reznicek offered the following resolution and moved its adoption:

RESOLVED, that checks drawn on the Village Funds be payable on signatures of two out of the four of the following persons: Clerk Treasurer Michele Wood, Deputy Clerk Treasurer Kerri Hazen, Mayor Patrick Ayres, and Deputy Mayor Andrew Aronstam. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Committee Appointments:**

|  |  |  |  |
| --- | --- | --- | --- |
| Police | Sinsabaugh |  |  |
| Street | Sinsabaugh |  |  |
| Bldgs, Grounds, Cemetery | Aronstam |  |  |
| Recreation | Aronstam |  |  |
| Sewer | Havens | Uhl |  |
| Water | Reznicek |  |  |
| Planning | Uhl |  |  |
| Tioga County (COG) | Reznicek |  |  |
| Finance | Sinsabaugh | Uhl | Havens |
| Merchants | Ayres |  |  |
| Town of Barton (2 per year) | Uhl  Aronstam | Sinsabaugh  Havens | Reznicek |

The Town of Barton Meetings are held on the 2nd Monday of the Month at 6:30 p.m. at the

Town of Barton Hall.

Town of Barton Meeting Attendance Schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| January | Sinsabaugh |  | July | Reznicek |
| February | Sinsabaugh |  | August | Reznicek |
| March | Aronstam |  | September |  |
| April | Havens |  | October |  |
| May | Aronstam |  | November | Uhl |
| June | Havens |  | December | Uhl |

Mayor Ayres asked the Trustees to attend their scheduled meetings as chosen.

**NYCOM Training:** The clerk submitted information for NYCOM’s *Boot Camp for Officials* and a seminar on the *Powers and Responsibilities of Municipal Officials*. Trustee Aronstam moved to approve any Trustee be authorized to attend. Trustee Uhl seconded the motion, which carried unanimously.

**Equipment Purchase/Parks Truck:**  Trustee Aronstam moved to approve the purchase of a 2017 Chevrolet 3500HD Silverado Pickup Truck with 9’ dump body from Eagle Auto Mall Sales, Inc. for the Parks Department, in the amount of $36,346.76. This includes the bid price of $35,516.76 with added strobe lights on cab and rear body for an additional cost of $870. Trustee Uhl seconded the motion, which led to a roll call vote:

Ayes – 6 (Aronstam, Uhl, Havens, Sinsabaugh, Reznicek, Ayres)

Nays – 0

Vacancy - 1

The motion carried.

**Adjournment**: Trustee Uhl moved to adjourn at 6:19 p.m. Trustee Sinsabaugh seconded the motion, which carried unanimously.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**PUBLIC HEARING HELD BY THE BOARD OF**

**TRUSTEES OF THE VILLAGE OF WAVERLY AT 6:15 P.M.**

**ON TUESDAY, APRIL 11, 2017 IN THE TRUSTEES' ROOM,**

**VILLAGE HALL FOR THE PURPOSE OF PUBLIC COMMENT**

**ON THE 2017-2018 TENTATIVE BUDGET**

Mayor Ayres declared the hearing open at 6:15 p.m. and directed the clerk to read the notice of public hearing.

**Roll Call:** Present were Trustees: Sinsabaugh, Uhl, Reznicek, Aronstam, and Mayor Ayres

Also present were Clerk Treasurer Wood, and Attorney Keene

Press included, Ron Cole of WAVR/WATS, and Johnny Williams of the Morning Times

Mayor Ayres stated the budget committee and the department heads worked closely to keep the proposed budget as low as possible. He thanked the committee for their efforts. He also summarized the budget and opened the floor for comments regarding the tentative 2017-2018 tentative budget.

With no one wishing to be heard, Mayor Ayres closed the hearing at 6:20 p.m.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Michele Wood, Clerk/Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON WEDNESDAY, APRIL 11, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Uhl, Reznicek, Aronstam, and Mayor Ayres

Also present Clerk Treasurer Wood, Attorney Keene, Daniel Leary, and Ron Keene

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Mayor’s Appointment/Oath of Office:** Mayor Ayres appointed Ronald Keene to fill the vacancy on the Board of Trustees. This term will expire with the next election. The clerk administered the Oath of Office to Trustee Keene. Mayor Ayres welcomed him to the Board, and Trustee Keene thanked him.

**Public Comments:** Margaret Prinzi, of 447 Chemung Street, stated her 3-year old grandson wants to be a policeman. Chief Gelatt spent time with him and he showed him the police car. She thanked Chief Gelatt and the Waverly Police Department for their service to the residents, as it was much appreciated.

Don Merrill, of 535 Waverly Street, stated he is tired of looking at the decrepit properties near his home. Attorney Keene stated she had talked with family members of said property, and their intent is to tear down two of the buildings. She stated she will follow-up with them again.

Dan Leary stated the newly formed Tioga County Land Bank should help with this property and others.

Dan Leary stated the Bell Building Project is nearly complete and looks great. This is a great thing to have in the Village. He stated so far $2,150 has been raised to offset the costs of the building and he expects more donations to come in.

**Letters and Communications:** The clerk read a letter from Merle Hakes asking for consideration for lawn care services and mowing for the Village. The clerk stated we have used Mr. Hakes for mowing when needed in the past.

The clerk read a letter from Nicole Uhl, from Elderwood, describing their events coming up for Alzheimer’s Awareness and asked the Village and community for their support.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of March 15, March 28, and April 3, 2017 as presented. Trustee Uhl seconded the motion, which carried unanimously.

**Department Reports:** The clerk submitted a reports from the Code Enforcement, and the Police.

**Treasurer's Report:** Clerk Treasurer Wood presented the following reports with documentation:

General Fund 3/1/17 – 3/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 199,910.07 | Current Revenues | 95,384.34 |
| Deposits | 577,128.27 | Year to Date Revenue | 2,644,199.84 |
| Disbursements | 347,340.20 | Current Expenditures | 211,779.61 |
| Ending Balance | 429,698.14 | Year to Date Expended | 2,414,395.94 |

\*General Capital Reserve Fund, $84,395.41

\*Current Estimated Fund Balance $1,023,557.30

Cemetery Fund 3/1/17 – 3/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 15,146.13 | Current Revenues | 78.62 |
| Deposits | 70.63 | Year to Date Revenue | 46,816.63 |
| Disbursements | 258.84 | Current Expenditures | 219.99 |
| Ending Balance | 14,957.92 | Year to Date Expended | 35,444.68 |

\*Current Estimated Fund Balance $28,322.83

Capital Projects Fund 3/1/17 – 3/31/17

|  |  |  |
| --- | --- | --- |
|  | General CP (Fire) | Sewer CP (Upgrade) |
| Beginning Balance | 458,435.99 | -105,866.59 |
| Deposits/Debits | 9,800.00 | 1,409,886.20 |
| Disbursements/Credits | 10,008.68 | 1,306,096.76 |
| Ending Balance | 458,227.31 | -2,074.15 |

\*Total Capital Projects Fund Balance $456,153.16

**Finance Committee/Approval of Abstract:** Trustee Uhl presented bills for General Fund in the amount of $64,490.66 and moved to approve payment of the abstract. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**2017-2018 Tentative Budget Adoption:** The clerk stated the Board of Water Commissioners and the Board of Sewer Commissions have approved to recommend adoption of their respective budgets as submitted. Trustee Aronstam moved to adopt the 2017-2018 Tentative Budget as final. The total budgets are: General Fund $2,899,991; Cemetery Fund $50,969; Water Fund $739,141; and Sewer Fund $662,395. Trustee Sinsabaugh seconded the motion, which led to a roll call vote, and resulted as follows:

Ayes – 5 (Uhl, Aronstam, Reznicek, Sinsabaugh, Ayres)

Nays – 0

Absent – 1 (Havens)

Abstain – 1 (Keene)

The motion carried, and the 2017-2018 Budget was adopted.

**Bell Building Project:** Trustee Aronstam stated the project has used very little outside resources. Donations are being accepted to help offset the costs and no tax dollars will be used. Trustee Sinsabaugh is working on the history of the bells. Trustee Sinsabaugh thanked everyone that worked on this project.

**Snow Removal Fees:** Mayor Ayres tabled discussion for the next meeting.

**Village Rehab Project Abstract:** The clerk presented bills for Drawdown #12 in the amount of $4,457.00. Trustee Uhl moved to approve the bills as presented. Trustee Reznicek seconded the motion, which carried unanimously.

**Sink Hole:** Mayor Ayres stated the Village has experienced a sink hole on Broad Street and Cayuta Avenue on Thursday, April 6, 2017. The crew worked on it on Monday, once the water subsided; however, this is just a temporary fix. NYS DOT gave permission to hook up to their drain. They are working on a plan to permanently fix it and repair the drainage pipes.

Mayor Ayres moved to declare actual and immediate danger of the sinkhole collapsing further so as to endanger public safety, life or property so as to be an actual or immediate menace to health or public welfare as a result of the conditions present in or around the sinkhole. The Village Board shall cause the necessary work to be done to render the sinkhole safe. Trustee Sinsabaugh seconded the motion, which led to a roll call vote, and resulted as follows:

Ayes – 6 (Uhl, Aronstam, Reznicek, Sinsabaugh, Keene, Ayres)

Nays – 0

Absent – 1 (Havens)

The motion carried.

Mayor Ayres thanked all the crews and people for their efforts. The crews included, Village of Waverly DPW, Water Department, Police, Town of Barton, Sayre Borough, and Waverly-Barton Fire Department.

**NYS DEC Consent Order:** Attorney Keene stated the Board of Sewer Commissioners approved a consent order from NYS DEC in the amount of $1,500 and recommended Mayor Ayres to sign. She stated the consent order was due to missing deadlines, however, they have been working with us and significantly lowered the amount. The deadlines were missed due to re-engineering of new plant due to Leprino Foods moving to direct discharge. She stated everything is back on track now. Trustee Uhl moved to authorize Mayor Ayres to sign the consent order. Trustee Reznicek seconded the motion, which carried unanimously.

**Travel Policy:** Mayor Ayres stated the travel policy should be reviewed and asked Trustee Keene, Trustee Reznicek, and Clerk Treasurer Wood to review.

**Executive Session:** Trustee Aronstam moved to enter executive session at 7:07 p.m. to discuss a contractual issue. Trustee Uhl seconded the motion, which carried unanimously.

Trustee Aronstam moved to enter regular session at 7:35 p.m. Trustee Keene seconded the motion, which carried unanimously.

**Adjournment**: Trustee Aronstam moved to adjourn at 8:45 p.m. Trustee Uhl seconded the motion, which carried unanimously. Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**WORKSHOP MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, APRIL 25, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Deputy Mayor Aronstam called the meeting to order at 6:30 p.m. and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Uhl, Havens, Keene, Reznicek, and Deputy Mayor Aronstam

Also present Clerk Treasurer Wood, Attorney Keene, School Business Manager Kathy Rote, and Superintendent of Schools Dr. Randy Richards

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Waverly School Budget Presentation:** Dr. Richards presented an overview of the upcoming school budget. He highlighted the need for a School Resource Officer and a School Social Worker, which will be shared services with the Waverly Police Department and Tioga County. He has been working with Chief Gelatt and Tioga County Civil Service. They will be looking at recently retired officers. He stated the officer would be hired through the Police Department, however, the school would be paying the Village for the service. They will also be increasing instruction for Technology, Science, Engineering, and Math, with the help from GST BOCES. Dr. Richards also explained if their budget doesn’t pass and the contingency budget goes in effect, by law they have to charge everyone for use of their facilities.

**Public Comments:** Linda Vogel, of 201 Broad Street, stated there are people drinking alcohol in the cemeteries and asked for more patrol.

**Letter of Resignation:**  The clerk read a letter of resignation from PT Police Officer Michael Gunning, effective April 24, 2017. Mr. Gunning stated he is resigning for personal reasons. He enjoyed working with the Police Department and thanked the Village for the opportunity.

**Letters and Correspondence:** The clerk read a letter from Patricia Brunk, President of the Waverly Historical Society, requested the Village to consider annual funding to help offset their event and operational costs. Attorney Keene stated she has information on the legality of this type of donation, and will copy to the Board. She asked that discussion be tabled. Trustee Sinsabaugh moved to table discussion for the next meeting. Trustee Reznicek seconded the motion, which carried unanimously.

**Finance Committee/Approval of Abstract:** Trustee Uhl presented bills for General Fund in the amount of $26,888.11, and Cemetery Fund in the amount of $283.16, for a total of $27,171.27 and moved to approve payment of bills. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** Trustee Uhl presented bills for Capital Projects in the amount of $4,900, and moved to approve payment of bills. Trustee Reznicek seconded the motion, which carried unanimously.

**Treasurer's Report:** Clerk Treasurer Wood presented the following reports with documentation:

Loan Programs 3/1/17 – 3/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans | Balances | Rehab Loans | Balances |
| Beginning Balance | 51,244.79 | Beginning Balance | 64,235.55 |
| Deposits | 1,569.38 | Deposits | 1,229.51 |
| Disbursements | .80 | Disbursements | 13,181.96 |
| Ending Balance | 52,813.37 | Ending Balance | 52,283.10 |
| Money Market/Savings | 329,241.28 | MM/Savings Balance | 138,277.11 |
|  |  | Sidewalk Balance | 11,788.00 |
| Total Available Balance | 382,054.65 | Total Available Balance | 202,348.21 |
| Outstanding Loans | 56,832.24 | Outstanding Loans | 57,376.22 |
| Fund Balance | 438,886.89 | Outstanding Loan Balance | 259,724.43 |

\*The report also outlined the status of individual loan repayments

**Tioga County Update:** Trustee Keene stated Tioga County will need to do a shared services plan by October 15, 2017. They will need municipal representation. The county is also looking at possibly joining a health insurance consortium with Tompkins County.

**Cemetery Rates:** The clerk stated St. James Cemetery reviewed their rates and they will be increasing their rates on June 1, 2017. She stated we have always kept the same rates in the past, and submitted the new rates that were adopted by St. James Cemetery. Discussion followed. Trustee Keene moved to increase the Village of Waverly Cemetery Rates effective June 1, 2017, as follows:

Service Rates for

**Glenwood Cemetery**

**Forest Home Cemetery**

**East Waverly Cemetery**

**In the Village of Waverly, New York**

June 1, 2017

Regular hours 7:00 am – 3:00 pm (Monday-Friday)

Burial – full………………………….$ 750.00 during regular hours

Burial – full………………………….$ 950.00 after regular hours

Burial – cremations………………$ 300.00 during regular hours

Burial – cremations………………$ 500.00 after regular hours

Burial – infants…………………….$ 300.00 during regular hours

Burial – infants ……………………$ 450.00 after regular hours

Burials – infant cremations…..…$ 100.00 during regular hours

Burials – infant cremations……..$ 200.00 after regular hours

Lot sales – Single grave…………$ 750.00 (3 ½ or 4 x 9 or 10 ft.)

Mausoleum Storage Fee……….$ 33.00 (Village of Waverly Cemeteries)

$ 45.00 (Any other Cemetery)

Trustee Sinsabaugh seconded the motion, with led to a roll call vote, and resulted as follows;

Ayes – 6 (Aronstam, Reznicek, Havens, Sinsabaugh, Uhl, Keene)

Nays – 0

Absent – 1 (Ayres)

The motion carried.

**State Budget for CHIPS Funding:** The clerk stated the Village of Waverly has been allocated at total of $157,375.51 for CHIPS Funding in the new NYS Budget.

**Two Rivers State Park Resolution:** Trustee Sinsabaugh offered the following resolution, and moved its adoption:

WHEREAS, Two Rivers State Park is an important outdoor recreation area that is rich in natural beauty and wildlife in Tioga County; and

WHEREAS, Two Rivers State Park has two reservoirs and miles of trails through wooded land and open fields and can be used for a variety of outdoor recreation, such as hiking, biking, boating, and fishing; and

WHEREAS, Two Rivers State Park’s reservoirs are historic assets as they were projects were completed under the Works Progress Administration and supplied the Village of Waverly with water for many years; and

WHEREAS, Two Rivers State Park is used by Waverly Central Schools cross-country teams and community groups for education and development of local children; and

WHEREAS, Two Rivers State Park is adjacent to Waverly Glen Park; and

WHEREAS, Two Rivers State Park improves the quality of life for the citizens of Waverly; and

WHEREAS, Two Rivers State Park attracts new visitors to Tioga County; and

WHEREAS, there is a group of committed Tioga County and Waverly residents that are working to create a “Friends of the Park” group to create an active volunteer base; and

WHEREAS, May 6, 2017 is I Love My Park Day, a New York State Parks Department designated day which encourages the public to volunteer to work on projects in New York State Parks; and

WHEREAS, the Tioga County Legislature recognizes Two Rivers State Park as an important asset to Tioga County residents; and

THEREFORE, the Tioga County Legislature supports the creation of a “Friends of the Park” group and encourages citizens of Tioga County to volunteer for I Love My Park Day and to utilize Two Rivers State Park and Waverly Glen Park for outdoor recreation; and

THEREFORE, the Village of Waverly supports the creation of a “Friends of the Park” group and encourages citizens of Tioga County to volunteer for I Love My Park Day and to utilize Two Rivers State Park and Waverly Glen Park for outdoor recreation

Trustee Havens seconded the motion, which carried unanimously.

**Building Safety Month:** Deputy Mayor Aronstam offered the following resolution, and moved its adoption:

WHEREAS, the Village of Waverly is committed to recognizing our growth and strength depends on the safety and economic value of the homes, buildings, and infrastructure that serve our citizens, both in everyday life and in times of natural disaster, and;

WHEREAS, our confidence in the structural integrity of these buildings that make up our community is achieved through the devotion of vigilant guardians – building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, and others in the construction industry – who work year-round to ensure the safe construction of buildings, and;

WHEREAS, these guardians are dedicated members of the International Code Council, a U.S. based organization, that brings together local, state, and federal officials that are experts in the built environment to create and implement the highest-quality codes to protect U. S. in the buildings where we live, learn, work, worship, play, and;

WHEREAS, our nation benefits economically and technologically from using the International Codes® that are developed by a national, voluntary consensus codes and standards developing organization, our government is able to avoid the high cost and complexity of developing and maintaining these codes, which are the most widely adopted building safety and fire prevention codes in the nation; these modern building codes include safeguards to protect the public from natural disasters such as hurricanes, snowstorms, tornadoes, wildland fires, floods, and earthquake; and;

WHEREAS, Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities’ largely unknown guardians of public safety – our local code officials – who assure us of safe, efficient and livable buildings that are essential to keep America great, and;

WHEREAS, “Code Officials – Partners in Community Safety and economic Growth” the theme for Building Safety Month 2017, encourages all Americans to raise awareness of the importance of building safe and resilient construction; fire prevention; disaster mitigation, and new technologies in the construction industry. Building Safety Month 2017 encourages appropriate steps everyone can take to ensure that the places where we live, learn, work, worship, and play are safe, and recognizes that countless lives have been saved due to the implementation of safety codes by local and state agencies, and;

WHEREAS, each year, in observance of Building Safety Month, Americans are asked to consider the commitment to improve building safety and economic investment at home and n the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus, and federal agencies in protecting lives and property.

NOW, THEREFORE, I Deputy Mayor of the Village of Waverly, do hereby proclaim the month of May 2017 as Building Safety Month. Accordingly, I encourage our citizens to join with their communities in participation in Building Safety Month activities.

Trustee Reznicek seconded the motion to adopt, with led to a roll call vote, and resulted as follows;

Ayes – 6 (Aronstam, Reznicek, Havens, Sinsabaugh, Uhl, Keene)

Nays – 0

Absent – 1 (Ayres)

The motion carried.

**2015 Sidewalk Replacement Program Application:** The clerk presented application SP15-8, and stated the application was reviewed by the Loan Committee and determined eligible. This will replace 30’ of sidewalk for a total cost of $950. The program would cover a total of $712.50, and the homeowner would be responsible for the balance. Trustee Sinsabaugh moved to approve application SP15-8 as presented, and to approve the reimbursement when complete. Trustee Uhl seconded the motion, which carried unanimously.

**Adjournment**: Trustee Reznicek moved to adjourn at 7:15 p.m. Trustee Uhl seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, MAY 9, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Uhl, Reznicek, Aronstam, Keene, and Mayor Ayres

Also present Clerk Treasurer Wood, and Attorney Keene

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** Don Merrill, of 535 Waverly Street, stated the granite bench he had donated to Glenwood Cemetery has been destroyed. He asked the Board to run an ad for a $500 reward to help find the person(s) responsible. Mr. Merrill stated he would pay the $500. Mayor Ayres stated he would look into the legality of his request.

Mr. Merrill stated he would like to see the Board put a deadline on fixing the property on the corner of Waverly and Hickory Street. Attorney Keene stated they are in the process of removing the buildings on that property. Trustee Sinsabaugh stated they are waiting on the asbestos survey.

Mr. Merrill stated grass, garbage, and building issues are not being enforced. He wants to see action. He stated we need better code enforcement.

**Letters and Communications:** The clerk read a letter from Mary Sobel, of The Red Door, requesting that Park Avenue, from Broad Street to Depumpo Lane, be closed off on Friday, August 25, 2017 between the hours of 8:30 a.m. and 10:30 p.m. The Red Door will be holding a “Kids Back to School Bash” where they intend to give away approximately 300 backpacks filled with school supplies. In the evening, they will have music and take donations of food for the Red Door Food Pantry. Mayor Ayres recommended Chief Gelatt review the request and bring back at the next meeting.

The clerk read the letter from Waverly Historic Society requesting monetary support from the Village. Trustee Aronstam stated he felt that the Village shouldn’t be making donations to any organization as they are not an essential service for the village residents. Attorney Keene stated donations are not allowed by statute with the exception of public libraries and veteran’s organizations.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of April 11, and April 25, 2017 as presented. Trustee Uhl seconded the motion, which carried unanimously.

**Department Reports:** The clerk submitted a reports from the Code Enforcement, and the Recreation.

**Treasurer's Report:** Clerk Treasurer Wood presented the following reports with documentation:

General Fund 4/1/17 – 4/30/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 429,698.14 | Current Revenues | 44,609.08 |
| Deposits | 249,333.15 | Year to Date Revenue | 2,688,808.92 |
| Disbursements | 217,309.51 | Current Expenditures | 205,497.87 |
| Ending Balance | 461,721.78 | Year to Date Expended | 2,619,893.81 |

\*General Capital Reserve Fund, $84,409.28

\*Current Estimated Fund Balance $862,668.51

Cemetery Fund 4/1/17 – 4/30/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 14,957.92 | Current Revenues | 1,708.32 |
| Deposits | 1,700.59 | Year to Date Revenue | 48,524.95 |
| Disbursements | 471.83 | Current Expenditures | 471.83 |
| Ending Balance | 16,186.68 | Year to Date Expended | 35,916.51 |

\*Current Estimated Fund Balance $29,559.32

Capital Projects Fund 4/1/17 – 4/30/17

|  |  |  |
| --- | --- | --- |
|  | General CP (Fire) | Sewer CP (Upgrade) |
| Beginning Balance | 458,227.31 | -2,074.15 |
| Deposits/Debits | 0.00 | 0.00 |
| Disbursements/Credits | 200000.00 | 1,875.00 |
| Ending Balance | 258,227.31 | -3,949.15 |

\*Total Capital Projects Fund Balance $254,278.16

Loan Programs 4/1/17 – 4/30/17

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans | Balances | Rehab Loans | Balances |
| Beginning Balance | 52,813.37 | Beginning Balance | 52,283.10 |
| Deposits | 2,024.51 | Deposits | 1,017.92 |
| Disbursements | 20,600.00 | Disbursements | 4,457.00 |
| Ending Balance | 34,237.88 | Ending Balance | 48,844.02 |
| Money Market/Savings | 329,295.40 | MM/Savings Balance | 138,299.84 |
|  |  | Sidewalk Balance | 11,788.00 |
| Total Available Balance | 363,533.28 | Total Available Balance | 198,931.86 |
| Outstanding Loans | 96,103.48 | Outstanding Loans | 56,566.24 |
| Fund Balance | 459,636.76 | Outstanding Loan Balance | 255,498.10 |

\*The report also outlined the status of individual loan repayments

**Finance Committee/Approval of Abstract:** Trustee Uhl presented bills for General Fund in the amount of $38,342.05 and moved to approve payment of the abstract. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Bell Building Project:** Trustee Aronstam stated the project is continuing to move forward. The glass should be installed soon. The building will be ready before Memorial Day. He also stated over $4,000 has been raised so far, and donations are still coming in.

**Approval of 2014 CDBG Abstract:** The clerk presented the abstract for Drawdown #15 in the amount of $59,699.27. Trustee Keene moved to approve the bills as presented. Trustee Uhl seconded the motion, which carried unanimously.

**Curb Cut Application:** The clerk presented a curb cut request from Brad & Amy Zehr for the property at 7 Athens Street. The clerk stated Chief Gelatt and Street Operator Pond have reviewed and had no concerns. Trustee Sinsabaugh moved to approve the curb cut at 7 Athens Street. Trustee Reznicek seconded the motion, which carried unanimously.

**Tax Rate Resolution:** Trustee Uhl offered the following resolution and moved its adoption:

WHEREAS, the Board, by resolution passed at the Regular Meeting held April 11, 2017, adopted its annual budget for the fiscal year, commencing June 1, 2017 and ending May 31, 2018; and,

WHEREAS, the total of taxable property in said Village as shown on the current assessment roll has been determined to be $71,876,452; and,

WHEREAS, the Board of Trustees of the Village of Waverly, by resolution dated the same date appropriated the sum of $2,899,991; less estimated revenues of $871,814 or a balance of $2,028,177 to be raised by real estate taxes, said Board of Trustees hereby levies the following tax pursuant to the provisions of the Real Property Tax Law of the State of New York upon the taxable property of the Village of Waverly, to wit: upon all taxable property of the Village of Waverly; and,

BE IT RESOLVED, that the tax rate on account of said levy be set at the rate of $28.218 per each $1,000 of assessed valuation; and,

BE IT FURTHER RESOLVED, that the Village Clerk/Treasurer be directed to extend and carry out upon the tax roll of the Village of Waverly, the amount to be levied against the value of each parcel of real property owed thereon; and,

It further appearing that the Board of Water Commissioners of the Village of Waverly has filed with the Clerk of the Board of Trustees its certificate in writing, indicating certain unpaid water rents and penalties thereon, as of May 1, 2017 with the properties against which said unpaid water rents are charged.

NOW, THEREFORE, BE IT RESOLVED, that a total amount of such unpaid water rents in the amount of $9,941.26 be levied pursuant to the provision of the Village Law against said properties, as set forth, on said certificate, and in the amount set forth, and,

It further appearing that the Board of Sewer Commissioners of the Village of Waverly has filed with the Clerk, its certificate in writing, indicating certain unpaid sewer rents and penalties thereon, as of May 1, 2017 with the properties against which said unpaid sewer rents are charged.

NOW, THEREFORE, BE IT RESOLVED, that a total amount of such unpaid sewer rents in the amount of $11,399.79 be levied pursuant to the provision of the Village Law against said properties, as set forth on said certificate, and in the amount set forth, and,

NOW, THEREFORE, BE IT RESOLVED, that a total amount of $763.00 of unpaid grass and weeds removal be levied pursuant to the provision of the Village Law against said properties, as set. Forth, on said certificate, and,

NOW, THEREFORE, BE IT RESOLVED, that a total amount of $253.65 of unpaid snow removal be levied pursuant to the provision of the Village Law against said properties, as set. Forth, on said certificate, and,

NOW THEREFORE, BE IT RESOLVED, that a total amount of $1,460.27 of prorated tax bills be levied pursuant to the provision of the Village Law against said properties, as set Forth, on said certificate, and,

NOW THEREFORE, BE IT RESOLVED, that a total amount of $105.00 of unsafe building remediation charges be levied pursuant to the provision of the Village Law against said properties, as set Forth, on said certificate, and,

BE IT FURTHER RESOLVED, that the Village Clerk be directed to extend and carry out upon said tax roll of the Village of Waverly the amount so levied against the several parcels of real property:

Trustee Sinsabaugh seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 5 (Uhl, Aronstam, Reznicek, Sinsabaugh, Ayres)

Nays – 1 (Keene)

Absent – 1 (Havens)

The resolution passed.

**Summer Help in Parks:** The clerk submitted a request from Recreation Director Shaw to hire the following as seasonal part-time parks laborers:

Collin Traub 30 hours/week $9.70/hour 12 weeks

Michael Shaw 30 hours/week $9.70/hour 12 weeks

Trustee Sinsabaugh stated concern that park helpers are working more than 12 weeks as they work out of season also. Discussion followed. The consensus of the Board is to allow Recreation Director Shaw to utilize the laborers as needed as long as budget is not exceeded. Trustee Keene stated concern with the relationship of Michael Shaw to Recreation Director Shaw, as he is his nephew. Attorney Keene stated there is no conflict. Mayor Ayres stated many relatives have worked the summer programs in the past years. Trustee Aronstam moved to approve hiring the seasonal part-time park laborers, as discussed. Trustee Reznicek seconded the motion, which carried unanimously.

**Summer Help in Recreation:** The clerk submitted a request from Recreation Director Shaw to hire the following as seasonal part-time personnel for the five-week Summer Recreation Program:

Samantha Lloyd 28 hours/week $10.50/hour Director

Tanner Cantrell 28 hours/week $10.00/hour Assistant Director

Gavin Bennett 28 hours/week $9.70/hour Counselor

Nathaniel Bennett 28 hours/week $9.70/hour Counselor

Jacob Blackman 28 hours/week $9.70/hour Counselor

Julia Bowers 28 hours/week $9.70/hour Counselor

Hannah Place 28 hours/week $9.70/hour Counselor

Karliegh Van Ness 28 hours/week $9.70/hour Counselor

Shane Carpenter 28 hours/week $9.70/hour Counselor

Madison Klossner 28 hours/week $9.70/hour Counselor

Zachary Van Houten 28 hours/week $9.70/hour Counselor

Brandon Cantrell 28 hours/week $9.70/hour Counselor

Isaiah King 28 hours/week $9.70/hour Counselor

Jon Ward 28 hours/week $9.70/hour Counselor

Trevor Campbell 28 hours/week $9.70/hour Counselor

Trustee Aronstam moved to approve hiring the seasonal part-time personnel, as requested. Trustee Reznicek seconded the motion, which carried unanimously.

**Board of Recreation Commissioners:** Mayor Ayres made the following appointments to the Board of Recreation Commissioners:

Jim Birney Town of Chemung 3 years

Chris Brewster Village of Waverly 3 years

Paul Stolicker Village of Waverly 2 years

John Cheresnowsky Waverly Schools 3 years

Steve Daddona Town of Barton 2 years

Trustee Aronstam stated Warren Croft (Town of Barton) expressed interest for the Board if there are any openings. Trustee Aronstam moved to approve Mayor Ayres’ appointments to the Board of Recreation Commissioners. Trustee Keene seconded the motion, which carried unanimously.

**Grass Mowing/Removal:** Mayor Ayres explained the unmowed grass law and the process we follow. Trustee Aronstam stated we need to be more proactive. Trustee Keene stated the problem is not just grass. A house on Loder Street is inhabitable, and we need more attention to code enforcement. Discussion followed. Mayor Ayres, Attorney Keene, Trustee Aronstam, and Trustee Keene will work together to see what can be done to help facilitate a more productive code enforcement. Mayor Ayres stated he will meet with Rich Cunningham, of Thoma Development, to discuss applying for next year’s grant funding. This may be able to help with painting homes.

**Mayor/Board Comments:** Mayor Ayres stated he will be attending the Shared Services Meeting with the County and other municipalities on Friday, at 10:00 and invited other Board Members to come.

Mayor Ayres stated *I Love My Park Day* was a good event, with a good turnout of all ages.

Trustee Keene stated the Council of Governments Meeting will be on May 18th, and he and Trustee Reznicek will be attending.

**Executive Session:** Trustee Aronstam moved to enter executive session at 7:39 p.m. to discuss a litigation issue. Trustee Keene seconded the motion, which carried unanimously.

Trustee Aronstam moved to enter regular session at 8:06 p.m. Trustee Keene seconded the motion, which carried unanimously.

**Adjournment**: Trustee Sinsabaugh moved to adjourn at 8:07 p.m. Trustee Uhl seconded the motion, which carried unanimously. Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**WORKSHOP MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, MAY 23, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m. and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Uhl, Havens, Keene, Reznicek, Aronstam, and Mayor Ayres

Also present Clerk Treasurer Wood, Attorney Keene, Becca Maffei of Tioga County Tourism, and Elaine Jardine of Tioga County Planning

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** Patrick Elston, of Broad Street Barber Shop, stated he may purchase the Kelly’s 2 Building. He requested parking spaces for his new business. He stated he felt there could be 3 or 4 additional parking spaces on Pennsylvania Avenue. Mayor Ayres stated he would refer to Chief Gelatt and the Parking Committee.

Don Merrill, of 535 Waverly Street, stated the Salsbury house is still not torn down and wanted to know the deadline. He also wanted to know what was happening with the bench that was destroyed in Glenwood Cemetery. Mr. Merrill stated the Village needs a full-time code enforcement officer to be able to keep up with the needs of the Village.

**Letters and Communications:** The clerk read a letter from Mary Sobel, of The Red Door, requesting that Park Avenue, from Broad Street to Depumpo Lane, be closed off on Friday, August 25, 2017 between the hours of 8:30 a.m. and 10:30 p.m. The Red Door will be holding a “Kids Back to School Bash” where they intend to give away approximately 300 backpacks filled with school supplies. In the evening, they will have music and take donations of food for the Red Door Food Pantry. She stated Chief Gelatt reviewed the request and had no issues. Trustee Sinsabaugh moved to approve the request as presented, contingent upon submittal of insurance. Trustee Uhl seconded the motion, which carried unanimously.

**Department Reports:** The clerk submitted a reports from the Code Enforcement, and the Recreation.

**Finance Committee/Approval of Abstract:** Trustee Uhl presented bills for General Fund in the amount of $110,932.95, and Cemetery Fund in the amount of $8,293.97, for a total of $119,226.92 and moved to approve payment of bills. Trustee Reznicek seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** Trustee Uhl presented bills for Capital Projects in the amount of $4,900, and moved to approve payment of bills. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Main Street Project Update:** Mayor Ayres stated he met with Jason, of Robinson Landscaping, and he plans to plant 19 trees on Broad Street on June 8th. He stated they would all be planted that day.

**Travel Policy:** The clerk stated she, Trustee Keene, and Trustee Reznicek worked on updating the Travel Policy. She noted some changes and submitted a copy for review. Trustee Keene moved to approve the Travel Policy, as follows:

**Travel Policy**

**5/23/2017**

1. General
2. Transportation
3. Meal Allowance
4. Lodging
5. Reporting & Processing
6. **General**

All required travel arising out of the performance of any Village employee/official’s job duties shall be reimbursed by the Village of Waverly.

1. **Transportation**

When possible, a village-owned vehicle should be used for all travel. If not possible, you are expected to use your personal vehicle. Employees that do not normally drive a village-owned vehicle shall not be required to do so. Reimbursement for use of your personal vehicle will be based solely on the current IRS Standard Mileage Rate.

Tolls and parking expenses will be reimbursed at actual costs incurred when supported by proper receipt.

Traffic and parking violation tickets are the sole responsibility of the individual charged with the violation and will not be reimbursed by the Village.

1. **Meal Allowance**

The Village will reimburse for meals if proper receipt is submitted. Receipt must have the date, time, name and address of business, and itemized charges printed on it.

Use of the Village Credit Card is not allowed for meal purchases.

Gratuity/Tip exceeding 20% will not be reimbursed.

Alcoholic beverages will not be reimbursed.

Reimbursement will not exceed the GSA Rate.

Overnight Trips – the departure day and the return day follows the guidelines set forth under Day Trips. On days the employee/official are away for 24 hours, all meals are reimbursable with proper receipt.

Day Trips – proper receipt must be submitted. Meals will be allowed as follows:

1. Breakfast – when the time of departure from home at the beginning of the trip necessarily occurs more than one (1) hour before their normal work schedule.
2. Lunch – when necessarily away from work/office for more than four (4) hours or one-half of their normal work day.
3. Dinner – when the time of return home at the conclusion of a trip necessarily occurs two (2) hours or more after normal work schedule.
4. **Lodging**

Overnight trips must be approved by the Governing Board prior to trip. Lodging accommodations may be made with Village credit card, once approved.

Lodging accommodations should be arranged in the most reasonable and economic manner. An itemized bill must accompany the purchase order. When two employees are staying at the same hotel, motel, etc., at the same time, sharing a room is encouraged when appropriate.

In situations where a spouse accompanies an employee/official traveling on Village business, no expenses related to the spouse are reimbursable. Reimbursable expenses cannot be more than if the employee/official traveled alone.

New York State sales tax, hotel occupancy, and transportation taxes are not reimbursable. Employee/official should obtain and present a tax exemption certificate. These may be obtained from the clerk.

Gratuity/tip for maid service will not be eligible for reimbursement.

Room Service, or any other purchases may not be charged to room when using the Village credit card for the lodging accommodations.

1. **Reporting & Processing**

Upon return from trip, all receipts must be submitted to the clerk for reimbursement processing. Reimbursements must be approved by Governing Board prior to payment.

Trustee Reznicek seconded the motion, which led to a roll call vote, as follows:

Ayes – 7 (Aronstam, Reznicek, Havens, Sinsabaugh, Uhl, Keene, Ayres)

Nays – 0

The motion carried.

**River Road Barricade Request:** Mayor Ayres stated vehicles are still driving on River Road even though it has been closed. Chief Gelatt requested a permanent barricade to keep vehicles off of it. Attorney Keene stated there is a process for abandonment. She stated if an emergency exists, we could put wooden barricades up until we get through the process. Trustee Keene stated this should be a joint venture with all the municipalities involved and he recommended with meeting with all. All in favor.

Trustee Keene moved to install wooden barricades with lights and signage warning closure on River Road based on unsafe situation. Trustee Sinsabaugh seconded the motion, which carried unanimously. Mayor Ayres asked Trustee Keene, Trustee Sinsabaugh, Chief Gelatt, DPW Jack Pond, and Attorney Keene to follow-up with other entities. Trustee Keene stated he will organize a meeting.

**DASNY/SAM Grant:** Mayor Ayres stated the last correspondence regarding the SAM Grant was that it needed 3-way approval from the legislative leaders, and then signed off from the Division of Budget. He stated this would take approximately three months.

**Code Enforcement:** Trustee Keene stated he discussed some issues with Code Officer Chisari and he strongly feels that one part-time officer is not enough time to get things done. He stated he would like to further review and possibly get clerical help.

**Approval of 2014 CDBG Abstract:** The clerk presented the abstract for Drawdown #16 in the amount of $6,885.00. Trustee Uhl moved to approve the bills as presented. Trustee Aronstam seconded the motion, which carried unanimously.

**Village Rehab Project Abstract:** The clerk presented bills for Drawdown #13 in the amount of $1,255.37. Trustee Uhl moved to approve the bills as presented. Trustee Reznicek seconded the motion, which carried unanimously.

The clerk presented bills for Drawdown #14 in the amount of $2,150.00. Trustee Aronstam moved to approve the bills as presented. Trustee Uhl seconded the motion, which carried unanimously.

**Thoma Development/New CDBG Application:** Mayor Ayres stated he met with Rich Cunningham, of Thoma Development, to possibly pursue a new CDBG application as there are un-met needs in the Village. Mayor Ayres presented a contract from Thoma Development to survey the needs of the village to help determine the CDBG application target. The cost is $6,000 to do the survey. Mayor Ayres explained that this will be paid from our current loan program fund and will not be paid by taxpayers. Trustee Sinsabaugh moved to proceed with survey and authorize Mayor Ayres to sign contract. Trustee Keene seconded the motion, which carried unanimously.

**Summer Help in Street Department:** The clerk submitted Street Operator Pond’s recommendation to hire Ryan McFarland for temporary part-time laborer work in the Street Department at a rate of $9.70 per hour, not to exceed 32 hours per week and to stay within budget. His effective start date is May 24, 2017.

Trustee Sinsabaugh moved to approve hiring Ryan McFarland as presented. Trustee Aronstam seconded the motion, which carried unanimously.

**2016-2017 Budget Transfers, General Fund:** Trustee Aronstam moved to approve the 2016-2017 Budget Transfers, as presented. Trustee Uhl seconded the motion, which carried unanimously.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Line Item** | **Description** | | | **Transfer In:** | **Transfer Out:** |
| A 1110.0142 | | court-part time |  | | 3,900 |
| A 1110.0145 | | court-sick | 1,203 | |  |
| A 1110.0148 | | court-holiday | 36 | |  |
| A 1110.0149 | | court-vacation | 363 | |  |
| A 1110.0401 | | court-supplies | 1,500 | |  |
| A 1110.0405 | | court-telephone | 700 | |  |
| A 1210.0400 | | mayor-contractual expense | 1,500 | |  |
| A 1325.0100 | | treasurer-full time | 698 | |  |
| A 1325.0145 | | treasurer-sick | 193 | |  |
| A 1325.0148 | | treasurer-holiday | 13 | |  |
| A 1325.0149 | | treasurer-vacation |  | | 600 |
| A 1355.0400 | | assessment-expense | 3,680 | |  |
| A 1410.0100 | | clerk-full time | 393 | |  |
| A 1410.0142 | | clerk part time |  | | 1,000 |
| A 1410.0145 | | clerk-sick | 975 | |  |
| A 1410.0148 | | clerk-holiday | 183 | |  |
| A 1410.0400 | | clerk-computer services | 5,000 | |  |
| A 1620.0142 | | bldg-part time janitor |  | | 3,100 |
| A 1620.0200 | | bldg-equipment | 1,633 | |  |
| A 1620.0400 | | bldg-contractual expense | 1,500 | |  |
| A 1620.0402 | | bldg electric |  | |  |
| A 1620.0403 | | bldg-repairs | 1,500 | |  |
| A 1620.0404 | | bldg misc/cleaning supplies | 500 | |  |
| A 1620.0406 | | bell bldg | 8,719 | |  |
| A 1910.0400 | | unallocated insurance | 915 | |  |
| A 1930.0400 | | judgement & claims |  | | 2,000 |
| A 1989.0400 | | misc-other GGS |  | | 2,803 |
| A 1990.0400 | | contingent account |  | | 43,679 |
| A 3120.0100 | | police-full time |  | | 38,500 |
| A 3120.0142 | | police-part time |  | | 7,000 |
| A 3120.0144 | | police-spec comp | 750 | |  |
| A 3120.0145 | | police-sick | 25,032 | |  |
| A 3120.0146 | | police-overtime | 28,000 | |  |
| A 3120.0148 | | police-holiday | 140 | |  |
| A 3120.0149 | | police-vacation | 5,921 | |  |
| A 3120.0200 | | police-equipment | 15,000 | |  |
| A 3120.0400 | | police-computer svcs | 3,000 | |  |
| A 3120.0403 | | police radio repairs | 1,000 | |  |
| A 3120.0404 | | police-car repairs | 3,000 | |  |
| A 3120.0405 | | police-telephone | 3,000 | |  |
| A 3120.0406 | | police-gasoline |  | | 13,000 |
| A 3120.0408 | | police-training |  | |  |
| A 3120.0410 | | police-equip maint contracts |  | |  |
| A 3620.0142 | | code-part time |  | |  |
| A 5110.0100 | | street-full time |  | | 12,850 |
| A 5110.0142 | | street-part time |  | | 900 |
| A 5110.0144 | | street-spec comp |  | | 500 |
| A 5110.0145 | | street-sick | 1,512 | |  |
| A 5110.0146 | | street-overtime |  | |  |
| A 5110.0148 | | street-holiday |  | | 925 |
| A 5110.0149 | | street-vacation |  | | 3,700 |
| A 5110.0200 | | street-equipment | 32,000 | |  |
| A 5110.0401 | | street salt & sand |  | | 7,000 |
| A 5110.0403 | | street-equip repair |  | | 5,000 |
| A 5110.0406 | | street-gasoline |  | | 6,000 |
| A 5110.0408 | | street-paint | 500 | |  |
| A 5110.0409 | | street-storm sewers | 12,033 | |  |
| A 5110.0412 | | street-misc | 1,500 | |  |
| A 5112.0200 | | permanent improvement | 896 | |  |
| A 7110.0100 | | parks-full time | 1,322 | |  |
| A 7110.0145 | | parks-sick | 458 | |  |
| A 7110.0201 | | parks-equipment | 36,000 | |  |
| A 7110.0203 | | parks-playground equipment |  | |  |
| A 7110.0400 | | parks-contractual expense | 2,000 | |  |
| A 7110.0401 | | parks-materials/supplies | 500 | |  |
| A 7110.0402 | | parks-electric |  | |  |
| A 7110.0403 | | parks-bldg repairs | 2,000 | |  |
| A 7110.0404 | | parks-equip repairs | 2,500 | |  |
| A 7110.0406 | | parks-gasoline |  | | 1,500 |
| A 7110.0407 | | parks-gazebo | 1,500 | |  |
| A 7110.0408 | | parks-trash | 1,000 | |  |
| A 7110.0409 | | parks-heating gas | 200 | |  |
| A 7310.0100 | | rec-full time | 675 | |  |
| A 7310.0142 | | rec-part time |  | | 500 |
| A 7310.0145 | | rec-sick | 319 | |  |
| A 7310.0148 | | rec-holiday |  | | 373 |
| A 7310.0149 | | rec-vacation | 12 | |  |
| A 7310.0200 | | rec-equipment | 10,500 | |  |
| A 7310.0400 | | rec-contractual expense | 1,500 | |  |
| A 7310.0401 | | rec-misc supplies | 2,500 | |  |
| A 7550.0400 | | celebrations | 500 | |  |
| A 7620.0400 | | adult recreation | 1,467 | |  |
| A 8160.0400 | | refuse and garbage | 500 | |  |
| A 8560.0400 | | shade trees | 9,000 | |  |
| A 9010.0800 | | employee retirement |  | | 26,500 |
| A 9015.0800 | | police retirement |  | | 27,000 |
| A 9040.0800 | | workmans comp ins |  | | 6,000 |
| A 9060.0800 | | health insurance |  | |  |
| A 9901.0903 | | trans to cemetery fund |  | | 5,000 |
| A 9901.0904 | | trans to debt svc principal | 26,050 | |  |
| A 9901.0905 | | trans to debt svc interest |  | | 45,661 |

**2016-2017 Budget Amendments, General Fund:** Trustee Aronstam moved to approve the 2016-2017 Budget Amendments as presented. Trustee Uhl seconded the motion, which carried unanimously.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| A 510 Estimated Revenues |  | debit |  | A 960 Estimated Appropriations |  | credit |
| A 3501 | CHIPS | 15,218 |  | A 5112-0200 | permanent improve | 15,218 |
| A 9000 | ApprFund Bal | 75,000 |  | A 5110.0200 | street equipment | 75,000 |
| A 2705 | Gifts & Donations | 4,075 |  | A 1620.0406 | bell bldg | 4,075 |
| A 3989 | Other Home/Comm | 15,500 |  | A 7110.0401 | parks supplies | 500 |
|  |  |  |  | A 6989.0400 | other econ/main st | 15,000 |
|  |  |  |  |  |  |  |
| TOTAL | Revenue Raised | 109,793 |  | TOTAL | Expenditures Raised | 109,793 |

**2016-2017 Budget Amendments, Cemetery Fund:** Trustee Aronstam moved to approve the 2016-2017 Budget Amendments as presented. Trustee Uhl seconded the motion, which carried unanimously.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| C 510 - Appropriated Revenue |  |  |  | C 960 - Appropriated Expense |  |  |
| C.5031 | interfund transfer | 287.50 |  | C.8810-0401 | perpetual care expense | 287.50 |
|  |  |  |  |  |  |  |
| TOTAL |  | 287.50 |  | TOTAL |  | 287.50 |

**Paving:** Trustee Sinsabaugh stated he would have a paving list by the next meeting.

**Close Spring Street at North Chemung Street:** Mayor Ayres stated the State would like to dead-end Spring Street at North Chemung Street. They would install curbing. Discussion followed. Attorney Keene stated we would need to have the Planning Board, County Planning Board, and NYS DOT review it and make a recommendation, and also hold a public hearing. Trustee Aronstam moved to refer to all agencies for their review. Trustee Keene seconded the motion, which led to a roll call vote, as follows:

Ayes – 7 (Aronstam, Reznicek, Havens, Sinsabaugh, Uhl, Keene, Ayres)

Nays – 0

The motion carried.

**Parking Signage at Village Hall:** The clerk requested authorization to install “No Court Parking” signs on the three “15-Minute Parking” signs at Village Hall. She stated when court is in session, all parking spaces are used by people going to court, including those three spaces. Trustee Keene moved to approve the signage be installed as requested. Trustee Reznicek seconded the motion, which carried unanimously.

**Waverly Glen Master Plan:** Elaine Jardine and Becca Maffai stated they submitted a grant application to Mildred Faulkner Truman Foundation, on behalf of the Village of Waverly, for $15,000 to do a Master Plan for Waverly Glen. They explained that Waverly Glen could tie in with Two Rivers State Park and be a great tourist location. Becca Maffai stated the grant was awarded to the Village of Waverly to develop a Master Plan with the help of Haas Landscape Architects. Elaine Jardine also stated the Village could apply for NYS CFA Funding up to $500,000, which the Village would be responsible for 25%, and in-kind services, wages previous grant funding, etc. could be considered in that 25%.

Trustee Aronstam moved to authorize Mayor Ayres to sign the grant agreement to accept the $15,000 grant from the Mildred Faulkner Truman Foundation, and to contract with Haas Landscape Architects to develop a Master Plan for Waverly Glen. Trustee Reznicek seconded the motion, which led to a roll call vote, as follows:

Ayes – 7 (Aronstam, Reznicek, Havens, Sinsabaugh, Uhl, Keene, Ayres)

Nays – 0

The motion carried.

**Mayor/Board Comments:** Mayor Ayres stated he would like to refer Mr. Elston’s parking request to Trustee Sinsabaugh to follow-up with Chief Gelatt, Fire Department, and DPW for review.

**Executive Session:** Trustee Uhl moved to enter executive session at 7:50 p.m. to discuss contractual and personnel issues. Trustee Keene seconded the motion, which carried unanimously.

Trustee Uhl moved to enter regular session at 8:34 p.m. Trustee Havens seconded the motion, which carried unanimously.

**Police Union:** Trustee Uhl moved to accept Teamster Local 529 as official representation for the Waverly Police Department for purposes of collective bargaining in accordance with Article 14 of the Civil Service Law (“Public Employees, Fair Employment Act, or Taylor Law”). Trustee Havens seconded the motion, which led to a roll call vote, as follows:

Ayes – 7 (Aronstam, Reznicek, Havens, Sinsabaugh, Uhl, Keene, Ayres)

Nays – 0

The motion carried.

**Village Rehab Project Loan #H0100:** Trustee Sinsabaugh moved to extend $5,000 additional funding to Rehab Loan H0100, from the Village Rehab Project Funds, to facilitate extra work needed for a porch replacement and additional roofing which is in terrible condition. This would be at the same terms as original loan, loan will be amortized at 0% for 7 years, and a new mortgage would need to be signed. Trustee Reznicek seconded the motion, which led to a roll call vote, as follows:

Ayes – 7 (Aronstam, Reznicek, Havens, Sinsabaugh, Uhl, Keene, Ayres)

Nays – 0

The motion carried.

**2014 CDBG Project #2014-10-SO:** Trustee Uhl moved to extend $2,150 additional funding to CDBG Project 2014-10-SO, from the Village Rehab Project Funds, to facilitate extra work needed for roofing as this was unforeseen in the original inspection. Repayment would be at the same terms as the 2014 CDBG Program, loan will be deferred at 0% and borrower will be credited 1/60th of the deferred loan each month until credits earned equals the deferred loan amount and no further payments would be due. A new mortgage would need to be signed. Trustee Havens seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Reznicek, Havens, Sinsabaugh, Uhl, Keene, Ayres)

Nays – 1 (Aronstam)

The motion carried.

**Sick Pay Reimbursement:** Trustee Reznicek moved to reimburse Police Officer Chad Sackett for 8 sick days used for a workers compensation claim per GML 207c. Trustee Havens seconded the motion, which led to a roll call vote, as follows:

Ayes – 7 (Aronstam, Reznicek, Havens, Sinsabaugh, Uhl, Keene, Ayres)

Nays – 0

The motion carried.

**Adjournment**: Trustee Sinsabaugh moved to adjourn at 8:45 p.m. Trustee Keene seconded the motion, which carried unanimously. Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**SPECIAL MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 7:15 P.M.**

**ON TUESDAY, JUNE 6, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 7:15 p.m.

**Roll Call:** Present were Trustees Sinsabaugh, Uhl, Havens, Keene, Reznicek, and Mayor Ayres

Also present was Attorney Keene

Press: Deb Luchaco of Choice 102, and Johnny Williams of the Morning Times

**Close Spring Street at North Chemung Street:** Mayor Ayres stated the Planning Board has recommended to the Board of Trustees to curb off and permanently close off the intersection of Spring Street at North Chemung Street (Route 34).

Trustee Uhl moved to schedule a Public Hearing for June 19, 2017 at 6:15 p.m. to hear public comments in regards of said closure. Trustee Reznicek seconded the motion, which carried unanimously.

Trustee Uhl moved to schedule a special meeting for June 19, 2017 at 6:30 p.m. Trustee Reznicek seconded the motion, which carried unanimously.

**Adjournment**: Trustee Sinsabaugh moved to adjourn at 7:17 p.m. Trustee Uhl seconded the motion, which carried unanimously.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, JUNE 13, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m. and led in the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Uhl, Reznicek, Aronstam, Havens, Keene, and Mayor Ayres

Also present Clerk Treasurer Wood, and Attorney Keene

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** Don Merrill, of 535 Waverly Street, thanked the Board for their help in the removal of the blighted house on the Salsbury property, and asked when the one on the Hickory Street side would be taken down. He also stated that Waverly needs a Full Time Code Officer and the budget should be adjusted to do it. Mr. Merrill asked why the Board hasn’t put in an ad regarding the reward to find out who destroyed the bench at Glenwood Cemetery.

**Letters and Communications:** The clerk read a letter from Destiny Kanal inviting the Mayor and/or Board members to a meeting on June 20, 2017 at the Storefront Theater regarding the recent desecration of the Carantouan Springs.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of May 9, and May 23, 2017 as presented. Trustee Uhl seconded the motion, which carried unanimously.

**Department Reports:** The clerk submitted department reports from Code Enforcement, Recreation, and Police. Trustee Havens stated he would like to see financials on the Recreation Report.

**Treasurer's Report:** Clerk Treasurer Wood presented the following reports with documentation:

Capital Projects Fund – 5/1/17 – 5/31/17

|  |  |  |
| --- | --- | --- |
|  | General CP (Fire) | Sewer CP (Upgrade) |
| Beginning Balance | 258,227.31 | -3,949.15 |
| Deposits/Debits | 0.00 | 154,301.67 |
| Disbursements/Credits | -5,423.01 | -150,352.52 |
| Ending Balance | 252,804.30 | 0.00 |

\*Total Capital Projects Fund Balance $252,804.30

Loan Programs 5/1/17 – 5/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans | Balances | Rehab Loans | Balances |
| Beginning Balance | 34,237.88 | Beginning Balance | 48,844.02 |
| Deposits | 3,429.16 | Deposits | 1,515.92 |
| Disbursements | -10,367.00 | Disbursements | -3,405.37 |
| Ending Balance | 27,300.04 | Ending Balance | 46,954.57 |
| Money Market/Savings | 329,351.33 | MM/Savings Balance | 138,323.33 |
|  |  | Sidewalk Balance | 11,788.00 |
| Total Available Balance | 356,651.37 | Total Available Balance | 197,065.90 |
| Outstanding Loans | 103,190.57 | Outstanding Loans | 55,093.07 |
| Fund Balance | 459,841.94 | Outstanding Loan Balance | 252,158.97 |

\*The report also outlined the status of individual loan repayments

**Finance Committee/Approval of Abstract:** Trustee Uhl presented bills for General Fund in the amount of (May) $38,342.05, and (June) $55,545.79, for a total of $$93,887.84. The Cemetery Fund in the amount of (May) $518.13, (June) $6,225.00, for a total amount of $125,223.20 and moved to approve payment of the abstracts. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** Trustee Uhl presented bills for Capital Projects in the amount of $523.01, and moved to approve payment of bills. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**River Road Update:** Trustee Keene stated he met with Mayor Ayres, Attorney Keene, railroad, Chemung County, Waverly DPW, Town of Chemung DPW, and discussed the closing of River Road. All had concerns with safety and were in favor of the closure. Attorney Keene stated she is waiting on a response from NYMIR and Chemung County Attorney. She stated we should have a final resolution soon. Trustee Keene stated all agencies are willing to work together on the closure as a shared service.

**Close Spring Street at North Chemung Street:** The clerk read a letter from Elaine Jardine, Tioga County Planning Director, stating after review of the referral application there is no significant deleterious impact on intercommunity, county, or state interest and therefore; no recommendation is indicated by the Tioga County Planning Board and we are free to act without prejudice. Trustee Reznicek moved to schedule a Public Hearing in regards of the closure, on June 19, 2017 at 6:15 p.m. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Parking on Pennsylvania Avenue:** Trustee Aronstam met with Chief Gelatt and Trustee Sinsabaugh to review request for additional parking spaces on Pennsylvania Avenue. He stated that all felt there would be no issues. Trustee Aronstam stated most of the parking issues are with tenants and business owners parking all day on Broad Street. Trustee Aronstam moved to direct Attorney Keene to draft a local law to add three parking spaces to the east side, south end of Pennsylvania Avenue. Trustee Uhl seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 7 (Uhl, Aronstam, Reznicek, Sinsabaugh, Keene, Havens, Ayres)

Nays – 0

The motion passed.

**Paving:** The clerk presented the following proposed paving projects from DPW Lead Jack Pond:

Chemung Street – Route 220 to Tracy Road

Broad Street – Cayuta Avenue to Hickey Street

Cadwell Avenue – Chemung Street to Clinton Avenue

Lincoln Street – Lyman Avenue to Spring Street

William Street – Chemung Street to Center Street

Garfield Street – Chemung to William Street

**Salsbury Property:** Mayor Ayres stated there has been activity at the property. A house was removed. Trustee Sinsabaugh stated they are waiting for the utilities to be removed before taking other one down. Once they are down and the ground dries up, they will be in to clean up the ground.

**DPW Building Update:** Mayor Ayres stated he met with Labella Engineers, Jack Pond, Trustee Aronstam, Clerk Treasurer Wood, and our Insurance Adjuster (via phone). The original insurance offer is too low. Labella will submit revised plans, and bid out a 4,000sf building. The adjuster stated they would cover the lowest qualified bid and soft costs. He also stated we will have plans for 4,800 sf building, which may be in the Village’s best interest to build, however, there would be some cost to the Village.

**Auditing Services:** The clerk submitted an engagement letter from Insero & Co. (formerly CDLM) for auditing services of the Village Government in the amount of $9,600, and one for the Justice Court in the amount of $1,350. Trustee Uhl moved to engage auditing services to Insero & Co. for both the Village Government and the Justice Court as presented. Trustee Havens seconded the motion, which carried unanimously.

**Mayor/Board Comments:** Mayor Ayres stated that Granite Works would repair the bench at Glenwood Cemetery at no cost, however, they were concerned with the placement of the bench, which is behind the shrubs, and recommended it be placed in a more open area of the cemetery. There was also concern that the shrubs needed to be cut. Mr. Merrill did not agree with moving the bench and said he would take care of it himself. Mr. Merrill stated he has a written agreement with the Village that the shrubs can never be removed. He says the shrubs are trimmed and in good shape and he wants the bench left in the same location. Mayor Ayres stated he doesn’t believe the Village should post an ad, however, he stated Mr. Merrill could pursue if he wished to do so.

Mayor Ayres stated he met with Thoma Development, and submitted a draft of a house painting program. He asked the Board to review for the next meeting.

**Executive Session:** Trustee Sinsabaugh moved to enter executive session at 7:36 p.m. to discuss a contractual issue. Trustee Uhl seconded the motion, which carried unanimously.

Trustee Reznicek moved to enter regular session at 7:45 p.m. Trustee Keene seconded the motion, which carried unanimously.

**Business Loan Application:**  The clerk presented a business loan application for Becky Young, of Becky’s Diner, in the amount of $6,485. Trustee Uhl moved to approve the business loan to Becky Young in the amount of $6,485, with 5% interest and a term of 7 years. Trustee Havens seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 7 (Uhl, Aronstam, Reznicek, Sinsabaugh, Keene, Havens, Ayres)

Nays – 0

The motion passed.

**Adjournment**: Trustee Reznicek moved to adjourn at 8:55 p.m. Trustee Havens seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**PUBLIC HEARING HELD BY THE BOARD OF**

**TRUSTEES OF THE VILLAGE OF WAVERLY AT 6:15 P.M.**

**ON MONDAY, JUNE 19, 2017 IN THE TRUSTEES' ROOM,**

**VILLAGE HALL FOR THE PURPOSE OF HEARING PUBLIC COMMENT**

**IN REGARDS TO PERMANENTLY CLOSING THE INTERSECTION OF**

**SPRING STREET AT NORTH CHEMUNG STREET (ROUTE 34)**

Mayor Ayres declared the hearing open at 6:15 p.m. and directed the clerk to read the notice of public hearing.

**Roll Call:** Present were Trustees: Sinsabaugh, Reznicek, Keene, and Mayor Ayres

Also present were Clerk Treasurer Wood, and Attorney Keene

Press included, Ron Cole of WAVR/WATS, and Johnny Williams of the Morning Times

Mayor Ayres stated the intersection has been looked at for many years and some consider it dangerous. He stated through discussions with NYS DEC, they are willing to erect curbing, lay a new sidewalk and greenspace, along with signage, at no cost to the Village. He also stated they could start construction as early as Thursday, June 22nd, if approved.

Dan Leary stated there has been much confusion throughout the years regarding the traffic pattern as it is currently, and by closing off the end of Spring Street will increase the safety in that area. He stated the residents that live in the neighborhood supports the closure and feels it should have been done years ago. Mr. Leary supports moving forward with the closure.

With no one else wishing to be heard, Mayor Ayres closed the hearing at 6:24 p.m.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Michele Wood, Clerk/Treasurer

**SPECIAL MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON MONDAY, JUNE 19, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Reznicek, Keene, and Mayor Ayres

Also present Clerk Treasurer Wood, and Attorney Keene

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Spring Street at North Chemung Street Closure:** Trustee Reznicek moved to approve the permanent closure of Spring Street at North Chemung Street, and to make such change to the Village of Waverly’s Official Map. Trustee Sinsabaugh seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 4 (Reznicek, Sinsabaugh, Keene, Ayres)

Nays – 0

Absent – 3 (Havens, Aronstam, Uhl)

The motion carried.

**Village Property Tax Correction:** Trustee Keene moved to approve a property tax correction reduction in the amount of $564.35 for Ronald Fairlie, 510 Chemung Street, as the assessment amount was not correct. Trustee Sinsabaugh seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 4 (Reznicek, Sinsabaugh, Keene, Ayres)

Nays – 0

Absent – 3 (Havens, Aronstam, Uhl)

The motion carried.

Trustee Sinsabaugh moved to approve a tax correction reduction in the amount of $42.32 for William Wolcott, 88 Spring Street, as the veteran’s disability exemption in the amount of $1,500 of assessment was missing on the tax bill. Trustee Reznicek seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 4 (Reznicek, Sinsabaugh, Keene, Ayres)

Nays – 0

Absent – 3 (Havens, Aronstam, Uhl)

The motion carried.

**Adjournment**: Trustee Reznicek moved to adjourn at 7:35 p.m. Trustee Keene seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, JUNE 27, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees Uhl, Sinsabaugh, Aronstam, Reznicek, Keene, and Mayor Ayres

Also present Clerk Treasurer Wood, Chief Gelatt, and Attorney Keene

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** Don Merrill stated he was pleased with progress on the Salsbury property, however, asked when the other house would be taken down as it is dilapidated. He also stated concern with other properties in the Village. Mr. Merrill stated the Historical Society met and stated they felt when the bridge over Cayuta Creek reopened that the Village should have an event to celebrate the opening.

Linda Vogel also stated concerns regarding 424 Loder Street.

**Letters and Communications:** The clerk read a press release for Tioga County Shared Services Public Hearings, to be held June 29th in our Village Hall and July 11, in the Hubbard Auditorium in Owego. Mayor Ayres stated he has been attending their meetings and they have good ideas and may be able to develop efficiencies throughout Tioga County.

**Police Department Request:** Chief Gelatt stated he has two openings for Part Time Officers. He recommended hiring Thomas Woodburn to fill one of those vacancies. Mr. Woodburn is a certified officer currently working with the Village of Owego, and comes highly recommended. There are starting costs involved with uniform and minor training. Trustee Sinsabaugh moved to hire Thomas Woodburn as certified Part Time Police Officer at the current contractual rate. Trustee Uhl seconded the motion, which carried unanimously.

Chief Gelatt submitted bids, through NYS OGS, for a 2017 Ford Police Utility Interceptor (Explorer) to replace the 2014 Ford. The low bidder was Beyer Ford of Morristown, NJ with a bid of $29,503.76. Chief Gelatt stated funds for this purchase are accounted for in the budget. Trustee Keene moved to authorize purchase of the 2017 Ford from Beyer Ford for $29,503.76, with no installment financing. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Treasurer's Report:** Clerk Treasurer Wood presented the following reports with documentation:

Cemetery Fund 5/1/17 – 5/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 16,186.68 | Current Revenues | 5,658.60 |
| Deposits | 12,575.61 | Year to Date Revenue | 54,183.55 |
| Disbursements | -15,057.64 | Current Expenditures | 9,030.02 |
| Ending Balance | 13,704.65 | Year to Date Expended | 44,946.53 |

\*Current Estimated Fund Balance $26,187.90

**Finance Committee/Approval of Abstract:** Trustee Uhl presented bills for General Fund in the amount of (May) $8,695.24, and (June) $56,477.95 for a total of $65,173.19 and moved to approve payment of the abstract. Trustee Havens seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** Trustee Uhl presented bills for Capital Projects in the amount of $16,090.14, and moved to approve payment of bills. Trustee Havens seconded the motion, which carried unanimously.

**Tioga County Update:** Mayor Ayres stated he spoke with Marty Sauerbrey regarding Tioga County’s position on housing remediation coverage, whether or not the county will reimburse municipalities costs through property taxes. She told him that she would need to review and respond back.

**Proposed Local Law: Amend Chapter 140: Vehicles and Traffic:** The clerk submitted proposed local law to amend Chapter 140 to allow three additional parking spaces on Pennsylvania Avenue. Trustee Uhl moved to schedule a public hearing for July 11, 2017 at 6:15 p.m. and the clerk to advertise the same. Trustee Reznicek seconded the motion, which carried unanimously.

**Code Enforcement:** Trustee Keene and Trustee Aronstam are reviewing ways to help to improve code enforcement regarding housing maintenance. Trustee Keene stated it is currently inadequate. He also stated that Code Officers cannot directly fine homeowners and that all violations need to go through the court to get fined. Attorney Keene stated the Code Officer cannot force homeowner to get the work done, and the only process is through the court. Discussion followed. Mayor Ayres stated there are budget limitations to be considered, and one of the recommendations is to hire another Part Time Code Officer for eight hours per week to help get violators into court and help get corrective action. He requested Trustees Keene and Aronstam to come up with job specs and salary expectation for next meeting. The Board stated they would like to see a more detailed department report that shows violations and what progress we are taking to correct them. Mayor Ayres stated he would discuss this with Mr. Chisari.

**Village Rehab Project Abstract:** The clerk presented bills for Drawdown #15 in the amount of $12,740.00. Trustee Aronstam moved to approve the bills as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**House Painting Program:** Mayor Ayres submitted a proposed House Painting Program for low-moderate income homeowners to help assist property owners with painting their homes. He recommended $5,000 be set aside for this program. All funding will come from the Special Grant (Loan) Fund and will not involve the General Fund in any way. The project is as follows:

Village of Waverly House Painting Program

Property Eligibility

1. All owner-occupied properties within the Village of Waverly limit are potentially eligible.
2. All village services, including water, sewer, and loans must be paid current.
3. All village, town/county, and school taxes must be paid current.
4. Property must not have any outstanding code violations (not including paint violation).
5. Exterior Painting: color must be acceptable to the Village. Please provide a color swatch with application.

Owner Qualifications

1. Qualified applicants must meet income eligibility guidelines (see attached).
2. A willingness to paint the entire exterior of their home, if needed.
3. The Village will NOT reimburse for any work started prior to approval of application.

Financial Assistance

1. The Village will reimburse for the cost of paint only, up to a maximum of $500.
2. All assistance will be a grant that does not need to be repaid to the Village.

Process

1. Complete application, include all information requested, and return to the Village Clerk’s Office.
2. After confirming the eligibility of the property, color, and cost; the Village will issue an approval that will allow the work to begin.
3. After the work is completed, the owner will provide all receipts of paint purchases to the Village Clerk. The receipt must include the following: store name, date, number of gallons purchased, and the price/cost.
4. The Village will inspect the work when completed.
5. The Village will issue a check to the owner for the cost of the paint, up to a maximum amount of $500, within 10 business days.
6. The Village reserves the right to deny a grant for a project that, in its view, does not meet the intent of the program and will not provide a visual improvement.
7. Applications are reviewed on a first come, first serve basis.
8. The Village Board of Trustees has the authority to limit the total funds available, and may terminate this program at any time.

Trustee Keene moved to approve $5,000 from the Loan Fund to be used for the House Painting Program as presented. Trustee Sinsabaugh stated he felt this should be a loan instead of a grant. Trustee Aronstam seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 5 (Uhl, Aronstam, Reznicek, Keene, Ayres)

Nays – 1 (Sinsabaugh)

Absent – 1 (Havens)

The motion carried.

**River Road Update:** Attorney Keene stated Chemung County has to review their law to keep foot path.

**Mayor/Board Comments:** Trustee Keene stated Tioga County Counsel of Governments is working on the Tioga County Fair. They would like to see more participation from the Village of Waverly.

Trustee Aronstam stated the Recreation Booster Club is holding a golf tournament on July 23, 2017, and all proceeds will be donated to Waverly Recreation.

**Adjournment**: Trustee Uhl moved to adjourn at 7:55 p.m. Trustee Keene seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**PUBLIC HEARING HELD BY THE BOARD OF**

**TRUSTEES OF THE VILLAGE OF WAVERLY AT 6:15 P.M.**

**ON MONDAY, JULY 11, 2017 IN THE TRUSTEES' ROOM,**

**VILLAGE HALL FOR THE PURPOSE OF HEARING PUBLIC COMMENT**

**IN REGARDS TO PROPOSED LOCAL LAW TO ADD THREE**

**ADDITIONAL PARKING SPACES ON PENNSYLVANIA AVENUE**

Deputy Mayor Aronstam declared the hearing open at 6:15 p.m. and directed the clerk to read the notice of public hearing.

**Roll Call:** Present were Trustees: Sinsabaugh, Havens, Keene, and Deputy Mayor Aronstam (Mayor Ayres was meeting with the Planning Board at this time)

Also present were Clerk Treasurer Wood, and Attorney Keene

Press included, Ron Cole of WAVR/WATS, and Johnny Williams of the Morning Times

Deputy Mayor Aronstam stated the explained the proposed local law would allow three additional parking spaces on Pennsylvania Avenue. He opened the floor for comment.

With no one wishing to be heard, Deputy Mayor Aronstam closed the hearing at 6:24 p.m.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Michele Wood, Clerk/Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, JULY 11, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees Sinsabaugh, Aronstam, Havens, Keene, and Mayor Ayres

Also present Clerk Treasurer Wood, and Attorney Keene

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** John Woodburn, 203 Center Street, stated concern with speeding traffic on Center Street. He stated he is concerned with safety with kids walking to school and requested the speed limit be reduced to 25 mph. He stated the police have been up there with radar.

Kathy Higgins thanked the Board for allowing her fundraising event to be held at East Waverly Park. She would like to continue this event annually. She stated concern with the barricades on the bridge and asked if they could be moved down to Charles Street. Mayor Ayres stated that would need to be referred to Chief Gelatt.

Don Merrill stated concern with tree on Waverly Street, and debris left on the Salsbury property.

Linda Vogel, on behalf of the Friends of the Waverly Cemeteries, stated volunteers help with cleanup of the Forest Home Cemetery. She stated a pile of debris was gathered and has not been picked up over a month. She also stated the hedge at Forest Home Cemetery, at corner of Elm Street and Spaulding Street, needs to be trimmed for visibility at intersection.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of June 6, and June 13, 2017 as presented. Trustee Havens seconded the motion, which carried unanimously.

**Department Reports:** The clerk submitted department reports from Code Enforcement, and Recreation.

**Treasurer's Report:** Clerk Treasurer Wood presented the following reports with documentation:

General Fund 5/1/17 – 5/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 461,721.78 | Current Revenues | 157,184.14 |
| Deposits | 77,476.63 | Year to Date Revenue | 2,845,993.06 |
| Disbursements | 224,918.56 | Current Expenditures | 278,586.64 |
| Ending Balance | 314,279.85 | Year to Date Expended | 2,898,480.45 |

\*General Capital Reserve Fund, $84,423.62

\*Ending 2017 Fund Balance $741,096.70

General Fund 6/1/17 – 6/30/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 314,279.85 | Current Revenues | 2,063,191.87 |
| Deposits | 1,821,245.42 | Year to Date Revenue | 2,063,191.87 |
| Disbursements | 1,693,590.36 | Current Expenditures | 241,232.38 |
| Ending Balance | 441,934.91 | Year to Date Expended | 241,232.38 |

\*General Capital Reserve Fund, $84,437.49

\*Current Estimated Fund Balance $2,563,056.19

Cemetery Fund 6/1/17 – 6/30/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 13,675.40 | Current Revenues | 27,758.52 |
| Deposits | 27,750.79 | Year to Date Revenue | 27,758.52 |
| Disbursements | 6,937.46 | Current Expenditures | 6,419.33 |
| Ending Balance | 34,488.73 | Year to Date Expended | 6,419.33 |

\*Current Estimated Fund Balance $38,290.07

**Capital Projects/Fire Recovery Abstract:** Trustee Uhl presented bills for Capital Projects in the amount of $523.01, and moved to approve payment of bills. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Tioga County Update:** Mayor Ayres stated he has attended the Shared Services meeting, that was held here, and it was positive and had good attendance. He will continue to attend.

**Proposed Local Law 3 of 2017: Amend Chapter 140: Vehicles and Traffic:** Trustee Aronstam moved to adopt Local Law 3 of 2017, as follows:

140-43. Schedule XI: Parking and Standing Prohibited at All Times.

In accordance with the provisions of §[140-16](http://www.ecode360.com/print/11150815#11150815), no person shall park a vehicle at any time upon any of the following described streets or parts of streets:

| **Name of Street** | **Side** | **Location** |
| --- | --- | --- |
| Pennsylvania Avenue | East | From Chemung Street to 66 feet northerly of Broad Street |
| Pennsylvania Avenue | East | From Broad Street to 33 feet northerly of Broad Street |

#### [§](http://www.ecode360.com/print/WA0132?guid=11150860#11150860)

140-43.1. Schedule XIA: No Parking or Standing Here to Corner.

In accordance with the provisions of §[140-2](http://www.ecode360.com/print/11150815#11150815), “no parking or standing to corner” signs shall be installed at the following locations:

| **Location** | **Parking Restricted** |
| --- | --- |
| Approximately 33 feet north of the northeast corner  of the intersection of Broad Street and Pennsylvania Avenue | On the east side of Pennsylvania Avenue |

#### [§](http://www.ecode360.com/print/WA0132?guid=11150860#11150860)

140-45. Schedule XIII: Parking Prohibited Certain Hours.

In accordance with the provisions of §[140-18](http://www.ecode360.com/print/11150815#11150815), no person shall park a vehicle between the hours listed upon any of the following described streets or parts of streets:

Trustee Sinsabaugh seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 5 (Aronstam, Sinsabaugh, Havens, Keene, Ayres)

Nays – 0

Absent – 2 (Reznicek, Uhl)

The motion carried, Local Law 3 of 2017 was adopted.

**Code Enforcement:** Trustee Keene stated he would like to see a detailed monthly report from Code Enforcement. Mayor Ayres stated we need to agree on a wage for another part time code enforcement officer. He also stated we can run an ad to help find interested people. Trustee Aronstam moved to direct the clerk to advertise for code enforcement officer. Trustee Sinsabaugh seconded the motion, which carried unanimously. There was no decision made for wage.

**DPW Building Update:** Mayor Ayres stated he, Trustee Aronstam, and Clerk Treasurer Wood will be meeting with insurance adjuster (via phone) on July 19, 2017 and hopefully issues will be resolved and we can move forward. He stated he will keep the Board updated.

**Sewer Board Request- Skid Steer/Grant Resolution:** Trustee Sinsabaugh moved to approve the recommendation from the Board of Sewer Commissioners as follows:

Whereas, the Village of Waverly’s Board of Sewer Commissioners recognizes the need for a new skid steer (see required specifications) to replace the aged existing unit at the Wastewater Treatment Plant.

Whereas, the Board of Sewer Commissioners recommend the Board of Trustees to pursue a request to State Senator Fred Akshar for a grant application through the State and Municipal Facility Program (SAM) for the dollar amount of a new skid steer, which is estimated between $55,000 and $65,000.

RESOLVED, therefore, the Board of Trustees, of the Village of Waverly, will request a grant application through the State and Municipal Facility Programs from State Senator Fred Akshar for the replacement of a skid steer, which will be used at the Village of Waverly Wastewater Treatment Plant.

Skid Steer Specifications:

1. A wheeled skid steer with severe duty tires
2. The skid steer supplier shall provide the Engineer with an acceptable process guarantee that is based upon the need of the unit to lift 3,600 pounds with pallet forks
3. Skid Steer shall have cab with heat/air
4. Suspension seat
5. Hydraulic mount plate (quick disconnect of implements)
6. Block heater for winter duty
7. Turn signals for incidental road use
8. Low profile extended bucket with bolt on cutting edge
9. Minimum capacity 5,500 pound capacity pallet forks
10. Two (2) sets of counterweights (to maximize lift capability)
11. Diesel engine
12. High boom for maximized visibility during operations

Trustee Aronstam seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 5 (Aronstam, Sinsabaugh, Havens, Keene, Ayres)

Nays – 0

Absent – 2 (Reznicek, Uhl)

The motion carried.

**2014 CDBG Program Update:** Clerk Treasurer Wood stated all housing rehab projects in the 2014 CDBG Program have been completed and the final abstract will be sent. She stated this has been another very successful program, in which 13 homes had work done that may have otherwise not been done. Trustee Sinsabaugh thanked Clerk Treasurer Wood for all her work on the grant.

**Mayor/Board Comments:** Mayor Ayres stated Senator Akshar will be here on August 12, 2017 form 2:00 4:00 p.m. for the “Shed the Meds” Campaign, with the Waverly Police Department. They will also give Narcan training.

Mayor Ayres stated when junk is left in the green space, the code enforcement officer sends letter and gives 30 days to rectify, per code. He feels 30 days in inappropriate and should be rectified immediately as it is the right-of-way.

Trustee Havens stated he is working with Christina Olevano on an event for drug use awareness.

**Executive Session:** Trustee Sinsabaugh moved to enter executive session at 7:30 p.m. to discuss contractual and personnel issues. Trustee Keene seconded the motion, which carried unanimously.

Trustee Keene moved to enter regular session at 7:50 p.m. Trustee Havens seconded the motion, which carried unanimously.

**Adjournment**: Trustee Havens moved to adjourn at 7:51 p.m. Trustee Keene seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, JULY 25, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance. .

**Roll Call:** Present were Trustees Uhl, Sinsabaugh, Aronstam, Reznicek, Keene, Havens, and Mayor Ayres

Also present Clerk Treasurer Wood, Chief Gelatt, and Attorney Keene

Press included Chris Davis of WATS/WAVR, and Johnny Williams of the Morning Times

**Waverly Glen Park Master Plan Presentation:** Mike Haas, of Haas Landscape Architects, stated he has completed the Waverly Glen Park Master Plan. The plan has three phases. He presented the details for Phase 1, which includes: reconfiguring the park entrance, repair and upgrades to the small and large pavilions and restrooms, paving, bank stabilization, upgrade play equipment, amphitheater, etc.

He estimated Phase 1 at $680,000. Tioga County Economic Development and Planning will be applying for a grant from NYS Parks EFP CFA. This grant, if approved, would cover 75% of the project and the Village’s responsibility will be 25%. He also stated that the 25% can include in-kind services and possible other grant opportunities. Mr. Haas stated the deadline for the grant application is July 29, 2017. The Board is not under any obligation at this time to move forward with the project. The Board could not accept grant, if awarded, if that is what they wished to do.

**Public Comments:** Dan Leary, of 63 Pine Street, commended the DPW on a great job of paving. He also asked if there was any CHIPS money left to consider paving Lincoln Avenue.

Linda Vogel, on behalf of the Friends of the Cemeteries, thanked the Board and DPW for removing the debris at Forest Home Cemetery. She also stated the shrubs still need to be trimmed.

Tom Bellinger stated concern with the with residents depositing cut grass into the road as it plugs up the drains. He also stated concerns with the drain spillway behind his home being plugged up. He asked the Board if the Village could dredge it out so the water would run through it better. He stated it hasn’t been done in 26 years and feels since this is a village drain, the Village should clean out the debris. With all the recent rain, his yard is flooding and it gets closer and closer to his home.

**Letters and Communications:** The clerk read a letter from Shannon Ryck stating she is holding a fundraiser and 5k run. Most of her event will be held in the Town of Barton, except for a part of the 5k run, which will go down William Donnelly Parkway. This event will be held on August 26, 2017 with the 5k run beginning at 10:00 a.m. She requested permission to use the road. The clerk stated Chief Gelatt reviewed her request and offered to have police presence during that leg of the run. Trustee Sinsabaugh moved to approve the request as presented, contingent upon submittal of insurance. Trustee Aronstam seconded the motion, which carried unanimously.

**Approval of Minutes:** Trustee Keene moved to approve the Minutes of June 19, and June 27, 2017 as presented. Trustee Aronstam seconded the motion, which carried unanimously.

**Treasurer's Report:** Clerk Treasurer Wood presented the following reports with documentation:

Loan Programs 6/1/17 – 6/30/17

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans | Balances | Rehab Loans | Balances |
| Beginning Balance | 27,300.04 | Beginning Balance | 46,954.57 |
| Deposits | 32,991.13 | Deposits | 1,532.44 |
| Disbursements | 0.00 | Disbursements | 0.00 |
| Ending Balance | 60,291.17 | Ending Balance | 48,487.01 |
| Money Market/Savings | 329,405.47 | MM/Savings Balance | 138,346.06 |
|  |  | Sidewalk Balance | 10,764.50 |
| Total Available Balance | 389,696.64 | Total Available Balance | 197,597.57 |
| Outstanding Loans | 70,228.10 | Outstanding Loans | 53,975.95 |
| Fund Balance | 459,924.74 | Outstanding Loan Balance | 251,573.52 |

\*The report also outlined the status of individual loan repayments

**Finance Committee/Approval of Abstract:** Trustee Uhl presented bills for General Fund in the amount of $21,642.24, and Cemetery Funds in the amount of (previous budget) $29.25, and (current budget) $6,852.69 for a total of $28,524.18 and moved to approve payment of the abstract. Trustee Havens seconded the motion, which carried unanimously.

**River Road Update:** Trustee Keene stated he has no update.

**Code Enforcement:** Attorney Keene summarized letters from Code Officer Chisari that were sent out. Mayor Ayres stated he will request a detailed report from Code Enforcement showing progress on violated properties.

**DPW Building Update/LaBella Associates Service Agreement:** Trustee Aronstam explained the Agreement submitted by LaBella Associates for engineering services. He stated they agreed to 7 ½% of the project cost and NYMIR agreed to cover that cost. Trustee Aronstam stated we won’t have an exact cost until the project goes out to bid. LaBella Associates will start working on the specs and drawings as soon as this is approved, and they will take approximately 4-6 weeks and put out to bid as quickly as possible. Trustee Reznicek moved to approve the Professional Services Agreement with LaBella Associates as presented, and authorize Mayor Ayres to sign. Trustee Uhl seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 6 (Aronstam, Uhl, Sinsabaugh, Havens, Reznicek, Ayres)

Nays – 1 (Keene)

The motion carried.

**Waverly Glen Park Master Plan:** Mayor Ayres stated the Mike Haas, of Haas Landscape Architects, presented the Glen Park Master Plan. He stated he understands that our cost share, which is estimated at $190,000, is a high but feels most of it can come from in-kind services and other grants. Since this project ties into the Two Rivers State Park, there may be more grant opportunities available. Mildred Faulkner Truman Foundation has been interested in this project and already awarded us the $15,000 grant for the completion of the Master Plan. Tioga County Economic Development has offered to help find other available grants. He also stated that the Waverly Planning Board has reviewed this project and recommended adoption of the Waverly Glen Parks Master Plan to the Village Board

**Waverly Glen Park Master Plan with a SEQR Negative Declaration:** Trustee Aronstam

offered the following resolution, and moved its adoption:

WHEREAS: The Village of Waverly Board of Trustees, with the professional services of Haas Landscape Architects, has been working with Tioga County Tourism, Tioga County EDP, Tioga County SWCD and NYS Parks Finger Lakes Region to develop a comprehensive master plan for improvements to Waverly Glen Park and connection to Two Rivers State Park; and

WHEREAS: The Village of Waverly realizes the importance and significance of such this outdoor recreational resource for its residents and various local community groups; and

WHERAS: The Village of Waverly is committed to improving Waverly Glen Park for all ages including a safer entrance, roadways and parking areas, updated and safer playground equipment, safer access to the falls, stabilized streambanks for Dry Brook, and improved pavilions, and providing trail connection to the adjacent Two River State Park; and

WHEREAS: A SEQR Full Environmental Assessment Form has been completed and the Village of Waverly Planning Board’s analysis has revealed no significant adverse environmental impacts from this Type 1 action; and

WHEREAS: Both the Village of Waverly Planning Board and the Tioga County Planning Board have recommended adoption of the Waverly Glen Park Master Plan during the GML §239 review process; and

WHEREAS: The Village of Waverly Board of Trustees intends to proceed with a NYS Park EPF CFA grant to implement Phase 1 of the recommendations in the Waverly Glen Park Master Plan; therefore be it

RESOLVED: That the Village of Waverly Board of Trustees hereby makes a Negative Declaration for SEQR purposes and adopts the Waverly Glen Park Master Plan.

Trustee Reznicek seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 6 (Uhl, Aronstam, Havens, Reznicek, Sinsabaugh, Ayres)

Nays – 0

Abstain – 0 (Keene)

The motion carried, and resolution was adopted.

**Authorize NYS Parks EFP CFA Grant for Waverly Glen Park Phase 1 Implementation:** Trustee

Aronstam offered the following resolution, and moved its adoption:

WHEREAS: The Village of Waverly Board of Trustees hired Haas Landscape Architects and collaborated with Tioga County Tourism, Tioga County EDP, Tioga County SWCD and NYS Parks Finger Lakes Region to develop and adopt a comprehensive master plan for improvements to Waverly Glen Park and connection to Two Rivers State Park; and

WHEREAS: The Village of Waverly realizes the importance and significance of this outdoor recreational resource for its residents and various local community groups; and

WHERAS: The Village of Waverly is committed to improving Waverly Glen Park for all ages including a safer entrance, roadways and parking areas, updated and safer playground equipment, safer access to the falls, stabilized streambanks for Dry Brook, and improved pavilions, and trail connection to the adjacent Two Rivers State Park; and

WHEREAS: A consultant cost estimate for Phase 1 implementation projects as detailed in the adopted Waverly Glen Park Master Plan is $680,000; and

WHEREAS: This grant source is capped at $500,000 and requires a 25% local match as the Village of Waverly is located within a distressed census tract; therefore be it

RESOLVED: That the Village of Waverly Board of Trustees is hereby authorized to submit said grant application and directed upon award to accept funds from the New York State Office of Parks, Recreation and Historic Preservation in accordance with the provisions of Title 9 of the Environmental Protection Act of 1993, in an amount not to exceed $490,000 with a local contribution of cash and in-kind services not to exceed $190,000, and enter into and execute a project agreement with the State for such financial assistance to the Village of Waverly for Phase 1 implementation improvement projects to Waverly Glen Park and, if appropriate, a conservation easement/preservation covenant to the deed of the assisted property.

Trustee Uhl seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 6 (Uhl, Aronstam, Havens, Reznicek, Sinsabaugh, Ayres)

Nays – 1 (Keene)

The motion carried, and resolution was adopted.

**Broad Street Tree Maintenance:** Mayor Ayres submitted a proposal from Robinson Contracting & Landscaping to maintain the nineteen new trees planted on Broad Street. This includes fertilization and pruning when necessary. The annual price is $500. Mayor Ayres stating that having regular maintenance on these trees would help them grow properly and not get out of control as the others did. Trustee Uhl moved to approve the maintenance agreement as presented, and authorize Mayor Ayres to sign. Trustee Reznicek seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 6 (Aronstam, Uhl, Sinsabaugh, Havens, Reznicek, Ayres)

Nays – 1 (Keene)

The motion carried.

**Tree List:** Mayor Ayres stated the Tree Committee will be evaluating trees that need removing or trimming for Fall. He asked if anyone had any concerns with village trees to let the clerk know so it can be evaluated.

**Approval of 2014 CDBG Abstract / Final Draw:** The clerk presented the abstract for Drawdown #17 in the amount of $3,346.97 and stated this is the final draw of this grant. Trustee Uhl moved to approve the bills as presented. Trustee Havens seconded the motion, which carried unanimously.

**Mayor/Board Comments:** Mayor Ayres stated the Cayuta Creek Bridge Project is trying to get completed by the end of August. There is an issue with contractor, and they are reviewing specs.

Trustee Uhl stated concern with not enforcing the 2-hour parking on Broad Street. Mayor Ayres stated he would discuss with Chief Gelatt.

**Adjournment**: Trustee Uhl moved to adjourn at 8:47 p.m. Trustee Havens seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, AUGUST 8, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present: Trustees Uhl, Havens, Sinsabaugh, Aronstam, Reznicek, Keene, and Mayor Ayres

Also present: Clerk Treasurer Wood, Chief Gelatt, and Attorney Keene

Press included: Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** No comments were offered.

**Letters and Communications:** The clerk read a letter from a concerned citizen stating concern with accumulated items on a vacant lot on Lincoln Street. The clerk stated she gave a copy of the letter to Code Enforcement Officer Chisari and he said he would address this issue tomorrow morning.

The clerk read a letter from the Waverly Christian & Missionary Alliance Church requesting a portion of Cadwell Avenue be closed for one hour per evening during their Vacation Bible School from August 14-18 as children would be crossing the road between the church and the parking area. This would be on Cadwell Avenue from Chemung Street to the end of their parking lot. Chief Gelatt stated he had no issues as they have done this in the past. Trustee Sinsabaugh moved to approve request as presented. Trustee Reznicek seconded the motion, which carried unanimously.

**Approval of Minutes:** Trustee Uhl moved to approve the Minutes of July 11, 2017 as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Department Reports:** The clerk submitted department reports from Code Enforcement, Recreation, and Police. The Code Enforcement report included a Status Report detailing progress on properties.

Chief Gelatt stated Senator Akshar will be here on Saturday for the “Shed the Meds” event, and will also have a Narcan training class. He also stated that the officers will start enforcing the 2-hour parking on Broad Street, beginning next week. Chief Gelatt stated he received a complaint of excessive speeding on Center Street.

**Part Time Police Officer:** Chief Gelatt stated PT Officer Dibble has resigned for personal reasons. He would like to fill that position and recommended Kiana Manual be hired as PT Police Officer. He stated she is from Waverly and shows great potential. She is uncertified at this time, however, he would like to sponsor her through the academy, where she will earn her certification. Trustee Uhl moved to approve hiring Kiana Manual as Part Time Police Officer and her sponsorship for the academy, at the contractual rate of pay. Trustee Aronstam seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 7 (Aronstam, Uhl, Sinsabaugh, Havens, Keene, Reznicek, Ayres)

Nays – 0

The motion carried.

**School Resource Officer:** Chief Gelatt stated the school has requested a resource officer on a daily basis for their 2017-2018 school year. The school agreed to pay the Village $25,000 for this service. Chief Gelatt recommended retired Vestal Police Officer Ben Hettinger to be hired as Part Time Police Officer with an annual salary of $25,000 and no benefits. He would start late August. Trustee Sinsabaugh moved to hire Ben Hettinger as Part Time Police Officer with an annual salary of $25,000 with no additional benefits. Trustee Uhl seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 7 (Aronstam, Uhl, Sinsabaugh, Havens, Keene, Reznicek, Ayres)

Nays – 0

The motion carried.

**Treasurer's Report:** Clerk Treasurer Wood presented the following reports with documentation:

General Fund 7/1/17 – 7/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 441,934.91 | Current Revenues | 46,767.68 |
| Deposits | 200,206.12 | Year to Date Revenue | 2,109,959.55 |
| Disbursements | 195,080.90 | Current Expenditures | 188,433.15 |
| Ending Balance | 447,060.13 | Year to Date Expended | 429,665.53 |

\*General Capital Reserve Fund, $84,451.83

\*Current Estimated Fund Balance $2,421,390.72

Cemetery Fund 7/1/17 – 7/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 34,488.73 | Current Revenues | 309.22 |
| Deposits | 301.23 | Year to Date Revenue | 28,067.74 |
| Disbursements | 6,419.33 | Current Expenditures | 7,047.02 |
| Ending Balance | 28,370.63 | Year to Date Expended | 13,466.35 |

\*Current Estimated Fund Balance $40,789.29

**Finance Committee/Approval of Abstract:** Trustee Uhl presented bills for General Fund in the amount of $216,225.03, and moved to approve payment of the abstract. He stated $132,077.69 was for paving which will be offset with CHIPS funding. Trustee Havens seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** Trustee Uhl presented bills for Capital Projects in the amount of $4,900, and moved to approve payment of bills. Trustee Havens seconded the motion, which carried unanimously.

**River Road Update:** Trustee Keene stated he has no update. Attorney Keene stated she left messages for Chemung County’s Attorney and our Insurance Agent, and is waiting for their response. Mayor Ayres recommended having another meeting with all involved. Trustee Keene didn’t feel that another meeting was necessary. The Board felt we should move forward with the proper barricade and signage and close it off permanently. Attorney Keene stated the law for discontinuance requires a public hearing.

**DPW Building Update:** Mayor Ayres stated he, Trustee Aronstam, and Clerk Treasurer Wood had a conference call with NYMIR, Insurance Adjuster Al Young, and our Insurance Agent Bill Soprano on July 19, 2017 and it was very positive. Trustee Aronstam stated NYMIR will cover the costs of the building’s footers and foundation, which was previously in question. The engineer is working on the specs and drawings and should be completed by the beginning of September and then the project can go to bid. The footers and foundation will be done as soon as possible and before winter.

**Drainage Issue in Spillway from Pennsylvania Avenue:** Mayor Ayres asked Trustee Sinsabaugh to get with DPW Lead Pond and look at the situation behind Tom Bellinger’s home. Attorney Keene stated she would research the easements.

**Drainage on Broad Street:** Mayor Ayres asked Trustee Sinsabaugh to get with DPW Lead Pond and possibly scope the drains on Broad Street to see if they are plugged.

**FEMA/Snow Storm Stella:** Clerk Treasurer Wood stated Snow Storm Stella had record snowfall and has been declared a disaster, and Tioga County is eligible. She will be attending the FEMA Public Assistance Meeting on Thursday, and will file an application for funding assistance for the disaster.

**Information Technology Policy and Standards:** The clerk stated she just completed our NYMIR renewal and they recommend we have an IT Policy and Standards, which we currently do not have. She presented a proposal from Pyramid Business Solutions to write this policy and standards at a cost of $1,695. Trustee Keene moved to approve proposal as presented. Trustee Reznicek seconded the motion, which carried unanimously.

**Curb Cut Application:** The clerk presented a curb cut request from the First Baptist Church for the property at 23 Tioga Street. The clerk stated Chief Gelatt and Street Operator Pond have reviewed and had no concerns. Trustee Uhl moved to approve the curb cut at 23 Tioga Street as presented. Trustee Havens seconded the motion, which carried unanimously.

**2017 CDBG Program Application:** Trustee Sinsabaugh moved to schedule a public hearing on August 22, 2017 at 6:30 p.m., to solicit input with respect to our 2017 CDBG Application and to develop program activities. Trustee Reznicek seconded the motion, which carried unanimously.

**Executive Session:** Trustee Uhl moved to enter executive session at 7:12 p.m. to discuss the Police Contract. Trustee Sinsabaugh seconded the motion, which carried unanimously.

Trustee Keene moved to enter regular session at 7:47 p.m. Trustee Aronstam seconded the motion, which carried unanimously.

**Teamsters Contract with Police:** Trustee Sinsabaugh moved to approve the contract between the Teamsters and the Waverly Police Department, contingent upon the Attorney’s review of the contract language. Trustee Aronstam seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 7 (Aronstam, Uhl, Sinsabaugh, Havens, Keene, Reznicek, Ayres)

Nays – 0

The motion carried.

**Adjournment**: Trustee Uhl moved to adjourn at 7:45 p.m. Trustee Keene seconded the motion, which carried unanimously. Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, AUGUST 22, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees Uhl, Sinsabaugh, Aronstam, Reznicek, Keene, and Mayor Ayres

Also present Clerk Treasurer Wood, and Attorney Keene

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** Patrick Elston thanked the Board for the additional parking on Pennsylvania Avenue.

**Letters and Communications:** The clerk read a letter from the WBA requesting street closures for their

2017 Fall Fest on September 30, 2017. The following streets to be closed from 8:00 a.m. to 4:30 p.m. are Broad Street from the corner of Pennsylvania Avenue to Waverly Street, and Park Avenue from the corner of Broad Street to Depumpo Lane. The clerk stated Chief Gelatt reviewed and had no concerns. Trustee Reznicek moved to approve the street closures as requested, contingent upon submittal of proper insurance. Trustee Sinsabaugh seconded the motion, which carried unanimously.

The clerk read a letter from Chris Bennett, of Valley Storm Travel Softball, requesting use of East Waverly Park for a fundraising event on September 30, 2017. The clerk stated Chief Gelatt reviewed and had no concerns. Trustee Aronstam moved to approve the request at the standard rental charge, and contingent upon submittal of proper insurance. Trustee Uhl seconded the motion, which carried unanimously.

The clerk read a letter from Erica Bayne, of Tioga Opportunities, requesting use of our Community Room on October 26th from 10:00 a.m. to 12:00 p.m. for a flu clinic. A pharmacist from the Owego Pharmacy will administer the flu shots. Trustee Uhl moved to approve the request with no rental fee. Trustee Reznicek seconded the motion, which carried unanimously.

Mayor Ayres recommended review of our pavilion/parks rental policy before next year’s season.

**Liquor License Renewal:** The clerk submitted a 30-day advanced notice of application to renew a liquor license, upon filing with New York State. Patricia Aronstam submitted the notice on behalf, of the Mickey’s Pub located at 581 Broad Street. The clerk stated Chief Gelatt reviewed application and had no concerns. Trustee Sinsabaugh moved to accept the notice with no comment to the State. Trustee Uhl seconded the motion, which carried unanimously.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of July 25, and August 8, 2017 as presented. Trustee Reznicek seconded the motion, which carried unanimously.

**Treasurer's Report:** Clerk Treasurer Wood presented the following reports with documentation:

Loan Programs 7/1/17 – 7/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans | Balances | Rehab Loans | Balances |
| Beginning Balance | 60,291.17 | Beginning Balance | 48,487.01 |
| Deposits | 1,220.53 | Deposits | 715.22 |
| Disbursements | -6,485.00 | Disbursements | -12,740.00 |
| Ending Balance | 55,026.70 | Ending Balance | 36,462.23 |
| Money Market/Savings | 329,461.42 | MM/Savings Balance | 138,369.55 |
|  |  | Sidewalk Balance | 10,764.50 |
| Total Available Balance | 384,488.12 | Total Available Balance | 185,596.28 |
| Outstanding Loans | 75,588.75 | Outstanding Loans | 53,212.82 |
| Fund Balance | 460,588.74 | Outstanding Loan Balance | 238,809.10 |

\*The report also outlined the status of individual loan repayments

Capital Projects Fund – 6/1/17 – 6/30/17

|  |  |  |
| --- | --- | --- |
|  | General CP (Fire) | Sewer CP (Upgrade) |
| Beginning Balance | 252,804.30 | 0.00 |
| Deposits/Debits | 0.00 | 34,331.88 |
| Disbursements/Credits | -16,090.14 | -34,331.88 |
| Ending Balance | 236,714.16 | 0.00 |

\*Total Capital Projects Fund Balance $236,714.16

Capital Projects Fund – 7/1/17 – 7/31/17

|  |  |  |
| --- | --- | --- |
|  | General CP (Fire) | Sewer CP (Upgrade) |
| Beginning Balance | 236,714.16 | 0.00 |
| Deposits/Debits | 14,700 | 24,521.58 |
| Disbursements/Credits | 0.00 | 0.00 |
| Ending Balance | 251,414.16 | 24,521.58 |

\*Total Capital Projects Fund Balance $275,935.74

**Finance Committee/Approval of Abstract:** Trustee Uhl presented General Fund bills in the amount of $103,007.49; and Cemetery Fund bills in the amount of 6,284.26; for a total of $109,291.75 and moved to approve payment of the abstracts. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** Trustee Uhl presented bills for Capital Projects in the amount of $4,900, and moved to approve payment of bills. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**River Road Update:** Mayor Ayres read an email from Andrew Avery, of Chemung County, stating their legislature previously passed a resolution to close their portion of River Road, but to keep the trail open. He is sending a revised resolution to Chemung County Legislature to request closure of the trail also. Attorney Keene stated Tim Pipher, of the Trail Committee, also recommends closing the trail. Attorney Keene will draft a Discontinuance for River Road. She stated she discussed the closure with NYMIR and there are Federal Standards to follow regarding barricades and signage. Trustee Keene stated he is discharging himself from further activity in regards to River Road.

**DPW Building Update:** Trustee Aronstam stated the utilities are still in good shape at the vacant DPW site. He stated the preliminary drawings will be completed soon.

**Code Enforcement:** Attorney Keene stated Code Officer Chisari issued a court appearance summons to the owner of the Loder Street property.

**Pennsylvania Avenue Drainage:** Trustee Sinsabaugh stated he and DPW Lead Pond looked at the drainage piping and found that it had come apart. They repaired it; however, the water stream area needs to be cleaned out. Mayor Ayres stated that if the residents were to clean it out, the Village would haul away the debris. Attorney Keene will review easements and responsibilities of the drainage stream.

**Parking Committee:** Mayor Ayres stated he and Chief Gelatt would create a work group to evaluate the parking needs in the Village. Interested persons include Patrick Elston, Bill Milhollen, Josh Cassidy, Trustee Uhl, and Trustee Havens. Patrick Elston also recommended Don Sassman.

**Public Hearing for 2017 CDBG Application:** Trustee Uhl moved to set Public Hearing for the Village of Waverly’s 2017 CDBG Application for September 12, 2017 at 6:30 p.m., and the clerk to advertise the same. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Court JCAP Grant Authorization:** The clerk presented a request from Village Justice Richard Gorman for authorization to file a grant application for the 2017-2018 NYS Justice Court Assistance Program (JCAP). Trustee Uhl moved to approve Justice Gorman’s request to file a grant application to JCAP. Trustee Reznicek seconded the motion, which carried unanimously.

**NYCOM Fall Training School:** Trustee Sinsabaugh moved to approve Clerk Treasurer Wood, Attorney Keene, and any Board Member to attend the NYCOM Fall Training School in Saratoga, NY on September 11-15, 2017 at a cost of $695 each, plus room and board. Trustee Reznicek seconded the motion, which carried unanimously.

**Buy Back Cemetery Lot:** The clerk stated Donald and Diane Sharpsteen have requested the Village to buy back two cemetery lots in Glenwood Cemetery (Section B, Lots 66 and 67), as they are no longer needed. The clerk stated they surrendered the original deed, which shows they paid $550 for each lot. Trustee Keene moved to approve buying back said cemetery lots for the original purchase price of $1,100. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Approval to Dispose of Vehicle:** Trustee Uhl moved to declare the Parks Department’s 2005 Ford Ranger (VIN# 1FTYR10U25PA94219) as surplus, and dispose of it by auction with proceeds deposited to the General Fund. Trustee Reznicek seconded the motion, which carried unanimously.

**Joint Meeting with the Board of Sewer Commissioners:** The clerk stated Delaware Engineering reviewed the bids for the Sewer Plant Upgrade Project. The Board of Sewer Commissioners would like to award the project and begin the construction. Trustee Uhl moved to set a Joint Meeting with the Board of Trustees, Board of Sewer Commissioner, and Delaware Engineering for August 31, 2017 at 6:30 p.m. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Curbing at Clark/Moore Street:** Trustee Sinsabaugh submitted two proposals for installing curbing on the corner of Clark and Moore Street. Vough Construction proposed $8,375 and JD Ward proposed $9,538 for installation of 246 feet of curbing. Attorney Keene would like to table for review of specs. Trustee Aronstam moved to table for next meeting. Trustee Uhl seconded the motion, which carried unanimously.

**Village Hall Stairs:** The clerk stated the stairs on the east end of Village Hall are in need of repair. She stated the DPW has offered to repair them. Trustee Aronstam moved to approve DPW to repair the stairs. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Elderwood Assisted Living Proclamation:** Mayor Ayres offered the following proclamation and moved its adoption:

**WHEREAS**, residents of assisted living communities are active members of the larger community, offering their wisdom, life experiences and skills; their past contributions continue to be a vital part of The Village of Waverly’s rich history; and their future contributions deepen our Village’s identity;

**WHEREAS**, assisted living is a critical long-term care service for the elderly and individuals with disabilities that fosters choice, dignity and independence; assisted living communities are committed to excellence, innovation and the advancement of person-centered care;

**WHEREAS,** the National Center for Assisted Living created National Assisted Living Week to demonstrate our nation’s appreciation of the unique individuals who reside in assisted living communities and the staff members and volunteers who deliver care every day;

**WHEREAS,** the theme of National Assisted Living Week 2017 is “Family is Forever,” which encourages assisted living communities to support opportunities for residents to take advantage of the latest communication tools to engage with the world around them;

**WHEREAS,** according to the Pew Research Center, social media usage among those aged 65 and older has more than tripled since 2010. Therefore, this year’s National Assisted Living Week theme aims to help overcome the myth that older adults lack the ability to learn and/or interest in using new technologies.

**WHEREAS,** “Family is Forever” acknowledges the myriad ways assisted living staff and supporting business partners are revolutionizing person-centered care by implementing innovative technologies in these communities;

**WHEREAS,** assisted living communities are an integral part of the larger community and local economy. Staff cultivates connections with local families, business owners, government organizations, community organizers and others to ensure that residents remain an active part of where they call home;

**NOW, THEREFORE,** I, Patrick Ayres, Mayor Village of Waverly, do hereby proclaim the week of September 10-17, 2017 as Assisted Living Week in the Village of Waverly. I urge all citizens to counter in an assisted living community, to visit friends and loved ones who reside at these communities, and to learn more about how assisted living services benefit the Southern Tier of New York State.

Trustee Aronstam seconded the proclamation resolution, which carried unanimously.

**Village Annual CPA Audit:** The clerk stated our annual CPA audit will be performed next week. The auditors will be onsite Monday through Thursday.

**Village Employee Policy Update:** The clerk stated she, Trustee Havens, and Trustee Uhl worked together on the policy. She submitted the amendments to the Board. They are as follows:

Section V, Paragraph D: (DELETE) Dental Trust Fund – remove all language as written. The Village no longer has this benefit.

Section V, Paragraph D: (ADD) Uniform/Clothing Reimbursement – Only employees under a bargaining agreement may be eligible for a clothing allowance. The terms of their clothing allowance are set forth in their bargaining agreement. It is prohibited for any employee to purchase any clothing item using the Village of Waverly’s credit card or store charge accounts. Eligible clothing purchases will be reimbursable upon submission of receipt and approval by the Board of Trustees. The receipt must include the store name, date of purchase, costs, and item detail. Receipts that have been altered or tampered with will not be valid.

Trustee Sinsabaugh moved to approve amending the Village Employee Policy as presented. Trustee Reznicek seconded the motion, which carried unanimously.

**Mayor/Board Comments:** Trustee Sinsabaugh stated the plaques were placed inside the Bell Building regarding the history of the Bells.

**Executive Session:** Trustee Sinsabaugh moved to enter executive session at 7:35 p.m. to discuss the Police Contract. Trustee Uhl seconded the motion, which carried unanimously.

Trustee Aronstam moved to enter regular session at 7:54 p.m. Trustee Reznicek seconded the motion, which carried unanimously.

**Adjournment**: Trustee Uhl moved to adjourn at 7:55 p.m. Trustee Keene seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**JOINT MEETING OF THE BOARD OF TRUSTEES**

**AND THE BOARD OF SEWER COMMISSIONERS**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON THURSDAY AUGUST 31, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees Uhl, Sinsabaugh, Havens, Reznicek, and Mayor Ayres.

Present were Sewer Commissioners Cannavino, Hoppe, Jilson, Hughes, and Senior Commissioner Kahn.

Also present were Clerk Treasurer Wood, Attorney Keene, Town of Barton Liaison Lopreste, Dan Leary, Sewer Plant Operator Kinsley, and Dave Ohman and Mike Primmer of Delaware Engineering.

Press included Warren Howeler of the Morning Times

**Wastewater Treatment Plant Project Presentation:** Dave Ohman, of Delaware Engineering, presented the following updates for the Wastewater Treatment Plant Upgrade Project:

**Status/Update**

* Original project including Leprino contributions had a project cost estimate of $19M.
* Financing through NYSEFC for this project earmarked 25% Water Grant at $4.5M and 0% interest loan for the balance.
* The scope of the project was reduced when Leprino decided to go direct discharge and the Engineering Report was revised.
* A project Finance Agreement was developed with NYSEFC in 2015 and 2016 for the reduced project.
* Project design was completed in Spring of 2017 with NYSDEC approval in June 2017.

**Construction Bid Review**

* Construction bids were opened on August 18, 2017.
* Bids came in higher than anticipated due to:
  + Additional work items
    - New heated garage (20’ x 30’) for vacuum truck due to fire loss of DPW garage.
    - More site work to accommodate the new garage.
    - Replacement of 30-year-old back flow preventer on Village water supply to the plant.
    - Installation of a magnetic flowmeter on the incoming Village water supply to monitor usage.
    - Remove existing and build new retaining wall to provide access to chemical fill port at Filter Building for truck deliveries when MBR tank and building size increased.
    - Added sheeting and shoring and tank underdrain system with monitoring manhole for the MBR tank and building based on geotechnical report findings.
  + Changes which occurred during detailed design
    - More work to refurbish sludge digesters including replacement of gravity sludge thickener (has come into failing condition since PER was written).
    - More work to refurbish existing concrete tanks. Due to concrete degradation. Decision to replace all existing safety railings to prevent further concrete degradation (pipe in socket design).
    - More work to address influent pump station rehabilitation and pump/piping/valving reconfiguration with new valve pit to avoid confined space entry into wet well, and added manual trash basket.
    - More electrical work including Filter Building MCC upgrade, electric feed to the garage, temporary generator requirement to relocate MCC and replace the emergency generator.
    - Added a Plumbing Contract to address replacement of badly corroded Village water fitting that terminates in the Filter Building, potable water needs in the Headworks Building (safety issues), and MBR Building (safety issues and back-up water feed to NPW system.
    - More Headworks Building work including increased concrete in building for adequate support of equipment located on the second floor of the building, extensive grating around headworks equipment and increased equipment costs.
    - Equalization tank process design change to include mechanical mixing in terminal tanks to provide a “pre-anoxic zone” for better nitrogen removal in subsequent Anoxic Tank.
    - More MBR Building and equipment work including the inclusion of stainless steel pipe support trees for pipe support, replacement of existing aeration tank valves, addition of bypass piping to anoxic tank, addition of effluent bypass & recycle piping around NPW storage tank (requested by DEC and Kubota), larger building footprint, some equipment cost increases.
  + Cost increases since 2016 for equipment and materials.
  + Overall construction cost based on low bids was $12,819,115.

**Financial Review**

* NY Water Grant will be 25% of the actual/final project cost.
* Based on August 2017 Post Bid costs, estimated grant will be $4.2M.
* Contingency will be adjusted to 10% resulting in a $0.7M reduction.
* Net increase to finance since 2016 estimate is $3.4M.
* Based on August 2017 Post Bid costs, the net cost to finance is estimated to be $12.7M which equates to $421,630/year based on 0% financing for 30 years.
* Based on 2,943 EDU’s (equivalent dwelling units), the post upgrade cost for a typical household (1 unit) is: Debt Service = $143, O&M = $255, for a total of $398 per year.

**Review of Construction Bids:**

**Contact No. VW-G-17-General**

* Base bids for the General Contract ranged from $10,890,000 to $12,743,800. The engineers estimate (preliminary engineering report, 2016) was $7,259,531.
  + The full bid review/award recommendation letter package was provided.
  + A tabulation of bids was submitted.
  + Delaware Engineering reviewed all bids and confirms:
    - That Quandel Construction, Inc. is the lowest responsible bidder.
    - Quandel will be providing all specified equipment and is proposing no substitutes.
    - There were no informalities noted which would indicate an issue with the bid or alter the bid results.
    - Quandel has completed similar projects, and based on review of their references, they are fully capable of completing this project in accordance with the contract documents. Therefore, Delaware Engineers recommends that the Village award the subject project to Quandel Construction, Inc.
    - Delaware Engineering believe that the cost remains reasonable and recommends the Village move forward at this time to remain on track with the NYSDEC Order of Consent.

Trustee Uhl moved to award Contract No. VW-G-17-General to Quandel Construction, Inc. as presented, authorize Mayor Ayres to execute all necessary documents, and authorize Delaware Engineering to proceed and commence construction phase services. Trustee Havens seconded the motion and duly put to a roll call vote, resulting as follows:

Ayes – 7 (Uhl, Sinsabaugh, Havens, Reznicek, Ayres)

Nays – 0

Absent – 2 (Aronstam, Keene)

The motion carried.

**Contact No. VW-E-17-Electrical**

* Base bids for the Electrical Contract ranged from $1,319,800 to $1,587,800. The engineers estimate was $1,071,000 not including contingency.
  + The full bid review/award recommendation letter package was provided.
  + A tabulation of bids was submitted.
  + Delaware Engineering reviewed all bids and confirms:
    - That Schuler-Haas Electric Corp. is the lowest responsible bidder.
    - Schuler-Haas will be providing all specified equipment and is proposing no substitutes.
    - There were no informalities noted which would indicate an issue with the bid or alter the bid results.
    - Schuler-Haas has completed similar projects, and based on review of their references, they are fully capable of completing this project in accordance with the contract documents. Therefore, Delaware Engineers recommends that the Village award the subject project to Schuler-Haas.
    - Delaware Engineering believe that the cost remains reasonable and recommends the Village move forward at this time to remain on track with the NYSDEC Order of Consent.

Trustee Sinsabaugh moved to award Contract No. VW-E-17-Electrical to Schuler-Haas Electric Corp. as presented, authorize Mayor Ayres to execute all necessary documents, and authorize Delaware Engineering to proceed and commence construction phase services. Trustee Uhl seconded the motion and duly put to a roll call vote, resulting as follows:

Ayes – 7 (Uhl, Sinsabaugh, Havens, Reznicek, Ayres)

Nays – 0

Absent – 2 (Aronstam, Keene)

The motion carried.

**Contact No. VW-HVAC-17-HVAC**

* Base bids for the HVAC Contract was $438,290. There was only one bid. The engineers estimate was $474,000 not including contingency.
  + The full bid review/award recommendation letter package was provided.
  + A tabulation of bids was submitted.
  + Delaware Engineering reviewed all bids and confirms:
    - That Kimble, Inc. is the lowest responsible bidder.
    - Kimble, Inc. will be providing all specified equipment and is proposing no substitutes.
    - There were no informalities noted which would indicate an issue with the bid or alter the bid results.
    - Kimble, Inc. has completed similar projects, and based on review of their references, they are fully capable of completing this project in accordance with the contract documents. Therefore, Delaware Engineers recommends that the Village award the subject project to Schuler-Haas.
    - Delaware Engineering believe that the cost remains reasonable and recommends the Village move forward at this time to remain on track with the NYSDEC Order of Consent.

Trustee Reznicek moved to award Contract No. VW-HVAC-17-HVAC to Kimble, Inc. as presented, authorize Mayor Ayres to execute all necessary documents, and authorize Delaware Engineering to proceed and commence construction phase services. Trustee Uhl seconded the motion and duly put to a roll call vote, resulting as follows:

Ayes – 7 (Uhl, Sinsabaugh, Havens, Reznicek, Ayres)

Nays – 0

Absent – 2 (Aronstam, Keene)

The motion carried.

**Contact No. VW-P-17-Plumbing**

* Base bids for the Plumbing Contract was $134,125. There was only one bid. The engineers estimate was not included as scope was deemed less than $35,000 and was included in the General Contract.
  + The full bid review/award recommendation letter package was provided.
  + A tabulation of bids was submitted.
  + Delaware Engineering reviewed all bids and confirms:
    - That Kimble, Inc. is the lowest responsible bidder.
    - Kimble, Inc. will be providing all specified equipment and is proposing no substitutes.
    - There were no informalities noted which would indicate an issue with the bid or alter the bid results.
    - Kimble, Inc. has completed similar projects, and based on review of their references, they are fully capable of completing this project in accordance with the contract documents. Therefore, Delaware Engineers recommends that the Village award the subject project to Schuler-Haas.
    - Delaware Engineering believe that the cost remains reasonable and recommends the Village move forward at this time to remain on track with the NYSDEC Order of Consent.

Trustee Uhl moved to award Contract No. VW-HVAC-17-HVAC to Kimble, Inc. as presented, authorize Mayor Ayres to execute all necessary documents, and authorize Delaware Engineering to proceed and commence construction phase services. Trustee Sinsabaugh seconded the motion and duly put to a roll call vote, resulting as follows:

Ayes – 7 (Uhl, Sinsabaugh, Havens, Reznicek, Ayres)

Nays – 0

Absent – 2 (Aronstam, Keene)

The motion carried.

**Construction Schedule:**

* Notices to Proceed issued to all prime contractors by September 29, 2017 in order to remain in compliance with the Consent Order.
* Village WWTP staff collect data for first three months to establish interim limits
* Substantial Completion issued by December 31. 2017.

Mayor Ayres thanked Delaware Engineering, the Board of Sewer Commissioners, Clerk Treasurer Wood, Attorney Keene, and Plant Operator Kinsley for all their work on this project.

**Adjournment**: Trustee Reznicek moved to adjourn at 7:25 p.m. Trustee Havens seconded the motion, which carried unanimously. Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**PUBLIC HEARING HELD BY THE BOARD OF**

**TRUSTEES OF THE VILLAGE OF WAVERLY AT 6:30 P.M.**

**ON TUESDAY, SEPTEMBER 12, 2017 IN THE TRUSTEES' ROOM,**

**VILLAGE HALL FOR THE PURPOSE OF PUBLIC COMMENT WITH**

**RESPECT TO 2017 CDBG APPLICATION**

Trustee Ayres declared the hearing open at 6:30 p.m. and directed the clerk to read the notice of public hearing.

Present were Trustees: Aronstam, Sinsabaugh, Keene, Havens, Reznicek, Uhl and Mayor Ayres. Also present was Deputy Clerk Treasurer Hazen. Press included Johnny Williams of the Morning Times, and Dawn Campbell of WATS/WAVR.

Trustee Ayres read the legal notice regarding the 2017 CDBG application and opened the floor for comments. With no one wishing to be heard, Trustee Ayres closed the hearing at 6:35 p.m.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Kerri Hazen, Deputy Clerk/Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:35 P.M.**

**ON TUESDAY, SEPTEMBER 12, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

**Roll Call:** Present were Trustees Uhl, Sinsabaugh, Aronstam, Havens, Reznicek, Keene, and Mayor Ayres. Also present were Deputy Clerk Treasurer Hazen and Attorney Keene. Press included Dawn Campbell of WATS/WAVR, and Johnny Williams of the Morning Times.

**Public Comments:** Patrick Elston of Broad Street Barbershop and Joshua Cassidy of The Railhouse requested the Board consider adding diagonal parking on Broad Street between Park Avenue and Pennsylvania Avenue, stating it would double the number of parking spots. Mayor Ayres asked Trustee Uhl to work with the parking committee, Patrick Elston, Jack Pond to review.

Tom Bellinger of 454 Pennsylvania Avenue inquired if a decision has been reached regarding the spillway located in his yard and he would like to receive the response in writing. He also stated concern regarding a couch being left out at 21 Johnson Street. Attorney Keene stated she needs to discuss this with the board prior to giving advice and she believes there is an easement on file and she will look into it.

**Letters and Communications:** The deputy clerk read a letter from RoadSafe Traffic Systems stating Norfolk Southern railroad needs to do repair/maintenance to the crossing on Fulton Street that will require the road to be closed, tentatively scheduled for October 25-27. RoadSafe will provide traffic control during that time and will notify police, Fire and school transportation the morning of the closing.

**Letter of Resignation:**  The clerk read a letter of resignation from Police Officer Kate Martinez, effective September 25, 2017. Officer Martinez stated she has accepted a new position with the Village of Tupper Lake Police Department and will be relocating. She enjoyed working with the Police Department and thanked the Village for the opportunity. Trustee Sinsabaugh moved to accept her resignation. Trustee Keene seconded the motion, which carried unanimously.

**Department Reports:** The deputy clerk submitted department reports from Code Enforcement and Recreation. The Code Enforcement report included a Status Report detailing progress on properties. Mayor Ayres stated he spoke with Marty Sauerbrey from Tioga County regarding unsafe building procedures and they are working on a protocol. He stated he will follow up with her prior to the next meeting.

**Presentation to Recreation Department:** Trustee Aronstam presented a check for $1,280.00 to Recreation Director David Shaw from the Waverly Recreation Booster Club. He stated the monies were raised for the village to offset the cost of children who not afford to pay for recreation activities.

**Finance Committee/Approval of Abstract:** Trustee Uhl presented General Fund bills in the amount of $36,889.20 and moved to approve payment of the abstract. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**River Road Update:** Attorney Keene stated a NYMIR representative would like to meet with her, the Mayor and Jack Pond to discuss the possible cost of the closure. She also stated per NYS law 7-724 the village board of trustees needs to refer the possible closing to the planning board so they have the opportunity to review and make a recommendation if they choose to.

**DPW Building Update:** Trustee Aronstam stated the final plans and the advertising are complete, NYMIR has seven days to examine the bid package and the bid process ends October 5th.

**Curbing Clark/Moore Street:** Trustee Sinsabaugh stated Vough Construction has submitted an estimate per village code for $8,375.00. Trustee Reznicek moved to approve Vough Construction’s estimate as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Status of Court Filing:** Attorney Keene stated a judgement was received for $3,000.00 and she is hoping to pursue an income execution.

**SAM Grant:** Mayor Ayres updated the board and stated he has received a letter stating we have fulfilled

all the requirements and thanked all involved for their participation.

**Approval of Village Rehab Abstract # 16:** The deputy clerk presented bills for abstract # 16 in the amount of $18,250.00. Trustee Uhl moved to approve the bills as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Water/Sewer Relevy Agreement with Town of Barton (outside services):** Attorney Keene stated she has a draft agreement and will bring to the next meeting.

**Secondhand Dealer License:** The Deputy Clerk presented a Secondhand Dealer application from Joshua Hall, for his business known as Stateline Jewelry and Coins, located at 376 Broad Street. The deputy clerk stated chief of police reviewed and has no issues. Trustee Sinsabaugh moved to approve the application as presented. Trustee Reznicek seconded the motion, which carried unanimously.

**Water Board Meeting, September 19th at 6:30 p.m.:** Mayor Ayres requested Trustees Reznicek and Aronstam attend the upcoming water board meeting.

**Village Hall Phone System:** Mayor Ayres asked Trustee Reznicek to work with Clerk Treasurer Wood to research updating the phone system at village hall and he would like to incorporate it into the 2018 budget year.

**Mayor/Board Update:**  Trustee Sinsabaugh stated the 2013 police vehicle is being replaced and is off the road and would be cheaper to repair it than to purchase a new vehicle for recreation. Trustee Aronstam stated there will be a dedication ceremony for the bell project on September 30th at 10:30 a.m. and the community is invited. Mayor Ayres stated the Floyd Hooker Youth Trust Fund awards scholarships for youth programs and asked Recreation Director Shaw and Trustee Aronstam to reach out to them.

**Executive Session:** Trustee Uhl moved to enter executive session at 7:25 p.m. to discuss a contractual/personnel issue. Trustee Reznicek seconded the motion, which carried unanimously.

Trustee Sinsabaugh moved to enter regular session at 7:55 p.m. Trustee Uhl seconded the motion, which carried unanimously.

**Adjournment**: Trustee Uhl moved to adjourn at 7:55 p.m. Trustee Reznicek seconded the motion, which carried unanimously.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kerri Hazen, Deputy Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, SEPTEMBER 26, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees Uhl, Havens, Sinsabaugh, Aronstam, Reznicek, Keene, and Mayor Ayres. (Trustee Ayres left at 7:17 p.m.)

Also present Clerk Treasurer Wood, Attorney Keene, and Teresa Saraceno of Tioga County Economic Development.

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times.

**Code Enforcement Vehicle:** Trustee Aronstam stated the 2013 Ford Explorer, that is currently being used by Code Enforcement, needs repair of head gasket. He stated he got a quote from Foote’s in the amount of $2,500. The vehicle cannot be driven until repaired as it could damage the engine. Trustee Aronstam moved to approve Foote’s to repair the vehicle as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Bell Building Dedication Ceremony:** Trustee Aronstam stated a dedication ceremony for the bells has been scheduled for September 30, 2017 at 9:30, and encouraged all to attend.

**DPW Building Update:** Trustee Aronstam stated there was a pre-bid meeting today for the DPW Building. There were several potential bidders in attendance, as were Architect Dave Adams, Engineer Rich Pascuzzo, Clerk Treasurer Wood, and Trustee Aronstam. Trustee Aronstam stated NYMIR is reviewing the specs and drawings. The bid opening is scheduled for October 5th at 2:00 p.m. Discussion followed. Trustee Aronstam moved to schedule a special meeting on October 6, 2017 at 6:00 p.m. Trustee Reznicek seconded the motion, which carried unanimously.

Trustee Aronstam left the meeting as he had a prior commitment.

**Public Comments:** Former Mayor, Dan Leary stated NYS DOT is paving William Donnelly Parkway as part of our agreement of using it for the detour. The construction of the Cayuta Creek Bridge is completed and the bridge is open. He stated NYS DOT filled in gaps a while back on the Howard Street Bridge. Trustee Keene stated concern that the bridge may be stressed and needs to be inspected. Mr. Leary stated there is a big issue with that bridge as the sidewalks have crumbled. He was told by NYS DOT that the sidewalks were going to be replaced last year, and they have not been. He is asking the Board for their support, and to not allow the Village DPW to plow those sidewalks until they are replaced by the state. Mayor Ayres asked Trustee Keene and Mr. Leary for their help, as they have previous connections and history, in regards to the bridge. They both agreed to help follow-up with the concerns.

Linda Vogel, of the Friends of the Waverly Cemeteries, stated there are a couple of gravesites that are in need of filling and grass seed. She also stated the shrubs at Forest Home Cemetery were trimmed, however, they are still very high.

**2017 Restore NY Grant:** Teresa Saraceno presented a project for the 2017 Restore NY Grant Program. The project is to help restore 358 Broad Street, the former Village Hall/Police Station. She stated as the new owner, Teaoga Development, is solely responsible for any monetary commitments, and making payments to the contractor. The Village would need to file the application. Ms. Saraceno stated she will be working with the owner throughout this project and there will be very little administration time needed from the village. Trustee Uhl moved to apply for the 2017 Restore NY Grant, on behalf of Teaoga Development, for the property at 358 Broad Street. Trustee Reznicek seconded the motion, which carried unanimously.

**Letters and Communications:** The clerk read a letter from Mary Sobel, of the Red Door Thrift Store, requesting a street closures for their “Children’s Visit with Santa Gift Giveaway” on December 15, 2017 between the hours of 5:00 p.m. and 10:00 p.m. She requested Park Avenue be closed between Broad Street and DePumpo Lane. The clerk stated Chief Gelatt reviewed and had no concerns. Trustee Sinsabaugh moved to approve the street closure as requested, contingent upon submittal of proper insurance. Trustee Uhl seconded the motion, which carried unanimously.

**Letter of Resignation:** The clerk read a letter of resignation from Andrea Giovenco, of the Zoning Board of Appeals, stating she has to resign due to relocating to Memphis, TN, effective immediately. She thanked the Village for the opportunity to serve. Mayor Ayres accepted her letter of resignation, and will accept letters on interest for fill the vacancy.

**Department Report:** The clerk submitted a department report from the Police Department, for August. Trustee Sinsabaugh stated the repair to the police vehicle turned out to be replacement of motor mounts at a cost of $70, and was repaired. The transmission is good.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of August 22, 2017 as presented. Trustee Havens seconded the motion, which carried unanimously.

**Treasurer's Report:** Clerk Treasurer Wood presented the following reports with documentation:

General Fund 8/1/17 – 8/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 447,060.13 | Current Revenues | 46,741.35 |
| Deposits | 94,818.58 | Year to Date Revenue | 2,156,700.90 |
| Disbursements | 409,916.33 | Current Expenditures | 365,748.76 |
| Ending Balance | 131,962.38 | Year to Date Expended | 795,414.29 |

\*General Capital Reserve Fund, $84,466.17

\*Current Estimated Fund Balance $2,102,383.31

Cemetery Fund 8/1/17 – 8/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 28,370.63 | Current Revenues | 2,058.94 |
| Deposits | 2,050.95 | Year to Date Revenue | 30,126.68 |
| Disbursements | 8,206.28 | Current Expenditures | 7,578.59 |
| Ending Balance | 38,627.86 | Year to Date Expended | 21,044.94 |

\*Current Estimated Fund Balance $35,269.64

Loan Programs 8/1/17 – 8/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans | Balances | Rehab Loans | Balances |
| Beginning Balance | 55,026.70 | Beginning Balance | 36,462.23 |
| Deposits | 35,680.33 | Deposits | 2,173.68 |
| Disbursements | 0.00 | Disbursements | 0.00 |
| Ending Balance | 90,707.03 | Ending Balance | 38,635.91 |
| Money Market/Savings | 329,517.38 | MM/Savings Balance | 138,393.05 |
|  |  | Sidewalk Balance | 10,764.50 |
| Total Available Balance | 420,224.41 | Total Available Balance | 187,793.46 |
| Outstanding Loans | 40,029.58 | Outstanding Loans | 51526.82 |
| Fund Balance | 460,253.99 | Outstanding Loan Balance | 239,320.28 |

\*The report also outlined the status of individual loan repayments

Capital Projects Fund – 8/1/17 – 8/31/17

|  |  |  |
| --- | --- | --- |
|  | General CP (Fire) | Sewer CP (Upgrade) |
| Beginning Balance | 251,414.16 | 24,521.58 |
| Deposits/Debits | 14,700.00 | 14,266.49 |
| Disbursements/Credits | 4,900.00 | 38,788.07 |
| Ending Balance | 261,214.16 | 0.00 |

\*Total Capital Projects Fund Balance $261,214.16

The clerk stated we received our annual State Aid payments: AIM (Aid and Incentives to Municipalities) in the amount of $47,162, and PCA (Per Capita Aid) in the amount of $4,277.

**Finance Committee/Approval of Abstract:** Trustee Uhl presented General Fund bills in the amount of $143,250.46; and Cemetery Fund bills in the amount of 7,849.97; for a total of $151,100.43 and moved to approve payment of the abstracts. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Tioga County Update:** Mayor Ayres stated concern regarding Tioga County Legislator Mullen has only attended one or two meetings since he was elected. Discussion followed. Trustee Sinsabaugh moved to authorize Mayor Ayres to draft a letter to the Tioga County Legislature regarding the concern. Trustee Havens seconded the motion, which carried unanimously.

**River Road Update:** Mayor Ayres stated he met with Mark Loveless, Trustee Sinsabaugh, Jack Pond, Chief Gelatt, and Attorney Keene. They walked the area of River Road. Mr. Loveless offered a lot of information regarding the proper signage and blockade. Mayor Ayres stated Attorney Keene will meet with Jack Pond to review the federal standard for the signage and get it ordered.

**Curbing at Clark/Moore Street:** Trustee Sinsabaugh stated the curbing installation started today.

**Parking Committee:** Trustee Uhl stated the Parking Committee will meet on October 9th.

**Part Time Code Enforcement Officer:** Mayor Ayres stated Chris Robinson, a certified NYS Code Enforcement Officer, has agreed to take a position as Part Time Coded Enforcement Officer for the Village of Waverly. He accepted to work for the village for 16 hours per week, at a rate of $1,000 per month, as long as needed. He would submit a monthly report to the Board. Trustee Uhl moved to hire Chris Robinson as presented. Trustee Havens seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 6 (Uhl, Sinsabaugh, Havens, Reznicek, Keene, Ayres)

Nays – 0

Absent – 1 (Aronstam,)

The motion carried.

**Curb Cut Application:** The clerk presented a two curb cut requests from the First Baptist Church for the property at 23 Tioga Street. The clerk stated Chief Gelatt and Street Operator Pond have reviewed and had no concerns. Mayor Ayres stated he would like to review further, as the placement for the cuts were not described on the applications.

**Street Striping Proposals:** Trustee Sinsabaugh had proposals to stripe Chemung Street, Broad Street, and Ithaca Street, as follows:

Secor Company $1,200

Airport Striping $7,600

Trustee Sinsabaugh moved to authorize Secor Company to stripe the roads as presented. Trustee Keene seconded the motion, which carried unanimously.

**Lead Agency for Waverly Glen Park Master Plan:** Trustee Uhl moved the Village of Waverly Board of Trustees to be the lead agency for the SEQR Review for the Waverly Glen Park Master Plan. Trustee Reznicek seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 6 (Uhl, Sinsabaugh, Havens, Reznicek, Keene, Ayres)

Nays – 0

Absent – 1 (Aronstam,)

The motion carried.

**Waverly Glen Park Master Plan Kickoff:** Mayor Ayres stated there will be a kickoff event for the Waverly Glen Park Master Plan at Waverly Glen on October 10, 2017 at 11:00 a.m. He encouraged all to attend.

**Executive Session:** Trustee Sinsabaugh moved to enter executive session at 7:38 p.m. to discuss a personnel issue. Trustee Reznicek seconded the motion, which carried unanimously.

Trustee Uhl moved to enter regular session at 8:05 p.m. Trustee Keene seconded the motion, which carried unanimously.

Trustee Sinsabaugh moved to have Parks and Rec logo removed from their trucks and replaced with a Village of Waverly logo. Trustee Keene seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 6 (Uhl, Sinsabaugh, Havens, Reznicek, Keene, Ayres)

Nays – 0

Absent – 1 (Aronstam,)

The motion carried.

**Adjournment**: Trustee Havens moved to adjourn at 8:07 p.m. Trustee Keene seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, OCTOBER 10, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees Uhl, Havens, Sinsabaugh, Aronstam, Keene, and Mayor Ayres.

Also present Clerk Treasurer Wood, Attorney Keene, Teresa Saraceno of Tioga County Economic Development, and Dave Adams of AJH Design.

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times.

**2017 Restore NY Grant, Intent to Apply:** Teresa Saraceno presented an outline of the project at 358 Broad Street, which included a preliminary estimate of $1,091,050. The grant would cover $716,595. She stated the estimate is high and would probably be much less once the final scope of work is completed. She again assured that all costs for this project is the sole responsibility of the property owner, and the village would have very little administration work. Trustee Uhl moved to authorize the Intent to Apply for the 2017 Restore NY Grant for 358 Broad Street, and Mayor Ayres to sign the documentation. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**DPW Building Update/Bid Award:** Dave Adams stated the bid opening was held on October 5, 2017. There were several bidders for the project. He stated there was a base bid for the 4,000 square foot building. This is what is to be reimbursed by NYMIR. There were also four alternates included in the bid package. The complete bid package was as follows:

Base Bid 4,000 sf. Building (per NYMIR)

Alternate 1 Additional 800 sf. Vehicle Bay

Alternate 2A Fire Alarm for Base Bid Area

Alternate 2B Fire Alarm for Additional Bay Area

Alternate 3 Natural Gas Service

Mr. Adams stated that based on discussions with the Village, he recommends awarding the Base Bid with Alternates 1, 2A, 2B. He also recommended the Village table Alternate 3 for the replacement of the underground natural gas piping as he believes it will not be required.

Dave Adams stated all bids were reviewed, he conducted post-bid questioning, and examined background information for the apparent low bidders. He has not identified any items of concern that are apparent with any of the contracts to be awarded. He stated the total bids came in approximately $20,000 under the estimate. Mr. Adams recommends awarding contracts to include Base Bid with Alternates 1, 2A, 2B to the low bidders, as follows:

|  |  |  |
| --- | --- | --- |
| **Contract** | **Bidder** | **Amount (including Alts 1, 2A, 2B** |
| General Trades | Gary Webster, Inc. | $470,124 |
| Electrical | Wade Electric | $ 56,245 |
| Plumbing | Schoonover Plumbing & Heating | $ 76,900 |
| HVAC | Frey & Campbell | $ 64,920 |

Trustee Sinsabaugh moved to award the General Contact to Gary Webster, Inc. in the amount of $470,124 as presented. Trustee Uhl seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 6 (Uhl, Sinsabaugh, Havens, Aronstam, Keene, Ayres)

Nays – 0

Absent – 1 (Reznicek)

The motion carried.

Trustee Uhl moved to award the Electrical Contact to Wade Electric in the amount of $56,245 as presented. Trustee Sinsabaugh seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 6 (Uhl, Sinsabaugh, Havens, Aronstam, Keene, Ayres)

Nays – 0

Absent – 1 (Reznicek)

The motion carried.

Trustee Uhl moved to award the Plumbing Contact to Schoonover Plumbing & Heating in the amount of $76,900 as presented. Trustee Havens seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 6 (Uhl, Sinsabaugh, Havens, Aronstam, Keene, Ayres)

Nays – 0

Absent – 1 (Reznicek)

The motion carried.

Trustee Keene moved to award the Plumbing Contact to Frey & Campbell in the amount of $64,920 as presented. Trustee Sinsabaugh seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 6 (Uhl, Sinsabaugh, Havens, Aronstam, Keene, Ayres)

Nays – 0

Absent – 1 (Reznicek)

The motion carried.

Trustee Uhl moved to authorize Dave Adams to proceed with contracts. Trustee Keene seconded the motion, which carried unanimously.

**Public Comments:** No comments were offered.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of August 31, 2017 as presented. Trustee Aronstam seconded the motion, which carried unanimously.

**Department Report:** The clerk submitted a department report from Recreation, Code Enforcement, and Police Department.

**Treasurer's Report:** Clerk Treasurer Wood presented the following reports with documentation:

Cemetery Fund 9/1/17 – 9/30/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 22,215.30 | Current Revenues | 3,308.39 |
| Deposits | 3,300.66 | Year to Date Revenue | 33,435.07 |
| Disbursements | -6,944.30 | Current Expenditures | 6,944.30 |
| Ending Balance | 32,460.26 | Year to Date Expended | 27,989.24 |

\*Current Estimated Fund Balance $31,633.73

Capital Projects Fund – 9/1/17 – 9/30/17

|  |  |  |
| --- | --- | --- |
|  | General CP (Fire) | Sewer CP (Upgrade) |
| Beginning Balance | 261,214.16 | 0.00 |
| Deposits/Debits | 0.00 | 17,233.82 |
| Disbursements/Credits | -40,525.00 | 0.00 |
| Ending Balance | 220,689.16 | 17,233.98 |

\*Total Capital Projects Fund Balance $237922.98

**Finance Committee/Approval of Abstract:** Trustee Uhl presented General Fund bills in the amount of $18,829.09 and moved to approve payment of the abstract. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Tioga County Update:** Mayor Ayres submitted a draft copy of a letter to be sent to the Tioga County Legislature stating concern that our representative, Dennis Mullen, has not been attending our meetings. The Board had no comments or changes regarding the letter and approved it to be sent.

**River Road Update:** Attorney Keene stated she will be meeting with Jack Pond this week to review signage.

**Parking Committee:** Trustee Uhl stated the Parking Committee (Trustee Havens, Jack Pond, Chief Gelatt, and Trustee Uhl) met and discussed the diagonal parking idea and determined that it would not be feasible, due to spacing issues, infrastructure, and costs. They are looking at other possibilities including the area under the Howard Street Bridge. Attorney Keene stated she believes that area is owned by the state, but would check to see if we could develop it for parking.

**Code Enforcement/Laptop Purchase:** The clerk presented a proposal from Pyramid Business Solution for a laptop for PT Code Officer Robinson, in the amount of $859 for a HP ProBook 450 G4 Notebook. It will also need Microsoft Office installed and licensing fees. Trustee Sinsabaugh moved to approve the purchase as presented. Trustee Uhl seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 5 (Uhl, Sinsabaugh, Havens, Aronstam, Ayres)

Nays – 1 (Keene)

Absent – 1 (Reznicek)

The motion carried.

**Drainage on Pennsylvania Avenue:** Attorney Keene stated she could only find one easement for the properties involved with the drainage spillway from Pennsylvania Avenue to Spaulding Street. She would like to review owners’ abstracts, however, having difficulties with that. She requested more time to further review any liability.

**Disposition of Vehicles:** The clerk read a letter from Mary Sobel, of the Red Door Thrift Store, requesting a street closures for their “Children’s Visit with Santa Gift Giveaway” on December 15, 2017 between the hours of 5:00 p.m. and 10:00 p.m. She requested Park Avenue be closed between Broad Street and DePumpo Lane. The clerk stated Chief Gelatt reviewed and had no concerns. Trustee Sinsabaugh moved to approve the street closure as requested, contingent upon submittal of proper insurance. Trustee Uhl seconded the motion, which carried unanimously.

**Stop Signs:** The clerk submitted a proposal from Chief Gelatt. There have been many concerns from the public regarding after school vehicle and pedestrian traffic in the areas of Center Street, and Lincoln Street. Chief Gelatt proposes converting the intersections of Center Street/Spring Street; and Lincoln Street/Spring Street into a 4-way stop. Both intersections are currently regulated with stop signs in the East-West direction, and converting them into 4-way stops may act as a buffer to slow down traffic and ensure the safety of pedestrians, motorist, and buses.

He also proposed adding a stop sign to the intersection of Hospital Place/Wilbur Street. This intersection serves as the main enter/exit point at the school’s pick-up loop, therefore, highly congested area and uncontrolled.

Trustee Sinsabaugh moved to direct Attorney Keene to draft local law for the proposed stop sign additions as presented. Trustee Uhl seconded the motion, which carried unanimously.

**Zoning Board of Appeals Appointment:** Mayor Leary appointed Kyle McDuffee to the Zoning Board of Appeals to fill the vacancy left by Andrea Giovenco, effective immediately. The term will expire in April of 2018. Trustee Keene moved to approve the appointment. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Granite Works SEQR Review:** The Board reviewed and completed SEQR for the proposed warehouse addition located at 133 William Donnelly Parkway, which resulted with a negative declaration. Trustee Aronstam moved to determine this to be a TYPE II Action in accordance with 6 NYCRR Part 617 and requires no further action. Trustee Uhl seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Uhl, Sinsabaugh, Havens, Aronstam, Keene, Ayres)

Nays – 0

Absent – 1 (Reznicek)

The motion carried.

**Unsafe Building at 112 Park Place:** Attorney Keene stated Code Officer Chisari has posted the house at 112 Park Place as Unsafe. She submitted a report from Chisari regarding the property, and stated an engineer’s report is needed to proceed with an Unsafe Building Action against said property. Trustee Aronstam moved to authorize Mayor Ayres to contact Hunt Engineers to survey the structure and submit a report. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Executive Session:** Trustee Aronstam moved to enter executive session at 7:47 p.m. to discuss a personnel issue and litigation. Trustee Havens seconded the motion, which carried unanimously.

Trustee Uhl moved to enter regular session at 8:08 p.m. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Adjournment**: Trustee Uhl moved to adjourn at 8:09 p.m. Trustee Keene seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, OCTOBER 24, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Trustees Present: Havens, Sinsabaugh, Keene, Reznicek, and Mayor Ayres

Also present: Clerk Treasurer Wood, Former Mayor Dan Leary, Tioga County Legislator Dennis Mullen

Press included: Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** Amy Zehr, of 208 Chemung Street, stated they have been refurbishing this property since 2007 with the intent to restore it back to its historical character. She submitted pictures and a request for a variance to install driveway markers at 7 and 9 Athens Street. She stated these locations are connected with 208 Chemung Street. She also stated they were given a variance in 2011 to repair/replace sidewalk with slate stone (as it is currently and to keep original character of home) around 208 Chemung Street. Ms. Zehr requested a variance for slate stone sidewalks for 7 and 9 Athens Street. Mayor Ayres stated Attorney Keene is not present tonight, but would follow up with her regarding this matter.

Judith Harbst, of 126 Chemung Street, stated concern that her neighbor was going to ask for designated on-street parking spaces or her tenants. Ms. Harbst stated she would be very opposed to it. Mayor Ayres stated we have not received any requests for that.

**Proclamation for Daniel F. Leary:** Mayor Leary introduced Former Mayor Daniel F. Leary and presented him with this proclamation:

WHEREAS, Mr. Daniel F. Leary celebrates his 80th birthday on October 29, 2017; and

WHEREAS, Mr. Daniel F. Leary is a lifelong resident of the Village of Waverly. He has given many years of service to the Village of Waverly, and touched many lives of its residents and community; and

NOW THEREFORE**,** I, Patrick Ayres, Mayor of the Village of Waverly, do hereby proclaim: October 29, 2017 as Daniel F. Leary Day in the Village of Waverly.

Daniel Leary stated he feels the Village of Waverly is a great place and very proud of all its achievements throughout the years. Mayor Ayres and the Board thanked him for his many years of service.

**Approval of Minutes:** Trustee Keene moved to approve the Minutes of September 12, and September 26, 2017 as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Treasurer's Report:** Clerk Treasurer Wood presented the following reports with documentation:

General Fund 9/1/17 – 9/30/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 131,962.38 | Current Revenues | 110,946.65 |
| Deposits | 289,231.87 | Year to Date Revenue | 2,267,647.55 |
| Disbursements | 320,298.61 | Current Expenditures | 308,995.56 |
| Ending Balance | 100,895.64 | Year to Date Expended | 1,104,409.85 |

\*General Capital Reserve Fund, $84,480.05

\*Current Estimated Fund Balance $1,904,334.40

Loan Programs 9/1/17 – 9/30/17

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans | Balances | Rehab Loans | Balances |
| Beginning Balance | 90,707.03 | Beginning Balance | 38,635.91 |
| Deposits | 35,628.94 | Deposits | 2035.96 |
| Disbursements | 94,305.87 | Disbursements | 38,290.45 |
| Ending Balance | 32,030.10 | Ending Balance | 2,381.42 |
| Money Market/Savings | 389,578.12 | MM/Savings Balance | 158,417.99 |
|  |  | Sidewalk Balance | 10,037.00 |
| Total Available Balance | 421,608.22 | Total Available Balance | 170,836.41 |
| Outstanding Loans | 38,798.74 | Outstanding Loans | 59,973.72 |
| Fund Balance | 460,406.96 | Outstanding Loan Balance | 230,810.13 |

\*The report also outlined the status of individual loan repayments

**Finance Committee/Approval of Abstract:** Trustee Sinsabaugh presented General Fund bills in the amount of $41,574.66; Capital Projects in the amount of $7,365.09; Rehab Loans in the amount of $6,057.89; and Cemetery in the amount of $6,355.92; and moved to approve payment. Trustee Reznicek seconded the motion, which carried unanimously.

**Tioga County Update:** Tioga County Legislator Mullen stated the county budget will increase 2% and will stay under the tax cap. The county budget does not include any regular or specific sheriff patrols of the Village of Owego. He explained that the closest patrol would answer any call, however, if the Village of Owego wants or needs any specific patrol, they would need to pay for that service. He also stated Tioga Down’s revenue is good and will help pay for capital improvements. A tentative contract with the bargaining unit has been reached. Tourism budget has been increased to include a welcome center. The Glen Park Master Plan has had a lot of discussion and support. The Land Bank is still moving forward, however, unknown when it will be initiated in Tioga County. The Emergency Management Office is being reviewed to help better communications with the municipalities throughout the county.

Mayor Ayres asked Mullen what the County’s position is regarding tax levy of unsafe buildings. Mullen stated there have been discussions, but no resolution. He recommended communications with the county on each building issue.

**DPW Building Update:** Mayor Ayres stated there will be a pre-construction meeting on November 1, 2017 at 9:00 a.m.

**Code Enforcement:** Mayor Ayres stated Chris Robinson has started and seems to be moving forward.

**Unsafe Building at 112 Park Place:** Mayor Ayres stated Darin Rathbun, of Hunt Engineers, inspected the structure at 112 Park Place and will have an engineer’s report soon.

**Vehicle Disposition Results:** The clerk stated the three trucks went to State Line Auto Auction, and the sales resulted as follows:

2004 Ford Ranger, 1FTYR15E54PB02054 (Sewer) $1,270

2005 Ford Ranger, 1FTYR10U25PA94219 (Rec) $ 620

2003 Ford F150, 1FTRX18W33NA39190 (Water) $ 670

**Clerk’s Office Cabinet Proposal:** The clerk stated she gave the extra desk in the office to the new Code Officer to use. She stated the office is in need a more storage. She proposed to purchase four 30” base cabinets and 21’ of countertop. She stated cabinets would be installed in the main clerk’s office and also in her office. She also stated the DPW will be installing them. She gave pricing for stock cabinets from Lowes and Home Depot, however, the cabinets needed to be custom made due to the height of the office windows. She submitted a quote from Rynone Cabinets at a cost of $1,269, which was in line with the stock pricing of the other two stores. Trustee Havens moved to approve the purchase from Rynone as presented. Trustee Keene seconded the motion, which carried unanimously.

**Waverly-Barton Fire District 2018 Budget:** The clerk submitted the approved 2018 Budget for the Waverly-Barton Fire District. Trustee Keene reviewed it and stated nothing looked out of line.

**Information Technology Policy and Standards:** The clerk submitted the IT Policy and Standards for the Board to review. Pyramid Business Solution wrote the policy and standards. Mayor Ayres asked the Board to review and will bring it back to the next meeting for discussion.

**Justice Court Part Time Clerk:** The clerk read a letter from Village Justice Gorman requesting approval to hire a part time clerk for back up when the clerk when unavailable. The clerk stated Mary Simmons was the part time clerk, however, she retired a few years back. She also stated there is three weeks of coverage already budgeted. Trustee Sinsabaugh moved to approve Justice Gorman to reach out to the 6th Judicial District for recruitment assistance. Trustee Reznicek seconded the motion, which carried unanimously.

**Trick or Treat:** Mayor Ayres stated Trick or Treat night will be held in the Village on October 31, 2017 from 6:00-7:30 p.m.

**Adjournment**: Trustee Havens moved to adjourn at 7:15 p.m. Trustee Reznicek seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, NOVEMBER 13, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees Uhl, Reznicek, Sinsabaugh, Aronstam, Keene, and Mayor Ayres.

Also present Clerk Treasurer Wood, Attorney Keene, Code Officer Robinson, and Tioga County Legislator Dennis Mullen

Press included Dawn Campbell of WATS/WAVR, and Johnny Williams of the Morning Times.

**Public Comments:** Don Merrill stated he heard the Board was considering to purchase the NPL lot for a parking lot. He asked them to also consider the cost of paving, landscaping, and general maintenance before making a decision. He feels there is no need for it and it is unnecessary.

**Letters and Communications:** The clerk read a letter from Robert Bidlack stating he will be resigning from the Board of Sewer Commissioners, effective 2/1/2018, as he will be moving out of the village. Mayor Ayres accepted the letter of resignation, and thanked Mr. Bidlack for his service.

The clerk presented a letter from Waverly Trade Center stating a railroad crossing will be modified on Broad Street Extension. The modifications will include warning lights, gates, and bell to protect the crossing. This has been approved by NYS DOT and Norfolk Southern Railway.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of October 10, and October 24, 2017 as presented. Trustee Uhl seconded the motion, which carried unanimously.

**Department Report:** The clerk submitted a department report from Recreation, Code Enforcement, and Police Department.

**Treasurer's Report:** Clerk Treasurer Wood presented the following reports with documentation:

General Fund 10/1/17 – 10/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 100,895.64 | Current Revenues | 63,914.72 |
| Deposits | 307,336.98 | Year to Date Revenue | 2,331,562.27 |
| Disbursements | 195,379.15 | Current Expenditures | 167,943.80 |
| Ending Balance | 212,853.47 | Year to Date Expended | 1,272,353.65 |

\*General Capital Reserve Fund, $84,494.40

\*Current Estimated Fund Balance $1,800,305.32

Cemetery Fund 10/1/17 – 10/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 18,571.66 | Current Revenues | 1,158.60 |
| Deposits | 1,150.60 | Year to Date Revenue | 34,593.67 |
| Disbursements | 6,550.25 | Current Expenditures | 6,550.25 |
| Ending Balance | 13,172.01 | Year to Date Expended | 34,539.49 |

\*Current Estimated Fund Balance $26,242.08

Loan Programs 10/1/17 – 10/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans | Balances | Rehab Loans | Balances |
| Beginning Balance | 32,030.10 | Beginning Balance | 2,381.42 |
| Deposits | 2,300.32 | Deposits | 1,094.40 |
| Disbursements | .00 | Disbursements | 6,057.89 |
| Ending Balance | 34,330.42 | Ending Balance | -2,582.07 |
| Money Market/Savings | 389,644.29 | MM/Savings Balance | 158,444.90 |
|  |  | Sidewalk Balance | 10,037.00 |
| Total Available Balance | 423,974.71 | Total Available Balance | 165,899.83 |
| Outstanding Loans | 36,846.17 | Outstanding Loans | 58,909.00 |
| Fund Balance | 460,820.88 | Outstanding Loan Balance | 224,808.83 |

\*The report also outlined the status of individual loan repayments

Capital Projects Fund 10/1/17 – 10/31/17

|  |  |  |
| --- | --- | --- |
|  | General CP (Fire) | Sewer CP (Upgrade) |
| Beginning Balance | 220,689.16 | 17,233.82 |
| Deposits/Debits | .00 | .00 |
| Disbursements/Credits | 7,365.09 | 17,233.82 |
| Ending Balance | 213,324.07 | .00 |

\*Total Capital Projects Fund Balance $213,324.07

**Finance Committee/Approval of Abstract:** Trustee Uhl presented General Fund bills in the amount of $309,449.54 and moved to approve payment of the abstract. The high amount was due to employee retirement payments. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Tioga County Update:** Legislator Mullen stated they are reviewing county budgets, and he feels they are in good shape. He stated sales tax is up 5%. Tioga County will stay under the 2% tax cap.

**DPW Building Update:** The clerk submitted proposals from Intertek PSI, Atlantic Testing Labs, and CME Associates, to provide construction materials testing and special inspection services. As the uncertainty of the number of tests needed at this time, they submitted their hourly costs. These were reviewed by Architect Dave Adams, and he recommended Intertek PSI as most economical. Trustee Uhl moved to approve Intertek PSI as presented and recommended, and Mayor Ayres to sign the contract. Trustee Aronstam seconded the motion, which carried unanimously.

**Stop Signs:** Attorney Keene submitted a draft local law to install additional stop signs. Trustee Reznicek moved to schedule a public hearing on November 28, 2017 at 6:15 p.m., and the clerk to advertise the same. Trustee Uhl seconded the motion, which carried unanimously.

**Parking Committee:** Mayor Ayres stated he contacted NYS DOT in regards to parking under the Howard Street Bridge. He stated the state does own the area, however. They would be willing to help by agreement. He will research further.

**Unsafe Building at 112 Park Place:** Attorney Keene stated we received an engineering report. Code Enforcement is working with owner and they have engaged a contractor. Code Officer Robinson stated they were supposed to start today but haven’t. Attorney Keene stated we may have to pursue court action if they don’t follow through.

**Waverly Glen Park Master Plan SEQR Declaration:** Trustee Sinsabaugh offered the following resolution, and moved its adoption:

SEQR CONDITIONED NEGATIVE DECLARATION

FOR WAVERLY GLEN PARK IMPLEMENTATION PROJECTS

WHEREAS: The Village of Waverly Board of Trustees, has recently developed and adopted a comprehensive master plan for improvements to Waverly Glen Park and connection to Two Rivers State Park; and

WHEREAS: The Village of Waverly realizes the importance and significance of such this outdoor recreational resource for its residents and various local community groups; and

WHERAS: The Village of Waverly is committed to improving Waverly Glen Park for all ages as recommended and detailed in the Waverly Glen Park Master Plan; and

WHEREAS: A SEQR Full Environmental Assessment Form Part 1 has been completed and consent has been granted from the NYS OPRHP Finger Lakes Region Director and NYS DEC Region 7 Director for the Village of Waverly Board of Trustees to be designated Lead Agency; and

WHEREAS: The Village of Waverly Planning Board has completed the Full EAF Part 2 evaluation and has found no adverse environmental impacts; and

WHEREAS: NY State Historic Preservation Office has also been consultant and cleared the implementation projects from having no adverse impact on historic architectural resources, but is requiring a Phase 1 archeological investigation to assess impacts to archeological resources; and

WHEREAS: Said archeological investigation will be funded via the NYS EPF Parks Municipal Grant Program if awarded, therefore be it

RESOLVED: That the Village of Waverly Board of Trustees hereby makes a Conditioned Negative Declaration for SEQR purposes for the Waverly Glen Park Implementation Projects, pending the required Phase 1 archeological investigation being conducted upon grant award.

Trustee Reznicek seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 6 (Uhl, Sinsabaugh, Reznicek, Aronstam, Keene, Ayres)

Nays – 0

Absent – 1 (Havens)

The motion carried.

**Restore NY Grant, 358 Broad Street: SEQR Declaration:** Trustee Sinsabaugh offered the following resolution, and moved its adoption:

VOW BOT SEQR NEGATIVE DECLARATION 358 BROAD STREET

SPECIAL USE PERMIT WITH SITE PLAN REVIEW

WHERAS: The applicant/owner of 358 Broad Street has requested a required Special Use Permit with Site Plan Review to add three apartments to the third floor of the structure at that address; and

WHEREAS: A SEQR Short Environmental Assessment Form has been completed by the Tioga County Planning Director and said analysis has revealed no significant adverse environmental impacts from this Unlisted Action; and

WHEREAS: The owner/applicant is also working with the Village of Waverly Board of Trustees to apply for funding to the Restore NY Community Initiative Round 5 for the establishment of said apartments, as well as other critical improvements throughout the building; therefore

RESOLVED: That the Village of Waverly Board of Trustees hereby makes a Negative Declaration for SEQR purposes for 358 Broad Street Special Use Permit with Site Plan Review establishing apartments on the third flood of 358 Broad Street.

Trustee Reznicek seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 6 (Uhl, Sinsabaugh, Reznicek, Aronstam, Keene, Ayres)

Nays – 0

Absent – 1 (Havens)

The motion carried.

**Restore NY Grant, 358 Broad Street: Project Submission:** Trustee Aronstam moved to schedule a public hearing for the Restore NY Project Submission for November 28, 2017 at 6:20 p.m., and the clerk to advertise the same for three consecutive days. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Franchise Agreement with Time Warner Cable Northeast/Charter Communications:** Trustee Uhl moved to schedule a public hearing for November 28, 2017 at 6:25 p.m., and the clerk to advertise the same. Trustee Reznicek seconded the motion, which carried unanimously.

**NPL Lot:** Mayor Ayres stated the lot was appraised for $24,000. He feels this is a good opportunity for parking in the Business District, with possible leasing options. He stated the property will go up on the tax auction, and Tioga County has offered us the first chance to purchase. Trustee Keene stated it is unnecessary, and not benefitting the majority of taxpayers, and very opposed to purchasing it. Trustee Sinsabaugh stated concern with all the upgrading costs such as paving, landscaping, and maintenance. He feels there is enough parking in the Business District. Trustee Uhl stated concern that it would only be utilized by nearby tenants, and not beneficial for all. Trustee Reznicek stated it would improve to look of the area and could be beneficial when hosting events. He also stated there could be a possibility of creating some revenue. Trustee Aronstam stated he doesn’t feel that it is beneficial for the Village at this time, however, could be a great investment for a private buyer.

Trustee Keene moved that the Village does not to pursue purchasing the NPL lot. Trustee Sinsabaugh seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 4 (Uhl, Sinsabaugh, Aronstam, Keene)

Nays – 2 (Reznicek, Ayres)

Absent – 1 (Havens)

The motion carried.

Mayor Ayres stated he would inform Tioga County of our decision.

Mayor Ayres stated he would like to review parking opportunities for Erie Alley. He stated we need to get the barrier for the railroad done.

**Information Technology Policy and Standards:** The clerk submitted the IT Policy and Standards for the Board to review. Pyramid Business Solution wrote the policy and standards. Trustee Uhl moved approve and accept the IT Policy and Standard as written. Trustee Reznicek seconded the motion, which carried unanimously.

**NYS DOT Shared Service Agreement:** Mayor Ayres presented a shared service agreement from NYS DOT, as follows:

This Agreement, dated December 14, 2017, is between the NYSDOT (“State”) and the Village of Waverly (“Municipality”), pursuant to Section 99-r of the General Municipal Law, the State and the Municipality wish to share services, exchange or lend materials or equipment which shall promote and assist the maintenance of State and Municipal roads and highways and provide a cost savings by maximizing the effective utilization of both parties’ resources. The State and the Municipality agree to share services as follows:

1. Description and Cost of Services, Materials, or Equipment to be shared: Provide details of the service, materials, or equipment to be shared in the attached standard Schedule A. The total amount of the agreement shall not exceed ten thousand dollars ($10,000). If applicable, indicate that the return exchange will be determined at a later date.
2. The Provider’s employees shall remain under full supervision and control of the Provider. The parties shall remain fully responsible for their own employees for all matters, including but not limited to, salary insurance, benefits, and workers compensation.
3. If the borrowed machinery or equipment is damaged or otherwise needs repair arising out of or in connection with the Recipient’s use, the Recipient shall be responsible for such repairs.
4. The Municipality agrees to indemnify the State for any and all claims arising out of the Municipality’s acts or omissions under this agreement.
5. The term of this agreement shall be for one (1) year. The parties will endeavor to provide no less than thirty (30) days’ notice of its intent to extend the agreement. Either party may revoke this agreement by providing sixty (60) days written notice of such revocation. Upon revocation, any outstanding obligations of the parties must be satisfied within thirty (30) days of the date of such revocation.

Trustee Sinsabaugh moved to approve the shared agreement as presented, and authorize Mayor Ayres to sign agreement. Trustee Uhl seconded the motion, which carried unanimously.

**Cemetery Mowing:** Trustee Reznicek moved to authorize the clerk to advertise for bids for cemetery mowing for the 2018 season only, and the deadline will be January 5, 2018. Trustee Keene seconded the motion, which carried unanimously.

**Memorial Brick Policy:** Mayor Ayres submitted a proposed policy for the memorial bricks at the Mini Park. Ideas and recommendations were discussed. He stated he would update the policy for future review. Dolly Johnson, of The Rotary, asked to be able to submit a proposal before a final policy is adopted. She stated she would have a draft proposal by the first December meeting. The Board agreed to wait for their proposal.

**Village ID’s and DPW Shirt Proposal:** Mayor Ayres stated he would like to have ID’s for all employees and elected officials. He submitted a draft. He also stated he has been meeting with Department Heads once a month and would like to supply the DPW with shirts (with Village decals) to wear as a uniform. He showed them a design. He stated this would make them look more professional when working.

**Mayor/Board Comments:** Mayor Ayres stated he is working on submitting a grant application to Mildred Truman Faulkner to help with renovation of the large pavilion at Waverly Glen. Tioga County Tourism is helping with the application.

**Executive Session:** Trustee Keene moved to enter executive session at 8:27 p.m. to discuss a personnel issue. Trustee Reznicek seconded the motion, which carried unanimously.

Trustee Uhl moved to enter regular session at 8:57 p.m. Trustee Reznicek seconded the motion, which carried unanimously.

**Adjournment**: Trustee Uhl moved to adjourn at 8:57 p.m. Trustee Reznicek seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**PUBLIC HEARING HELD BY THE BOARD OF**

**TRUSTEES OF THE VILLAGE OF WAVERLY AT 6:15 P.M.**

**ON TUESDAY, NOVEMBER 28, 2017 IN THE TRUSTEES' ROOM,**

**VILLAGE HALL FOR THE PURPOSE OF PROPOSED LOCAL LAW 04-2017**

**TO AMEND CHAPTER 140-40 VEHICLES AND TRAFFIC**

Trustee Ayres declared the hearing open at 6:15 p.m. and directed the clerk to read the notice of public hearing.

Present were Trustees: Aronstam, Sinsabaugh, Keene, Havens, Reznicek, Uhl, and Mayor Ayres. Also present was Clerk Treasurer Wood and Attorney Keene. Press included Johnny Williams of the Morning Times, and Ron Cole of WATS/WAVR.

The clerk read the proposed local law and Mayor Ayres opened the floor for comments. With no one wishing to be heard, Trustee Ayres closed the hearing at 6:20 p.m.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Michele Wood, Clerk Treasurer

**PUBLIC HEARING HELD BY THE BOARD OF**

**TRUSTEES OF THE VILLAGE OF WAVERLY AT 6:20 P.M.**

**ON TUESDAY, NOVEMBER 28, 2017 IN THE TRUSTEES' ROOM,**

**VILLAGE HALL FOR THE PURPOSE OF SUBMITTING A RESTORE NY**

**GRANT APPLICATION FOR 358 BROAD STREET REVITALIZATION PROJECT**

Trustee Ayres declared the hearing open at 6:20 p.m. and directed the clerk to read the notice of public hearing.

Present were Trustees: Aronstam, Sinsabaugh, Keene, Havens, Reznicek, Uhl, and Mayor Ayres. Also present was Clerk Treasurer Wood and Attorney Keene. Press included Johnny Williams of the Morning Times, and Ron Cole of WATS/WAVR.

Mayor Ayres summarized the project and opened the floor for comments. With no one wishing to be heard, Trustee Ayres closed the hearing at 6:25 p.m.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Michele Wood, Clerk Treasurer

**PUBLIC HEARING HELD BY THE BOARD OF**

**TRUSTEES OF THE VILLAGE OF WAVERLY AT 6:20 P.M.**

**ON TUESDAY, NOVEMBER 28, 2017 IN THE TRUSTEES' ROOM,**

**VILLAGE HALL FOR THE PURPOSE OF A FRANCHISE AGREEMENT WITH TIME WARNER CABLE NORTHEAST/CHARTER COMMUNICATIONS**

Trustee Ayres declared the hearing open at 6:20 p.m. and directed the clerk to read the notice of public hearing.

Present were Trustees: Aronstam, Sinsabaugh, Keene, Havens, Reznicek, Uhl, and Mayor Ayres. Also present was Clerk Treasurer Wood and Attorney Keene. Press included Johnny Williams of the Morning Times, and Ron Cole of WATS/WAVR.

Mayor Ayres stated Attorney Keene reviewed agreement and asked if there were any concerns. Attorney Keene stated it was in line with the last agreement. Mayor Ayres opened the floor for comments. With no one wishing to be heard, Trustee Ayres closed the hearing at 6:30 p.m.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, NOVEMBER 28, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m.

**Roll Call:** Trustees Present: Uhl, Havens, Aronstam, Sinsabaugh, Keene, Reznicek, and Mayor Ayres

Also present: Clerk Treasurer Wood, and Attorney Keene

Press included: Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** No comments were offered.

**Letters and Communications:** The clerk read a letter of resignation from PT Clerk Pam Page, stating she will be retiring effective December 8, 2017. Mayor Ayres thanked Pam for her service to the Village.

**Finance Committee/Approval of Abstract:** Trustee Uhl presented General Fund bills in the amount of $16,585.08, and Cemetery in the amount of $326.48, and moved to approve payment. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**DPW Building Update:** Mayor Ayres submitted color schemes for the new building. The Board agreed to the SK-1 scheme submitted by Dave Adams, Architect.

**Proposed Local Law 4 of 2017: Amend Chapter 140: Vehicles and Traffic:** Trustee Sinsabaugh moved to adopt Local Law 4 of 2017, and amend to include as follows:

140-40. Schedule VIII: Stop Intersections

Stop Sign On Direction of Travel At Intersection Of

Hospital Place East From Center Street traveling East on Hospital

Place at a point where Hospital Place makes a

Right hand turn to the South

Center Street Both Spring Street

Lincoln Street Both Spring Street

Trustee Reznicek seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 7 (Uhl, Havens, Aronstam, Sinsabaugh, Keene, Reznicek, Ayres)

Nays – 0

The motion carried, Local Law 4 of 2017 was adopted.

**Restore NY Grant, 358 Broad Street: Project Submission:** Trustee Uhl offered the following

resolution, and moved its adoption:

RESOLUTION OF THE VILLAGE OF WAVERLY

RE: Restore NY Communities Initiative Round 5

358 BROAD STREET REVITALIZATION PROJECT

WHEREAS, the goals of Round 5 of the Restore NY program are to revitalize urban centers, induce commercial investment, and improve the local housing stock; and

WHEREAS, The Village of Waverly, a designated REAP and Investment Empire Zone, has initiated a coordinated effort to revitalize its downtown Central Business District, through the approval of their Comprehensive Development Plan and Downtown Action Plan, and

WHEREAS, the 358 Broad Street Revitalization Project is consistent with both Restore NY goals and the Village’s Comprehensive Development Plan and Downtown Action Plan, specifically states the importance of the revitalization, preservation, expansion and reuse of this historically significant property and the surrounding late 1800’s and early 1900’s mixed-use downtown properties while increasing residents in the core of the downtown, and

WHEREAS, the proposed Restore NY financing is an appropriate funding source for the 358 Broad Street Revitalization Project, as it will encourage the rehabilitation of a mixed-use development building located at 358 Broad Street, that will offer expanded and improved retail space to encourage commercial investment, as well as, quality housing that will improve the local housing stock, enhancing the Village's overall tax base, and thus improving the quality of life for residents in the Village of Waverly; and

WHEREAS, the 358 Broad Street Revitalization Project will facilitate an effective and efficient use of existing and future public resources so as to promote both economic development and preservation of community resources; and

WHEREAS, the 358 Broad Street Revitalization Project will also develop and enhance infrastructure in the downtown Waverly area in a manner that will attract small business development, create full-time and construction jobs, and provide sustainable employment opportunities; and

WHEREAS, the Village of Waverly will administer and manage the grant upon award;

NOW, THEREFORE BE IT RESOLVED, that the Village of Waverly Board of Trustees do hereby support and authorize said grant application for the maximum of a $1,100,000 project, of which a maximum of $1,000,000 (90% of total project cost) will be provided by Restore NY funds, and $100,000 (at least 10% of total project cost) program match will be provided through the property owners’ investment.

BE IT FURTHER RESOLVED, that Patrick Ayres, Mayor of the Village of Waverly is authorized to sign and submit the Restore NY application to Empire State Development Corporation, and certify that the application is complete, true and accurate.

Trustee Keene stated concern with parking and questioned where the tenants would be parking. Attorney Keene stated as part of the Special Permit, the owner must provide six parking spaces. Trustee

Sinsabaugh seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 6 (Uhl, Havens, Sinsabaugh, Reznicek, Aronstam, Ayres)

Abstain – 1 (Keene)

The motion carried.

**Franchise Agreement with Time Warner Cable Northeast/Charter Communications:** Trustee Sinsabaugh moved to approve and renew the Franchise Agreement with Time Warner Cable Northeast/Charter Communication for the term of fifteen (15) years, as presented. Trustee Reznicek seconded the motion, which carried unanimously.

**Unsafe Building at 112 Park Place:** Attorney Keene stated a court date has been schedule. She will update the Board as to the outcome.

**Zehr Estate Requests:**  Mayor Ayres stated the Zehr’s requested a variance to install driveway markers in the green space at 7 and 9 Athens Street. He stated these locations are connected with 208 Chemung Street. Discussion followed. The Board was not in favor of allowing the driveway markers be installed in the green space, and did not take action. Mayor Ayres will update Code Enforcement.

Mayor Ayres stated the Zehr’s requested a variance to continue the slate stone sidewalks for 7 and 9 Athens Street. Attorney Keene stated in 2011 they were given a variance for this to repair/replace sidewalk blocks with slate to keep the original character of the home around 208 Chemung Street. The slate sidewalks were already in place and may be original. They are now asking to remove the current sidewalks at 7 and 9 Athens Street, and replace them with slate. The Board did not take action, as the Village Code does not provide for this.

**Water/Sewer Billing:** The clerk stated she has had discussions with the Water Board and the Sewer Board regarding changing the billing and both were in agreement. She recommended that we discontinue billing the tenants and only bill the owners. She stated billing the tenants has caused the billing clerk to spend excessive time in creating new accounts, and there have been many issues with tenants not paying and owners not notified of unpaid bills. She stated our billing system is not equipped to send late notices to both the tenant and the owner. Unpaid bills are put on the owner’s tax bill at the end of the year. The clerk will have more information for the next meeting.

**Sewer Capital Charge:** The clerk stated construction has begun at the sewer plant. The Sewer Board have been discussing incorporating a capital charge to their quarterly billings to collect for the debt. This charge will be billed on a “per unit” basis, and should begin in 2018. Currently, they are reviewing the unit descriptions and calculating the charge. The clerk will update the Board with their recommendation.   
**Erie Alley Parking:** Trustee Sinsabaugh will check with Tioga County for any surplus guardrail.

**Police/Teamster Bargaining Agreement:** Mayor Ayres stated he would like to discuss the final draft of the agreement in Executive Session.

**Budget Committee:** Mayor Ayres appointed Trustees Aronstam, Havens, and Uhl to work with Clerk Treasurer Wood and the department heads on the 2018 -2019 Tentative Budget. They all accepted.

**Executive Session:** Trustee Havens moved to enter executive session at 7:07 p.m. to discuss the Police/Teamsters Bargaining Agreement. Trustee Reznicek seconded the motion, which carried unanimously.

Trustee Sinsabaugh moved to enter regular session at 8:11 p.m. Trustee Reznicek seconded the motion, which carried unanimously.

**Police/Teamster Bargaining Agreement:** Mayor Ayres stated all language issues have been addressed and resolved. The Board has reviewed. Trustee Sinsabaugh moved to approve the final draft of the Police/Teamsters Local 529 Bargaining Agreement for the period of June 1, 2017 through May 31, 2020, and authorize Mayor Ayres to sign. The agreement will be retroactive to June 1, 2017. Trustee Keene seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 7 (Uhl, Havens, Sinsabaugh, Keene, Reznicek, Aronstam, Ayres)

Abstain – 0

The motion carried.

**Adjournment**: Trustee Uhl moved to adjourn at 8:13 p.m. Trustee Reznicek seconded the motion, which carried unanimously. Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, DECEMBER 12, 2017 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees Uhl, Reznicek, Aronstam, Keene, and Mayor Ayres

Also present were Clerk Treasurer Wood, and Attorney Keene

Press included Dawn Campbell of WATS/WAVR, and Johnny Williams of the Morning Times.

**Public Comments:** Don Laman, of 206 William Street, stated there is a maple tree in front of his house that needs to be trimmed or removed.

Ron Keene stated the *Wreaths Across America* event will be held on December 16th, beginning at 10:00 a.m. The Waverly VFW and American Legion will be placing wreaths at all of Waverly’s Cemeteries, the Veterans’ Memorial at Muldoon Park, and at the tank at the VFW Building. He invited the Board Members, and public, to join in.

**Letters and Communications:** The clerk read a letter from Bradly Chaffee stating he has resigned from the Planning Board, effective November 7, 2017 as he has moved out of the village and no longer meets the residency requirements. Mayor Ayres accepted the letter of resignation, and thanked Mr. Chaffee for his service.

**Approval of Minutes:** Trustee Keene moved to approve the Minutes of November 13, and November 28, 2017 as presented. Trustee Reznicek seconded the motion, which carried unanimously.

**Department Report:** The clerk submitted a department report from Recreation, Code Enforcement, and Police Department.

**Treasurer's Report:** Clerk Treasurer Wood presented the following reports with documentation:

General Fund 11/1/17 – 11/30/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 212,853.47 | Current Revenues | 63,885.86 |
| Deposits | 332,188.45 | Year to Date Revenue | 2,395,448.13 |
| Disbursements | 425,326.92 | Current Expenditures | 418,706.35 |
| Ending Balance | 119,715.00 | Year to Date Expended | 1,691,060.00 |

\*General Capital Reserve Fund, $84,508.28

\*Current Estimated Fund Balance $1,445,484.83

Cemetery Fund 11/1/17 – 11/30/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 13,172.01 | Current Revenues | 8.27 |
| Deposits | .53 | Year to Date Revenue | 34,601.94 |
| Disbursements | 194.33 | Current Expenditures | 520.81 |
| Ending Balance | 12,978.21 | Year to Date Expended | 35,060.30 |

\*Current Estimated Fund Balance $25,729.54

Loan Programs 11/1/17 – 11/30/17

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans | Balances | Rehab Loans | Balances |
| Beginning Balance | 34,330.42 | Beginning Balance | -2,582.07 |
| Deposits | 1,428.21 | Deposits | 460.06 |
| Disbursements | 0 | Disbursements | 0 |
| Ending Balance | 35,758.63 | Ending Balance | -2,122.01 |
| Money Market/Savings | 389,708.34 | MM/Savings Balance | 158,470.94 |
|  |  | Sidewalk Balance | 10,037.00 |
| Total Available Balance | 425,466.97 | Total Available Balance | 166,385.93 |
| Outstanding Loans | 35,551.49 | Outstanding Loans | 58,517.13 |
| Fund Balance | 461,018.46 | Outstanding Loan Balance | 224,903.06 |

\*The report also outlined the status of individual loan repayments

Capital Projects Fund 11/1/17 – 11/30/17

|  |  |  |
| --- | --- | --- |
|  | General CP (Fire) | Sewer CP (Upgrade) |
| Beginning Balance | 213,324.07 | 0 |
| Deposits/Debits | 0 | 41,684.03 |
| Disbursements/Credits | 0 | 0 |
| Ending Balance | 213,324.07 | 41,684.03 |

\*Total Capital Projects Fund Balance $255,008.10

**Finance Committee/Approval of Abstract:** Trustee Uhl presented General Fund bills in the amount of $33,847.02 and moved to approve payment of the abstract. Trustee Aronstam seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** Trustee Uhl moved to approve the following expenditures be paid from the Capital Projects:

G. Webster, Inc. Invoice 1 $13,121.30

Wade Electric Invoice 1 3,475.13

Total $16,596.43

Trustee Aronstam seconded the motion, which carried unanimously.

**Presentation: Cornell Cooperative Extension:** Andy Fagen presented information regarding transportation needs in Tioga County. He stated there are many needs for transportation for medical, educational, employment, and shopping. He is working with other entities to help provide a larger web of transportation lines for people to take advantage of. He explained and submitted handouts of the current resources available. He is also working on a webpage that would help with getting these resources more readily available to people in need of transportation. He stated by calling the “Get There” call center, assistance would be provided.

**DPW Building Update:** Mayor Ayres stated the next construction meeting will be December 20, 2017 at 10:00 a.m. He will update the Board of that meeting.

**Water/Sewer Billing:** The clerk recommended once tenants move out of rental properties, the owner assumes the water/sewer billing moving forward. This process could start January 1, 2018. She also stated the Water and Sewer Boards are in full support of this. This should streamline the process of the billings and possibly help with cash flow, less receivables, and less relevy to taxes. She stated that letters would be sent notifying landlords of any changes. Discussion followed. Trustee Reznicek moved to approve phasing water/sewer billings to be billed to owners of rental properties and no longer billed to their tenants, as recommended by Clerk Treasurer Wood. Trustee Uhl seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 5 (Uhl, Reznicek, Aronstam, Keene, Ayres)

Nays – 0

Absent – 1 (Havens. Sinsabaugh)

The motion carried.

**Sewer Capital Charge:** The clerk stated the Sewer Board have been discussing incorporating a capital charge to their quarterly billings to collect for the debt of the new sewer plant upgrade. She stated the Sewer Board recommended setting the Capital Charge Unit Rate at $156 per year, and to be billed at $39 per quarter, per unit. The capital charge will be billed as an additional line item on water/sewer bills beginning June 1, 2018. Notification letters will be sent to all property owners prior to initial billing. Trustee Uhl moved to set the Capital Charge Unit Rate at $156 per year as recommended by the Board of Sewer Commissioners, and to begin this charge on June 1, 2018. Trustee Reznicek seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 5 (Uhl, Reznicek, Aronstam, Keene, Ayres)

Nays – 0

Absent – 1 (Havens. Sinsabaugh)

The motion carried.

**Buy Back Cemetery Lot:** The clerk stated Rosa Ellis has requested the Village buy back a cemetery lot in Glenwood Cemetery (Section A, Lot 235 E1) as it is no longer needed. The original deed has been returned to Village. Trustee Keene moved to approve buying back said cemetery lot as requested in the amount of $550 which is what it was originally purchased for. Trustee Reznicek seconded the motion, which carried unanimously.

**Parking Committee:** Mayor Ayres proposed the committee look at leasing parking spaces in Erie Alley, and possibly the Howard Street Underpass. Currently parking in the alley is unregulated and revenue from leasing could help improve the area. Joshua Cassidy, owner of The Railhouse, stated the alley is only used for business owners and tenants to park. He stated that customers never park in the alley. He feels that leasing spaces would only push business owners and tenants back onto Broad Street. Pat Elston stated the underpass it too far away from the downtown to be used for parking.

**Mayor/Board Comments:** Mayor Ayres requested the next meeting be cancelled due to the holidays. Trustee Aronstam moved to cancel meeting for December 26, 2017. Trustee Reznicek seconded the motion, which carried unanimously.

**Adjournment**: Trustee Uhl moved to adjourn at 8:04 p.m. Trustee Aronstam seconded the motion, which carried unanimously. Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, JANUARY 9, 2018 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees Uhl, Havens, Sinsabaugh, Reznicek, Aronstam, Keene, and Mayor Ayres

Also present were Clerk Treasurer Wood, and Attorney Keene

Press included Johnny Williams of the Morning Times

**Public Comments:** Jeff Bellinger, Chemung NY, stated he has multiple rental units in the Village. He received a letter regarding sewer capital charges and wants to know how they were calculated and how the unit structure was determined. He feels that charging one unit for each apartment is unfair, especially if they are efficiency apartments.

Randy Fisk, of 127 Chemung Street, stated Code Enforcement told him he had to remove railroad ties that are being used as curbing. He stated they are there to discourage parking on his sidewalk which has already sustained damage. He plans to add backfill between the ties and his sidewalk this spring. He also stated many properties use these ties as curbing.

Tom Bellinger, of 474 Pennsylvania Avenue, stated he hasn’t heard anything regarding plans to maintain the spillway behind his home.

Don Merrill, of 535 Waverly Street, wanted to give history of the Mini Park. He stated after the fire, 40 years ago, the lot was vacant. Mr. Merrill approached the Rotary, and then the Rotary and the Village had a “Gentleman’s Agreement” that the Rotary would make it into a park. He showed many pictures of the park.

**Presentation: Rotary:** Dr. Joseph Picco, on behalf of the Rotary, stated they would like to sell the blocks and the bricks in the Mini Park. All proceeds from the sales would be donated to Village Beautification Projects, and/or the Library. He asked the Board for consideration.

**Letters and Communications:** The clerk read a letter from Joan Shultz, of the Waverly Family Resource Center, requesting use of the community room on February 1, 2018 from 12-2 p.m. to celebrate their 20th anniversary. She also requested the fee be waived as this is a community organization. Trustee Sinsabaugh moved to approve the request and waive the fee. Trustee Reznicek seconded the motion, which carried unanimously.

The clerk read a letter from the Office of Parks, Recreation, and Historic Preservation stating that the Village of Waverly has been awarded a matching grant of $490,000 from the Environmental Protection Fund Grant Program for Parks, Preservation, and Heritage (EPF) for the Waverly Glen Park Master Plan Implementation.

The clerk read a letter from NYS Homes and Community Renewal stating that the Village of Waverly was not awarded the 2017 NYS CDBG, however, they encourage to reapply for the next round.

**Approval of Minutes:** Trustee Keene stated concern that the Minutes of December 12, 2017 did not reflect that the sewer capital charge would be billed for the duration of the bond (30-years), and that if he had known that he would have voted against it. Attorney Keene stated there have been discussions during several previous meetings and should have been known, or asked about. Trustee Havens moved to approve the Minutes of December 12, 2017 as presented. Trustee Reznicek seconded the motion, which carried unanimously.

**Department Report:** The clerk submitted a department report from Recreation, and Code Enforcement.

**Treasurer's Reports:** Clerk Treasurer Wood presented the following financial reports:

Cemetery Fund 12/1/17 – 12/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 12,978.21 | Current Revenues | 1,498.51 |
| Deposits | 1,490.51 | Year to Date Revenue | 36,100.45 |
| Disbursements | 520.81 | Current Expenditures | 194.33 |
| Ending Balance | 13,947.91 | Year to Date Expended | 35,254.63 |

\*Current Estimated Fund Balance $27,383.72

Loan Programs 12/1/17 – 12/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans | Balances | Rehab Loans | Balances |
| Beginning Balance | 35,758.63 | Beginning Balance | -2,122.01 |
| Deposits | 1,641.22 | Deposits | 892.49 |
| Disbursements | 0.00 | Disbursements | 0.00 |
| Ending Balance | 37,399.85 | Ending Balance | -1,229.52 |
| Money Market/Savings | 389,774.53 | MM/Savings Balance | 158,497.85 |
|  |  | Sidewalk Balance | 10,037.00 |
| Total Available Balance | 427,174.38 | Total Available Balance | 167,305.33 |
| Outstanding Loans | 34,093.38 | Outstanding Loans | 57,629.88 |
| Fund Balance | 461,267.76 | Outstanding Loan Balance | 224,935.21 |

\*The report also outlined the status of individual loan repayments

Capital Projects Fund 12/1/17 – 12/31/17

|  |  |  |
| --- | --- | --- |
|  | General CP (Fire) | Sewer CP (Upgrade) |
| Beginning Balance | 213,324.07 | 41,684.03 |
| Deposits/Debits | 0.00 | 39,347.90 |
| Disbursements/Credits | 16,596.43 | 41,684.03 |
| Ending Balance | 196,727.64 | 39,347.90 |

\*Total Capital Projects Fund Balance $236,075.54

**Finance Committee/Approval of Abstract:** Trustee Uhl presented General Fund bills in the amount of $114,353.78; and Cemetery Fund in the amount of $51.25; and moved to approve payment of the abstracts. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**DPW Building Update:** Mayor Ayres stated the crew is doing elevation readings. They will pour footers when weather permits. He stated whether or not the footers are poured before the steel building is ready, the project is still set to be completed by the end of May.

**DPW Dump Truck Purchase:** Trustee Sinsabaugh stated the two older dump trucks that were not damaged in the fire, are both in very bad shape and not currently operating. He stated these trucks are larger capacity than the ones replaced from the fire. He recommended we seek proposals for purchasing one new large capacity dump truck. Trustee Keene stated the Town of Barton can let us use their trucks when needed. Mayor Ayres stated he is willing to discuss with the Town of Barton to see what is available.

**Parking Committee:** Trustee Uhl stated that due to the holidays, the committee has not met. Mayor Ayres stated he submitted the paperwork to NYS DOT requesting use of their property under the Howard Street Overpass.

**Sewer Capital Charge:** The clerk stated letters were sent out to property owners regarding the collection of capital charges for the sewer plant renovation. She submitted copies of the letter to the Board. The letter indicated the rate of $156 per year, billed quarterly. The billing will start June 1, 2018, and billed throughout the duration of the bond. It also explained that it will be billed to all dwelling units, and a list of unit classifications was attached. She also stated the Board of Sewer Commissioners have reviewed and discussed the unit classifications for many months and are willing to hear any objections to the list.

**Cemetery Mowing Bid Results:** Mayor Ayres opened the bids for cemetery mowing. The bid was for mowing of all village cemeteries, as described in the specs, beginning April 1, 2018 through October 31, 2018. There were two bids submitted, as follows:

K & K Lawn Service $36,600

Leonard Flora $36,000

Trustee Sinsabaugh stated Mr. Flora recently passed away. Mayor Ayres asked for review of the bids for a recommendation at the next meeting.

**Election Day Resolution:** Trustee Aronstam offered the following resolution and moved its adoption:

WHEREAS, the Annual Election of the Village of Waverly be held in the Trustees’ Room in the Village Hall, at 32 Ithaca Street, Waverly, New York, between the hours of 12:00 o’clock noon and 9:00 o’clock in the afternoon of Tuesday, March 20, 2018, and

WHEREAS, the following be designated as Inspectors of Election: Joan Case, Fern Burbage, Donna Casterline, and Roberta Hollenbeck be paid $100.00 each, and

WHEREAS, Joan Case be hereby appointed as Chairman of the Board, and

WHEREAS, the Board of Trustees gives the Clerk-Treasurer the sole-authority to replace any inspector who becomes unavailable prior to election, and

BE IT RESOLVED, the Village of Waverly will hold their General Election on Tuesday, March 20, 2018 for the purpose of electing three Trustees, each for a term of two years.

The resolution was seconded by Trustee Uhl and upon voice vote, unanimously carried.

**Grievance Day Resolution:** Trustee Aronstam offered the following resolution and moved its adoption:

WHEREAS, The Board of Trustees is required by the Real Property Tax Law to provide a Grievance Day on the third Tuesday, of February, 2018, and

WHEREAS, such third Tuesday falls on the 20th day February, 2018, and

WHEREAS, the Board of Assessment Review is required to meet for at least four hours to hear grievances, and

WHEREAS, the members of the Board of Assessment Review be paid $100.00 each, and

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved that the Board of Assessment Review meet on the 20th day of February, 2018, in the Trustees’ Room, in the Village Hall, between the hours of 4:00 and 8:00 P.M. to hear complaints with respect to the Assessment Roll to be filed by the Assessor with the Clerk of the Village, on or before February 1, 2018, and the Clerk of the Village is further directed to publish statutory notice of such meeting required by the Real Property Tax Law.

The resolution was seconded by Trustee Uhl and on voice vote, unanimously carried.

**Board of Assessment Review Appointment:** Mayor Ayres appointed Kyle Sorensen to the Board of Assessment Review for a two-year term. Trustee Aronstam moved to approve the appointment of Kyle Sorensen as presented. Trustee Keene seconded the motion, which carried unanimously.

**Deputy Assessor:** Mayor Ayres stated he and Clerk Treasurer Wood met with Assessor Julie Dugan to discuss some issues. He stated Assessor Dugan will not be available for grievance night due to some personal issues. After some research, the clerk could fill in for grievance as a Deputy Assessor. She would also need to record the Board of Assessment’s changes and update the assessment role. She is also working with the assessor to update a back-up service for her RPS software program. Mayor Ayres appointed Clerk Treasurer Wood as Deputy Assessor as presented, and a one-time stipend of $500 for her service. Discussion followed. Trustee Aronstam moved to approve Mayor Ayres’ appointment, and stipend as presented. Trustee Sinsabaugh seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 6 (Uhl, Havens, Aronstam, Sinsabaugh, Reznicek, Ayres)

Nays – 0

Abstain – 1 (Keene)

The motion carried.

**Recreation Commission Appointment:** The clerk read a letter from John Cheresnowsky stating that due to time restraints, he is resigning from the Recreation Commission, effective immediately. Mayor Ayres appointed High School Principal Ashlee Hunt to the Recreation Commission to fill the vacancy. Trustee Aronstam moved to approve Mayor Ayres’ appointment as presented. Trustee Resnicek seconded the motion, which carried unanimously.

**Planning Board Appointment:** Mayor Ayres appointed Ronald Nogar to the Planning Board to fill the vacancy left by Bradly Chaffee. Trustee Sinsabaugh moved to approve Mayor Ayres’ appointment as presented. Trustee Uhl seconded the motion, which carried unanimously.

**NYCOM Winter Legislative Meeting**: The clerk stated NYCOM is holding their Annual Winter Legislative Meeting on February 11-13, 2018 in Albany. Mayor Ayres stated any Board Member wishing to attend should contact the clerk.

**2017-2018 General Budget Amendment:** The clerk stated the school has paid for the School Resource Officer’s salary, which offsets the expenditure. Trustee Sinsabaugh moved to approve the following budget amendment as presented. Trustee Uhl seconded the motion, which carried unanimously.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Revenues/Grants | |  |  | Expense Offset by Special Revenues/Grants | | |
| A 510 Estimated Revenues |  | debit |  | A 960 Estimated Appropriations |  | credit |
| A 2260 | Public Safety other Gov | 25,000 |  | A 3120.0142 | Police-part time | 25,000 |

**Mayor/Board Comments:** Mayor Ayres stated Chief Gelatt needs face pictures for ID badges. He also stated the department heads will receive a copy of the minutes to help improve communications.

**Executive Session:** Trustee Aronstam moved to enter executive session at 7:45 p.m. to discuss contractual and personnel issues. Trustee Havens seconded the motion, which carried unanimously.

Trustee Uhl moved to enter regular session at 8:43 p.m. Trustee Havens seconded the motion, which carried unanimously.

**Waverly Trade Center Rental Agreement:** Trustee Havens moved to approve a month-to-month rental agreement with Waverly Trade Center to temporarily house the DPW staff and equipment at a cost of $4,000 per month, beginning January 8, 2018, and authorize Mayor Ayres to sign. Trustee Sinsabaugh seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 6 (Uhl, Havens, Aronstam, Sinsabaugh, Reznicek, Ayres)

Nays – 1 (Keene)

The motion carried.

**Full-Time Clerk:** Trustee Sinsabaugh moved to approve replacing the part-time clerk position with a full-time clerk at a rate of $12 per hour, and directed the clerk to seek candidates through the Civil Service process. Trustee Havens seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 6 (Uhl, Havens, Aronstam, Sinsabaugh, Reznicek, Ayres)

Nays – 0

Abstain – 1 (Keene)

The motion carried.

**Adjournment**: Trustee Uhl moved to adjourn at 8:47 p.m. Trustee Havens seconded the motion, which carried unanimously.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, JANUARY 23, 2018 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Trustees Present: Havens, Aronstam, Sinsabaugh, Keene, and Mayor Ayres

Also present: Clerk Treasurer Wood, Tioga County Legislator Mullen, Insurance Agent Bill Soprano, and Attorney Keene

Press included: Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** Linda Vogel, of 201 Broad Street, submitted a letter regarding water issues in front of her business and requested raising the budget to take care of. She stated she has brought this to the Board’s attention several times.

**Approval of Minutes:** Trustee Keene moved to approve the Minutes of January 9, 2018 as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Treasurer's Report:** Clerk Treasurer Wood presented the following reports with documentation:

General Fund 12/1/17 – 12/31/17

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 119,715.00 | Current Revenues | 36,552.55 |
| Deposits | 241,160.82 | Year to Date Revenue | 2,432,000.68 |
| Disbursements | 207,363.18 | Current Expenditures | 198,424.34 |
| Ending Balance | 153,512.64 | Year to Date Expended | 1,889,484.34 |

\*General Capital Reserve Fund, $84,84,522.63

\*Current Estimated Fund Balance $1,283,613.04

**Finance Committee/Approval of Abstract:** Trustee Havens presented General Fund bills in the amount of $34,266.09, and Cemetery in the amount of $27.97, and moved to approve payment. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** Trustee Havens moved to approve the following expenditures be paid from the Capital Projects Fund:

Waverly Trade Center Rent January $ 4,000.00

Wade Electric Invoice 2 5,684.33

Total $ 9,684.33

Trustee Aronstam seconded the motion, which carried unanimously.

**Tioga County Update:** Legislator Mullen stated the Friends of the Two Rivers State Park met and are very excited with the grant for the Waverly Glen Park. They are requesting the Village of Waverly to provide a secretary for their Executive Commission and to keep their Minutes at Village Hall, as the group wants to keep the Focus on and in the Village of Waverly. He stated the Friends are recruiting board members, committee members for financing, marketing, communication, and volunteers.

Mullen also stated the Land Bank is moving forward with establishing their non-profit status. They are also recruiting a Board of Directors and members. They will focus attention to the two largest villages first, Owego and Waverly.

Mullen stated he will not support the sheriff’s department to provide police coverage for the Village of Owego unless they subsidize it 100%. He has stated his objections many times at the county.

**DPW Building Update:** Mayor Ayres asked Bill Soprano to give update to the Board regarding our insurance coverage/reimbursement. Bill Soprano stated NYMIR finalized covered costs of the building replacement. He stated with the Village’s blanket policy we are able to recoup replacement costs rather than covered amount. After many discussions with NYMIR they have accepted the costs to replace the building, and costs for engineering. The Village would have to pay any charges in relation to the extra square footage of the new building, which has been known since the beginning. Mr. Soprano stated NYMIR will be sending a check to help with the construction and will reimburse further upon invoice submittals. Mayor Ayres thanked Mr. Soprano for all his help and input with this project.

**Rotary/Mini Park:** Mayor Ayres stated the Rotary has requested permission to sell bricks/memorials and have them put in the Mini Park, with all proceeds will be given to projects within Waverly. Attorney Keene stated she has researched the request and stated there is a State prohibition against assisting with fundraising programs. She stated since Rotary will be using the Village of Waverly park and employees to install these bricks, and then gifting the proceeds to other organization, it would be assisting with a fundraising program and is not allowed. She recommended that the Village does not approve their request, as it is not permitted under the State Constitution. The Village would not be allowed to enter into an agreement. She also stated that this would also be the same with all the parks or community room for a fundraising event, unless the Village is compensated. Discussion followed. She will conference the State Comptroller regarding compensation and their view on this issue.

**Pennsylvania Avenue Drainage:** Attorney Keene stated the Village has a right-of-way through Tom Bellinger’s property, on the corner of Pennsylvania Avenue and Chemung Street, and also the Chemung Street property next to his. These agreements state that the Village will maintain the drainage pipes for surface water. She recommended putting a camera through the pipe and keeping a written log of all maintenance and repairs as they are done.

**Cemetery Mowing:** Trustee Havens moved to award the 2018 cemetery mowing contract to K & K Lawn Service in the amount of $36,600 based on review of bid, and authorizing Mayor Ayres to sign the agreement. Trustee Keene seconded the motion, which carried unanimously.

**Parking Committee Update:** Trustee Havens stated the committee has not met since the holidays and has no update. Mayor Ayres stated NY DOT has received the paperwork for the lot under the Howard Street Bridge and is currently reviewing it.

**Dump Truck Purchase for DPW:** Trustee Sinsabaugh there is a need for a new dump truck. We currently have two large dump trucks that are out of commission. He recommended we purchase a new one, and auction the two old ones. He stated this was also discussed prior to the fire. DPW Lead Jack Pond stated there is a need for a large dump truck when assisting in water digs, snow plowing, and leaf pickup. The smaller ones that were burned in the fire, were replaced by the same size trucks. Trustee Sinsabaugh moved to authorize bidding for 33,000 lb. dump truck. Trustee Havens seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 5 (Havens, Aronstam, Sinsabaugh, Keene, Ayres)

Nays – 0

Absent – 2 (Uhl, Reznicek)

The motion carried.

**Part Time Court Clerk:** The clerk read a letter from Justice Gorman requesting Ann Lynette Nickels be hired as the part time court clerk. Prior to Mrs. Nickels presiding as Town Justice for the Town of Nichols, she also served as court clerk for several years. Trustee Havens approved hiring Ann Lynette Nickels as requested, at the same rate of court clerk at $14.61 per hour. Trustee Sinsabaugh seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 4 (Havens, Aronstam, Sinsabaugh, Ayres)

Nays – 0

Abstain – 1 (Keene)

Absent – 2 (Uhl, Reznicek)

The motion carried.

**Executive Session:** Trustee Aronstam moved to enter executive session at 7:49 p.m. to discuss contractual and personnel issues. Trustee Sinsabaugh seconded the motion, which carried unanimously.

Trustee Aronstam moved to enter regular session at 8:15 p.m. Trustee Keene seconded the motion, which carried unanimously.

**Village Hall Cleaning Agreement:** Trustee Aronstam moved to approve JRC Cleaning, Inc. for cleaning services of Village Hall as outlined in their proposal at a cost of $16,465 annually. The agreement will be effective March 1, 2018 contingent upon signing a contract. Trustee Sinsabaugh seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 5 (Havens, Sinsabaugh, Keene, Aronstam, Ayres)

Nays – 0

Absent – 2 (Uhl, Reznicek)

The motion carried.

**Adjournment**: Trustee Havens moved to adjourn at 8:17 p.m. Trustee Aronstam seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, FEBRUARY 13, 2018 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees Uhl, Havens, Sinsabaugh, Reznicek, Keene, and Deputy Mayor Aronstam

Also present were Clerk Treasurer Wood, Recreation Director Shaw, Attorney Keene, and Tioga County Legislator Mullen

Press included Johnny Williams of the Morning Times

**Public Comments:** No comments were offered.

**Letters and Communications:** The clerk read a letter from Joan Shultz, of the Waverly Family Resource Center, thanking the Board for the use of the community room to celebrate their 20th anniversary.

**Approval of Minutes:** Trustee Uhl moved to approve the Minutes of January 23, 2018 as presented. Trustee Keene seconded the motion, which carried unanimously.

**Department Report:** The clerk submitted a department report from Recreation, and Code Enforcement.

Deputy Mayor Aronstam presented Recreation Director a donation of $750 from the Waverly Recreation Booster Club to the Recreation Commission to help offset cost of uniforms.

The clerk read a letter from Chief Gelatt stating as of February 1, 2018 Officer Kiana Manuel has completed her mandated 160 hours of field training and is now a certified police officer, and pay be increased as stated in their contract. Trustee Uhl moved to increase Officer Manuel hourly wage from $16.30 to $18.50 as designated. Trustee Reznicek seconded the motion, which carried unanimously.

**Treasurer's Reports:** Clerk Treasurer Wood presented the following financial reports:

General Fund 1/1/18 – 1/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 153,512.64 | Current Revenues | 63,700.55 |
| Deposits | 283,236.52 | Year to Date Revenue | 2,495,701.23 |
| Disbursements | -248,005.21 | Current Expenditures | 227,391.67 |
| Ending Balance | 188,743.95 | Year to Date Expended | 2,116,876.01 |

\*General Capital Reserve Fund, $84,536.98

\*Current Estimated Fund Balance $1,119,921.92

Cemetery Fund 1/1/18 – 1/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 13,947.91 | Current Revenues | 8.62 |
| Deposits | .62 | Year to Date Revenue | 36,109.07 |
| Disbursements | -273.55 | Current Expenditures | 273.55 |
| Ending Balance | 13,674.98 | Year to Date Expended | 35,528.18 |

\*Current Estimated Fund Balance $26,768.79

Loan Programs 1/1/18 – 1/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans | Balances | Rehab Loans | Balances |
| Beginning Balance | 37,399.85 | Beginning Balance | -1,229.52 |
| Deposits | 1,603.83 | Deposits | 1,340.11 |
| Disbursements | -3,450.77 | Disbursements | -3,274.64 |
| Ending Balance | 35,552.91 | Ending Balance | -3,164.05 |
| Money Market/Savings | 389,840.73 | MM/Savings Balance | 158,524.77 |
|  |  | Sidewalk Balance | 10,037.00 |
| Total Available Balance | 425,393.64 | Total Available Balance | 165,397.72 |
| Outstanding Loans | 32,804.88 | Outstanding Loans | 56,343.41 |
| Fund Balance | 458,198.52 | Outstanding Loan Balance | 221,741.13 |

\*The report also outlined the status of individual loan repayments

Capital Projects Fund 1/1/18 – 1/31/18

|  |  |  |
| --- | --- | --- |
|  | General CP (Fire) | Sewer CP (Upgrade) |
| Beginning Balance | 196,727.64 | 39,347.90 |
| Deposits/Debits | 4,900.00 | 45,712.50 |
| Disbursements/Credits | -9,684.33 | -85,060.40 |
| Ending Balance | 191,943.31 | 0.00 |

\*Total Capital Projects Fund Balance $191,943.31

**Finance Committee/Approval of Abstract:** Trustee Uhl presented General Fund bills in the amount of $30,062.43, and moved to approve payment of the abstract. Trustee Havens seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** Trustee Uhl moved to approve the following expenditures be paid from the Capital Projects Fund:

Schoonover Plumbing Invoice 1 $7,410.00

Schoonover Plumbing Invoice 2 16,007.50

Wade Electric Invoice 3 1,607.06

Frey & Campbell Invoice 1 2,158.59

Moore Automotive D833389 1,975.95

Moore Automotive D834957 99.99

PSI 550162 1,054.00

Total $ 30,313.09

Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Tioga County Update:** Tioga County Legislator Mullen stated the county’s sales tax revenue is up 7.5%, and mostly due to Waverly’s new Dandy Mini Mart. Hotel tax revenue is up without the new hotel at Tioga Downs. He also stated the budget is doing well. The county is working on improving radio communications with emergency management and may possibly utilize a radio tower in Chemung. Mr. Mullen also mentioned the Friends of the Two Rivers State Park is still looking for members. They are working on future fundraising events.

**Parking Committee:** Trustee Uhl stated there were no updates.

**DPW Dump Truck Purchase:** Attorney Keene stated it is possible to “piggyback” off of another purchase contract. She researched and found if the contract was based on a bid, then you can use that contract. If the contract was based on a best value, we can use that contract, however, we would need to adopt a local law to authorize the process. The contract between the County of Onondaga and Stadium International is a best value contract. Discussion followed regarding the pros and cons regarding using the piggyback method. Trustee Sinsabaugh moved to direct Attorney Keene to draft a local law to allow the use of these contracts. Trustee Reznicek seconded the motion, which carried unanimously.

The consensus of the Board was to put this truck out to bid through OGS while the local law process moves forward, to see how the bids would compare to the Onondaga contract.

**NYS Building Officials Conference (NYS BOC):** Trustee Sinsabaugh moved to approve Code Officer Chisari to attend the NYS BOC Annual Conference on April 10-12, 2018 in Liverpool, NY at a cost of $360, plus room and board. Trustee Havens seconded the motion, which carried unanimously.

**Sewer Board Appointment:** Deputy Mayor Aronstam, on behalf of Mayor Ayres, appointed James Deibler to the Board of Sewer Commissioners to fill the vacancy left by Bob Bidlack. Trustee Uhl moved to approve Mayor Ayres’ appointment as presented. Trustee Reznicek seconded the motion, which carried unanimously.

**Proposed Local Law: NYS Tax Cap Override Law:** The clerk submitted proposed local law Authoring a property tax levy in excess of the limit established in General Municipal Law §3-c. Trustee Uhl moved to schedule a public hearing for February 27, 2018 at 6:15 p.m. and the clerk to advertise the same. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Mayor/Board Comments:** The clerk stated there will be a Special Meeting of the Sewer Commissioners on February 21, 2018 to further review the sewer capital charges with public input.

Trustee Keene stated concern with delinquent loans. Attorney Keene answered his concerns as one rehab loan is in foreclosure, another rehab loan is delinquent due to the homeowner being deceased, and we executed a judgement and wage garnishments against Shawn and Allison Schutt. The Sheriff’s Department has served the judgement and payments should start soon.

**Proposals for Window and Door Replacements:**  Recreation Director stated NYMIR/Risk Management, upon inspection, recommended the window shutters in the kitchen of the East Waverly Pavilion be replaced as they are a safety concern. He submitted two proposals for two rolling shutters. o Included in the proposals is a replacement of a window in the East Waverly concession stand with a door to allow for storage of equipment. The proposals were:

Overhead Door $2,380 and $550 $2,930

JC Overhead $2,664 and $699 $3,363

Discussion followed regarding the window in the concession stand and blocks that were already removed in order to install the door. Trustee Keene stated concern that this work and change of use was not approved by the Board prior to work being done. Trustee Havens stated concern that there is no protocol being followed or control. Deputy Mayor Aronstam stated he gave Director Shaw the approval. More discussion followed. Trustee Sinsabaugh moved to approve the purchase of the rolling shutters from Overhead Door in the amount of $2,380. Trustee Reznicek seconded the motion, which carried unanimously. Due to prior work already done, Trustee Uhl moved to approve the purchase of the rolling door from Overhead Door in the amount of $550. Trustee Keene seconded the motion, which carried unanimously.

**Executive Session:** Trustee Sinsabaugh moved to enter executive session at 7:28 p.m. to discuss non-contractual employee wage increases. Trustee Reznicek seconded the motion, which carried unanimously.

The clerk was dismissed from executive session.

Trustee Uhl moved to enter regular session at 7:45 p.m. Trustee Reznicek seconded the motion, which carried unanimously.

**Adjournment**: Trustee Sinsabaugh moved to adjourn at 7:47 p.m. Trustee Keene seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**PUBLIC HEARING HELD BY THE BOARD OF**

**TRUSTEES OF THE VILLAGE OF WAVERLY AT 6:15 P.M.**

**ON TUESDAY, FEBRUARY 27, 2018 IN THE TRUSTEES' ROOM,**

**VILLAGE HALL FOR THE PURPOSE OF PUBLIC COMMENT**

**REGARDING PROPOSED LOCAL LAW 1-2018, AUTHORIZING**

**A PROPERTY TAX LEVY IN EXCESS OF THE LIMIT ESTABLISHED**

**IN GENERAL MUNICIPAL LAW §3-c**

Mayor Ayres declared the hearing open at 6:15 p.m. and directed the clerk to read the notice of public hearing.

Present were Trustees: Aronstam, Sinsabaugh, Reznicek, Havens, Uhl, and Mayor Ayres. Also present was Clerk Treasurer Wood, and Attorney Keene. Press included Johnny Williams of the Morning Times, and Ron Cole of WATS/WAVR.

Trustee Ayres stated the budget committee and department heads are doing their due diligence to keep the budget as low as possible, however, it may be necessary to budget in excess of 2% in order not to jeopardize services. Mayor Ayres opened the floor for comments.

With no one wishing to be heard, Mayor Ayres closed the hearing at 6:25 p.m.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Michele Wood, Clerk/Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, FEBRUARY 27, 2018 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Trustees Present: Havens, Aronstam, Sinsabaugh, Uhl, Reznicek, and Mayor Ayres

Also present: Clerk Treasurer Wood, Tioga County Legislator Mullen, and Attorney Keene

Press included: Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Letters and Correspondence:** The clerk read an email from a local contractor, Mike Smith, requesting permission to park his truck in front of New Image on Broad Street between the hours of 8:00 p.m. and 3:00 a.m. as he will be doing work in the building. The clerk stated Chief Gelatt reviewed his request and had no concerns, as long as it is removed in the morning, and will not be permitted during any snow event. The Board offered no other concerns.

**Finance Committee/Approval of Abstract:** Trustee Uhl presented General Fund bills in the amount of $14,072.61, and Cemetery in the amount of $32.89, and moved to approve payment. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** Trustee Reznicek moved to approve the following expenditure be paid from the Capital Projects Fund:

G Webster, Inc Invoice 2 $109,907.65

Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Tioga County Update:** Legislator Mullen stated the Land Bank is ready and waiting for “seed money” from the state, once received they will review applications. They will look at the Villages of Waverly and Owego first.

The Friends of Two Rivers State Park has met with NYCOM and is moving forward. They are still looking for fundraising, communication, and volunteer committee members.

There has been an initial meeting with Public Safety and schools regarding active shooter training. They are working on a plan to be cohesive with Police, Sheriff, EMS, State Police, Emergency Management, and other agencies. They are also looking at teaming with Pennsylvania agencies.

**Proposed Local Law 1-2018: Tax Cap Override:** Trustee Reznicek moved to adopt Proposed Local Law 1-2018 as follows:

A Local Law Authorizing a Property Tax Levy in Excess of the Limit

**Established in the General Municipal Law §3-c**

Section 1. Legislative Intent

It is the intent of this local law to allow the Village of Waverly to adopt a budget for the fiscal year commencing June 1, 2018 that requires a real property tax levy in excess of the “tax levy limit” as defined by General Municipal Law §3-c.

Section 2. Authority

This local law is adopted pursuant to subdivision 5 of General Municipal Law §3-c, which expressly authorizes a local government’s governing body to override the property tax cap for the coming fiscal year by the adoption of a local law approved by a vote of sixty (60%) percent of said governing body.

Section 3. Tax Levy Limit Override

The Board of Trustees of the Village of Waverly, County of Tioga, is hereby authorized to adopt a budget for the fiscal year commencing June 1, 2018 that requires a real property tax levy in excess of the amount otherwise prescribed in the General Municipal Law §3-c.

Section 4. Severability

If a court determines that any clause, sentence, paragraph, subdivision, or part of this local law or the application thereof to any person, firm or corporation, or circumstance is invalid or unconstitutional, the court’s order or judgment shall not affect, impair, or invalidate the remainder of this local law, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this local law or in its application to controversy in which such judgment or order shall be rendered.

Section 5. Effective Date

This local law shall take effect immediately upon filing with the Secretary of State.

Trustee Aronstam seconded the motion, which led to a roll call vote:

Ayes – 6 (Aronstam, Reznicek, Havens, Uhl, Sinsabaugh, Ayres)

Nays – 0

Absent – 1 (Keene)

The motion carried.

**Proposed Local Law: Procurement/Piggyback Contracts:** Attorney Keene explained the law authorizing the Village to purchase (“piggyback”) from contracts with other municipalities. She explained that the Board would have to do an analysis per each purchase to determine a best value. She submitted a draft local law. Trustee Sinsabaugh moved to schedule a Public Hearing on March 13, 2018 at 6:15 p.m. to hear comment on proposed local law. Trustee Uhl seconded the motion, which carried unanimously.

**Howard Street Bridge:** Mayor Ayres stated he sent a letter to NYS DOT Region 9 regarding issues on the bridge, mainly the eroding sidewalks. Initially we were told we were responsible for repair of the sidewalks. A later conversation with Rick Sperski, NYS DOT, stated he may put it on their schedule to repair, however, would be several years out. Mayor Ayres stated we may need to do a temporary fix. He will be contacting Mr. Sperski again soon and keep the Board updated.

**Waverly Glen Park Grant Authorizing Resolution:** Trustee Aronstam offered the following resolution and moved its adoption:

Authorizing Resolution to Accept NYS OPRHP Grant Award (Project #173897)

For Waverly Glen Park Improvement Projects

WHEREAS, The Village of Waverly applied to the New York State Office of Parks, Recreation, and Historic Preservation’s (OPRHP) Environmental Fund Grant Program, and

WHEREAS, a matching grant of $490,000 has been reserved from the Environmental Protection Fund Grant Program for Parks, Preservation, and Heritage (EPF) for the Village of Waverly’s Waverly Glen Park Master Plan Implementation, and

RESOLVED, that the Clerk Treasurer of the Village of Waverly is hereby authorized and directed to accept funds from the New York State Office of Parks, Recreation, and Historic Preservation in accordance with the provisions of Title 9 of the Environmental Protection Act of 1993, in an amount not to exceed $490,000, and enter into and execute a project agreement with the State of New York for such financial assistance to the Village of Waverly for the Waverly Glen Park Improvement Project and, if appropriate, a conservation easement/preservation/public access covenant to the deed of the assisted property.

Trustee Reznicek seconded the motion, which led to a roll call vote:

Ayes – 5 (Aronstam, Reznicek, Havens, Uhl, Ayres)

Nays – 1 (Sinsabaugh)

Absent – 1 (Keene)

The motion carried.

**Team Tioga’s Commercial Exterior Free Paint Program:** Mayor Ayres stated we have applications for the Free Paint Program and explained they are awarded on a first come, first serve basis; and encouraged business owners take advantage of this program.

**Water/Sewer Relevy Fee:** The amount of delinquent water/sewer bill that get relevied to taxes are increasing every year. Discussion followed. Trustee Aronstam moved to charge a fee of $50 ($25 Water, $25 Sewer) for all relevied water/sewer bills as recommended. Trustee Havens seconded the motion, which carried unanimously.

**Mayor/Board Comments:** Trustee Sinsabaugh stated the Babe Ruth Field was created in the 1960’s and was always taken care of as the pride of the Village, and was dedicated to Harry Owens. We recently updated the press box, concession stand, and dugouts. He stated he felt blind-sighted when the Board was told at the last meeting that the concession stand was turned into a garage. Trustee Aronstam stated when he went over he felt Recreation Director Shaw made a reasonable request and he approved it. Trustee Aronstam apologized and takes all the responsibility of what happened. Trustee Sinsabaugh stated he feels like a landmark has been destroyed.

Mayor Ayres stated the sewer plant is experiencing a lot of grease buildup and asked the public to be aware of fats, oil, and grease, and to not put it down the drains.

**Executive Session:** Trustee Sinsabaugh moved to enter executive session at 7:35 p.m. to discuss a contract with a water/sewer user, and a potential new employee. Trustee Aronstam seconded the motion, which carried unanimously.

Trustee Uhl moved to enter regular session at 8:00 p.m. Trustee Havens seconded the motion, which carried unanimously.

**Full-Time Clerk Hire:** Trustee Sinsabaugh moved to hire Cheryl Heffernan as a Full-Time Clerk at a rate of $12.00 per hour, 40 hours per week, and with benefits according to the Village Policy. Her salary and benefits will be shared with the Water and Sewer Funds. She is on the certified Civil Service list, and will be available to start on March 16, 2018. Her probationary period is 8 to 52 weeks. Trustee Reznicek seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 6 (Aronstam, Reznicek, Havens, Sinsabaugh, Uhl, Ayres)

Nays – 0

Absent – 1 (Keene)

The motion carried.

**Adjournment**: Trustee Havens moved to adjourn at 8:01 p.m. Trustee Reznicek seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, MARCH 13, 2018 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30

**Roll Call:** Present were Trustees Uhl, Havens, Sinsabaugh, Reznicek, Aronstam, Keene, and Mayor Ayres

Also present were Clerk Treasurer Wood, and Attorney Keene

Press included Johnny Williams of the Morning Times

**Public Comments:** Pat Elston asked why a snow emergency was called for only a possibility of snow. He stated he closed his business down and we got less than an inch of snow. It’s hurting the merchants.

Josh Cassidy, of the Railhouse, also stated concern with the snow emergency. He stated the businesses already compete with Pennsylvania and it really hurts business when this happens.

Mike Palmer stated there needs to be more communication in the Village.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of February 13, and February 27, 2018 as presented. Trustee Reznicek seconded the motion, which carried unanimously.

**Department Report:** The clerk submitted a department report from Recreation, and Code Enforcement. Mayor Ayres stated Code Enforcement is resolving issues and progressing. Trustee Keene stated concern that there is a garage almost falling down that hasn’t been resolved. Discussion followed regarding the process of unsafe buildings and properties that are in foreclosure.

**Treasurer's Reports:** Clerk Treasurer Wood presented the following financial reports:

General Fund 2/1/18 – 2/28/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 188,743.95 | Current Revenues | 52,572.89 |
| Deposits | 58,672.98 | Year to Date Revenue | 2,548,274.12 |
| Disbursements | -158,697.16 | Current Expenditures | 170,748.09 |
| Ending Balance | 88,719.77 | Year to Date Expended | 2,287,624.10 |

\*General Capital Reserve Fund, $84,549.95

\*Current Estimated Fund Balance $1,001,746.72

Cemetery Fund 2/1/18 – 2/28/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 13,674.98 | Current Revenues | 1,675.77 |
| Deposits | 1,668.54 | Year to Date Revenue | 37,784.84 |
| Disbursements | -194.33 | Current Expenditures | 227.22 |
| Ending Balance | 15,149.19 | Year to Date Expended | 35,755.40 |

\*Current Estimated Fund Balance $28,217.34

Loan Programs 2/1/18 – 2/28/18

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans | Balances | Rehab Loans | Balances |
| Beginning Balance | 35,552.91 | Beginning Balance | -3,164.05 |
| Deposits | 2,065.62 | Deposits | 1,053.16 |
| Disbursements | 0.00 | Disbursements | -3,274.64 |
| Ending Balance | 37,618.53 | Ending Balance | -5,385.53 |
| Money Market/Savings | 389,900.54 | MM/Savings Balance | 158,549.09 |
|  |  | Sidewalk Balance | 10,037.00 |
| Total Available Balance | 427,519.07 | Total Available Balance | 163,200.56 |
| Outstanding Loans | 30,769.36 | Outstanding Loans | 55,317.02 |
| Fund Balance | 458,288.43 | Outstanding Loan Balance | 218,517.58 |

\*The report also outlined the status of individual loan repayments

Capital Projects Fund 2/1/18 – 2/28/18

|  |  |  |
| --- | --- | --- |
|  | General CP (Fire) | Sewer CP (Upgrade) |
| Beginning Balance | 191,943.31 | 0.00 |
| Deposits/Debits | 16,007.50 | 1,634,565.80 |
| Disbursements/Credits | -156,228.24 | -1,634,565.80 |
| Ending Balance | 51,722.57 | 0.00 |

\*Total Capital Projects Fund Balance $51,722.57

**Finance Committee/Approval of Abstract:** Trustee Uhl presented General Fund bills in the amount of $73,963.21, and moved to approve payment of the abstract. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** Trustee Uhl moved to approve the following expenditures be paid from the Capital Projects Fund:

Schoonover Plumbing Invoice 3 $ 6,768.75

G Webster, Inc Invoice 3 56,046.98

LaBella Associates Invoice 88152 4,750.00

PSI Invoice 554960 1,054.00

Total $ 69,037.23

Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Transfer to Capital Projects Fund:** The clerk stated we are waiting for more funding from NYMIR, however, funding is needed in the Capital Projects Fund to cover costs of the building construction, and recommended $200,000 be transferred from the General Fund to the Capital Projects Fund. Trustee Uhl approved the transfer as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Proposed Local Law: Procurement/Piggyback Contracts:** The clerk stated the public hearing would need to be rescheduled as it did not get advertised for tonight. Trustee Keene moved to schedule a Public Hearing on March 27, 2018 at 6:15 p.m. to hear comment on the proposed local law, and the clerk to advertise the same. Trustee Reznicek seconded the motion, which carried unanimously.

**Waverly-Barton Fire District Request:** The clerk read a request from WBFD asking for reduced permit fee for their building permit. They will be adding another bay and exercise room. Discussion followed. Trustee Aronstam moved to table discussion for Attorney Keene’s review. Trustee Uhl seconded the motion, which carried unanimously.

**Trane Maintenance Agreement:** The clerk presented an annual Service Agreement from Trane for HVAC maintenance in the amount of $8,099.50, effective March 1, 2018 through February 28, 2019. Trustee Sinsabaugh moved to approve the agreement as presented. Trustee Uhl seconded the motion, which carried unanimously.

**New York Rural Water Association Conference:** Trustee Aronstam moved to approve Jack Pond to attend the NYRWA Conference on May 21-23, 2018 in Verona, NY. The cost of the conference is $300, plus room and board. This offers continuing education credits toward his water license, therefore, all costs will be paid from the Water Fund. Trustee Uhl seconded the motion, which carried unanimously.

**Records Disposition:** The clerk submitted the following list of records eligible for disposition, and stated they would be disposed by shredding on or after June 1, 2018:

1. Water/Sewer Bills Paid 01/2007 – 05/2012
2. Water/Sewer Receipts 12/2009 – 05/2012
3. General Ledger Reports 06/2009 – 05/2012
4. Village Tax Receipts 06/2011 – 10/2011
5. Payroll 01/2012 – 12/2012
6. Payroll Registers and Timesheets 01/2011 – 12/2011
7. General Bills Paid 06/2009 – 05/2012
8. Cemetery Bills Paid 06/2009 – 05/2012
9. General Fund Receipt Books 2002-2010
10. Bank Statements 06/2009 – 05/2010
11. Time Cards 01/2010 – 12/2011
12. Tax Search and Gross Receipts Tax 2009-2011
13. Water/Sewer Receipt Reports 07/2011 – 01/2012
14. Water/Sewer Billing Registers 10/2010 – 06/2012
15. WSC Receipt Stubs 06/2009 – 05/2010

Trustee Aronstam moved to dispose of said records. Trustee Uhl seconded the motion, which carried unanimously.

**Sidewalk Replacement Program Application:** The clerk presented application SP15-9, and stated the application was reviewed by the Loan Committee and determined eligible. This will replace 100’ of sidewalk for a total cost of $1,480. The program would cover a total of $1,000, and the homeowner would be responsible for the balance. Trustee Havens moved to approve application SP15-9 as presented, and to approve the reimbursement of $1,000 when complete. Trustee Aronstam seconded the motion, which carried unanimously.

**Mayor/Board Comments:** Trustee Keene stated there should be no parking in the greenspace on the side of the road.

**Adjournment**: Trustee Uhl moved to adjourn at 7:23 p.m. Trustee Aronstam seconded the motion, which carried unanimously. Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**PUBLIC HEARING HELD BY THE BOARD OF**

**TRUSTEES OF THE VILLAGE OF WAVERLY AT 6:15 P.M.**

**ON TUESDAY, MARCH 27, 2018 IN THE TRUSTEES' ROOM,**

**VILLAGE HALL FOR THE PURPOSE OF PUBLIC COMMENT**

**REGARDING PROPOSED LOCAL LAW 2-2018, CHAPTER 113: PROCUREMENT**

Mayor Ayres declared the hearing open at 6:15 p.m. and directed the clerk to read the notice of public hearing.

Present were Trustees: Keene, Sinsabaugh, Reznicek, Havens, Uhl, and Mayor Ayres. Also present was Clerk Treasurer Wood. Press included Johnny Williams of the Morning Times, and Ron Cole of WATS/WAVR.

Trustee Ayres explained the purpose of this law is to have the ability to “piggyback” or use other municipal purchasing contracts if feasible to do so.

With no one wishing to be heard, Mayor Ayres closed the hearing at 6:23 p.m.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Michele Wood, Clerk/Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, MARCH 27, 2018 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Trustees Present: Havens, Sinsabaugh, Uhl, Reznicek, Keene, and Mayor Ayres

(Trustee Aronstam arrived at 6:40 p.m.)

Also present: Clerk Treasurer Wood, and Chief Gelatt

Press included: Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** Becky Young, of Becky’s Diner, stated she would like the Board to consider putting up veteran’s banners as they have done in Sayre and Athens, PA. She has some details from the clerks in Sayre and Athens, and will present more at a later date.

Jason Pipher, of 39 Lyman Avenue, stated concern that there is no more concession stand at East Waverly Park.

**Letters and Correspondence:** The clerk read a letter from Merle Hakes asking for consideration for lawn care services and mowing for the Village.

The clerk read an invitation from the Valley ADE to join them in celebrating their 4th Anniversary on April 21, 2018, from 11:00 a.m. to 12:00 p.m. in the Village Hall.

The clerk stated we received $141,700.30 from the county for unpaid taxes and penalties.

The clerk read a letter from Cornell Cooperative Extension of Chemung County, requesting use of Village Hall for goLEAD. goLEAD is s youth leadership training program. They are asking for 2 Fridays from 4:00 p.m. to 9:00 p.m., and 2 Saturdays from 8:00 a.m. to 4:00 p.m., and they need the meeting room, senior room, and possible the community room to accommodate up to 25 youths. The clerk will get more information for the next meeting.

**Letter of Resignation:** The clerk read a letter of resignation from William Dimmick III, our Representative to the Tioga County Planning Board, stating he has to resign due to relocating to Owego, NY, effective March 21, 2018. He thanked the Village for the opportunity to serve. Mayor Ayres accepted her letter of resignation, and will accept letters on interest for fill the vacancy.

**Approval of Minutes:** Trustee Uhl moved to approve the Minutes of March 13, 2018 as presented. Trustee Reznicek seconded the motion, which carried unanimously.

**Department Report:** The clerk submitted a department report from the Police Department. Chief Gelatt stated things are going good. He stated they are working with the school district and training staff, with Officer Hettinger, in emergency response of active shooter. They will also be training with the other local police departments, and other local school districts.

**Finance Committee/Approval of Abstract:** Trustee Uhl presented General Fund bills in the amount of $13,641.37, and Cemetery in the amount of $21.62, and moved to approve payment. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Proposed Local Law 2-2018: Chapter 113, Procurement:** Trustee Sinsabaugh moved to adopt Proposed Local Law 2-2018 as follows:

**Procurement**

**Article 1**

§ 113-1. Purposes

§ 113-2. Basis of award

§ 113-3. Applicable contracts; dollar thresholds

§ 113-4. Documentation of best value

§ 113-5. Effect on procurement policies

Awards Based on Best Value or Lowest Bid

§113-1. Purposes

This article provides for the Village of Waverly Board to exercise its local option from §103, Subdivision 1, of the New York Municipal Law, as amended by Chapter 608 of the Laws of 2011, and Chapter 2 of the Laws of 2012. This amendment authorizes villages to award purchase and service contracts subject to competitive bidding under General Municipal Law §103 based on either lowest responsible bidder or “best value,” as defined in §163 of the New York State Finance Law. This best-value option may be, but is not required to be, used to award an applicable purchase contract to optimize quality, cost, and efficiency among responsive and responsible offers instead of the lowest responsible bidder.

§113- 2. Basis for Award

1. In accordance with §103, Subdivision 1, of the New York General Municipal Law, as amended by Chapter 608 of the Laws of 2011 and Chapter 2 of the Laws of2012, the Village of Waverly Board may award contracts, including both purchase contracts and those contracts for service work, that have been procured pursuant to competitive bidding under General Municipal Law §103 by either lowest responsible bidder or best value.
2. Goods and services procured and awarded on the basis of best value are those that the Village of Waverly Board determines will be of the highest quality while being the most cost efficient. The determination of quality and cost efficiency shall be based on objectively quantified and clearly described and documented criteria, which may include, but shall not be limited to, any or all of the following: cost of maintenance contractors, longer product life, product performance criteria, and quality of craftsmanship.

§113-3. Applicable Contracts; Dollar Thresholds

These sections apply to Village of Waverly purchase contracts involving an expenditure of more than $20,000 and Village of Waverly public work contracts involving an expenditure of more than $35,000, but exclude purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the State Labor Law as well as excluding any other contracts in accordance with future state law. If the dollar thresholds of General Municipal Law §103 are increased or decreased in the future by the State Legislature, the dollar thresholds set forth herein shall be deemed simultaneously amended to match the new General Municipal Law thresholds.

§113-4. Documentation of Best Value

A quote or proposal received pursuant to standard bidding procedures may be awarded on either best value or lowest responsible bidder standard. All information gathered in the course of the bidding procedures of this article shall be filed with the documentation supporting the subsequent purchase or public works contract. When a contract is awarded on the basis of best value rather than a lowest responsible bidder, the basis for determining best value shall be thoroughly and accurately documented.

§113-5. Effect on Procurement Policies

Any inconsistent provision of the Village of Waverly’s procurement policy, as adopted prior to the effective date of this article by resolution of the Village of Waverly board, or as amended thereafter, shall be deemed superseded by the provisions of this article.

Trustee Reznicek seconded the motion, which led to a roll call vote:

Ayes – 7 (Uhl, Havens, Aronstam, Keene, Sinsabaugh, Reznicek, Ayres)

Nays – 0

The motion carried.

**Waverly-Barton Fire District Request:** The clerk read a request from WBFD asking for reduced permit fee for their building permit. She stated that Attorney Keene advised that she could not find anything that said we could not waive the fee. Trustee Uhl moved to waive the building permit fee for WBFD. Trustee Keene seconded the motion, which carried unanimously.

**Hire Full-Time Police Officer:** Chief Gelatt stated he contacted Civil Service and obtained a certified list. He interviewed several candidates. He stated Kiana Manuel has completed the required 160 hours of training and has been certified. He recommended her to fill the full-time position left by Kathryn Martinez. Trustee Sinsabaugh moved to hire Kiana Manuel as a Full-Time Police Officer at the contractual rate of an entry level/certified officer, effective upon medical clearance. Trustee Aronstam seconded the motion, which led to a roll call vote, as follows:

Ayes – 7 (Uhl, Havens, Aronstam, Keene, Sinsabaugh, Reznicek, Ayres)

Nays – 0

The motion carried.

**2018 Poll Site Agreement:** The clerk presented a poll site agreement from Tioga County Board of Elections for elections to be held, as follows: Federal Primary on June 26, 2018, Primary Election on September 13, 2018, and the General Election on November 6, 2018. These elections will be conducted in our community room, and will accommodate three polling districts. Trustee Reznicek moved to approve the agreement as presented. Trustee Keene seconded the motion, which carried unanimously.

**Fair Housing Month:** Trustee Havens offered the following resolution, and moved its adoption:

WHEREAS, in accordance with the Title VIII Fair Housing Policy of the Civil Rights Act of 1968 and the Fair Housing Amendments Act of 1988 and,

WHEREAS, the month of April 2018 has been designated by the U.S. Department of Housing and Urban Development’s Office of Fair Housing and Equal Opportunity as Fair Housing Month.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Waverly hereby declares and proclaims April as Fair Housing Month in the Village.

Trustee Uhl seconded the motion, which carried unanimously.

**Meeting Room Chairs:** The clerk stated the meeting room chairs that are used by the Boards are starting to break, and they are around 20 years old. She recommended that they be replaced. The costs would be shared with the Water (25%) and Sewer (25%) Funds. She presented comparable, heavy-duty chair replacement (9 chairs) quotes as follows:

Worthington Direct 244.95 each, 2,204.55 total

Quill 281.99 each, 2,537.97 total

WB Mason 642.53 each, 5,782.77 total

The clerk stated we have purchased desks and chairs from Worthington Direct in the past and had good experience. Trustee Keene moved to approve purchasing nine chairs from Worthington Direct as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**2018-2019 Tentative Budget / Public Hearing:** Mayor Leary stated the 2018-2019 Tentative Budget is available at the Clerks’ Office for review. Trustee Sinsabaugh moved to schedule a Public Hearing on April 10, 2018 at 6:15 p.m. to hear comments in regard to the 2018-2019 Tentative Budget, and the clerk to advertise the same. Trustee Reznicek seconded the motion, which carried unanimously.

**Reorganization Meeting:** Trustee Reznicek moved to schedule the Reorganization Meeting for April 2, 2018 at 6:00 p.m. Trustee Havens seconded the motion, which carried unanimously.

**Mayor/Board Comments:** Mayor Ayres stated the veterans’ banners are a great idea and he would like to see community involvement.

Trustee Aronstam stated there were some questions regarding the equipment that was in the concession stand. He verified that it was all still there, including the Coke machine.

Trustee Aronstam stated they will be putting concrete sidewalks around concession stand, which will help with water runoff. He stated all the concrete has been donated.

Trustee Aronstam stated the John Deere tractor is approximately 15 years old and still has original tires. The two back tires have become dry-rotted and need to be replaced. He had a verbal quote from Foote’s Tire for $350 each, and recommended approval. Trustee Aronstam moved to purchase two tires from Foote’s Tire as presented. Trustee Keene seconded the motion, which carried unanimously.

Mayor Ayres stated the Restore NY grant has been awarded in the amount of $1 million for 358 Broad Street. He stated this is a landmark building. The funding will be used to repair and upgrade the building, and incorporate apartment housing in the upper floors.

**Proposed Water Project:** Tim Steed, of Hunt Engineers, stated he had conversation with Plant Operator Roney regarding some possible upgrades to the village’s water infrastructure. He stated the system is aging and has mains as early as the 1900’s. The system continues to have multiple breaks and loss of water, some areas do not have adequate pressure for fire events, and 4” lines are prone to clogging due to build up and reduced pressure. Mr. Steed stated they have identified the most problematic areas and estimated $2.9 million to upgrade. He stated there are several grants available for water system improvements. The Water Infrastructure Improvement Act (WIIA) grants could be up to 60%, and other grant opportunities, such as: NYS EFC, Drinking Water Fund, USDA, CDBG, and other agencies could help with the other 40%. A prerequisite for the WIIA grant is having an engineering report, SEQR, and bond resolution submitted with the application. The application deadline is June 30, 2018. He stated that it’s a short timeframe, but feels they could get the engineering report ready by then, if the Village is interested. He also offered to write the grant for us at no charge to the village, however, there would be a charge for the engineering report. He would get proposal together and submit. He stated he would present to the Board of Water Commissioners at their next meeting. Mayor Ayres stated the infrastructure is getting very old and needs to be discussed.

**Adjournment**: Mayor Ayres thanked Trustee Uhl and Trustee Keene for their time served on the Board. He also thanked Trustee Keene for all of his help with the cemeteries. Trustee Uhl moved to adjourn at 7:24 p.m. Trustee Keene seconded the motion, which carried unanimously. Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**REORGANIZATION MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT**

**6:00 P.M. ON MONDAY, APRIL 2, 2018 IN THE**

**TRUSTEES’ ROOM, IN THE VILLAGE HALL**

Present were Trustee Sinsabaugh, Trustee-Elect Sweeney, Trustee-Elect Burlingame, and Mayor Ayres

Also Present: Clerk Treasurer Wood, and Dawn Campbell of WATS/WAVR

**Call to Order:** Mayor Ayres called the meeting to order at 6:00 p.m.

**Oaths of Office:**  Clerk Treasurer Wood administered the Oaths of Office to Trustees-Elect: John Kevin Sweeney and Steven Burlingame. The clerk stated Trustee-Elect Andrew Aronstam will take his Oath upon his return from vacation.

Mayor Ayres welcomed Trustee Kevin Sweeney and Trustee Steven Burlingame to the Board.

**Mayor’s Appointments:** The following appointments were made by Mayor Ayres.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Appointment** | **Term** | **Motioned by Trustee:** | **Seconded by Trustee:** | **Result** |
| Andrew Aronstam | Deputy Mayor | 1 year | Sinsabaugh | Sweeney | Approved Unanimous |
| Kerri Hazen | Deputy Clerk Treasurer | 1 year | Sweeney | Burlingame | Approved Unanimous |
| Betty J. Keene | Village Attorney | 1 year | Burlingame | Sinsabaugh | Approved Unanimous |
| Robert Chisari | Code Enforcement/  Building Inspector | 1 year | Sinsabaugh | Sweeney | Approved Unanimous |
| Chris Robinson | Code Enforcement Officer | 1 year | Sweeney | Burlingame | Approved Unanimous |
| David Cowles | Water Board Commissioner | 5 years | Burlingame | Sinsabaugh | Approved Unanimous |
| Laura Hoppe | Sewer Board Commissioner | 5 years | Sinsabaugh | Sweeney | Approved Unanimous |
| Dr. Ronald Kahn | Sewer Board Commissioner | 5 years | Sweeney | Burlingame | Approved Unanimous |
| Billie Jo Jennings | Justice Court Clerk | 1 year | Burlingame | Sinsabaugh | Approved Unanimous |
| David Boland | Acting Justice | 1 year | Sinsabaugh | Sweeney | Approved Unanimous |
| Julie Dugan | Assessor | 1 year | Sweeney | Burlingame | Approved Unanimous |
| Bill Millhollen | Planning Board | 5 years | Burlingame | Sinsabaugh | Approved Unanimous |
| Paul Stolicker | Recreation Commissioner | 4 years | Sinsabaugh | Sweeney | Approved Unanimous |
| Chris Brewster | Recreation Commissioner | 5 years | Sweeney | Burlingame | Approved Unanimous |
| Kyle McDuffee | Zoning Board of Appeals | 5 years | Burlingame | Sinsabaugh | Approved Unanimous |
| Ronald Keene | Cemetery Coordinator | 1 year | Sinsabaugh | Sweeney | Approved Unanimous |
| Teresa Fravel  George Greeno  Tom McLean  James Melka | Crossing Guards | 1 year | Sweeney | Burlingame | Approved Unanimous |
| The Morning Times | Official Publication | 1 year | Burlingame | Sinsabaugh | Approved Unanimous |
| Chemung Canal Trust  Chase Bank | Official Depositories | 1 year | Sinsabaugh | Sweeney | Approved Unanimous |
| Regular Meeting | 2nd Tuesday @ 6:30 p.m. | 1 year | Sweeney | Burlingame | Approved Unanimous |

Check Signature Resolution: Trustee Burlingame offered the following resolution and moved its adoption:

RESOLVED, that checks drawn on the Village Funds be payable on signatures of two out of the four of the following persons: Mayor Patrick Ayres, Deputy Mayor Andrew Aronstam, Clerk Treasurer Michele Wood, Deputy Clerk Treasurer Kerri Hazen. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Committee Appointments:** Trustee Sinsabaugh moved to approve Mayor Ayres’ committee appointments, as follows: Trustee Sweeney seconded the motion, which carried unanimously.

|  |  |  |  |
| --- | --- | --- | --- |
| Police | Sinsabaugh |  |  |
| Street | Havens |  |  |
| Bldgs, Grounds, Cemetery | Sinsabaugh |  |  |
| Recreation | Aronstam |  |  |
| Sewer | Sweeney |  |  |
| Water | Reznicek |  |  |
| Planning | Burlingame |  |  |
| Technology | Sweeney |  |  |
| Tioga County (COG) | Reznicek |  |  |
| Finance | Sinsabaugh | Sweeney | Burlingame |
| Merchants | Ayres | Brewster |  |
| Town of Barton (2 per year) | Burlingame  Aronstam | Sinsabaugh  Reznicek | Havens  Sweeney |

The Town of Barton meetings are held on the 2nd Monday of the Month at 6:30 p.m. at the

Town of Barton Hall.

Town of Barton Meeting Attendance Schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| January | Sinsabaugh |  | July | Havens |
| February | Sinsabaugh |  | August | Havens |
| March | Sweeney |  | September | Reznicek |
| April | Sweeney |  | October | Reznicek |
| May | Burlingame |  | November | Aronstam |
| June | Burlingame |  | December | Aronstam |

Mayor Ayres asked the Trustees to attend their scheduled meetings as chosen.

**Adjournment**: Trustee Sweeney moved to adjourn at 6:15 p.m. Trustee Burlingame seconded the motion, which carried unanimously.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**PUBLIC HEARING HELD BY THE BOARD OF**

**TRUSTEES OF THE VILLAGE OF WAVERLY AT 6:15 P.M.**

**ON TUESDAY, APRIL 10, 2018 IN THE TRUSTEES' ROOM,**

**VILLAGE HALL FOR THE PURPOSE OF PUBLIC COMMENT**

**ON THE 2018-2019 TENTATIVE BUDGET**

Mayor Ayres declared the hearing open at 6:15 p.m. and directed the clerk to read the notice of public hearing.

**Roll Call:** Present were Trustees: Sinsabaugh, Havens, Sweeney, Burlingame, Reznicek, Aronstam, and Mayor Ayres

Also present were Clerk Treasurer Wood, and Attorney Keene

Press included, Deb Luchaco of WAVR/WATS, and Johnny Williams of the Morning Times

Mayor Ayres stated the budget committee and the department heads worked closely to keep the proposed budget as low as possible. He thanked the committee for their efforts. He also summarized the budget and opened the floor for comments regarding the tentative 2018-2019 tentative budget.

Clerk Treasurer Wood stated even though the amount to be raised by property taxes increased by 2.8%, we are still under the tax cap due to a carry-over of $31,000 from last year’s tax cap limit.

Don Merrill, of 535 Waverly Street, stated concern that people can’t pay their taxes, and there are many code issues in the village. He also stated people are moving out of the village, this is not the time to raise the taxes.

With no one wishing to be heard, Mayor Ayres closed the hearing at 6:24 p.m.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, APRIL 10, 2018 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees: Sinsabaugh, Havens, Sweeney, Burlingame, Reznicek, Aronstam, and Mayor Ayres

Also present were Clerk Treasurer Wood, and Attorney Keene

Press included, Deb Luchaco of WAVR/WATS, and Johnny Williams of the Morning Times

**Public Comments:** Don Merrill stated there is a field of high grass across from his home and feels it should be kept mowed. He stated there are many blighted homes in the village and many more with code violations. He asked the Board when these will get taken care of.

**Letters and Communications:** The clerk stated she talked with Bernadette Raupers, of the Cornell Cooperative Extension of Chemung County, regarding her previous request to use Village Hall for the goLEAD program, and possibly a reduced fee. She stated Village of Waverly kids are invited to take part in this program, however, there may only be a few. Mayor Ayres stated this is a regular rental and would follow protocol. If the Board wishes to waive the rental fee, a motion to do so would need to be taken. There was no motion.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of March 27, and April 2, 2018 as presented. Trustee Havens seconded the motion, which carried unanimously.

**Department Report:** The clerk submitted department reports from Recreation, and Police. Mayor Ayres stated Code Enforcement is at training this week, and will ask them to submit report for next meeting.

**Treasurer's Reports:** Clerk Treasurer Wood presented the following financial reports:

General Fund 3/1/18 – 3/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 88,719.77 | Current Revenues | 90,359.28 |
| Deposits | 680,200.25 | Year to Date Revenue | 2,638,633.40 |
| Disbursements | -435,696.42 | Current Expenditures | 207,737.84 |
| Ending Balance | 333,223.60 | Year to Date Expended | 2,495,361.94 |

\*General Capital Reserve Fund, $84,564.31

\*Current Estimated Fund Balance $884,368.16

Cemetery Fund 3/1/18 – 3/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 15,149.19 | Current Revenues | 841.62 |
| Deposits | 866.51 | Year to Date Revenue | 38,626.46 |
| Disbursements | -281.73 | Current Expenditures | 215.95 |
| Ending Balance | 15,733.97 | Year to Date Expended | 35,971.35 |

\*Current Estimated Fund Balance $28,843.01

Loan Programs 3/1/18 – 3/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans | Balances | Rehab Loans | Balances |
| Beginning Balance | 37,618.53 | Beginning Balance | -2,110.89 |
| Deposits | 1,002.03 | Deposits | 2,094.04 |
| Disbursements | -218.06 | Disbursements | 0.00 |
| Ending Balance | 38,402.50 | Ending Balance | -16.85 |
| Money Market/Savings | 389,966.76 | MM/Savings Balance | 158,576.02 |
|  |  | Sidewalk Balance | 10,037.00 |
| Total Available Balance | 428,369.26 | Total Available Balance | 168,596.17 |
| Outstanding Loans | 30,160.33 | Outstanding Loans | 53,247.03 |
| Fund Balance | 458,529.59 | Outstanding Loan Balance | 221,843.20 |

\*The report also outlined the status of individual loan repayments

Capital Projects Fund 3/1/18 – 3/31/18

|  |  |  |
| --- | --- | --- |
|  | General CP (Fire) | Sewer CP (Upgrade) |
| Beginning Balance | 51,722.57 | 0.00 |
| Deposits/Debits | 393,874.80 | 242,930.14 |
| Disbursements/Credits | -77,040.23 | -242,930.14 |
| Ending Balance | 368,557.14 | 0.00 |

\*Total Capital Projects Fund Balance $368,557.14

**Finance Committee/Approval of Abstract:** Trustee Sinsabaugh presented General Fund bills in the amount of $24,454.10, and moved to approve payment of the abstract. Trustee Havens seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** Trustee Reznicek moved to approve the following expenditures be paid from the Capital Projects Fund:

Frey & Campbell, Inc Invoice 2 $22,482.70

Trustee Havens seconded the motion, which carried unanimously.

**2018-2019 Tentative Budget Adoption:** The clerk stated the Board of Water Commissioners and the Board of Sewer Commissions have recommended adoption of their respective budgets as submitted. Trustee Aronstam moved to adopt the 2018-2019 Tentative Budget as final. The total budgets are: General Fund $2,999,486; Cemetery Fund $46,512; Water Fund $752,104; and Sewer Fund $1,015,865. Trustee Sinsabaugh seconded the motion, which led to a roll call vote, and resulted as follows:

Ayes – 7 (Burlingame, Sweeney, Aronstam, Reznicek, Sinsabaugh, Havens, Ayres)

Nays – 0

The motion carried.

The 2018-2019 Budget was adopted as presented.

**DPW Dump Truck Purchase:** The clerk stated the OGS bid resulted with one bid from Navistar, Inc. at $134,316. She stated the Onondaga County Contract #7974 is for $132,684. Trustee Sinsabaugh moved to approve the purchase of a 2019 International 4300 SBA 4x2 Dump Truck with Viking Body/Plow Package from Navistar, Inc. in the amount of $132,864, through the Onondaga County Contract #7974. Trustee Aronstam seconded the motion, which led to a roll call vote, and resulted as follows:

Ayes – 7 (Burlingame, Sweeney, Aronstam, Reznicek, Sinsabaugh, Havens, Ayres)

Nays – 0

The motion carried.

**Veterans’ Banners Program:** Becky Young offered information on the program that Sayre does. She stated she has people who are interested in the program and some volunteers. She is starting a committee to review. The clerk offered to be on her committee.

**WWTP SEQR Amendment:** Attorney Keene stated the original WWTP SEQR (May 23, 2016) needs to be amended for the inclusion of a garage to house the Village’s vacuum truck. She stated the reason for the inclusion was the loss of our DPW Garage created a need for the new housing of the vacuum truck, and a garage will be constructed at the WWTP for such purpose. Trustee Sinsabaugh offered the following resolution, and moved its adoption:

WHEREAS, in regards to State Environmental Review requirements, the Village of Waverly has reviewed SEQR requirements (6 NYCRR Part 617) and has determined that the inclusion of ag to house a vacuum truck to the Wastewater Treatment Plant Upgrade Project qualifies as a TYPE II action, per Section 617.5 (c) 7, (see attached) since the work includes construction of an accessory, nonresidential structure or facility involving less than 4,000 ft2 (building is 20’ x 30’) and does not involve a change in zoning.

WHEREAS, no SEQR procedural requirements exist for Type II actions, and no environmental assessments or determinations of significance are required, and

THEREFORE, RESOLVED, the Village of Waverly resolves that the Village of Waverly WWTP Upgrade Project with included garage to house village vacuum truck has been determined to be a Type II action in accordance with 6 NYCRR Part 617 and requires no further evaluation.

Trustee Sweeney seconded the motion, which led to a roll call vote, as follows:

Ayes – 7 (Sweeney, Havens, Aronstam, Burlingame, Sinsabaugh, Reznicek, Ayres)

Nays – 0

The motion carried.

**WWTP/Penelec Easement:** Attorney Keene stated Pennsylvania Electric Company is requesting an easement on the sewer property to have access to their facilities. She stated the Board of Sewer Commissioners have recommended approval. Trustee Reznicek moved to approve Mayor Ayres to sign the easement. Trustee Havens seconded the motion, which carried unanimously.

**WWTP Proposed Local Law Amendment:** The clerk stated the Board of Sewer Commissioners have recommended amending Chapter 119: Sewer Rents and Capital Charges. Attorney Keene explained the changes made to the capital charge classification schedule. Mayor Ayres stated the Board of Sewer Commissioners have reviewed this law and heard public comment regarding the capital charge and unit classifications. Trustee Reznicek moved to schedule a Public Hearing on April 24, 2018 at 6:15 p.m. to hear comment on the proposed local law amendment, and the clerk to advertise the same. Trustee Havens seconded the motion, which carried unanimously.

**Facilities Use/Rental Committee:** Mayor Ayres requested Trustee Aronstam head up the committee to review our facilities uses and rental procedures. He also requested that Insurance Agent William Soprano, Recreation Director Shaw, Clerk Treasurer Wood, Trustee Sinsabaugh, and Attorney Keene be part of that committee. He would like the committee to report back in June.

**Street Paving:** The Mayor presented the following proposed paving projects from DPW Lead Jack Pond:

Broad Street (Spaulding Street to Pennsylvania Avenue)

Chemung Street (Lincoln Street to Route 220)

Elliott Street (Chemung Street to Spring Street)

Lincoln Avenue (All)

Elm Street (Spaulding Street to Cayuta Avenue)

Mill Hill Road (All)

Providence Street (Pennsylvania Avenue to Spaulding Street)

Frederick Street (Wilbur Street to Ball Street)

**NYMIR Risk Management Training:** The clerk requested approval to attend NYMIR’s Risk Management Training on May 10-11, 2018 at Bolton Landing, NY. She stated there is no cost to attend, and NYMIR is providing dinner, breakfast, and hotel accommodations. Trustee Sinsabaugh moved to approve Clerk Treasurer Wood to attend NYMIR’s training as presented. Trustee Havens seconded the motion, which carried unanimously.

**Mayor/Board Comments:** Trustee Aronstam requested the former police vehicle be utilized by the Recreation Department. Chief Gelatt had no concerns, and Recreation will maintain the vehicle. There were no concerns with other board members.

Mayor Ayres stated he would like to meet with the Code Officers and Attorney Keene to look at a strategy to move forward with violated properties.

Mayor Ayres stated the Little League Parade will be held on Sunday, April 29th at 1:00 p.m.

**Executive Session:** Trustee Reznicek moved to enter executive session at 7:30 p.m. to discuss an excavation contract. Trustee Havens seconded the motion, which carried unanimously.

Trustee Havens moved to enter regular session at 7:50 p.m. Trustee Aronstam seconded the motion, which carried unanimously.

Trustee Aronstam moved to declare an emergency repair of a sewer line on Lyman Avenue per General Municipal Law §103-4, and approve Austin Excavating to do a replacement of said sewer line and install a manhole on Lyman Avenue. The Sewer Fund will pay all costs associated with the repair. Trustee Burlingame seconded the motion, which led to a roll call vote, as follows:

Ayes – 7 (Sweeney, Havens, Aronstam, Burlingame, Sinsabaugh, Reznicek, Ayres)

Nays – 0

The motion carried.

**Adjournment**: Trustee Sinsabaugh moved to adjourn at 7:52 p.m. Trustee Reznicek seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**PUBLIC HEARING HELD BY THE BOARD OF**

**TRUSTEES OF THE VILLAGE OF WAVERLY AT 6:15 P.M.**

**ON TUESDAY, APRIL 24, 2018 IN THE TRUSTEES' ROOM,**

**VILLAGE HALL FOR THE PURPOSE OF PUBLIC COMMENT**

**REGARDING PROPOSED LOCAL LAW 3-2018, AMENDING**

**CHAPTER 119, ARTICLE 1: SEWER RENTS AND CAPITAL CHARGES**

Mayor Ayres declared the hearing open at 6:15 p.m.

**Roll Call:** Present were Trustees: Sinsabaugh, Havens, Burlingame, Reznicek, and Mayor Ayres (Aronstam arrived at 6:25 p.m.)

Also present were Clerk Treasurer Wood, and Attorney Keene

Press included Ron Cole of WAVR/WATS, and Johnny Williams of the Morning Times

Mark Angull, of 441 Fulton Street asked if the Village has reviewed other possibilities, or any alternate means to collect debt. Mayor Ayres stated the Board of Sewer Commissioners have spent many hours reviewing how other municipalities collect for debt regarding sewer plants. The overall regularity was to charge a capital charge rather than incorporate the debt payments into the sewer rate. Although, there may be some inequities, the Board of Sewer Commissioners determined the “per unit” basis was the most reliable, as it is based on having access to sewer service and not based on sewer usage. The usage is billed as O&M charges. The clerk also added that the Board reviewed the “minimum charge” concept, however, that lacked stability and didn’t assess any (or very little) debt responsibility to vacant properties, vacant homes, schools, multiple dwellings, nursing homes, manufacturing, or industrial properties. That basis could only be charged to each water meter in use. Without capturing these properties, the capital charge rate would be much higher.

Ron Keene stated there is some confusion, and asked if there are any remaining funds from the original construction of the plant. The clerk stated capital charges can only be used to pay debt. The original construction’s capital charge rate reduced several times throughout the bond period, and once enough money was collected to pay off the debt, the capital charge stopped being billed. She stated she believed a few bond payments were made even after the charges had stopped being billed, and that may be where the confusion is. There were no any remaining funds from the original construction. She also stated, the Sewer Capital Reserve Fund was used to rebuild the two clarifiers back in 2012, and no debt was issued for that. The Sewer Capital Reserve Fund currently has approximately $120,000, which could be used for repairs or equipment in the future, and feels the Board of Sewer Commissioners will increase the fund when feasible to do so.

With no one else wishing to be heard, Mayor Ayres closed the hearing at 6:26 p.m.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, APRIL 24, 2018 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Trustees Present: Havens, Sinsabaugh, Aronstam, Reznicek, Burlingame, and Mayor Ayres

Also present: Clerk Treasurer Wood, and Attorney Keene

Press included: Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** Ron Keene requested the water be hooked back up at Forest Home Cemetery. He stated it has been off for a few years.

**Letters and Correspondence:** The clerk read a letter from Doug McFarland requesting a street closure for Forest Street on July 28th from noon to midnight as the neighborhood would like to have a block party. The clerk stated Chief Gelatt had no concerns. Trustee Reznicek moved to approve the street closure as presented. Trustee Havens seconded the motion, which carried unanimously.

The clerk stated Cornell Cooperative Extension of Chemung County, is requesting use of Village Hall for goLEAD. goLEAD is s youth leadership training program. They are asking for 2 Fridays from 4:00 p.m. to 9:00 p.m., and 2 Saturdays from 8:00 a.m. to 4:00 p.m., and they need the meeting room, senior room, and possible the community room to accommodate up to 25 youths. The Board had no issues with goLEAD’s renting request, however, they did not reduce the rental rate.

**Approval of Minutes:** Trustee Reznicek moved to approve the Minutes of April 10, 2018 as presented. Trustee Havens seconded the motion, which carried unanimously.

**Finance Committee/Approval of Abstract:** Trustee Sinsabaugh presented General Fund bills in the amount of $49,836.10, and Cemetery in the amount of $6,131.85, and moved to approve payment. Trustee Havens seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** Trustee Reznicek moved to approve the following expenditures be paid from the Capital Projects Fund:

G Webster, Inc Invoice 4 $43,102.20

Waverly Trade Center Rent April/May 8,000.00

Total $51,102.20

Trustee Havens seconded the motion, which carried unanimously.

**Tioga County Update:** Mayor Ayres stated he is on the Shared Services Committee with the county and they are looking at possibly sharing IT Services.

**NYS DOT Meeting Update:** Mayor Ayres stated he, Trustee Aronstam, and Clerk Treasurer Wood met with several people from NYS DOT. They reviewed several things in the Village. NYS DOT stated they would clean up, stripe, and add signage to the intersection of Route 34 and Chemung Street; will pave and repair Cayuta Avenue; stripe the intersection of Cayuta Avenue and Broad Street; look at Mill Hill as an addition to the truck route; and will help repair/patch the sidewalks on Howard Street until they can do a total replacement of them. Mayor Ayres stated the meeting was very positive.

**Proposed Local Law 3-2018: Amending Chapter 119, Article 1, Sewer Rents and Capital Charges:**

Trustee Sinsabaugh offered the following amendment to Chapter 119, and moved its adoption:

**Sewer Rents and Capital Charges**

**Article 1**

**§119-1. Establishment.**

The source of the revenues for debt service and capital expenditures shall be a sewer capital charge, and the source of revenues for operation and maintenance of the municipal wastewater treatment facility and collection system shall be a sewer rent charge to owners of any real property located within the incorporated limits of the Village, served or required to be served by the municipal wastewater treatment facility and collection system.

**§119-2. Collection; classification of units.**

1. A sewer capital charge will be levied and collected quarterly commencing on June 1, 2018, and quarterly thereafter. The amount levied and collected will be the amount the Village is obligated to pay for the principal and interest on its outstanding sewer serial bonds. The sewer capital charge will be in accordance with the classifications of units set forth in Subsection B below.
2. A classification of units shall mean the benefits and quantities of usage of the municipal wastewater treatment facility and collection system assigned to different classification of real property in the Village. The basis of the charge for sewer capital charges to be paid by the owners of the real property served or required to be served shall be determined by the following schedule:

Classification Schedule Units

Residential (house, apartment, mobile home) 1 per dwelling unit

Assisted Living Facility 1 per dwelling unit

Group Residential Home ½ per bed

Nursing Home ½ per bed, plus 1 unit for cafeteria

Motel, Hotel, and Bed & Breakfast ½ per room

General Commercial 1 per business unit

Multiple Commercial 1 per each business unit

Restaurants 1 unit

Gas Stations 1 unit

Car Wash 1 unit per stall or bay

Laundromat ¼ unit per washer

Religious, Fraternal, Museum, Library 1 unit

School 1 unit per 15 students and staff

Industrial/Manufacturing 1 unit per 15 employees

Vacant Lot ½ unit

1. Clarification
2. The classification entitled “General Commercial” under §119-2B shall include those businesses in residences with a defined business space, separate from the residential living area which require sewer services to function, i.e. (including but not limited to) beauty shops, barber shops, pet grooming, and other similar businesses.
3. The classification entitles “Vacant Lot” under §119-2B shall not include parking lots which have at least 75% of their total surface area covered with amosite, concrete, macadam, or other type of pavement.
4. None of the language contained herein shall give any sewer user the right to claim any refund owed for charges made under this article.

Trustee Reznicek seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Havens, Aronstam, Burlingame, Sinsabaugh, Reznicek, Ayres)

Nays – 0

Absent – 1 (Sweeney)

The motion carried, Local 03-2018 was adopted.

**DPW Building Update:**  The clerk presented the following:

Change Order #1, G. Webster, Inc.:

1. -$6,025 – provide galvanized hollow metal doors in lieu of fiberglass reinforced panel doors
2. -$2,000 – proved V-seal floor coating in lieu of Sherwin Williams Aua Armor-C epoxy coating at paint type P-4
3. $828 – provide flowable fill at existing drywell discovered during foundation excavation
4. $6,641 – provide underground storm drain piping from building downspouts at west side of the building to daylight as indicated on sketch Y100

Trustee Burlingame moved to approve change order #1 from G. Webster, Inc. for a total amount of -$556, to be reduced from Contract GC-001. Trustee Sinsabaugh seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Burlingame, Aronstam, Havens Sinsabaugh, Reznicek, Ayres)

Nays – 0

Absent – 1 (Sweeney)

The motion carried.

Change Order #2, G. Webster, Inc.:

1. To change date of completion from May 24, 2018 to “undetermined”.

Mayor Ayres stated he is not willing to sign, and he will discuss further with the engineer.

**Facilities Use/Rental Committee:** Trustee Aronstam stated he would schedule a meeting with the committee.

**Letter of Resignation:** The clerk read a letter from Court Clerk Billie Jo Jennings stating her intent to resign her position, and her last day of work will be May 18, 2018. Trustee Reznicek moved to accept Ms. Jennings resignation. Trustee Havens seconded the motion, which carried unanimously.

Xyz

**Court Clerk Recommendation:** The clerk read a letter from Village Justice Gorman recommending the Board to appoint Part Time Court Clerk Lynette Nickels to assume the court clerk position, in its full time capacity, starting May 21, 2018. Mayor Ayres asked to table until the next meeting as he would like to discuss with Justice Gorman.

**Bond Resolution for Potential Water Project:** The clerk presented a draft bond resolution for the amount of $4,000,000. She stated a bond resolution is needed the filing of grant applications. It does not bind the Board to pursue the project if grant funding isn’t resourceful. Trustee Reznicek moved to approve Hodgson Russ to proceed with final Bond Resolution for the amount of $4,000,000 for water projects as determined by the Board of Water Commissioners, and any cost associated with the preparation of the bond resolution will be paid by the Water Fund. Trustee Sinsabaugh seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Burlingame, Aronstam, Havens Sinsabaugh, Reznicek, Ayres)

Nays – 0

Absent - 1 (Sweeney)

The motion carried.

**New Bank Account for Sewer DSC:** The clerk stated we need to open a bank account for the sewer capital charges, as they are separate from the Sewer O&M. The new account would be Sewer DSC (Debt Service Capital). Trustee Aronstam moved to authorize the clerk to open a new bank account for Sewer DSC at Chemung Canal Trust Company. Trustee Havens seconded the motion, which carried unanimously.

**Mayor/Board Comments:** Trustee Sinsabaugh stated concern that it may not be feasible to keep old police vehicle for parks/recreation, as we have a blue pick-up truck no currently being used. He stated they only need the extra vehicles for the summer months. Trustee Havens stated they will need something to haul weed eaters, gasoline, and equipment and might not want that stuff in SUV. He stated if the Director used the SUV and the kids used the truck it makes more sense. Trustee Reznicek stated he used the blue pick-up when he worked for parks and that truck is old and in pretty bad shape. Mayor Ayres stated he would discuss with Recreation Director Shaw.

Mayor Ayres stated Recreation Director Shaw is looking for other candidates for parks employment, however, so far he has been unsuccessful.

**Adjournment**: Trustee Sinsabaugh moved to adjourn at 7:08 p.m. Trustee Havens seconded the motion, which carried unanimously. Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, MAY 8, 2018 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees: Sinsabaugh, Sweeney, Burlingame, Reznicek, Aronstam, and Mayor Ayres

Also present were Clerk Treasurer Wood, Attorney Keene, Tioga County Legislator Mullen, and Teresa Saraceno of Tioga County EDP

Press included, Ron Cole of WAVR/WATS, and Johnny Williams of the Morning Times

**Public Comments:** Ron Keene stated there are many blighted homes in the village and many more with code violations.

Teresa Saraceno stated the Countywide Hazard Mitigation Plan should be completed soon. The Land Bank is moving forward and just waiting on funding from the state. Restore NY funding for 358 Broad Street has started and should improve the downtown.

**Letters and Communications:** The clerk read a letter from Mary Sobel, of The Red Door, requesting that Park Avenue, from Broad Street to Depumpo Lane, be closed off on Friday, August 24, 2018 between the hours of 8:30 a.m. and 10:00 p.m. The Red Door will be holding a “Kids Back to School Bash” where they give away backpacks filled with school supplies. In the evening, they will have music. The clerk stated Chief Gelatt reviewed the request and had no concerns. Trustee Sinsabaugh moved to approve the request as presented. Trustee Reznicek seconded the motion, which carried unanimously.

The clerk read a letter from JRC Transportation requesting temporarily lifting the 5-ton weight limit on Chemung Street between Route 34 and Route 220. They need to move loads for GE’s new power plant in Johnstown, PA. These loads are too high for the expressways. They will have police escorts and a bucket truck to lift power lines. Mayor Ayres stated he would like to further review.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of April 24, 2018 as presented. Trustee Sweeney seconded the motion, which carried unanimously.

**Department Report:** The clerk submitted department reports from Code, Recreation, and Police.

**Treasurer's Reports:** Clerk Treasurer Wood presented the following financial reports:

General Fund 4/1/18 – 4/30/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 333,223.60 | Current Revenues | 204,604.50 |
| Deposits | 100,286.85 | Year to Date Revenue | 2,843,237.90 |
| Disbursements | -172,982.76 | Current Expenditures | 170,695.71 |
| Ending Balance | 260,527.69 | Year to Date Expended | 2,666,057.65 |

\*General Capital Reserve Fund, $84,578.21

\*Current Estimated Fund Balance $918,276.95

Cemetery Fund 4/1/18 – 4/30/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 15,733.97 | Current Revenues | 608.41 |
| Deposits | 600.66 | Year to Date Revenue | 39,234.87 |
| Disbursements | -6,326.18 | Current Expenditures | 6,326.18 |
| Ending Balance | 10,008.45 | Year to Date Expended | 42,297.53 |

\*Current Estimated Fund Balance $23,125.24

Loan Programs 4/1/18 – 4/30/18

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans | Balances | Rehab Loans | Balances |
| Beginning Balance | 38,402.50 | Beginning Balance | -16.85 |
| Deposits | 2,253.02 | Deposits | 965.51 |
| Disbursements | 0.00 | Disbursements | -200.00 |
| Ending Balance | 40,655.52 | Ending Balance | 748.66 |
| Money Market/Savings | 390,030.86 | MM/Savings Balance | 158,602.08 |
|  |  | Sidewalk Balance | 10,037.00 |
| Total Available Balance | 430,686.38 | Total Available Balance | 169,387.74 |
| Outstanding Loans | 28,462.25 | Outstanding Loans | 52,492.98 |
| Fund Balance | 459,148.63 | Outstanding Loan Balance | 221,880.72 |

\*The report also outlined the status of individual loan repayments

Capital Projects Fund 4/1/18 – 4/30/18

|  |  |  |
| --- | --- | --- |
|  | General CP (Fire) | Sewer CP (Upgrade) |
| Beginning Balance | 368,557.14 | 0.00 |
| Deposits/Debits | 0.00 | 833,958.71 |
| Disbursements/Credits | -73,584.90 | -833,958.71 |
| Ending Balance | 294,972.24 | 0.00 |

\*Total Capital Projects Fund Balance $294,972.24

**Finance Committee/Approval of Abstract:** Trustee Sinsabaugh presented General Fund bills in the amount of $16,295.03, and moved to approve payment of the abstract. Trustee Burlingame seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** Trustee Reznicek moved to approve the following expenditures be paid from the Capital Projects Fund:

Schoonover Plumbing/Heating Invoice 4 $25,531.25

Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Tioga County Update:** Mr. Mullen stated the Land Bank will help address blighted properties. They will be concentrating on Owego, Waverly, and Newark Valley in the beginning. The Land Bank will purchase properties, rehab, and resell. They will be focusing on properties in the tax sale, foreclosures, and then private sales. Profits will rollover to do more properties. He also stated that *I Love My Park Day* had a great turnout and worked out very well.

**Veterans’ Banners Program:** Becky Young presented the program to the Board. She will be overseeing all aspects of the program.

**Facilities Use/Rental Committee:** Trustee Aronstam stated he got rental prices for other local pavilions and rooms. He stated he would have more information for the next meeting.

**Court Clerk Appointment:** Mayor Ayres appointed Part Time Court Clerk Lynette Nickels to assume the Full Time Court Clerk position at the current pay rate, effective May 21, 2018, as recommended by Village Justice Gorman. Trustee Sinsabaugh moved to approve the Mayor’s appointment of Lynette Nickels. Trustee Reznicek seconded the motion, which carried unanimously.

**Dump Truck Financing:** The clerk submitted two proposals to finance the new dump truck for 5 years. They are as follows: Sun First Equipment Finance at 4.18%, and Chemung Canal at 4.2%. The clerk recommended Sun First Equipment Finance. Trustee Sinsabaugh moved to approve financing through Sun First Equipment Financing as recommended by the clerk. Trustee Sweeney seconded the motion, which carried unanimously.

**Summer Help in Parks:** The clerk submitted a request from Recreation Director Shaw to hire the following as seasonal part-time parks laborers:

Chandler Whitmarsh 360 hours $10.40/hour

Michael Shaw 360 hours $10.40/hour

The consensus of the Board is to allow Recreation Director Shaw to utilize the laborers as needed as long as budget is not exceeded. Trustee Reznicek moved to approve hiring the seasonal part-time park laborers, as presented. Trustee Aronstam seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Burlingame, Sweeney, Aronstam, Sinsabaugh, Reznicek, Ayres)

Nays – 0

Absent - 1 (Havens)

The motion carried.

**Summer Help in Recreation:** The clerk submitted a request from Recreation Director Shaw to hire the following as seasonal part-time personnel for the five-week Summer Recreation Program, to be held at East Waverly Park:

Tanner Cantrell 28 hours/week $11.40/hour Director

Trevor Campbell 28 hours/week $10.90/hour Assistant Director

Chenelle Huddleston 28 hours/week $10.40/hour Counselor

Theresa Kraus 28 hours/week $10.40/hour Counselor

Kayla Kromelbein 28 hours/week $10.40/hour Counselor

Madison Mitchell 28 hours/week $10.40/hour Counselor

Zoe Menning 28 hours/week $10.40/hour Counselor

Tamara Price 28 hours/week $10.40/hour Counselor

Rebecca Salsman 28 hours/week $10.40/hour Counselor

Sara Weaver 28 hours/week $10.40/hour Counselor

Caitlin Zimmer 28 hours/week $10.40/hour Counselor

Brandon Cantrell 28 hours/week $10.40/hour Counselor

Morgan Zwierlein 28 hours/week $10.40/hour Counselor

Jon Ward 28 hours/week $10.40/hour Counselor

Zachary VanHouten 28 hours/week $10.40/hour Counselor

Trustee Aronstam moved to approve hiring the seasonal part-time personnel, as requested. Trustee Reznicek seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Burlingame, Sweeney, Aronstam, Sinsabaugh, Reznicek, Ayres)

Nays – 0

Absent - 1 (Havens)

The motion carried.

**Water Project Bond Resolution:** Trustee Reznicek offered the following resolution, and moved its adoption:

A BOND RESOLUTION, DATED MAY 8, 2018, OF THE VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF WAVERLY, TIOGA COUNTY, NEW YORK (THE “VILLAGE”), AUTHORIZING A WATER SYSTEM CAPITAL IMPROVEMENTS PROJECT, AT AN ESTIMATED MAXIMUM COST OF $4,000,000 AND AUTHORIZING THE ISSUANCE OF SERIAL BONDS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED $4,000,000 PURSUANT TO THE LOCAL FINANCE LAW TO FINANCE SUCH PURPOSE, SUCH AMOUNT TO BE OFFSET BY ANY FEDERAL, STATE, COUNTY AND/OR LOCAL FUNDS RECEIVED, AND DELEGATING THE POWER TO ISSUE BOND ANTICIPATION NOTES IN ANTICIPATION OF THE SALE OF SUCH BONDS TO THE VILLAGE TREASURER.

WHEREAS, the Village Board of Trustees of the Village of Waverly, in the County of Tioga, New York (the “Village”) desires to undertake a capital improvements project for the reconstruction of and construction of improvements to the Village Water System.

NOW THEREFORE, BE IT RESOLVED, by the Village Board of Trustees (by the favorable vote of not less than two-thirds of all the members of the Board of Trustees) as follows:

SECTION 1. The Village is hereby authorized to undertake a certain water system capital improvements project, such work to generally consist of (but not be limited to) the installation of approximately 15,000 linear feet of water main along various roads in the Village, as well as other improvements as more fully identified in (or contemplated by) documentation prepared by Hunt Engineers Architects and Surveyors, and including all preliminary work and necessary equipment, materials, and related site work and any preliminary costs and other improvements and costs incidental thereto and in connection with the financing thereof (collectively, the “Purpose”). The estimated maximum cost of the Purpose is $4,000,000.

SECTION 2. The Village Board of Trustees plans to finance the estimated maximum cost of the Purpose by the issuance of serial bonds of the Village in an aggregate principal amount not to exceed $4,000,000, hereby authorized to be issued therefor pursuant to the Local Finance Law, such amount to be offset by any federal, state, county and/or local funds received. Unless paid from other sources or charges, the cost of such improvements is to be paid by the levy and collection of taxes on all the taxable real property in the Village to pay the principal of said bonds and the interest thereon as the same shall become due and payable.

SECTION 3. It is hereby determined that the Purpose is a class of objects or purposes described in subdivision 1 of paragraph (a) of Section 11.00 of the Local Finance Law, and that the period of probable usefulness of such Purpose is 40 years.

SECTION 4. Current funds are not required to be provided prior to the issuance of the bonds authorized by this resolution or any notes issued in anticipation of the sale of such bonds.

SECTION 5. It is hereby determined the proposed maturity of the obligations authorized by this resolution will be in excess of five years.

SECTION 6. The faith and credit of the Village are hereby irrevocably pledged for the payment of the principal of and interest on such bonds (and any bond anticipation notes issued in anticipation of the sale of such bonds) as the same respectively become due and payable. An annual appropriation will be made in each year sufficient to pay the principal of and interest on such bonds or notes becoming due and payable in such year. Unless paid from other sources or charges, there will annually be levied on all the taxable real property of the Village a tax sufficient to pay the principal of and interest on such bonds or notes as the same become due and payable.

SECTION 7. Subject to the provisions of this resolution and of the Local Finance Law, and pursuant to the provisions of Section 21.00 relative to the authorization of the issuance of bonds with substantially level or declining annual debt service, Section 30.00 relative to the authorization of the issuance of bond anticipation notes and of Section 50.00, Sections 56.00 to 60.00, Section 62.00, Section 62.10, Section 63.00, and Section 164.00 of the Local Finance Law, the powers and duties of the Village Board of Trustees pertaining or incidental to the sale and issuance of the obligations herein authorized, including but not limited to authorizing bond anticipation notes and prescribing the terms, form and contents and details as to the sale and issuance of the bonds herein authorized and of any bond anticipation notes issued in anticipation of said bonds, and the renewals of said notes, are hereby delegated to the Village Treasurer, the chief fiscal officer of the Village. Without in any way limiting the scope of the foregoing delegation of powers, the Village Treasurer, to the extent permitted by Section 58.00(f) of the Local Finance Law, is specifically authorized to accept bids submitted in electronic format for any bonds or notes of the Village.

SECTION 8. The temporary use of available funds of the Village, not immediately required for the purpose or purposes for which the same were borrowed, raised or otherwise created, is hereby authorized pursuant to Section 165.10 of the Local Finance Law, for the purpose or purposes described in Section 1 of this resolution. The Village then reasonably expects to reimburse any such expenditures (to the extent made after the date hereof or within 60 days prior to the earlier of (a) the date hereof or (b) the date of any earlier expression by the Village of its intent to reimburse such expenditures) with the proceeds of the bonds authorized by Section 2 of this resolution (or with the proceeds of any bond anticipation notes issued in anticipation of the sale of such bonds). This resolution shall constitute the declaration (or reaffirmation) of the Village’s “official intent” to reimburse the expenditures authorized by Section 2 hereof with such bond or note proceeds, as required by United States Treasury Regulations Section 1.150-2.

SECTION 9. The Village Treasurer is further authorized to take such actions and execute such documents as may be necessary to ensure the continued status of the interest on the bonds authorized by this resolution, and any notes issued in anticipation thereof, as excludable from gross income for federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the “Code”) and may designate the bonds authorized by this resolution, and any notes issued in anticipation thereof, as “qualified tax-exempt bonds” in accordance with Section 265(b)(3) of the Code.

SECTION 10. The Village Treasurer is further authorized to enter into a continuing disclosure agreement with the initial purchaser of the bonds or notes authorized by this resolution, containing provisions which are satisfactory to such purchaser in compliance with the provisions of Rule 15c2-12, promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934.

SECTION 11. The Village has complied with applicable federal, state and local laws and regulations regarding environmental matters, including compliance with the New York State Environmental Quality Review Act (“SEQRA”), comprising Article 8 of the Environmental Conservation Law and, in connection therewith, duly issued a negative declaration and/or other applicable documentation, and therefore, no further action under SEQRA is necessary.

SECTION 12. To the extent applicable, the Village Treasurer is hereby authorized to execute and deliver in the name and on behalf of the Village a project financing agreement prepared by the New York State Environmental Facilities Corporation (“EFC”) (the “SRF Project Financing Agreement”). To the extent applicable, the Village Treasurer and the Village Clerk and all other officers, employees and agents of the Village are hereby authorized and directed for and on behalf of the Village to execute and deliver all certificates and other documents, perform all acts and do all things required or contemplated to be executed, performed or done by this resolution or any document or agreement approved hereby, including, but not limited to, the SRF Project Financing Agreement.

SECTION 13. In the absence or unavailability of the Village Treasurer, the Deputy Treasurer is hereby specifically authorized to exercise the powers delegated to the Village Treasurer in this resolution.

SECTION 14. The validity of such serial bonds or of any bond anticipation notes issued in anticipation of the sale of such serial bonds may be contested only if:

1. (a) such obligations were authorized for an object or purpose for which the Village is not authorized to expend money, or

(b) the provisions of the law which should be complied with as of the date of publication of this notice were not substantially complied with and an action, suit or proceeding contesting such validity is commenced within 20 days after the date of such publication of this notice, or

2. such obligations were authorized in violation of the provisions of the Constitution of New York.

SECTION 15. This Resolution is subject to permissive referendum pursuant to Section 36.00 of the Local Finance Law. The Village Clerk is hereby authorized and directed to publish (one time) and post (in at least six conspicuous public places within the Village and at each polling place), this resolution, or a summary thereof, together with a notice of adoption of this resolution subject to permissive referendum, within ten days after the date of adoption of this resolution.

SECTION 16. If no petitions are filed in the permissive referendum period, the Village Clerk is hereby authorized and directed to publish this resolution, or a summary thereof, together with a notice in substantially the form provided by Section 81.00 of said Local Finance Law, in a newspaper having a general circulation in the Village and hereby designated as the official newspaper of the Village for such publication.

Trustee Aronstam seconded the motion, and put to vote on a roll call, which resulted as follows:

Ayes – 6 (Burlingame, Sweeney, Aronstam, Sinsabaugh, Reznicek, Ayres)

Nays – 0

Absent - 1 (Havens)

The motion carried.

The foregoing resolution was thereupon declared duly adopted.

**Tioga County’s Efficiency Program Grant:** Doug Camin, Tioga County IT Department, gave a presentation on possible shared services in regards to IT systems. He stated he has received information from the Village and there could be significant savings. He explained available grant funding. Trustee Burlingame offered the following resolution, and moved its adoption:

THE VILLAGE OF WAVERLY WILL PARTICIPATE IN

TIOGA COUNTY’S NYS DOS LOCAL GOVERNMENT EFFICIENCY PROGRAM

GRANT APPLICATION FOR COUNTYWIDE INFORMATION TECHNOLOGY

AND COMMUNICATION SERVICES (ITCS)

WHEREAS: Tioga County Department of Information Technology and Communication Services (TCITCS) proposes to make application to the NYS Department of State Local Government Efficiency (LGE) Program through the 2018 Consolidated Funding Application cycle; and

WHEREAS: The purpose of said grant is to fund the provision of ITCS services to participating municipalities via the Tioga County ITCS Department, including any equipment and professional services needed; and

WHEREAS: This grant project will test the efficacy, efficiency and cost savings of the Tioga County ITCS Department providing professional ITCS services to each participating municipality; and

WHEREAS: Participating municipalities are not bound by any dollar figures or details in the grant application as the results are all subject to negotiation and vote of each participating municipality’s governing board; and

WHEREAS: Said grant application allows for funding up to $200,000 per participating municipality and is due by July 27th, 2018; therefore be it

RESOLVED: That the Village of Waverly Board hereby commits to participation in said grant and authorizes its Chief Elected Official to sign any all paperwork associated with the application.

Trustee Sinsabaugh seconded the motion, and put to vote on a roll call, which resulted as follows:

Ayes – 6 (Burlingame, Sweeney, Aronstam, Sinsabaugh, Reznicek, Ayres)

Nays – 0

Absent - 1 (Havens)

The foregoing resolution was thereupon declared duly adopted.

**Tax Rate Resolution:** Trustee Sinsabaugh offered the following resolution and moved its adoption:

WHEREAS, the Board, by resolution passed at the Regular Meeting held April 10, 2018, adopted its annual budget for the fiscal year, commencing June 1, 2018 and ending May 31, 2019; and,

WHEREAS, the total of taxable property in said Village as shown on the current assessment roll has been determined to be $72,439,178; and,

WHEREAS, the Board of Trustees of the Village of Waverly, by resolution dated the same date appropriated the sum of $2,999,486; less estimated revenues of $914,586 or a balance of $2,084,900 to be raised by real estate taxes, said Board of Trustees hereby levies the following tax pursuant to the provisions of the Real Property Tax Law of the State of New York upon the taxable property of the Village of Waverly, to wit: upon all taxable property of the Village of Waverly; and,

BE IT RESOLVED, that the tax rate on account of said levy be set at the rate of $28.781 per each $1,000 of assessed valuation; and,

BE IT FURTHER RESOLVED, that the Village Clerk/Treasurer be directed to extend and carry out upon the tax roll of the Village of Waverly, the amount to be levied against the value of each parcel of real property owed thereon; and,

It further appearing that the Board of Water Commissioners of the Village of Waverly has filed with the Clerk of the Board of Trustees its certificate in writing, indicating certain unpaid water rents and penalties thereon, as of May 1, 2018 with the properties against which said unpaid water rents are charged.

NOW, THEREFORE, BE IT RESOLVED, that a total amount of such unpaid water rents in the amount of $22,308.51 be levied pursuant to the provision of the Village Law against said properties, as set forth, on said certificate, and in the amount set forth, and,

It further appearing that the Board of Sewer Commissioners of the Village of Waverly has filed with the Clerk, its certificate in writing, indicating certain unpaid sewer rents and penalties thereon, as of May 1, 2018 with the properties against which said unpaid sewer rents are charged.

NOW, THEREFORE, BE IT RESOLVED, that a total amount of such unpaid sewer rents in the amount of $17,449.10 be levied pursuant to the provision of the Village Law against said properties, as set forth on said certificate, and in the amount set forth, and,

NOW, THEREFORE, BE IT RESOLVED, that a total amount of $2,364 of unpaid grass and weeds removal be levied pursuant to the provision of the Village Law against said properties, as set. Forth, on said certificate, and,

NOW, THEREFORE, BE IT RESOLVED, that a total amount of $38.50 of unpaid snow removal be levied pursuant to the provision of the Village Law against said properties, as set. Forth, on said certificate, and,

NOW THEREFORE, BE IT RESOLVED, that a total amount of $339.63 of prorated tax bills be levied pursuant to the provision of the Village Law against said properties, as set Forth, on said certificate, and,

NOW THEREFORE, BE IT RESOLVED, that a total amount of $313.96 of unsafe building remediation charges be levied pursuant to the provision of the Village Law against said properties, as set Forth, on said certificate, and,

BE IT FURTHER RESOLVED, that the Village Clerk be directed to extend and carry out upon said tax roll of the Village of Waverly the amount so levied against the several parcels of real property:

Trustee Aronstam seconded the motion, and duly put to a roll call vote, resulting as follows:

Ayes – 6 (Burlingame, Sweeney, Aronstam, Sinsabaugh, Reznicek, Ayres)

Nays – 0

Absent - 1 (Havens)

The foregoing resolution was thereupon declared duly adopted.

**Village Employee Policy Update:** The clerk submitted amendments to the employee policy, which were reviewed by the Board. They are as follows:

Section II, Paragraph A: (ADD)

Regular Pay

1. Hourly Employees: The Village will pay its hourly employees no less than the hourly minimum wage rate as set by New York State Department of Labor.
2. Salary Employees: (Employees also referred to as Overtime-Exempt Employees.) Not all employees that get a salary are considered an overtime-exempt employee. Overtime-Exempt Employees must meet New York State Department of Labor’s criteria and job descriptions. The Village will pay its overtime-exempt employees no less than the weekly minimum wage rate as set by New York State Department of Labor.

Section III, Paragraph C, #1: (AMEND) Personal Days are days of the employee’s choice and may be taken subject to the needs of the employee with approval by their immediate supervisor. Personal days are credited to the employee on June 1, and must be used by May 31. They cannot be carried over into the next fiscal year.

Section III, Paragraph C, #2: (ADD) Personal Days for New Employees are credited their personal days, as follows:

If hired in: June, July, August, September Three (3) days

October, November, December, January Two (2) days

February, March, April, May One (1) day

Holidays and Personal Days are not considered time earned, and will not be paid upon termination, unless clearly defined in the employee’s collective bargaining agreement.

Section V, Paragraph D, #1: (ADD) In the event of a death of the employee’s spouse or child, the employee shall be entitled up to five (5) days leave with pay.

Section V, Paragraph D: (AMEND) The bereavement shall apply between the day of death and including the day immediately following the funeral or memorial service day. If any of these days fall on a day for which employee is not scheduled to work, the bereavement benefit will not apply for that day or days. The employee will present documentation of such service, funeral notice, obituary, etc. and attach to time card.

Section VII, Paragraph C: (ADD/AMEND) Village Vehicles

* 1. Employee or Officials of the Village of Waverly are authorized to operate village-owned vehicles. Employee/Official must hold a valid driver’s license and a copy of such driver’s license must be submitted to the clerk to keep on file. Employee/Official that has their driver’s license suspended or revoked is not permitted to drive a Village vehicle. An employee that drives a Village vehicle as part of their job duty, must notify clerk of suspension or revocation immediately.

1. Riders or passengers should not be allowed for observation, company, or other purposes, without prior permission of the Mayor or assignee, and supervision of the Department Head.
2. Use of Village vehicles are prohibited for non-village related transport or services for other persons, agencies, or community groups. If a need arises, as a shared-service option, or is beneficial to the village, approval must be granted by the Mayor, or assignee prior to use.
3. All vehicles will be adorned uniformly with the 12 inch, standard-sized “Village of Waverly” logo. No other bumper stickers or window stickers shall be placed on vehicle.

Trustee Sinsabaugh moved to approve amending the Village Employee Policy as presented. Trustee Reznicek seconded the motion, which carried unanimously. The clerk will forward changes to the Teamster Union for their comment.

**Mayor/Board Comments:** Trustee Reznicek stated he was approached by Recreation Director Shaw and discussed purchasing a leaf picker to be used in the parks. Trustee Reznicek stated, as a former parks summer employee, he recommends the purchase as it would be very beneficial and efficient. Discussion followed. Trustee Aronstam stated he would discuss with Shaw and Street Department.

**Adjournment**: Trustee Sinsabaugh moved to adjourn at 8:06 p.m. Trustee Reznicek seconded the motion, which carried unanimously. Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, MAY 22, 2018 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Trustees Present: Sweeney, Sinsabaugh, Aronstam, Reznicek, Burlingame, and Mayor Ayres

Also present: Clerk Treasurer Wood, Tioga County Legislator Mullen, and Attorney Keene

Press included: Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** Ron Keene stated the garage at 429 Chemung Street needs to be taken down as it is dangerous. Don Merrill submitted pictures of high grass across the street from his home.

**Letters and Correspondence:** The clerk read a letter from the District Attorney of Tioga County stating they are implementing the Traffic Safety Diversion Program. This program will offer a driver safety classes for minor traffic infractions to help deter fines. Since the fine revenue will be lower for municipalities, Tioga County will pay municipalities $100 for every application that originated in that jurisdiction. The clerk stated the Village of Waverly received $400 this quarter under this program.

**GST BOCES Program:** The clerk read a letter from Georgianna Horvath, GST BOCES, requesting summer hours for the adult GED classes be changed to Mondays from 3:00-7:00 p.m. beginning July 9th through August 27th, and resume to regular hours in September. Trustee Burlingame moved to approve the summer hours as requested. Trustee Reznicek seconded the motion, which carried unanimously.

**Department Reports/Updates:** Trustee Sweeney updated the Board on the progress of the sewer construction, issues with grease and wipes. He stated this problem is nationwide.

Trustee Reznicek stated the Board of Water Commissioners reviewed their ending budget and it is in very good shape. He stated the water department is continuously looking for leaks and repairing them.

**Finance Committee/Approval of Abstract:** Trustee Sinsabaugh presented General Fund bills in the amount of $42,911.16, and Cemetery in the amount of $2,800.11, and moved to approve payment. Trustee Burlingame seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** Trustee Aronstam moved to approve the following expenditures be paid from the Capital Projects Fund:

G Webster, Inc Invoice 5 $48,408.43

Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Tioga County Update:** Legislator Mullen stated code issues are a major issue throughout the county. The Land Bank could have some funding this year to help with issues. He stated the problem is there is not enough “move-in ready” housing for middle-class. The county is still reviewing tax reimbursements for municipal remediation. The cost of the demolition of the NPL Building was a huge shock to the system. He recommended the village discuss any remediation with the county before it is done.

**Code Enforcement Update:** Mayor Ayres stated he met with our code officers and Attorney Keene and they came up with the worst 25 properties and prioritized them. Attorney Keene stated once you start an unsafe building violation, the village becomes liable and financially responsible to make the building safe, with no guaranty that the owner will pay, or the county will reimburse.

**Thoma Development/New CDBG Application:** Mayor Ayres stated he talked with Rich Cunningham, of Thoma Development, to possibly pursue a new CDBG application as there are un-met needs in the Village. These housing grants help tremendously with code issues. Mayor Ayres presented a proposal from Thoma Development to submit a new application at a cost of $1,000. Mayor Ayres explained that this will be paid from our current loan program fund and will not be paid by taxpayers. Trustee Aronstam moved to proceed with application and authorize Mayor Ayres to sign contract. Trustee Reznicek seconded the motion, which carried unanimously.

**Facilities Use/Rental Committee:** Trustee Aronstam stated the committee is still working to establish insurance requirements and protocols. He submitted proposed rate changes, as follows:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Waverly Glen | |  |  |  |  |  |  |  |
|  | $100 | Glen #1 | Large, upper pavilion, electric available, 12 tables | | | | | |
|  | $40 | Glen #2 | Small, near restrooms, 2 tables | | | |  |  |
|  | $60 | Glen #3 | Medium, near tennis courts, 4 tables | | | |  |  |
|  | $40 | Glen #4 | Small, across creek, 2 tables | | |  |  |  |
|  | $25 | additional for alcohol permit | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| East Waverly Park Pavilion | | | |  |  |  |  |  |
|  | $100 | no kitchen | |  |  |  |  |  |
|  | $125 | with kitchen | |  |  |  |  |  |
|  | $25 | additional for use of ball field | | | |  |  |  |
|  | $25 | additional for alcohol permit | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Muldoon Park | |  |  |  |  |  |  |  |
|  | $25 | Gazebo/Weddings | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Village Hall Community Room | | | |  |  |  |  |  |
|  | $50 | minimum rental, includes 2 hours | | | |  |  |  |
|  | $25 | per hour over minimum rental | | | |  |  |  |
|  | $25 | deposit (refundable) | | |  |  |  |  |
| Street Closures | |  |  |  |  |  |  |  |
|  | $25 | per event/day | |  |  |  |  |  |

**Appointment to the Tioga County Property Development Corporation Board of Directors:** Trustee

Aronstam offered the following resolution, and moved its adoption:

WHEREAS: Chris Brewster has resigned from the Tioga County Property Development Corporation Board as a Board Member position for which his term expires on 12/31/2019; and

WHEREAS: Patrick Ayres, Village of Waverly Mayor is willing and able to serve in this position; therefore be it

RESOLVED: That the Village of Waverly Board of Trustees agrees to the Tioga County Legislative appointment of Patrick Ayres, Village of Waverly Mayor to the Tioga County Property Development Corporation Board as a Board Member to fulfill Chris Brewster’s unexpired term of 01/01/2017 – 12/31/19, effective 06/13/2018.

Trustee Reznicek seconded the motion, which led to a roll call vote, as follows:

Ayes – 5 (Burlingame, Sweeney, Aronstam, Sinsabaugh, Reznicek)

Nays – 0

Absent - 1 (Havens)

Abstain – 1 (Ayres)

The motion carried.

**JRC/Oversized Load:** Mayor Ayres stated that according to NYS DOT, this load is not considered a “superload” and that it would not require bonding. Trustee Sweeney moved to approve the load to be transported on Chemung Street, from Route 34 to Route 220 as previously presented. Trustee Burlingame seconded the motion, which carried unanimously.

**Summer Help in Street Department:** The clerk submitted Street Operator Pond’s recommendation to hire Brandon Stillman for temporary part-time laborer work in the Street Department at a rate of $10.40 per hour. His effective start date is June 6, 2018. Trustee Sinsabaugh moved to approve hiring Brandon Stillman as presented. Trustee Reznicek seconded the motion, which carried unanimously.

**2017-2018 Budget Transfers, General Fund:** Trustee Sinsabaugh moved to approve the 2017-2018 Budget Transfers, as presented. Trustee Sweeney seconded the motion, which carried unanimously.

|  |  |  |  |
| --- | --- | --- | --- |
| **Line Item** | **Description** | **Transfer In:** | **Transfer Out:** |
| A 1110.0100 | court-full time |  | 1300 |
| A 1110.0142 | court-part time | 353 |  |
| A 1110.0145 | court-sick | 1,257 |  |
| A 1110.0149 | court-vacation | 259 |  |
| A 1110.0400 | court-contractual expense | 500 |  |
| A 1110.0401 | court-supplies | 1,000 |  |
| A 1110.0405 | court-telephone | 150 |  |
| A 1325.0145 | treasurer-sick | 111 |  |
| A 1355.0142 | assessor-part time | 500 |  |
| A 1355.0400 | assessor-expense | 500 |  |
| A 1410.0100 | clerk-full time | 554 |  |
| A 1410.0142 | clerk part time |  | 4,486 |
| A 1410.0145 | clerk-sick | 1,306 |  |
| A 1410.0148 | clerk-holiday | 7 |  |
| A 1410.0400 | clerk-computer services | 6,000 |  |
| A 1420.0400 | law-expense | 272 |  |
| A 1620.0142 | bldg-part time janitor |  | 7,178 |
| A 1620.0400 | bldg-contractual expense | 3,500 |  |
| A 1620.0403 | bldg-repairs | 5,000 |  |
| A 1620.0404 | bldg misc/cleaning supplies | 2,000 |  |
| A 1910.0400 | unallocated insurance | 727 |  |
| A 1930.0400 | judgement & claims |  | 2,000 |
| A 1990.0400 | contingency |  | 53,211 |
| A 3120.0100 | police-full time |  | 8,300 |
| A 3120.0142 | police-part time |  | 2,500 |
| A 3120.0144 | police-spec comp | 2,850 |  |
| A 3120.0145 | police-sick | 5,513 |  |
| A 3120.0146 | police-overtime | 19,166 |  |
| A 3120.0149 | police-vacation |  | 6,000 |
| A 3120.0200 | police-equipment | 4,500 |  |
| A 3120.0401 | police-supplies | 5,000 |  |
| A 3120.0402 | police-uniforms | 2,500 |  |
| A 3120.0404 | police-car repairs | 3,000 |  |
| A 3120.0405 | police-telephone | 500 |  |
| A 3120.0406 | police-gasoline |  | 15,000 |
| A 3120.0410 | police-equip maint contracts | 1,200 |  |
| A 3620.0142 | code-part time | 6,990 |  |
| A 3620.0400 | code-expense | 6,500 |  |
| A 5110.0100 | street-full time |  | 4,300 |
| A 5110.0145 | street-sick | 2,195 |  |
| A 5110.0149 | street-vacation |  | 1,200 |
| A 5110.0200 | street-equipment | 1,200 |  |
| A 5110.0403 | street-equip repair | 20,000 |  |
| A 5110.0404 | street-street repairs | 7,500 |  |
| A 5110.0406 | street-gasoline |  | 4,000 |
| A 5110.0407 | street-shop & traffic lights | 4,500 |  |
| A 5110.0408 | street-paint | 1,500 |  |
| A 5110.0409 | street-storm sewers | 1,000 |  |
| A 5110-0410 | street-fuel heat | 2,500 |  |
| A 5110-0411 | street-signs | 3,000 |  |
| A 6989.0400 | econ dev-expense | 2,100 |  |
| A 7110.0201 | parks-equipment | 2,500 |  |
| A 7110.0403 | parks-bldg repairs | 1,500 |  |
| A 7110.0404 | parks-equip repairs | 500 |  |
| A 7110.0408 | parks-trash | 700 |  |
| A 7110.0409 | parks-heating gas | 100 |  |
| A 7310.0142 | rec-part time | 115 |  |
| A 7310.0200 | rec-equipment | 2,500 |  |
| A 7310.0401 | rec-misc supplies | 3,500 |  |
| A 7620.0400 | adult recreation | 750 |  |
| A 9010.0800 | employee retirement |  | 19,000 |
| A 9015.0800 | police retirement |  | 12,000 |
| A 9040.0800 | workmans comp ins |  | 5,000 |
| A 9060.0800 | health insurance | 4,800 |  |
| **TOTAL** |  | **144,175** | **144,175** |

**2017-2018 Budget Amendments, General Fund:** Trustee Burlingame moved to approve the 2017-2018 Budget Amendments as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| A 510 Est Revenues |  | debit |  | A 960 Est Appropriations |  | credit |
| A 3501 | CHIPS | 40,830 |  | A 5112-0200 | permanent improve | 40,830 |
| A 1989 | econ opp (MTF grant) | 15,000 |  | A 1989.400 | misc. other gov’t svcs | 15,000 |
| A 2705 | donation (bell bldg) | 1,600 |  | A 1620.0406 | bell bldg | 1,600 |
| A 2705 | donation (Booster Club) | 1,280 |  | A 7110.0401 | recreation misc | 1,280 |
| TOTAL | Revenue Raised | 55,830 |  | TOTAL | Expenditures Raised | 55,830 |

**2017-2018 Budget Transfers, Cemetery Fund:** Trustee Burlingame moved to approve the 2017-2018 Budget Amendments as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

|  |  |  |  |
| --- | --- | --- | --- |
| **Line Item** | **Description** | **Transfer In:** | **Transfer Out:** |
| C 8810.0400 |  |  | 1 |
| C 9030.0800 |  | 1 |  |
|  |  |  |  |
| TOTAL |  | 1 | 1 |

**Glen Park Celebration:**  Mayor Ayres stated the Kick-Off Event to raise awareness will be at Waverly Glen on July 28, 2018.

**Mayor/Board Comments:** Trustee Reznicek stated a leaf picker for the Parks Department would be very useful and help with time management. It could also be used in the cemeteries as back up for DPW. He also asked Jack Pond, and he recommended it, as the DPW cannot usually get right up there when needed. Trustee Aronstam submitted three comparable proposals, as follows:

Best Line Equipment $2,117.50

Twin Pines Power Equipment $3,527.38

Little’s Lawn Equipment $3,657.09

Trustee Aronstam moved to approve the purchase of 2017 Billy Goat DL1301H Leaf Picker from Best Line Equipment at a cost of $2,117.50 for the Parks Department. Trustee Reznicek seconded the motion, which led to a roll call vote, as follows:

Ayes – 5 (Burlingame, Sweeney, Aronstam, Reznicek, Ayres)

Nays – 1 (Sinsabaugh)

Absent - 1 (Havens)

The motion carried.

**Executive Session:** Trustee Sinsabaugh moved to enter executive session at 8:10 p.m. to discuss a potential litigation. Trustee Reznicek seconded the motion, which carried unanimously.

Trustee Sinsabaugh moved to enter regular session at 8:27 p.m. Trustee Sweeney seconded the motion, which carried unanimously.

**Adjournment**: Trustee Sinsabaugh moved to adjourn at 8:28 p.m. Trustee Reznicek seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, JUNE 12, 2018 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees: Sinsabaugh, Sweeney, Burlingame, Reznicek, Aronstam, Havens, and Mayor Ayres

Also present were Clerk Treasurer Wood, Attorney Keene, and Teresa Saraceno of Tioga County EDP

Press included, Dawn Campbell of WAVR/WATS, and Johnny Williams of the Morning Times

**Public Comments:** Don Merrill, of 525 Waverly Street, stated concern with the grass on the Salsbury Property across the street from him is 3’ to 5’ high and needs to be mowed.

Ron Keene, of 7 Elliot Street, stated concern with the garage at 429 Chemung Street is falling down. He also asked when the decal on the Recreation vehicles will be changed.

**Letters and Communications:** The clerk read a letter of resignation from Rick Wilber of the Planning Board. He is resigning due to moving out of town. He thanked the Board for the opportunity to serve as chairman of the Planning Board. Mayor Ayres appointed Joan Case, of the Planning Board, to serve as Chairman.

The clerk read a letter from the owner of the Railhouse Restaurant requesting permission to put tables and chairs on the sidewalk for dining. She stated there would be no alcohol served outside. Discussion followed. Trustee Burlingame offered to discuss with owner and report back at the next meeting.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of May 8, 2018 as presented. Trustee Reznicek seconded the motion, which carried unanimously.

**Department Report:** The clerk submitted department reports from Code, and Police. Trustee Sweeney stated he helped cook for the seniors at East Waverly Park, and the Park looked great and a nice place to be. It is very well maintained and Waverly should be proud of it. Trustee Sweeney also stated the engineer of the sewer construction stated there is some weeping in the new concrete in the tanks. He is concerned that it could turn into something much bigger, and maybe we should get a second opinion.

Attorney Keene stated the engineer stated this is a typical issue. They will inject a sealer and retest. Mayor Ayres stated he will ask the engineer to report on the issue at the next meeting.

**Treasurer's Reports:** Clerk Treasurer Wood presented the following financial reports:

Loan Programs 5/1/18 – 5/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans | Balances | Rehab Loans | Balances |
| Beginning Balance | 40,655.52 | Beginning Balance | 748.66 |
| Deposits | 331.60 | Deposits | 423.28 |
| Disbursements | 20,000.00 | Disbursements | 0.00 |
| Ending Balance | 20,987.12 | Ending Balance | 1,171.94 |
| Money Market/Savings | 410,097.22 | MM/Savings Balance | 158,629.02 |
|  |  | Sidewalk Balance | 8,987.00 |
| Total Available Balance | 431,084.34 | Total Available Balance | 168,787.96 |
| Outstanding Loans | 28,183.24 | Outstanding Loans | 56,813.06 |
| Fund Balance | 459,267.58 | Outstanding Loan Balance | 225,601.02 |

\*The report also outlined the status of individual loan repayments

The clerk stated the other Treasurer’s Reports will be available once all the bills for the fiscal year-end are in and accounted for. Mayor Ayres stated once the year-end is complete, he asked Clerk Treasurer Wood to go over the financials and budget in detail with the Board.

**Finance Committee/Approval of Abstract:** Trustee Sinsabaugh presented General Fund bills in the amount of (May) $13,789.08 and (June) $3,856.46; and moved to approve payment of the abstract. Trustee Burlingame seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** Trustee Sinsabaugh moved to approve the following expenditures be paid from the Capital Projects Fund:

Frey & Campbell Invoice 3 $16,625.00

G Webster, Inc Invoice 6 72,027.60

Waverly Trade Center Rent/June 4,000.00

Total $92,652.60

Trustee Burlingame seconded the motion, which carried unanimously.

**Approval of CDBG Abstract:** The clerk presented bills in the amount of $134.00 for #PI 18-6. Trustee Sweeney moved to approve the bills as presented. Trustee Reznicek seconded the motion, which carried unanimously.

**Facilities Use/Rental Committee:** Trustee Aronstam stated he would have more information for the next meeting.

**Frederick Street Drainage:** Mayor Ayres stated Frederick Street has on-going drainage issues and the sides of the road is getting broken up. He recommended Trustees Havens and Aronstam look at the issues and options and report back to the Board. They accepted.

**Village Comprehensive Plan:** Mayor Ayres stated our Comprehensive Plan is well over 30 years old and needs to be updated. He gave each member of the Board a copy of the old one to review. He will have more information in the future.

**Community Options, Inc. of New York:** Mayor Ayres stated Community Option, Inc. is looking for employment opportunities for disabled persons. They will supervise their workers and will be no cost to the Village. Mayor Ayres discussed with Recreation Director Shaw and recommended they do some work in the parks. Chris Brewster stated they did some work at the Library and worked out good. Trustee Sinsabaugh moved to approve Community Options, Inc. to work in the parks as presented. Trustee Sweeney seconded the motion, which carried unanimously.

**Municity Solutions/Code Enforcement Software:** Mayor Ayres stated Municity Solutions did a presentation of their code software program. He, Code Officer Chisari, Clerk Treasurer Wood, Clerk Lopreste, and Attorney Keene attended the presentation. He stated this software will help to streamline the information and paperwork needed. He will discuss with Tioga County and report back to the Board.

**Planning Board Appointment:** Mayor Ayres appointed Bill Kraus to the Planning Board to fill the vacancy left by Rick Wilber. Trustee Sinsabaugh moved to approve Mayor Ayres’ appointment as presented. Trustee Havens seconded the motion, which carried unanimously.

**Mayor/Board Comments:** Mayor Ayres reported that there were 66 letters sent for high grass, 53 properties were mowed, and the village mowed 13 properties and billed the owners $916.83. He also stated some properties had bank information posted on the doors of foreclosed homes.

Mayor Ayres stated the DPW Garage should be finished to a point that the crew can move in by the end of June, or early July.

Trustee Havens stated that last fall we trimmed the hedges at Forest Home Cemetery and now they are looking dead and maybe should be taken out. Ron Keene stated concern that if the hedges are gone that people will drive over the corner of the cemetery. He also stated he believes the Jewish owns that section of the cemetery. Mayor Ayres stated he would contact landscaper for ideas.

Mayor Ayres stated Code Enforcement is a hot topic. We are unsure if the county will reimburse any repairs or demolition. He wrote a letter to the Tioga County Legislature for an update and has had no response yet. He will update the board with any new information.

**Adjournment**: Trustee Sinsabaugh moved to adjourn at 7:50 p.m. Trustee Reznicek seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, JUNE 26, 2018 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Trustees Present: Sinsabaugh, Aronstam, Reznicek, Havens, and Mayor Ayres (Burlingame arrived at 6:26 p.m.)

Also present: Clerk Treasurer Wood, Tioga County Legislator Mullen, and Attorney Keene

Press included: Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** Don Merrill stated the lot across the street still hasn’t been mowed. Mayor Ayres stated he talked with the owner, and they mowed only a portion of the property. He will call her again and if it isn’t done then the village will do it. He stated our code states that 40’ from the road needs to be maintained.

**Department Report:** The clerk submitted a department report and treasurer’s report for Recreation.

**Approval of Minutes:** Trustee Reznicek moved to approve the Minutes of May 22, 2018 as presented. Trustee Havens seconded the motion, which carried unanimously.

**Treasurer's Reports:** Clerk Treasurer Wood presented the following financial reports:

Cemetery Fund 5/1/18 – 5/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 10,008.45 | Current Revenues | 3,608.50 |
| Deposits | 3,600.50 | Year to Date Revenue | 42,843.37 |
| Disbursements | 8,583.14 | Current Expenditures | 2,800.11 |
| Ending Balance | 5,025.81 | Year to Date Expended | 45,097.64 |

\* Final Year-End Fund Balance $23,933.63

**Finance Committee/Approval of Abstract:** Trustee Sinsabaugh presented General Fund bills in the amount of (May) $8,567.02 and (June) $87,958.98; and Cemetery Fund in the amount of (May) $316.97 and (June) $6,100.00 and moved to approve payment of the abstracts. Trustee Burlingame seconded the motion, which carried unanimously.

**Tioga County Update:** Tioga County Legislator Mullen reported that the county’s budget is increased by 1.75%, which is under the 2% tax cap. Revenues from Tioga Downs is $1.2 million which is less than 1% of the county’s budget. This is put into the reserve. Indigent legal services are rising as state mandates are requiring. Sales tax is up 10.9% mainly due to the new Dandy in Waverly. The Legislature is still reviewing reimbursements of property mitigation from municipalities. The Land Bank is moving forward and hope to get state funding within a year.

**Transfer of Deferred CDBG Loan:** The clerk read a letter from a family member of a CDBG recipient asking to transfer the deferred loan to him as his grandfather has moved into a nursing facility, and he is purchasing the property on a land contract. The clerk stated he has submitted paperwork and is financially eligible for CDBG program. The original loan started on 2/1/17 with a balance of $28,018 and $7,938 has been satisfied. The remaining loan is $20,080. There is no monthly payment and the loan is considered satisfied after five years, or as of 3/1/2022. Attorney Keene stated she discussed with Thoma Development and we can transfer this deferred loan. She would file an Assumption of Mortgage Agreement. Trustee Sinsabaugh moved to transfer DPL #2014-5-HO to his grandson as presented, and Mayor Ayres to execute agreement. Trustee Reznicek seconded the motion, which carried unanimously.

**Railhouse Restaurant Request:** Trustee Burlingame discussed concerns with the owners of the Railhouse and the Waverly Police Department regarding dining tables. The tables would be brought inside each night. Attorney Keene concerned with umbrellas being a safety concern. Trustee Burlingame stated he needed more time to review and will have more information at next meeting.

**Tree List:** Mayor Ayres stated he has a tree list started, but still looking at a few more. Trustee Reznicek moved to authorize Mayor Ayres to put tree list out to bid. Trustee Burlingame seconded the motion, which carried unanimously.

**Procurement Policy:** Trustee Sinsabaugh moved to add the following language to the Village of Waverly’s Procurement Policy:

Minority and Women-Owned Business Enterprise (M/WBE) Business Participation in Procurement and Contracting: In an effort to affirmatively increase procurement and contracting opportunities for minority and women-owned business enterprises, the Village of Waverly will solicit up to three MBE’s and/or WBE’s as part of its procurement process, when appropriate. Solicitation may be undertaken via advertisements in minority publications or direct outreach by letter or email to identified State-certified M/WBE’s, or by working with a clearinghouse such as the Syracuse Minority Business Development Center. The Village of Waverly’s established purchase/contracting thresholds will apply.

For purposes of the above, the M/WBE must be certified by Empire State Development (ESD) through the Division of Minority and Women Business Development (DMWBD). The Village of Waverly will keep documentation of M/WBE solicitation in its records and any response(s) thereto.

Section 3 Business Participation in Procurement and Contracting: For federally funded projects or activities subject to Section 3 of 24 CFR Part 135 of the Housing and Urban Development Act of 1968, as amended, the Village will, to the greatest extent feasible, facilitate participation of Section 3 residents and Section 3 Participation Plan.

Solicitation may be undertaken via advertisements in local publications encouraging Section 3 participation, or direct outreach by letter or email to identified Section 3 businesses or individuals included on the Department of Housing and Urban Development’s Section 3 Businesses Registry. The Village of Waverly’s established purchase/contracting thresholds will apply.

The Village of Waverly will keep documentation of Section 3 solicitation in its records and any response(s) thereto.

Labor Surplus Area Business Participation in Procurement and Contracting: The Village of Waverly will solicit bids or quotes for federally funded projects from at least one business located in a labor surplus area (LSA) as defined by the US Department of Labor. The Village will access information on eligible labor surplus areas for the most current time period through the NYS Department of Labor. Quotes or bids from a business or businesses in an LSA or LSA’s will be solicited directly by phone, email, or letter. The Village of Waverly’s established purchase/contracting thresholds will apply.

The Village of Waverly will keep documentation of LSA solicitation in its records and any response(s) thereto.

Trustee Havens seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Burlingame, Havens Aronstam, Sinsabaugh, Reznicek, Ayres)

Nays – 0

Absent - 1 (Sweeney)

The motion carried.

**Frederick Street:** Trustee Havens stated he met with School and Police Chief and all recommended “No Parking or Standing” signs be placed on both sides of Frederick Street. He stated the school will address the issues in the future. Attorney Keene stated we would need to amend the code by local law.

**Part Time Police Officer:** Trustee Sinsabugh stated Chief Gelatt requested hiring a part time police officer and recommended Brittany Miller for the position. Ms. Miller currently works full time as a police officer at Ithaca College and resides in Horseheads. She has attended and completed the required Police Academy Training and will do field training with the WPD if hired. Trustee Sinsabaugh moved to hire Brittany Miller as certified Part Time Police Officer at the current contractual rate. Trustee Burlingame seconded the motion, which carried unanimously.

**Curb Cut Application:** The clerk presented a curb cut request from Linda Thomas for the property at 93 Clinton Avenue. The clerk stated Chief Gelatt and Street Operator Pond have reviewed and had no concerns. Trustee Sinsabaugh moved to approve the curb cut at 424 Broad Street. Trustee Reznicek seconded the motion, which carried unanimously.

**Glen Park Celebration:**  Mayor Ayres stated the Kick-Off Event to raise awareness will be at Waverly Glen on July 28, 2018. The Waverly Business Association will provide food, and other groups are interested in helping.

**Mayor/Board Comments:** Mayor Ayres stated he spoke with Sewer Commissioner Ron Kahn regarding the weeping issue with the new tanks. Their quarterly construction meeting is coming up and he will attend to discuss this issue. He will request the engineer to update the Board at the next meeting.

Trustee Havens stated DPW Head Pond would like to auction off some equipment. He read a list of items that they don’t need anymore. Trustee Havens moved to declare these items as surplus and approve these items go to auction. Trustee Sinsabaugh seconded the motion, which carried unanimously.

Mayor Ayres stated the DPW punch list should be done by within a few days, and resurfacing lot should be done by Friday, weather dependent. The DPW crew should be out of the rental building by end of month.

Trustee Havens asked about the sidewalks on the Howard Street Bridge. Mayor Ayres stated the State has agreed to remove the loose material and install fill material. The Village will pay for the fill material. Discussion followed. Mayor Ayres stated the State agreed to replace sidewalks in the future, however, it will be several years before they could schedule it.

**Executive Session:** Trustee Sinsabaugh moved to enter executive session at 7:30 p.m. to discuss a personnel issue. Trustee Reznicek seconded the motion, which carried unanimously.

Trustee Aronstam moved to enter regular session at 7:40 p.m. Trustee Burlingame seconded the motion, which carried unanimously.

**Adjournment**: Trustee Sinsabaugh moved to adjourn at 7:41 p.m. Trustee Burlingame seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, JULY 10, 2018 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Deputy Mayor Aronstam called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees: Sinsabaugh, Sweeney, Burlingame, Reznicek, Havens, and Deputy Mayor Aronstam

Also present were Clerk Treasurer Wood, Attorney Keene, Code Enforcement Officer Robinson, Sewer Commissioner Kahn, and Mike Primmer of Delaware Engineering (WWTP Upgrade Project)

Press included, Ron Cole of WAVR/WATS, and Johnny Williams of the Morning Times

**WWTP Upgrade Project Update:** Mike Primmer stated there was “weeping” in the new sewer tanks. They were drained, repaired, and retested twice. They passed the second time as no further weeping was observed. They will now be shot blasted and three coats of sealant will be applied. He stated weeping is not unusual and it occurs approximately 40% of the time as concrete is a porous material. Air is also incorporated into the concrete to help with the freezing cycles. Trustee Sweeney stated concern with the failure of the tanks and the plant. Mr. Primmer stated the new tanks are at a much higher standard than the previous tanks. He stated another plant upstate had a major leaking when reconstructed and was repaired in the same fashion and has had no issues since and has been in operation for ten years. Sewer Commissioner Kahn stated that nothing is 100% guaranteed. He stated this issue was discussed in great detail earlier today in a meeting with NYS DEC and all feel comfortable with the construction. Mr. Primmer also stated that the plant operator drains the tanks annually for cleaning and inspection.

**Letters and Communications:** Deputy Mayor Aronstam read a memo from Mayor Ayres stating he has had discussion with the owner of the property across from Don Merrill’s and they have begun to mow, and will get the area completed.

Deputy Mayor Aronstam read a memo from Mayor Ayres stating that he has been informed that Tioga County has taken ownership of properties within the Village from tax foreclosure, and these properties will be transferred to the Tioga County Land Bank. This is the first step in either demolishing blighted properties or rehabilitating them. This includes the following properties:

452 Cayuta Avenue 35 Lincoln Street

429 Chemung Street 108 Park Place

530 East Chemung Street 112 Park Place

457 Fulton Street 127 Providence Street

207 Howard Street

**Public Comments:** Don Merrill, of 525 Waverly Street, stated all the weeds from that property should be removed, and he wants it mowed. Also, there are too many neglected homes in the village. The village code says that bare wood is not allowed, however, many homes have bare wood on their porches.

Ron Keene stated concern with visibility on the corner of Johnson Street and Chemung Street. He stated you cannot see oncoming traffic. He also stated the same concern with the corner of Spaulding Street and Park Place. Mr. Keene stated concern that fireworks were out of hand this year as people were shooting rockets off over other people’s homes. This is a major fire concern. He stated he already discussed with Chief Gelatt.

**Department Report:** The clerk submitted department reports from Code Enforcement, and Police Department. Trustee Sweeney stated he attended the Sewer Board Meeting last night and feels good with the progress and quality of the construction. Trustee Sinsabaugh agreed.

**Finance Committee/Approval of Abstract:** Trustee Sinsabaugh presented General Fund bills in the amount of (May) $391.73 and (July) $49,023.06; and moved to approve payment of the abstract. Trustee Burlingame seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** Trustee Sinsabaugh moved to approve the following expenditures be paid from the Capital Projects Fund:

Frey & Campbell Invoice 4 $13,644.37

G Webster, Inc Invoice 7 71,633.64

Wade Electric Corp Invoice 4 5,509.05

Wade Electric Corp Invoice 5 28,521.25

Schoonover Plumbing Invoice 5 17,337.50

Tom’s Hardware Inv. 1-479431 269.70

Quill 6907/5572 1,889.93

Total $138,805.44

Trustee Burlingame seconded the motion, which carried unanimously.

**Railhouse Restaurant Request:** Trustee Burlingame stated he reviewed the request and said it seems reasonable. They agreed to three tables with only two chairs each, and no alcohol will be allowed outside. Trustee Burlingame moved to approve the Railhouse Restaurant’s request to allow outside seating on the sidewalk as presented through September on a trial basis. Trustee Sweeney seconded the motion, which carried unanimously.

**DPW Building Update:** Deputy Mayor Aronstam stated the contractors are behind and it is not ready for occupancy as promised. He stated he is not happy and is unacceptable. He discussed his concerns with the contractors and the engineer.

**Frederick Street/Proposed Local Law:** Attorney Keene submitted a draft local law to amend Chapter 140 to make both sides of Frederick Street No Parking or Standing. Trustee Reznicek moved to hold a public hearing on July 24, 2018 at 6:15 p.m. and the clerk to advertise the same. Trustee Havens seconded the motion, which carried unanimously.

**Tioga County Planning Board:** Trustee Sinsabaugh moved to nominate Rawley Filbin to Tioga County Planning Board to fill the vacancy left by William Dimmick III. Trustee Havens seconded the motion, which carried unanimously.

**Glen Park Archeological Study/Binghamton University:** The clerk submitted an estimate from Binghamton University to do a Phase 1 Archeological Study, which is needed for the Glen Park Project, in the amount of $2,900. Trustee Reznicek moved to approve Binghamton University to do the study as presented. Trustee Burlingame seconded the motion, which carried unanimously.

**Authorize Purchase of 2019 Police Vehicle:**  The clerk submitted bids, through NYS OGS, for a 2019 Ford Police Utility Interceptor (Explorer). The low bidder was Van Bortel Ford with a bid of $31,913.73. The clerk stated funds for this purchase are accounted for in the budget. Trustee Sinsabaugh moved to authorize purchase of the 2019 Ford Police Interceptor from Van Bortel Ford for $31,913.73, with no installment financing. Trustee Sweeney seconded the motion, which carried unanimously.

**Auditing Services:** The clerk submitted an engagement letter from Insero & Co. for auditing services of the Village Government in the amount not to exceed $9,900, and one for the Justice Court in the amount not to exceed $1,250. Trustee Sinsabaugh moved to engage auditing services to Insero & Co. for both the Village Government and the Justice Court as presented. Trustee Havens seconded the motion, which carried unanimously.

**Mayor/Board Comments:** Trustee Sinsabaugh stated the police increased their DWI patrols as there is grant funds to help offset the costs.

**Adjournment**: Trustee Reznicek moved to adjourn at 7:16 p.m. Trustee Burlingame seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**PUBLIC HEARING HELD BY THE BOARD OF**

**TRUSTEES OF THE VILLAGE OF WAVERLY AT 6:15 P.M.**

**ON TUESDAY, JULY 24, 2018 IN THE TRUSTEES' ROOM,**

**VILLAGE HALL FOR THE PURPOSE OF PUBLIC COMMENT**

**REGARDING PROPOSED LOCAL LAW 4-2018, AMENDING**

**CHAPTER 140-43, SCHEDULE XI: PARKING AND**

**STANDING PROHIBITED AT ALL TIMES**

Mayor Ayres declared the hearing open at 6:15 p.m.

**Roll Call:** Present were Trustees: Sinsabaugh, Havens, Burlingame, Reznicek, Aronstam, and Mayor Ayres

Also present were Clerk Treasurer Wood

Press included Ron Cole of WAVR/WATS, and Johnny Williams of the Morning Times

Mayor Ayres opened the Public Hearing at 6:15 p.m. and directed the clerk to read the notice. Mayor Ayres stated this law will be amended to prohibit parking or standing at all times on both sides of Frederick Street. Trustee Burlingame explained that “No Parking or Standing” means no parking or stopping to allow passengers to enter or exit the vehicle.

Troy Campbell, 25 Lincoln Street, stated concern with parking at the school during events. He stated currently many cars park along Frederick Street. Mayor Ayres stated the school would need to make arrangements for additional parking.

With no one else wishing to be heard, Mayor Ayres closed the hearing at 6:23 p.m.

Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, JULY 24, 2018 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Trustees Present: Sinsabaugh, Aronstam, Reznicek, Havens, Burlingame, and Mayor Ayres

Also present: Clerk Treasurer Wood

Press included: Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** Brad Zehr, of 208 Chemung Street, stated a few years back he was given permission by the Board to repair the slate sidewalk in front of his home to enhance the home’s historic value and renovation. He requested he be permitted to carry the slate sidewalk down the Athens Street side of property in front of his other homes.

Don Merrill, of 525 Waverly Street, thanked anyone who was involved getting the Salsbury property mowed. He stated concern that many homes have unpainted surfaces, which should be painted. Also, still a lot of code violations exists.

**Comprehensive Plan Presentation:** Rich Cunningham, of Thoma Development, stated that zoning needs to be consistent with the comprehensive plan. The plan looks at all issues, such as: zoning, land use, flooding, transportation, economic development, public services, etc. He stated Thoma Development has developed these plans and would like to work with the village to update our plan. They would do public outreach, and work with a steering committee to get the best results possible. They would also help with securing grant funds to complete the plan. He stated these plans take around 12-18 months to complete. Discussion followed. Trustee Sinsabaugh moved to authorize the Village of Waverly’s Planning Board to act as steering committee. Trustee Reznicek seconded the motion, which carried unanimously.

**Letters and Communications:** The clerk read an email from Deb Twigg, 358 Broad Street, stating interest in purchase Elmer Beer’s Park which is next to her building. Mayor Ayres stated since this is a park, he would like to have Attorney Keene review her request.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of June 12, June 26, and July 10, 2018 as presented. Trustee Havens seconded the motion, which carried unanimously.

**Treasurer's Reports:** Clerk Treasurer Wood presented the following financial reports:

General Fund 5/1/18 – 5/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 260,527.69 | Current Revenues | 107,254.01 |
| Deposits | 93,083.14 | Year to Date Revenue | 2,950,491.91 |
| Disbursements | -196,124.27 | Current Expenditures | 184,967.24 |
| Ending Balance | 157,486.56 | Year to Date Expended | 2,851,024.89 |

\*General Capital Reserve Fund, $84,592.57

\*Year-Ending Fund Balance $840,394.09

General Fund 6/1/18 – 6/30/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 157,486.56 | Current Revenues | 2,096,078.52 |
| Deposits | 1,750,242.19 | Year to Date Revenue | 2,096,078.52 |
| Disbursements | -1,394,881.22 | Current Expenditures | 235,019.69 |
| Ending Balance | 512,847.53 | Year to Date Expended | 235,019.69 |

\*General Capital Reserve Fund, $84,606.47

\*Current Estimated Fund Balance $2,701,452.92

Cemetery Fund 6/1/18 – 6/30/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 5,025.81 | Current Revenues | 21,008.01 |
| Deposits | 21,000.26 | Year to Date Revenue | 21,008.01 |
| Disbursements | -6,611.30 | Current Expenditures | 12,394.33 |
| Ending Balance | 19,414.77 | Year to Date Expended | 12,394.33 |

\*Current Estimated Fund Balance $23,125.24

Loan Programs 6/1/18 – 6/30/18

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans | Balances | Rehab Loans | Balances |
| Beginning Balance | 20,987.12 | Beginning Balance | 1,171.94 |
| Deposits | 743.54 | Deposits | 725.88 |
| Disbursements | 0 | Disbursements | 0 |
| Ending Balance | 21,730.66 | Ending Balance | 1,897.82 |
| Money Market/Savings | 410,164.63 | MM/Savings Balance | 158,655.09 |
|  |  | Sidewalk Balance | 8,987.00 |
| Total Available Balance | 431,895.29 | Total Available Balance | 169,539.91 |
| Outstanding Loans | 27,573.29 | Outstanding Loans | 56,114.76 |
| Fund Balance | 459,468.58 | Outstanding Loan Balance | 225,654.67 |

\*The report also outlined the status of individual loan repayments

Capital Projects Fund 5/1/18 – 5/31/18

|  |  |  |
| --- | --- | --- |
|  | General CP (Fire) | Sewer CP (Upgrade) |
| Beginning Balance | 294,972.24 | 0.00 |
| Deposits/Debits | 0.00 | 831,690.21 |
| Disbursements/Credits | -73,940.68 | -831,690.21 |
| Ending Balance | 221,031.56 | 0.00 |

\*Total Capital Projects Fund Balance $221,031.56

Capital Projects Fund 6/1/18 – 6/30/18

|  |  |  |
| --- | --- | --- |
|  | General CP (Fire) | Sewer CP (Upgrade) |
| Beginning Balance | 221,031.56 | 0.00 |
| Deposits/Debits | 170,000.00 | 485,453.28 |
| Disbursements/Credits | -92,652.60 | -485453.28 |
| Ending Balance | 298,378.96 | 0.00 |

\*Total Capital Projects Fund Balance $298,378.96

The clerk also provided copies of the year-ending treasurer’s reports with final fund balances for:

Water Fund Fund Balance $258,008.75

Sewer Fund Fund Balance $347,840.52

Rec Commission Fund Balance $ 16,812.78

**Finance Committee/Approval of Abstract:** Trustee Sinsabaugh presented General Fund bills in the amount of $24,691.87; and Cemetery Fund in the amount of $6,122.69 and moved to approve payment of the abstracts. Trustee Burlingame seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** Trustee Sinsabaugh moved to approve the following expenditures be paid from the Capital Projects Fund:

LaBella Associates $2,375.00

Trustee Burlingame seconded the motion, which carried unanimously.

**DPW Building Update:** Mayor Ayres stated the Certificate of Occupancy was issued for the new building today. There are some non-critical items left that will be finished up soon, but the building is complete. Final payments to contractors will be coming in once they file their necessary paperwork.

**Proposed Local Law 04-2018, Amending Chapter 140.43, Schedule XI:** Trustee Sinsabaugh moved to adopt Proposed Local Law 4-2018 as follows:

Amending Chapter 140.43, Schedule XI: Parking and Standing Prohibited at All Times

In accordance with the provisions of §140.16, no person shall park or stand a vehicle at any time upon any of the following described streets or parts of streets:

Name of Street Side Location

Frederick Street North From Ball Street westerly to Wilbur Street

Frederick Street South From Ball Street westerly to Wilbur Street

This local law shall take effect immediately upon filing with the Secretary of State.

Trustee Havens seconded the motion, which led to a roll call vote:

Ayes – 6 (Aronstam, Burlingame, Reznicek, Havens, Sinsabaugh, Ayres)

Nays – 0

Absent – 1 (Sweeney)

The motion carried.

**Auction Proceeds:** The clerk presented the following auction proceeds for miscellaneous surplus equipment:

1996 Ford Dump Truck #A12720 $2,870

1996 Chevy Dump Truck #102349 2,680

2016 Ford bumper 205

2016 Ford tailgate 305

2016 Chevy tailgate 255

2016 Chevy bumper 255

1971 International tractor 2,630

2011 Club Cadet tractor 670

John Deere 430 870

John Deere 52” mower 220

John Deere snow blower 180

Yard roller 45

Line painter 205

Tamper 30

Push mower 10

2004 Pontiac Bonneville (police impound) 315

Total Proceeds $11,745

**Tioga County Land Bank/MOU:** Teresa Saraceno, Tioga County Economic Development, stated Tioga County is planning to turn over tax-foreclosed properties to the Land Bank. Waverly has nine properties and most will eventually be demolished. Tioga County is requesting municipalities to be responsible for routine maintenance of these properties until the Land Bank is funded and can start the process. Ms. Saraceno stated the application for funding will be submitted in September, and funds may be available by the end of this year. Attorney Keene stated concern with the liability of the properties. Ms. Saraceno stated that Tioga County is the official owner of record and the liability would stay with them. The upkeep would be mowing, and shoveling, etc. Discussion followed. Trustee Aronstam moved to authorize Mayor Ayres to sign the Memorandum of Understanding (MOU) with Tioga County as presented, for a duration of six months. Trustee Havens seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Aronstam, Burlingame, Reznicek, Havens, Sinsabaugh, Ayres)

Nays – 0

Absent – 1 (Sweeney)

The motion carried.

**Community Options/MOU:** Mayor Ayres stated Community Options, Inc. would oversee their workers to help in the cemeteries and parks. The Village of Waverly is just providing them an opportunity and any materials needed to complete their projects. They provided a draft Memorandum of Understanding (MOU). Attorney Keene has reviewed the MOU and found it sufficient. Mayor Ayres stated they have submitted the proper insurance, which is also sufficient. Trustee Sinsabaugh moved to authorize Mayor Ayres to sign the Memorandum of Understanding (MOU) with Community Options, Inc. as presented.

Trustee Reznicek seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Burlingame, Havens Aronstam, Sinsabaugh, Reznicek, Ayres)

Nays – 0

Absent - 1 (Sweeney)

The motion carried.

**Transfer Funds from Business Loan Program:** Mayor Ayres stated that after discussions with Thoma Development, the Business Loans funds are available to use for other things. These are not state regulated monies. Mayor Ayres requested permission from the Board to approve an allocation of $60,000 to be transferred from the Business Loan Fund to Capital Fund to be used for “seed” money for the Glen Park Project. Trustee Aronstam moved to transfer the funds as requested. Trustee Reznicek seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Burlingame, Havens Aronstam, Sinsabaugh, Reznicek, Ayres)

Nays – 0

Absent - 1 (Sweeney)

The motion carried.

**Surplus Water Department Land:** Mayor Ayres stated the Board of Water Commissioners have reviewed the property on Pembleton Place (167.09-1-32) and determined it is no longer needed. Discussion followed. Mayor Ayres stated he would get an appraisal of the property.

**Village Tax Correction:** Trustee Reznicek moved to approve a property tax correction for Charter Communications (Time Warner). They pay a franchise fee in-lieu of taxes. This was charged in error by the assessor. The current taxes are $947.24 and will be changed to $0, a reduction of $947.24. Trustee Burlingame seconded the motion, which led to a roll call vote, as follows:

Ayes – 6 (Burlingame, Havens Aronstam, Sinsabaugh, Reznicek, Ayres)

Nays – 0

Absent - 1 (Sweeney)

The motion carried.

**NYCOM Fall Training School:** Trustee Aronstam moved to approve Clerk Treasurer Wood, Attorney Keene, and any Board Member to attend the NYCOM Fall Training School in Lake Placid, NY on September 24-28, 2018 at a cost of $295 each, plus room and board. Trustee Burlingame seconded the motion, which carried unanimously.

**Glen Park Celebration:**  Mayor Ayres stated the Kick-Off Event to raise awareness will be at Waverly Glen on July 28, 2018. The Waverly Business Association will provide food, and other groups are interested in helping.

Mayor Ayres stated The Friends of Waverly Glen submitted a grant application to the Mildred Truman Faulkner Foundation, and was awarded a $25,000 grant which can be considered part of the village’s part of the Glen Project. This was to help rehab the large pavilion, which was estimated to be $87,000. Mayor Ayres also stated we were awarded another $5,000 for recreation equipment from the Floyd Hooker Foundation.

**Executive Session:** Trustee Sinsabaugh moved to enter executive session at 7:55 p.m. to discuss a personnel issue regarding a single employee. Trustee Reznicek seconded the motion, which carried unanimously.

Trustee Reznicek moved to enter regular session at 8:20 p.m. Trustee Burlingame seconded the motion, which carried unanimously.

Trustee Sinsabaugh moved to approve an unpaid family medical leave of absence of up to three months for Robert Chisari. Trustee Reznicek seconded the motion, which carried unanimously.

Trustee Sinsabaugh moved to increase Chris Robinson’s pay to $2,000 per month to cover Mr. Chisari’s absence. Once Mr. Chisari returns to work, his pay would return to normal. Trustee Havens seconded the motion, which carried unanimously.

**Adjournment**: Trustee Sinsabaugh moved to adjourn at 8:22 p.m. Trustee Burlingame seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, AUGUST 14, 2018 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees: Sinsabaugh, Sweeney, Burlingame, Aronstam, Havens, and Mayor Ayres

Also present were Clerk Treasurer Wood, Attorney Keene, Code Enforcement Officer Robinson, and Teresa Saraceno of Tioga County ED&P

Press included, Ron Cole of WAVR/WATS, and Matt Freeze of the Morning Times

**Public Comments:** Don Merrill, of 525 Waverly Street, stated 527 Fulton Street is a mess and should get cleaned up. There is garbage on the property.

Ron Keene, 7 Elliott Street, stated the village should do a traffic study. Everyone is parking in the street and he has concerns that emergency vehicles may have issues on some of the streets.

Jason Pipher, of 39 Lyman Avenue, stated he would like more “official” information regarding the purchase of jackets. He stated he was given “incomplete crap” from a FOIL request.

**Mildred Faulkner Truman Foundation Grant:** Mayor Ayres stated we have been awarded $25,000 from the Mildred Faulkner Truman Foundation to assist in the restoration of the upper pavilion in Waverly Glen Park. This grant (042-2017/2018) is being made in response to our application. Trustee Burlingame moved to authorize Mayor Ayres to sign the grant agreement. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Department Report:** The clerk submitted department reports from Code Enforcement, Recreation, and Police Department.

**Treasurer's Reports:** Clerk Treasurer Wood presented the following financial reports:

General Fund 7/1/18 – 7/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 512,847.53 | Current Revenues | 84,886.00 |
| Deposits | 823,566.07 | Year to Date Revenue | 2,180,964.54 |
| Disbursements | -422,013.32 | Current Expenditures | 220,899.06 |
| Ending Balance | 914,400.28 | Year to Date Expended | 455,918.75 |

\*General Capital Reserve Fund, $84,620.84

Cemetery Fund 7/1/18 – 7/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 19,414.77 | Current Revenues | 908.86 |
| Deposits | 900.85 | Year to Date Revenue | 21,916.87 |
| Disbursements | -6,319.45 | Current Expenditures | 6,319.45 |
| Ending Balance | 13,996.17 | Year to Date Expended | 18,713.78 |

\*Current Estimated Fund Balance $29,390.99

Loan Programs 7/1/18 – 7/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans | Balances | Rehab Loans | Balances |
| Beginning Balance | 21,730.66 | Beginning Balance | 1,897.82 |
| Deposits | 1,327.19 | Deposits | 978.29 |
| Disbursements | 0.00 | Disbursements | -134.00 |
| Ending Balance | 23,057.85 | Ending Balance | 2,742.11 |
| Money Market/Savings | 410,234.30 | MM/Savings Balance | 158,682.03 |
|  |  | Sidewalk Balance | 8,987.00 |
| Total Available Balance | 433,292.15 | Total Available Balance | 170,411.14 |
| Outstanding Loans | 26,481.82 | Outstanding Loans | 55,167.57 |
| Fund Balance | 459,773.97 | Outstanding Loan Balance | 225,578.71 |

\*The report also outlined the status of individual loan repayments

Capital Projects Fund 7/1/18 – 7/31/18

|  |  |  |
| --- | --- | --- |
|  | General CP (Fire) | Sewer CP (Upgrade) |
| Beginning Balance | 298,378.96 | 0.00 |
| Deposits/Debits | 0.00 | 2,649,526.52 |
| Disbursements/Credits | -141,180.44 | -2,649,526.52 |
| Ending Balance | 157,198.52 | 0.00 |

\*Total Capital Projects Fund Balance $157,198.52

**Finance Committee/Approval of Abstract:** Trustee Sinsabaugh presented General Fund bills in the amount of $327,612.12; and moved to approve payment of the abstract. Trustee Burlingame seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** Trustee Sinsabaugh moved to approve the following expenditures be paid from the Capital Projects Fund:

Frey & Campbell Invoice 5 $ 6,763.34

Wade Electric Corp Invoice 6 8,101.60

Total $ 14,864.94

Trustee Havens seconded the motion, which carried unanimously.

**Zehr Sidewalk Request:** Mayor Ayres stated the Zehr’s requested permission to put in slate/flagstone sidewalk in front of their property at 7 Athens Street. Attorney Keene stated she would review the code.

**Deb Twigg Request to Purchase Elmer Beers’ Park:** Attorney Keene stated Elmer Beers Park is designated parkland in the village. Any sale of the property would need to be approved by the State Legislature and signed by the Governor. Mayor Ayres stated this property may be useful for the village in the upcoming comprehensive plan.

**Water Infrastructure Improvement Act (WIIA) Grant Resolution:** Trustee Havens offered the following resolution and moved its adoption:

AUTHORIZATION TO SUBMIT A GRANT APPLICATION TO NEW YORK

STATE ENVIRONMENTAL FACILITIES CORPORATION’S WATER

INFRASTRUCTURE IMPROVEMENT ACT PROGRAM

WHEREAS, the Village of Waverly proposes to undertake a water distribution system improvement project involving improvements to the existing water distribution system with replacement of watermain on the same footprint along the following priority streets, including: Orange, Spring, Lyman, Orchard, Athens, Elliot, and Ball Streets; and

WHEREAS, the Village of Waverly is seeking financial assistance through the 2018 NYS Environmental Facilities Corporation’s Water Infrastructure Improvement Act Program; and

WHEREAS, the grant application requires that the applicant obtain the approval and endorsement of the governing body of the municipality in which the project will be located.

NOW, THEREFORE, BE IT RESOLVEDthat the Mayor of Village of Waverly has been authorized to submit an application for grant funding under the NYS Environmental Facilities Corporation’s Water Infrastructure Improvement Act Program on behalf of the Village of Waverly; and

NOW, THEREFORE, BE ITRESOLVEDthat the Mayor of Village of Waverly is authorized to execute a Grant Agreement with the NYS Environmental Facilities Corporation and any and all other contracts, documents and instruments necessary to bring about the Project and to fulfill the Village of Waverly’s obligations under the WIIA Grant Agreement; and

NOW, THEREFORE, BE IT RESOLVEDthat the Mayor of Village of Waverly is authorized to execute expenditures for the Village of Waverly Water Improvement Project under the NYS Environmental Facilities Corporation’s Water Infrastructure Improvement Act Program on behalf of the Village of Waverly.

Trustee Sweeney seconded the motion, which passed by the following vote of all Board of Trustee of the Village of Waverly Members voting in favor thereof:

Ayes – 6 (Havens, Sweeney, Burlingame, Aronstam, Sinsabaugh, Ayres)

Nays – 0

Absent – 1 (Reznicek)

**Evaluate Drain Pipe on Bellinger Property:** Mayor Ayres stated Mr. Bellinger was concern with issues with the drain through his property, and we promised to get it scoped during good weather. Attorney Keene recommended we get written permission to be on his property. Mayor Ayres asked Trustee Havens if he could oversee it. Trustee Havens stated he could not. Trustee Aronstam volunteered to oversee it.

**$125,000 Infrastructure Grant/Senator Akshar:** Mayor Ayres stated he received an email regarding funding availability for infrastructure through Senator Akshar. He met with Jack Pond and looked at storm water drainage on Clinton Avenue, Lincoln Street, and Pine Street. There is a real need to improve these areas. Trustee Aronstam moved to authorize Mayor Ayres to move forward with this process. Trustee Havens seconded the motion, which carried unanimously.

**Senior Citizens Recreation Survey:** Mayor Ayres stated he is on the advisory committee for Tioga County. Owego has a lot of activities for their adults, and would like to survey our village for ideas of interests. Mayor Ayres stated he felt our senior citizens are underserved in the village.

**Surplus Property/Police Vehicles:** Mayor Ayres stated the two police vehicles that are currently being used in code enforcement and recreation are both not running properly. The one for code enforcement has been taken to a mechanic, and also to the county garage and either could figure out what is wrong with it. The vehicle used in recreation is also doing the same thing. He asked Trustee Sweeney, and Clerk Treasurer Wood to work with the code officers to review options for a new code enforcement vehicle.

**Curb Cut Application:** The clerk presented a curb cut request from June Tracy for the property at 509 Waverly Street. The clerk stated Chief Gelatt and Street Operator Pond have reviewed and had no concerns. Trustee Sweeney moved to approve the curb cut at 509 Waverly Street. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Mayor/Board Comments:** Mayor Ayres stated Tioga County took control of 429 Chemung Street, which has a garage that is falling down. Tioga County agrees to allow the garage to be taken down. They will have it tested for asbestos and if clean we can tear it down and they will haul it. If tests are positive for asbestos, they will take down and haul away.

**Adjournment**: Trustee Sinsabaugh moved to adjourn at 7:25 p.m. Trustee Aronstam seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, AUGUST 28, 2018 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Trustees Present: Sinsabaugh, Aronstam, Reznicek, Havens, Sweeney, Burlingame, and Mayor Ayres

Also present: Clerk Treasurer Wood, and Elaine Jardine of Tioga County ED&P

Press included: Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

**Public Comments:** Ron Keene, on behalf of the Friends of the Waverly Cemeteries, stated he would like to invite the Mayor and the Board to the Historical Marker Ceremony and Unveiling at Waverly Glenwood Cemetery on September 15, 2018 at 10:30 a.m.

**Elderwood Presentation:** Nicole Uhl, of Elderwood, gave a presentation on all the services offered at Elderwood. They consisted of subacute care, physical therapy, long term care, memory care, day services, respite care, assisted living, enriched living, outpatient rehabilitation, and many other services. She stated they are staffed with several doctors, nursing staff,

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of July 24, 2018 as presented. Trustee Reznicek seconded the motion, which carried unanimously.

**Finance Committee/Approval of Abstract:** Trustee Sinsabaugh presented General Fund bills in the amount of $44,086.83; and Cemetery Fund in the amount of $6,131.04 and moved to approve payment of the abstracts. Trustee Burlingame seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** Trustee Reznicek moved to approve the following expenditures be paid from the Capital Projects Fund:

Wade Electric Invoice 7 $3,345.58

Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Tioga County Update:** Elaine Jardine stated the Hazard Mitigation Plan is almost complete. She stated Chief Gelatt was representing the Village of Waverly and our section of the plan is current.

**Waverly Glen Update:** Elaine Jardine stated the archeological study was done and found no significant findings. It has been forwarded to the state.

**DPW Building Update:** The clerk submitted a change order from Wade Electric to install thirteen additional outlets in the new building at a cost of $3,608. Trustee Aronstam moved to approve the change order as presented. Trustee Sweeney seconded the motion, which carried unanimously.

**Surplus Water Department Land:** Mayor Ayres stated the Board of Water Commissioners have reviewed the property on Pembleton Place (167.09-1-32) and determined it is no longer needed. Trustee Aronstam moved to declare parcel as surplus property. Trustee Burlingame seconded the motion, which carried unanimously.

**Evaluate Drain Pipe on Bellinger Property:** Trustee Aronstam stated he and Jack Pond went to the property to evaluate the drain pipe. There was no water from the recent storms. They determined the pipe was clean and in good condition. He also stated when there is rainfall the street drain gets clogged from leaves and debris and water will back up from that.

**Comprehensive Plan Professional Services:** Mayor Ayres stated Thoma Development will submit a proposal for development of our comprehensive plan. They will be working with the Village of Waverly Planning Board and Tioga County Planning.

**Information Technology Services:** Mayor Ayres stated he, Clerk Treasurer Wood, Deputy Clerk Treasurer Hazen, and Chief Gelatt met with Doug Camin, Tioga County IT Director, and the information was encouraging. Mr. Camin will give a presentation to the Board in September. Elaine Jardine stated the grant application for shared IT services was submitted and feels very good about it.

**Code Enforcement Vehicle:** Trustee Sweeney submitted three quotes from Ferrario for three different vehicles. One new vehicle and two used vehicles. They were: 2018 Jeep Renegade $23,450; 2017 Ford Escape $18,750; and 2016 Jeep Renegade $17,250. The clerk stated that we put a bid in through NYS OGS and we should have the results before the next meeting. The clerk stated that all quotes should be reviewed.

**Additional Tank Lining at Sewer Plant:**  Mayor Ayres submitted a proposal, on behalf of the Board of Sewer Commissioner, to resurface the existing upper aeration tanks. He stated there are four aeration basins. These tanks were surfaced when they were originally put in, however, they are starting to show signs of aging and peeling. The proposals were for two different materials. He stated this work could be done while the tanks are down and cleaned, and would be a change order on the current construction. The proposals were as follows:

#1. Tnemec Series 22 Epoxoline, 2 coats, 12-15 mils each $213,719

#2. Tnemec Series 22 Epoxoline, 1 coat, 24-30 mils $199,783

#3. Epoxy-Coal Tar Coating, 2 coats , 8-10 mils each $193,809

#4 Epoxy-Coal Tar Coating, 1 coat, 16-20 mils $183,856

He stated after the engineer reviewed materials and discussed with the Senior Commissioner Kahn, he recommended quote #1. The Board of Sewer Commissioners have passed a resolution to get the tanks resurfaced up to $213,719 and with the material recommended by the engineer. Trustee Sinsabaugh moved to approve quote #1 as recommended. Trustee Havens seconded the motion, which carried unanimously.

**Municity Software for Code Enforcement:** Mayor Ayres stated there was a presentation for Municity Software and it seems to do everything that would be needed in code enforcement. Our current software is not sufficient to handle multiple code violation and, therefore, taking a lot of time away from doing other things, and slowing down the process. He stated we will need to further evaluate it.

**Recreation Commission Resignation/Appointment:** The clerk stated Ashley Hunt is resigning from the Board of Recreation Commissioners, effective immediately. She is resigning to allow the Middle School Principal to be appointed. Mayor Ayres accepted her resignation. Mayor Ayres appointed John Cheresnowsky to fill the vacancy. Trustee Sweeney moved to approve the appointment. Trustee Reznicek seconded the motion, which carried unanimously.

**Fiscal Year 2018 Annual Update Document:**  Clerk Treasurer Wood submitted the annual financial report to the Mayor and Trustees and stated it has been filed with the Office of the State Comptroller.

**Mayor/Board Comments:** Trustee Havens submitted a quote for a salt spreader from Bradco for $5,350. He stated he had discussion with Jack Pond and he could only get one quote as Bradco is the only supplier in the area. Trustee Sinsabaugh moved to approve purchase as quoted. Trustee Sweeney seconded the motion, which led to a roll call vote, as follows:

Ayes – 7 (Burlingame, Sweeney, Havens Aronstam, Sinsabaugh, Reznicek, Ayres)

Nays – 0

The motion carried.

Trustee Havens submitted two bids for two drywells to be installed on Frederick Street. Street Department will assist. They were as follows: Arnolds Excavation $2,200 each ($4,400), and Austin Excavating $3,400 for both. Trustee Sinsabaugh moved to approve Austin Excavating in the amount of $3,400. Trustee Havens seconded the motion, which carried unanimously.

Mayor Ayres stated a representative will be here in September to discuss work based education. Students will learn basic job skills and responsibilities.

**Adjournment**: Trustee Sweeney moved to adjourn at 7:50 p.m. Trustee Reznicek seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, SEPTEMBER 11, 2018 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance. He asked for a moment of silence for the victims of 911.

**Roll Call:** Present were Trustees: Sinsabaugh, Sweeney, Aronstam, Reznicek, and Mayor Ayres

Also present were Clerk Treasurer Wood, Attorney Keene, Code Enforcement Officer Robinson, Doug Camin of Tioga County IT Department, and Teresa Saraceno of Tioga County ED&P

Press included, Ron Cole of WAVR/WATS, and Johnny Williams of the Morning Times

**Public Comments:** Ron Keene, 7 Elliott Street, stated the unveiling of the historic marker for Glenwood Cemetery will be held on Saturday, September 15th at 10:30 a.m. Glenwood Cemetery has been designated on the Federal and State Historic Registers. Mayor Ayres thanked Mr. Keene for his continued devotion to the Waverly Cemeteries.

**Department Report:** The clerk submitted department reports from Code Enforcement, and Police Department. She stated the Recreation report should be available at the next meeting. Code Officer Robinson stated a lot of residents are mowing their grass clippings into the street which could be hazardous to motorcycles and will clog drains. Also, many basketball hoops are near the street and should be moved back.

Mayor Ayres stated the garage at 429 Chemung Street has been taken down and Tioga County will haul the debris away.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of August 14, and August 28, 2018 as presented. Trustee Sweeney seconded the motion, which carried unanimously.

**Treasurer's Reports:** Clerk Treasurer Wood presented the following financial reports:

General Fund 8/1/18 – 8/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 914,400.28 | Current Revenues | 44,032.66 |
| Deposits | 430,990.59 | Year to Date Revenue | 2,224,997.18 |
| Disbursements | -1,169,480.50 | Current Expenditures | 479,540.05 |
| Ending Balance | 175,910.37 | Year to Date Expended | 935,458.80 |

\*General Capital Reserve Fund, $84,635.21

Cemetery Fund 8/1/18 – 8/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 13,996.17 | Current Revenues | 758.61 |
| Deposits | 751.45 | Year to Date Revenue | 22,675.48 |
| Disbursements | -6,327.43 | Current Expenditures | 6,326.58 |
| Ending Balance | 8,420.19 | Year to Date Expended | 25,040.36 |

\*Current Estimated Fund Balance $23,823.02

**Finance Committee/Approval of Abstract:** Trustee Sinsabaugh presented General Fund bills in the amount of $22,730.14; and moved to approve payment of the abstract. Trustee Reznicek seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** Trustee Sinsabaugh moved to approve the following expenditures be paid from the Capital Projects Fund:

Moore’s Automotive Invoice (Multiple) $ 8,907.29

Bradco Supple Invoice 168929 43.00

Total $ 8,950.29

Trustee Reznicek seconded the motion, which carried unanimously.

**Tioga County Update:** Teresa Saraceno stated the County Legislature Meeting is tonight. She stated they are expecting the final approvals tomorrow from Restore NY for the rehabilitation of 358 Broad Street. She also stated the application for funding for the Land Bank has been submitted. Tioga County has requested $910,000 and they should hear back from that in November.

**Information Technology Services:** Doug Camin presented the projected cost savings if the county administered the village’s IT needs. This would include phones, computers, printers, copiers, police equipment, enhanced services, etc. It would also cover costs to replace computers in the future. The savings would be approximately $25,000 per year. He explained that the County has applied for a grant to cover cost of initial hook-ups, equipment, and connect off-site buildings. We should hear back from the grant in December. He stated he feels comfortable that we will be awarded. He also stated that the Town of Owego, Town of Barton, and Village of Nichols are going with the county for their IT needs. If we do not receive the grant, start-up costs would be at minimum approximately $30,000, plus cost of phone equipment. This cost would be saved within two years of cost savings. The village and county will be connected through fiber optics from Southern Tier Network. Connections of the off-site buildings would then be at village discretion.

Mayor Ayres stated that we would not be paying any outside vendors for IT services. We would pay the county for our share, and it’s in the County’s best interest to keep costs down. Discussion followed. Trustee Sinsabaugh moved to proceed with shared IT services with Tioga County and authorized Mayor Ayres to sign the shared services agreement, pending further review by Attorney Keene. Trustee Reznicek seconded the motion, which passed by the following vote in favor thereof:

Ayes – 6 (Sinsabaugh, Sweeney, Aronstam, Reznicek, Ayres)

Nays – 0

Absent – 1 (Burlingame, Havens)

**Substantial Completion/DPW Garage:** The clerk presented a certificate of substantial completion for Wade Electric. Trustee Reznicek moved to approve that substantial completion of the Electrical Contract for the DPW Garage Project has been met by Wade Electric. Trustee Sweeney seconded the motion, which carried unanimously.

The clerk presented a certificate of substantial completion for Schoonover Plumbing and Heating. Trustee Sinsabaugh moved to approve that substantial completion of the Plumbing Contract for the DPW Garage Project has been met by Schoonover Plumbing and Heating. Trustee Reznicek seconded the motion, which carried unanimously.

**Surplus Water Department Land:** Mayor Ayres stated the property on Pembleton Place (167.09-1-32) was determined to be surplus property at the last meeting. Austin Excavating has shown interest in purchasing the property as they own property on both sides of the parcel. The current full market value on the tax role is $5,714. Attorney Keene stated Austin Excavating would have to make an offer to the Village.

**Elmer Beers Park/Deb Twigg Request:** Mayor Ayres stated Deb Twigg requested purchasing the land next to 358 Broad Street, known as Elmer Beers Park. It is designated as park land in the Village Code, which complicates selling property. He stated he would not be in favor of selling this parcel as it is the only access to the parking behind the buildings. Discussion followed. Trustee Sinsabaugh moved to deny request to purchase property. Trustee Sweeney seconded the motion, which carried unanimously.

**Review Sidewalk Code/Zehr Request:** Mayor Ayres stated the Zehr’s requested permission to put in slate/flagstone sidewalk in front of their property at 7 Athens Street. Attorney Keene stated she reviewed the code and the only allowable material is concrete. Brad Zehr stated he would like to put in flagstone as it is easier to repair in the future. He would like to remove the concrete sidewalk as it has shifted and causing a trip hazard and install 2” thick flagstone, which will be level and even. He explained the installation process. He stated concern with the costs of putting in new concrete. He feels the flagstone will also enhance the appearance of the rehabilitation of his historic home next to it. Attorney Keene explained the Board could not give an exception or variance to the law. The law is very clear on materials that are allowed. Many other communities only allow concrete as it is the “tried and true” methods. The law would need to be amended to allow other materials. Discussion followed regarding possible changes to the law. Trustee Sinsabaugh moved to direct Attorney Keene to draft a local law to amend/add flagstone. Trustee Reznicek seconded the motion, which passed by the following vote in favor thereof:

Ayes – 5 (Sinsabaugh, Sweeney, Aronstam, Reznicek, Ayres)

Nays – 0

Absent – 2 (Burlingame, Havens)

**Comprehensive Plan/Professional Services:** Mayor Ayres presented a proposal from Thoma Development to develop a comprehensive plan. He encouraged the Board to review, and discuss at the next meeting.

**Municity Software for Code Enforcement:** Mayor Ayres stated there was a presentation for Municity Software and it seems to do everything that would be needed in code enforcement. He requested Code Officer Chisari research other software packages and submit his recommendation to the Board. The Board agreed.

**Purchase Salt Spreader:** Trustee Sinsabaugh stated the wrong proposal for a salt spreader was approved at the last meeting. That one was only a 1.8-ton spreader and the Street Department needs a 4-ton spreader. He presented a proposal from Bradco Supply for a 4-ton Flink Model FSDMH 938 stainless steel hydraulic driven motor spreader in the amount of $9,450. Trustee Sweeney moved to revoke previous approval and approve the purchase of the 4-ton salt spreader as presented. Trustee Sinsabaugh seconded the motion, which passed by the following vote in favor thereof:

Ayes – 5 (Sinsabaugh, Sweeney, Aronstam, Reznicek, Ayres)

Nays – 0

Absent – 2 (Burlingame, Havens)

**2018 CDBG Application/Public Hearing:** The clerk stated the State requires another public hearing during the administrative period for the 2018 CDBG Program. Trustee Reznicek moved to schedule a public hearing for comment on the 2018 CDBG Program for October 9, 2018 at 6:15 p.m. and the clerk to advertise the same. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Hire Back-Up Sewer Plant Operator:** Mayor Ayres recommended hiring Elwin Terwilliger as Back-Up Sewer Plant Operator until the current operator-trainee gets his license. He will be replacing Doug Killgore. Mr. Terwilliger has a current sewer license and would only be used during a vacancy or emergency situation. Mr. Terwilliger was recommended by the Board of Sewer Commissioners. Trustee Sinsabaugh moved to terminate Doug Killgore and replace him with Elwin Terwilliger as Back-Up Sewer Plant Operator effective October 1, 2018, at a rate of $300 per month to be paid from the Sewer Fund. Trustee Reznicek seconded the motion, which passed by the following vote in favor thereof:

Ayes – 5 (Sinsabaugh, Sweeney, Aronstam, Reznicek, Ayres)

Nays – 0

Absent – 2 (Burlingame, Havens)

**Curb Cut Application:** The clerk presented a curb cut request from Waverly Central School District for the property at 145 Elm Street (Elm Street School). The clerk stated Chief Gelatt and Street Operator Pond have reviewed and had no concerns. Trustee Sweeney moved to approve the curb cut at 145 Elm Street as presented. Trustee Reznicek seconded the motion, which carried unanimously.

**Adjournment**: Trustee Sinsabaugh moved to adjourn at 8:02 p.m. Trustee Reznicek seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, SEPTEMBER 25, 2018 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees: Sinsabaugh, Sweeney, Aronstam, Reznicek, Havens, Burlingame, and Mayor Ayres

Also present were Deputy Clerk Treasurer Hazen, Attorney Keene, and Teresa Saraceno of Tioga County ED&P

Press included, Ron Cole of WAVR/WATS, and Johnny Williams of the Morning Times

**Public Comments:** No comments were offered.

**Department Report:** The deputy clerk treasurer submitted a department report from Recreation.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of September 11, 2018 as presented. Trustee Reznicek seconded the motion, which carried unanimously.

**Treasurer's Reports:** Deputy Clerk Treasurer Hazen presented the following financial reports:

Loan Programs 8/1/18 – 8/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans | Balances | Rehab Loans | Balances |
| Beginning Balance | 23,057.85 | Beginning Balance | 2,742.11 |
| Deposits | 214.94 | Deposits | 1,026.32 |
| Disbursements | -0.97 | Disbursements | -177.65 |
| Ending Balance | 23,271.82 | Ending Balance | 3,590.78 |
| Money Market/Savings | 410,303.98 | MM/Savings Balance | 158,708.98 |
|  |  | Sidewalk Balance | 8,987.00 |
| Total Available Balance | 433,575.80 | Total Available Balance | 171,286.76 |
| Outstanding Loans | 26,313.80 | Outstanding Loans | 54,385.89 |
| Fund Balance | 459,889.60 | Outstanding Loan Balance | 225,672.65 |

\*The report also outlined the status of individual loan repayments

Capital Projects Fund 8/1/18 – 8/31/18

|  |  |  |
| --- | --- | --- |
|  | General CP (Fire) | Sewer CP (Upgrade) |
| Beginning Balance | 157,198.52 | 0.00 |
| Deposits/Debits | .00 | 1,552,073.85 |
| Disbursements/Credits | -18,210.52 | -1,552,073.85 |
| Ending Balance | 138,988.00 | 0.00 |

\*Total Capital Projects Fund Balance $138,988.00

**Finance Committee/Approval of Abstract:** Trustee Sinsabaugh presented General Fund bills in the amount of $166,137.23, and Cemetery Fund in the amount of $6,152.65, and moved to approve payment of the abstracts. Trustee Havens seconded the motion, which carried unanimously.

**Proposed Local Law Amending Sidewalks/Public Hearing:** Attorney Keene reviewed the portion of the City of Kingston’s code referencing bluestone sidewalks. Discussion followed. Mayor Ayres requested Trustees Sinsabaugh and Havens, along with Brad Zehr, form a committee to review and make a recommendation with detailed specifications regarding proposed local law amending sidewalks.

**Comprehensive Plan/Professional Services:** Mayor Ayres stated he spoke with Elaine Jardine and she has recommedations to add different survey methods. Mayor Ayres tabled discussion for the next meeting.

**DPW Update/Change Order:** The deputy clerk treasurer submitted Change Order # GC- 002 from

G. Webster, Inc. The change order is as follows:

1. -$1,935.16 delete provision of gypsum wall board and insulation above suspended ceiling locations.
2. -$1,756.63 delete roof snow guards except above overhead door 100-8.
3. -$776.25 delete provision and installation of paper towel dispensers, soap dispensers, and toilet paper dispensers.
4. $25,204.84 provide additional subbase fill and asphalt paving at south and west sides of the building to bring finished grade to new floor elevation as indicated by the attached sketch.
5. -$1,725.00 modify quality of casework construction and materials.

Total Change Order: $19,011.80

Trustee Sinsabaugh moved to approve Change Order #GC-002 from G. Webster, Inc. for a total amount of $19,011.80. Trustee Reznicek seconded the motion, which led to a roll call vote, as follows:

Ayes – 7 (Burlingame, Aronstam, Havens, Sinsabaugh, Sweeney Reznicek, Ayres)

Nays – 0

Absent – 0

The motion carried.

**Substantial Completion/DPW Garage:** The deputy clerk treasurer presented a certificate of substantial completion for G. Webster, Inc. Trustee Reznicek moved to approve that substantial completion of the General Construction Contract for the DPW Garage Project has been met by G. Webster, Inc. Trustee Aronstam seconded the motion, which carried unanimously.

The clerk presented a Certificate of Substantial Completion for Frey & Campbell, Inc. Trustee Aronstam moved to approve that substantial completion of the Mechanical Construction Contract for the DPW Garage Project has been met by Frey & Campbell, Inc. Trustee Reznicek seconded the motion, which carried unanimously.

**Trick or Treat Night:** Mayor Ayres stated Trick-or-Treat night in the village will be October 31, 2018 between 6:00 – 7:30 p.m.

**House Painting Program Application:** The deputy clerk treasurer stated we have received a House Painting Program application, which has been reviewed by Mayor Ayres and all criteria has been met. Trustee Reznicek moved to approve the application up to reimbursement of $500. Trustee Havens seconded the motion, which carried unanimously.

**Police Training:** Trustee Sinsabaugh stated Chief Gelatt has requested Police Officer Nathaniel Harvey attend Defensive Tactics Instructor Training in Schenectady, NY from October 15 – 26, 2018. The training is provided by NYS Division of Criminal Justice Services and is free of charge. The village would need to provide meals and room and board. Trustee Sinsabaugh moved to approve Officer Harvey to attend. Trustee Sweeney seconded the motion, which carried unanimously.

**Mayor/Board Update:** Mayor Ayres thanked Ron Keene and the Friends of the Waverly Cemeteries Group for all their work on the unveiling of the historical plaque at the Glenwood Cemetery.

Mayor Ayres updated the Board on the status of the sewer plant project and stated he appreciated all the hard work during the recent storms.

Trustee Sweeney expressed concern regarding the number of exterior lights that are not working at Village Hall. Mayor Ayres requested the deputy clerk treasurer contact JRC Cleaning, whom has been replacing the lights around the building, for a status update.

**Adjournment**: Trustee Sinsabaugh moved to adjourn at 7:12 p.m. Trustee Reznicek seconded the motion, which carried unanimously.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kerri Hazen, Deputy Clerk Treasurer

**PUBLIC HEARING HELD BY THE BOARD OF**

**TRUSTEES OF THE VILLAGE OF WAVERLY AT 6:15 P.M.**

**ON TUESDAY, OCTOBER 9, 2018 IN THE TRUSTEES' ROOM,**

**VILLAGE HALL FOR THE PURPOSE OF PUBLIC COMMENT**

**REGARDING AN APPLICATION FOR 2018 NEW YORK**

**COMMUNITY DEVELOPMENT BLOCK GRANT**

Mayor Ayres declared the hearing open at 6:15 p.m. and directed the clerk to read the notice of public hearing.

**Roll Call:** Present were Trustees: Aronstam, Burlingame, Sweeney, Sinsabaugh, Havens, Reznicek, and Mayor Ayres

Also present were Clerk Treasurer Wood, Code Enforcement Officer Robinson, and Attorney Keene

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

Mayor Ayres read the Notice of Public Hearing. He discussed past performances, housing, and other community development needs. He explained eligible activities such as housing rehabilitation, economic development, public facilities, public infrastructure, and technical assistance. All activities under this program must primarily benefit low-to-moderate income households. He submitted the Citizen Participation Plan handout, and asked if anyone had questions.

With no one wishing to be heard, Mayor Ayres closed the hearing at 6:25 p.m.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Michele Wood, Clerk/Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, OCTOBER 9, 2018 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees: Burlingame, Sinsabaugh, Sweeney, Havens, Aronstam, Reznicek, and Mayor Ayres

Also present were Clerk Treasurer Wood, Attorney Keene, Code Enforcement Officer Robinson, and Teresa Saraceno of Tioga County ED&P

Press included, Ron Cole of WAVR/WATS, and Johnny Williams of the Morning Times

**Public Comments:** Margaret Prinzi, of 447 Chemung Street, stated concern that the “Business District” directional sign is in a location that is hard to see. She recommended it be relocated to a more visable location. She also stated she would like to see a dog park in the village.

Chris Brewster stated the new “No Parking or Standing” signs on Frederick Street are working well during school hours, however, people are now dropping kids off on Wilbur Street. Mayor Ayres stated he would ask Chief Gelatt to patrol and observe.

Joseph Miles, of 214 William Street, stated he recently moved into the Village and was asking about our codes. Mayor Ayres stated all our codes are online and there is a link on our website.

Ron Keene, 7 Elliott Street, stated concern that the garage debris at 429 Chemung Street has not been picked up by Tioga County as planned. He also stated there are two trees in Forest Home Cemetery that need to come down. Mayor Ayres stated he would put them on our list to have bid out.

**Letters and Communications:** The clerk read an email from Christopher Seeley, Cubmaster Pack 4019, inquiring about use of our community room for their meetings. Mayor Ayres directed the clerk to send him the rental information.

Mayor Ayres stated we received the check from the Mildred Faulkner Truman Foundation in the amount of $25,000 to help support the Glen Park Project.

**Department Report:** The clerk submitted department reports from Code Enforcement, Recreation, and the Police Department.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of September 25, 2018 as presented. Trustee Reznicek seconded the motion, which carried unanimously.

**Treasurer's Reports:** Clerk Treasurer Wood presented the following financial reports:

General Fund 9/1/18 – 9/30/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 175,910.31 | Current Revenues | 91,117.70 |
| Deposits | 383,130.97 | Year to Date Revenue | 2,316,114.88 |
| Disbursements | -297,319.39 | Current Expenditures | 292,056.27 |
| Ending Balance | 261,721.89 | Year to Date Expended | 1,226,191.23 |

\*General Capital Reserve Fund, $84,649.12

Cemetery Fund 9/1/18 – 930/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 8,420.19 | Current Revenues | 1,508.11 |
| Deposits | 1,500.36 | Year to Date Revenue | 24,183.59 |
| Disbursements | -6348.19 | Current Expenditures | 6,348.19 |
| Ending Balance | 3,572.36 | Year to Date Expended | 31,388.55 |

\*Current Estimated Fund Balance $18,982.94

Loan Programs 9/1/18 – 9/30/18

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans | Balances | Rehab Loans | Balances |
| Beginning Balance | 23,271.82 | Beginning Balance | 3,590.78 |
| Deposits | 341.99 | Deposits | 367.70 |
| Disbursements | 0.00 | Disbursements | 0.00 |
| Ending Balance | 23,613.81 | Ending Balance | 3,958.48 |
| Money Market/Savings | 410,371.42 | MM/Savings Balance | 158,735.06 |
|  |  | Sidewalk Balance | 8,987.00 |
| Total Available Balance | 433,985.23 | Total Available Balance | 171,680.54 |
| Outstanding Loans | 26,019.75 | Outstanding Loans | 54,022.83 |
| Fund Balance | 460,004.98 | Outstanding Loan Balance | 225,703.37 |

\*The report also outlined the status of individual loan repayments

Capital Projects Fund 9/1/18 – 9/30/18

|  |  |  |
| --- | --- | --- |
|  | General CP (Fire) | Sewer CP (Upgrade) |
| Beginning Balance | 138,988.00 | 0.00 |
| Deposits/Debits | 59,935.09 | 957,155.44 |
| Disbursements/Credits | -8,950.29 | -957,155.44 |
| Ending Balance | 189,972.80 | 0.00 |

\*Total Capital Projects Fund Balance $189,972.80

**Finance Committee/Approval of Abstract:** Trustee Sinsabaugh presented General Fund bills in the amount of $14,437.37; Business Development Fund bills in the amount of $3,383.84; and Residential Rehab Fund in the amount of $3,383.84; and moved to approve payment of the abstracts. Trustee Burlingame seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** Trustee Reznicek moved to approve the following expenditures be paid from the Capital Projects Fund:

Schoonover Plumbing & Heating Inv 6 (Final) $ 3,845.00

Tom’s Hardware Multiple 3,437.10

HP, Inc Inv 43173549 1,165.50

Total $ 8,447.60

Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Tioga County Update:** Teresa Saraceno stated she would check on the garage debris.

**Authorizing Resolution for CDBG Application:** Trustee Burlingame offered the following resolution and moved its adoption:

Resolved, that the Village of Waverly is hereby authorized and directed to file an application for housing funds with the New York State Office of Community Renewal under the U.S. Department of Housing and Urban Development’s Small Cities Community Development Block Grant Program for Fiscal Year 2018, in an amount not to exceed $500,000; to authorize the Mayor of the Village of Waverly to sign said application on behalf of the Village; and upon approval of said request, to enter into and execute a grant agreement with the State for such financial assistance to the Village of Waverly.

Trustee Reznicek seconded the motion, which passed by the following vote in favor thereof:

Ayes – 7 (Sinsabaugh, Sweeney, Burlingame, Havens, Aronstam, Reznicek, Ayres)

Nays – 0

The motion passed.

**Surplus Water Department Land:** Attorney Keene stated she has a purchase contract from Austin Excavating, but we are looking for the abstract.

**Review Sidewalk Code/Zehr Request:** Trustee Sinsabaugh presented a draft local law to allow bluestone sidewalks. Discussion followed. Brad Zehr explained how to install these sidewalks. Attorney Keene stated she would like to further review, and will draft the local law.

**Vehicle for Code Enforcement:** The clerk submitted information regarding purchasing a vehicle for Code Enforcement, and asked what direction the Board would like to go. Discussion followed. The Board asked the clerk to put out a mini-bid on the OGS website for a Chevrolet Equinox with standard features.

**Parking on Village Streets:** Mayor Ayres stated there is concern with passage of emergency vehicles along village streets due to cars being parked. Discussion followed. Trustee Aronstam volunteered to organize a group to look at the situation. He would include the Police, Fire Department, Trustee, Community, and the WBA.

**Water Issue by RR/South Broad Street:** Mayor Ayres stated there is a lot of water accumulating in the alley behind the buildings on Board Street. The Board wanted to know where the property line was and if that was our land or land owned by the railroad. Attorney Keene stated she will look up that information.

**Mayor/Board Comments:** Mayor Ayres stated Representative Tom Reed will be in Waverly on Friday at 4:45 p.m. for a tour.

**Adjournment**: Trustee Reznicek moved to adjourn at 7:55 p.m. Trustee Sinsabaugh seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, OCTOBER 23, 2018 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees: Sinsabaugh, Sweeney, Reznicek, Havens, Burlingame, and Mayor Ayres

Also present were Clerk Treasurer Wood, Attorney Keene, Elaine Jardine of Tioga County ED&P, and Tioga County Legislator Dennis Mullen

Press included, Ron Cole of WAVR/WATS, and Johnny Williams of the Morning Times

**Public Comments:** No comments were offered.

**Letters and Communications:** The clerk read a letter from Mary Sobel, of the Red Door Thrift Store, requesting use of the Community Room for their “Children’s Visit with Santa Gift Giveaway” on December 15, 2018 between the hours of 12:00 p.m. and 3:00 p.m. The clerk also read a letter from Sgt. Dave Dekay, of the Waverly Police Association, stating they will be sponsoring this event. Trustee Sweeney moved to approve this request as presented, with no charge for the use of the room as it is in partnership with the WPD. This is contingent upon submission of proper insurance. Trustee Burlingame seconded the motion, which carried unanimously.

The clerk read a letter from Joseph Burrows, Certified Recovery Peer Advocate. He has been working through Tioga County Probation on a program to help troubled juveniles through teaching them how to play a guitar. The program has had a 100% success rate and all 3 youth chosen for the program had not only stayed out of trouble, but learned basic guitar skills and chose to continue with the program. Mr. Burrows is requesting use of the Board Meeting Room on November 2, 2018 at 6:00 p.m. to facilitate a graduation and musical presentation. Chief Gelatt has been involved with this program also. Trustee Sinsabaugh moved to approve this request as presented, at no charge for the use of the room as it is through Tioga County Probation. Trustee Reznicek seconded the motion, which carried unanimously.

Mayor Ayres read a letter from Chief Gelatt in appreciation for the effort shown by DPW Lead Jack Pond during a recent serious incident in the village. An 81-year-old man with dementia had wandered away from his family and was unable to be located. The DPW was given the information and assisted the Police in finding him. Jack Pond found him up on Walker Hill Road, near a large wooded area, and safely took him into his care until the police arrived. He was returned to his family without incident. This could have become a tragedy if he entered the woods. Chief Gelatt thanked Mr. Pond for his efforts and compassion shown during this incident. Mayor Ayres also commended Mr. Pond for his actions. He stated the village employees all work together very well and are often asked to do things outside their regular duties, and should be recognized for that.

**Liquor License Renewal:** The clerk submitted a 30-day advanced notice for a renewal application of a liquor license being filed with New York State. The notice was submitted by Laurence Parks on behalf of the Waverly Memorial Post No. 8104 VFW located at 206 Broad Street. The clerk stated Chief Gelatt reviewed application and had no concerns. Trustee Sinsabaugh moved to accept the notice with no comment to the State. Trustee Sweeney seconded the motion, which carried unanimously.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of October 9, 2018 as presented. Trustee Reznicek seconded the motion, which carried unanimously.

**Finance Committee/Approval of Abstract:** Trustee Sinsabaugh presented bills for the General Fund in the amount of $47,425.80, Cemetery Fund in the amount of $596.51; and Residential Rehab Fund in the amount of $36.19, and moved to approve payment of the abstracts. Trustee Burlingame seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** Trustee Sinsabaugh moved to approve the following expenditures be paid from the Capital Projects Fund. Trustee Burlingame seconded the motion, which carried unanimously.

Horn’s True Value Inv 464443 $ 449.10

Moore’s Automotive D856014 329.99

Bradco Supply Co. Inv. 170502 99.00

Tom’s Hardware PO 31947 500.91

Total $1,379.00

**Tioga County Update:** Tioga County Legislator Mullen stated the county budget should be final soon. The budget is in good shape, and it will come under the 2% tax cap. Sales tax revenue is up around 10%, mostly due to the new Dandy Mart in Waverly. The county approved the shared services. The Hazard Mitigation Plan is near complete. He thanked Chief Gelatt for his help in the plan.

Elaine Jardine stated she feels very good with submission of the IT grant. The county IT Department was asked to speak at the NYS Innovative Conference regarding sharing IT services with municipalities throughout the county, which is a great opportunity. She stated there is a Hazardous Mitigation Plan meeting on October 31 for a final review, and then it will be sent to the state for their review. She stated it takes a long time to hear back from the state.

**Glen Park Project:** Mayor Ayres stated he met with Elaine Jardine, Mike Haas (Delta Engineers), Joseph Bayer (Schumaker Surveyors), Clerk Treasurer Wood, Deputy Clerk Treasurer Hazen, and Attorney Keene regarding the Glen Park Project. Delta Engineers and Shumaker will present their proposals at the next meeting. The project is beginning to move forward, however, these projects usually start off slowly as there is a lot of information needed and to get reviewed by different agencies.

**Proposed Local Law/Amending Sidewalks:** Attorney Keene submitted a draft of the proposed local law. She had some questions regarding specifics on depth of base used under sidewalk, and size and type of flagstone. Brad Zehr explained how to install flagstone sidewalks and the recommendations regarding the base, size, and type of stone that should be used. Attorney Keene stated she would do another draft of the law for the next meeting.

**Comprehensive Plan/Professional Services:** Mayor Ayres stated Attorney Keene, and Elaine Jardine reviewed the proposal from Thoma Development to be the lead agency to update the village comprehensive plan. They will be working with the Village, Tioga County, and our Planning Board. Elaine Jardine stated the proposal and the cost are in line with other ones she has reviewed. The Board has reviewed the proposal. Trustee Sinsabaugh moved to approve Thoma Development Consultants to be lead agency in developing and updating the Village of Waverly’s Comprehensive Plan at a cost of $32,250. Trustee Havens seconded the motion, which passed by the following vote in favor thereof:

Ayes – 6 (Sinsabaugh, Sweeney, Burlingame, Havens, Reznicek, Ayres)

Nays – 0

Absent - (Aronstam)

**Vehicle for Code Enforcement:** The clerk submitted the results from the NYS OGS Mini-Bid process. Trustee Sweeney stated concern with purchasing a SUV rather that a sedan. Trustee Sinsabaugh stated concern with purchasing a new vehicle and feels we could save money if we purchased a used vehicle. The clerk stated the Board asked to put the bid out for a SUV at the last meeting. Discussion followed regarding our procurement policy. The clerk explained that per our procurement policy that any purchase over $10,000 needs to be bid out, therefore, anything under $10,000 would be required to have three proposals of “near-like” vehicle. Trustee Sinsabaugh stated we should look something under $10,000. The clerk recommended the committee meet again and review. The Board agreed.

**NYS Department of Environmental Conservation Grant:** The Clerk read a letter from NYS DEC stating the Village of Waverly has been awarded $125,000 in State Assistance Funding. Mayor Ayres stated this is grant funds to replace the storm drain on Clinton Avenue, between Lincoln Street and Pine Street. He stated this is the area where the most breaks are and one of the oldest lines.

**Parking on Village Streets:** Mayor Ayres stated Trustee Aronstam has volunteered to lead the committee to look at parking issues throughout the village. Mayor Ayres tabled discussion since Trustee Aronstam is absent, and will put back on the agenda for the next meeting.

**Water Drainage in Erie Alley:** Attorney Keene stated the width of our property changes behind the buildings and she would need to know where the issues are and review the maps. Ron Keene stated there used to be a ditch between the current parking and the railroad property that used to help with the drainage. The water would drain to the east. He said over the years that ditch has filled in and the water has no place to go. There is also a swell in the alley which holds the water back. He says the area is just east of the Railhouse Restaurant Building.

**NYCOM Legislative Priorities Meeting**: The clerk stated NYCOM’s Legislative Priorities Meeting will be November 19, 2018 in Albany.

**Buy Back Cemetery Lot:** The clerk stated Gertrude Miller has requested the Village buy back a cemetery lot in Glenwood Cemetery (Section A, Lot 15, two graves) as it is no longer needed. The original deed has been returned to Village. Trustee Reznicek moved to approve buying back said cemetery lot as requested in the amount of $400 which is what it was originally purchased for. Trustee Burlingame seconded the motion, which carried unanimously.

**Authorization to Open New Bank Account/Restore NY:** The clerk stated we are required to have a separate checking account for the Restore NY funds. This is the program for the restoration of 358 Broad Street (the former Village Hall). Trustee Havens moved to authorize Clerk Treasurer Wood to open a new checking account for Restore NY at Chemung Canal Trust Company, and to transfer $1,000 from the Business Development account to the new account. Trustee Reznicek seconded the motion, which carried unanimously.

**1998 Chevrolet Pickup Truck:** The clerk stated with the recent concerns with the code enforcement vehicle, she looked at the possibility of using the 1998 Chevy Truck for the interim. The truck is currently not inspected and there are concerns that it wouldn’t pass due to holes and not running good. Trustee Sinsabaugh agreed. She stated that truck was purchased by the Water Board so she will put it on their agenda for disposition.

**Village Employee Policy Update:** The clerk submitted an amendment to the employee policy, which was reviewed by the Board. This amends the Uniform/Clothing Reimbursement section by adding language for crossing guards. Trustee Sinsabaugh moved to approve the following changes to the Employee Policy. Trustee Reznicek seconded the motion, which carried unanimously.

V: Employee Benefits

D. Uniform/Clothing Reimbursement

Employees under a bargaining agreement may be eligible for a clothing allowance. The terms of their clothing allowance are set forth in their bargaining agreement.

The Village will provide each Crossing Guard with a safety vest. Crossing Guards may request to purchase up to one safety-yellow sweatshirt and one safety-yellow tee shirt per fiscal year. Pre-approval from the Chief of Police is required for reimbursement. Receipts shall be submitted to the Chief of Police.

Reimbursement of Costs: It is prohibited to purchase any clothing item using the Village of Waverly’s credit card or store charge accounts. Eligible clothing purchases will be reimbursable upon submission of receipt and approval by the Board of Trustees or Governing Board. The receipt must include the store name, date of purchase, costs, and item detail. Receipts that have been altered or tampered with will be considered invalid.

**Mayor/Board Update:** Trustee Sinsabaugh commended the Police Department, and all agencies involved, with the recent large drug bust. There were eleven people arrested and now off our streets.

Mayor Ayres stated the exterior lights have all been repaired. He has requested the clerk seek proposals for illuminating the flag pole.

**Adjournment**: Trustee Sinsabaugh moved to adjourn at 7:44 p.m. Trustee Sweeney seconded the motion, which carried unanimously.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, NOVEMBER 13, 2018 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees: Burlingame, Sinsabaugh, Sweeney, Havens, Aronstam, Reznicek, and Mayor Ayres

Also present were Clerk Treasurer Wood, Attorney Keene, and Code Enforcement Officer Robinson

Press included, Ron Cole of WAVR/WATS, and Johnny Williams of the Morning Times

**Public Comments:** Chris Brewster stated people are still dropping kids off on Wilbur Street. Mayor Ayres stated he would check with Chief Gelatt.

Jessica Shillmoeller, with Tinsel & Lights Committee, stated they are planning to have the event back at Muldoon Park. This will be the 15th Annual Event. She stated it was not held last year, and a lot of people were disappointed. The event has always been a collaboration of churches, the school, the village, and many volunteers. She stated that this is open to the public and doesn’t cost anything to attend. Many entities donate food, supplies, and time. She requested from the Village the use of the park, burning barrels with supervision, goody bags “from Santa”, and help with setup and breakdown. She stated the Village has always donated four bicycles as lucky drawing prizes.

Fred Daniels, of the Waverly Lions Club, stated he gave away 582 goody bags at the last event. This is a great event and hopes it continues.

John Hogan, as Former Recreation Director, stated he was with the Village when this event evolved. All Village Departments helps with this event. It brings the community together for the evening, and would also like to see it continue. Trustee Havens, also Former Recreation Director, stated this is the best event in the Village. He agreed with Mr. Hogan that we have always did the gift bags, burning barrels, and donated bicycles.

Mayor Ayres just wanted to make sure that everyone on the Board was aware of the request and the Village would be using resources and employee’s time as part of this event. Trustee Sinsabaugh stated the Recreation Laboror shouldn’t get paid overtime to supervise the barrels, and that he should volunteer his time. Discussion followed. Trustee Havens stated the laborer doesn’t usually get any overtime except for this one night, and he has no issues with that.

**Letters and Communications:** Mayor Ayres recognized and thanked Becky Young for her involvement in the Veteran Banners project. It was a great success as 150 banners were hung. He also thanked the Village Street Department, Huckle’s Body Shop, Mattison’s Bucket Service, Ron Nogar, Harry Mincer, and everyone who helped with this. The Board also commended them for their service.

**Department Report:** The clerk submitted department reports from Parks & Recreation, Code Enforcement, and the Police Department.

**Approval of Minutes:** Trustee Reznicek moved to approve the Minutes of October 23, 2018 as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Treasurer's Reports:** Clerk Treasurer Wood presented the following financial reports:

General Fund 10/1/18 – 10/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 261,721.95 | Current Revenues | 79762.81 |
| Deposits | 159,155.02 | Year to Date Revenue | 2,395,877.69 |
| Disbursements | -210,671.08 | Current Expenditures | 175,839.25 |
| Ending Balance | 210,205.89 | Year to Date Expended | 1,402,030.48 |

\*General Capital Reserve Fund, $84,663.49

Cemetery Fund 10/1/18 – 10/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 3,572.36 | Current Revenues | 3,408.23 |
| Deposits | 3,050.22 | Year to Date Revenue | 27,591.82 |
| Disbursements | -792.05 | Current Expenditures | 792.05 |
| Ending Balance | 5,830.53 | Year to Date Expended | 32,180.60 |

\*Current Estimated Fund Balance $21,599.12

Loan Programs 10/1/18 – 10/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans |  | Rehab Loans | Balances |
| Beginning Balance | 23,613.81 | Beginning Balance | 3,958.48 |
| Deposits | 920.41 | Deposits | 1,088.77 |
| Disbursements | -3,383.84 | Disbursements | -3,420.03 |
| Ending Balance | 21,150.38 | Ending Balance | 1,627.22 |
| Money Market/Savings | 410,441.12 | MM/Savings Balance | 158,762.02 |
|  |  | Sidewalk Balance | 8,987.00 |
| Total Available Balance | 431,591.50 | Total Available Balance | 169,376.24 |
| Outstanding Loans | 25,264.50 | Outstanding Loans | 52,943.92 |
| Fund Balance | 456,856.00 | Outstanding Loan Balance | 222,320.16 |

\*The report also outlined the status of individual loan repayments

Capital Projects Fund 10/1/18 – 10/31/18

|  |  |  |  |
| --- | --- | --- | --- |
|  | General CP (Fire) | Sewer CP (Upgrade) | Glen Park Project |
| Beginning Balance | 189,972.80 | 0.00 | 0.00 |
| Deposits/Debits | 0.00 | 1,055,755.82 | 25,000.00 |
| Disbursements/Credits | -9,926.60 | -1,055,755.67 | 0.00 |
| Ending Balance | 180,146.20 | 0.15 | 25,000.00 |

\*Total Capital Projects Fund Balance $205,146.35

**Finance Committee/Approval of Abstract:** Trustee Sinsabaugh presented General Fund bills in the amount of $318,036.14, and moved to approve payment of the abstract. Trustee Burlingame seconded the motion, which carried unanimously.

**Capital Projects/Fire Recovery Abstract:** Trustee Reznicek moved to approve the following expenditures be paid from the Capital Projects Fund:

Wade Electric Company Inv 8 (Final) $ 3,609.00

Frey & Campbell, Inc. Inv 6 (Final) 3,246.00

G.Webster, Inc. Inv 8 (Final) 67,883.00

Total $74,738.00

Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Tioga County Update:** Tioga County Legislator Mullen stated the county’s budget will come in under the 2% tax cap, and is in good financial shape.

**Glen Park Project Proposals/Update:** The clerk stated we have received $26,650 in donations to date, which includes $25,000 from the Mildred Faulkner Truman Foundation. Trustee Aronstam stated the Waverly Recreation Booster Club has also received donations that will be turned over to the Village.

Engineering Services: The clerk submitted a proposal from Michael Haas, of Delta Engineers, outlining the scope of services they will be providing for the Glen Park Project, at a cost of $89,250. Mayor Ayres stated Mr. Haas developed the Master Plan for the project. He also stated that engineering costs are covered in the grant at 75%. Trustee Reznicek moved to approve hiring Delta Engineers to work on the Glen Park Project as presented in their proposal dated November 14, 2018. Trustee Sinsabaugh seconded the motion, which passed by the following vote in favor thereof:

Ayes – 7 (Sinsabaugh, Sweeney, Burlingame, Havens, Aronstam, Reznicek, Ayres)

Nays – 0

Surveying Services: The clerk submitted a proposal from Joseph Bayer, of Shumaker Surveying, outlining the scope of services they will be providing for the Glen Park Project, at a cost of $39,176, plus $450 per each SWPPP Inspections needed. This includes Topographic and Utility Surveys, Boundary Survey, and Environmental. Mayor Ayres stated that due to MWBE requirements, Delta Engineers recommended hiring Shumaker for this service as they are a woman-owned business and this would help us reach our goals. Mr. Haas has worked with Schmaker many times in the past. Mayor Ayres stated these costs are covered in the grant at 75%. Trustee Havens moved to approve hiring Shumaker Surveying to work on the Glen Park Project as presented in their proposal dated October 29, 2018. Trustee Reznicek seconded the motion, which passed by the following vote in favor thereof:

Ayes – 7 (Sinsabaugh, Sweeney, Burlingame, Havens, Aronstam, Reznicek, Ayres)

Nays – 0

**Information Technology (IT) Services:** The clerk submitted a Master Service Agreement from Tioga County for Tioga County IT to provide and maintain our computer and phone infrastructure such as, deploying and supporting personal computers, software licensing, help desk support, network servers, telephone networks, email services, and internet network access. Services will be billed at a shared cost of operation between all users. The agreement listed chargeback formulas for different services. Trustee Sinsabaugh moved to approve the agreement as presented, and authorized Mayor Ayres to sign. Trustee Reznicek seconded the motion, which passed by the following vote in favor thereof:

Ayes – 7 (Sinsabaugh, Sweeney, Burlingame, Havens, Aronstam, Reznicek, Ayres)

Nays – 0

**Proposed Local Law Amending Sidewalks:** Attorney Keene submitted a revised draft law for review. Trustee Havens moved to schedule a Public Hearing for November 27, 2018 at 6:15 p.m. for proposed local law. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Bids for Code Enforcement Vehicle:** Trustee Sweeney stated he has looked at options, and cannot find any vehicles under $10,000 that are in good shape. He feels with purchasing a new vehicle that would last over many years is a more feasible option. Trustee Sweeney moved to purchase a 2019 Chevrolet Equinox from Van Bortel Chevrolet in the amount of $21,992.87, and pay for it in whole with no financing. Van Bortel Chevrolet were the low bidders on OGS Mini-Bid #18100056. Trustee Aronstam seconded the motion, which passed by the following vote in favor thereof:

Ayes – 6 (Sweeney, Burlingame, Havens, Aronstam, Reznicek, Ayres)

Nays – 1 (Sinsabaugh)

**Parking on Village Streets:** Trustee Aronstam stated that he has not been able to meet with the committee, however, will meet with them soon.

**Water Issue by RR/South Broad Street:** Trustee Sinsabaugh stated he looked at the issue with the water behind the buildings. He stated it’s all on the eastern end, and scraping and cleaning the dirt and rocks off of the roadway may improve the conditions. He will discuss with DPW.

**Cemetery Mowing:** Trustee Reznicek moved to authorize the clerk to advertise for bids for cemetery mowing for a three-year agreement, with an annual review. The deadline will be January 8, 2018. Trustee Burlingame seconded the motion, which carried unanimously.

**Amendment to NYS DOT Local Roads Listing:** The clerk stated the street that is commonly known as Mill Hill Road is listed as Cayuta Avenue on the NYS DOT Local Roads Listing. Discussion followed. Trustee Sinsabaugh moved to change to NYS DOT ID#174387 to Mill Hill Street, from Chemung Street to the village line at Route 34. Trustee Burlingame seconded the motion, which passed by the following vote in favor thereof:

Ayes – 7 (Sinsabaugh, Sweeney, Burlingame, Havens, Aronstam, Reznicek, Ayres)

Nays – 0

**Tinsel & Lights Event:** Trustee Burlingame moved to assist the Tinsel & Lights event as presented, and will provide gift bags, burning barrels with supervision, and four bicycles. Trustee Reznicek seconded the motion, which carried unanimously.

**Best Western Sign Agreement:** Attorney Keene stated there are new owners of the Best Western Hotel and they have a lease agreement with the Village for the advertising sign located on the sewer plant property. The new owner is SAT KAIWAL III, LLC. Trustee Reznicek authorized Mayor Ayres to sign new lease agreement. Trustee Havens seconded the motion, which carried unanimously.

**Tree Bids:** The clerk stated there were no bids turned in. Discussion followed. The clerk stated she could call some tree businesses to see if they are interested in giving us an estimate.

**Mayor/Board Comments:** Trustee Havens apologized to the Board and residents regarding a recent personal issue. He stated he will finish out his term, and work on his issue.

Trustee Sinsabaugh stated he discussed the issue on Wilbur Street with Chief Gelatt and he has been monitoring and didn’t see any issues. The Police will continue to monitor Wilbur Street at school arrival and dismissal times.

Trustee Sweeney stated the sewer upgrade project has gotten behind schedule due to the very wet weather this year. They will be unable to pave this year, and will do it in the Spring.

**Adjournment**: Trustee Sweeney moved to adjourn at 8:08 p.m. Trustee Havens seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer

**SPECIAL MEETING HELD BY THE BOARD**

**OF TRUSTEES OF THE VILLAGE OF WAVERLY**

**AT 5:00 P.M. ON MONDAY, NOVEMBER 19, 2018 IN**

**THE TRUSTEES' ROOM, VILLAGE HALL**

Mayor Ayres declared the hearing open at 5:00 p.m.

**Roll Call:** Present were Trustees: Aronstam, Burlingame, Sweeney, Sinsabaugh, and Mayor Ayres

Also present were Clerk Treasurer Wood

**Tree Removal Services:** The clerk stated she called the tree removal companies that bid information was sent out to. The only company that was interested was Mattison’s Bucket Service. The clerk submitted their estimate in the amount of $31,775. She stated she had conversation with Mike Mattison and the three trees in Forest Home Cemetery are very big and difficult to get to. Discussion followed as these trees are tipping over and may be an immiment danger. The breakdown of their estimate is as follows:

3 very large Oak Trees in Cemetery $23,500

6 trees removed and 4 trimmed at various locations 8,275

Trustee Aronstam moved to award the tree bid to Mattison’s Bucket Service in the amount of $31,775. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Adjournment**: Trustee Sweeney moved to adjourn at 5:11 p.m. Trustee Sinsabaugh seconded the motion, which carried unanimously.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Michele Wood, Clerk/Treasurer

**PUBLIC HEARING HELD BY THE BOARD OF**

**TRUSTEES OF THE VILLAGE OF WAVERLY AT 6:15 P.M.**

**ON TUESDAY, NOVEMBER 27, 2018 IN THE TRUSTEES' ROOM,**

**VILLAGE HALL FOR THE PURPOSE OF PUBLIC COMMENT**

**REGARDING PROPOSED LOCAL LAW TO AMEND**

**CHAPTER 125, ARTICLE VIII: SIDEWALK CONSTRUCTION AND REPAIR**

Mayor Ayres declared the hearing open at 6:15 p.m. and directed the clerk to read the notice of public hearing.

**Roll Call:** Present were Trustees: Aronstam, Burlingame, Sweeney, Sinsabaugh, Havens, Reznicek, and Mayor Ayres

Also present were Clerk Treasurer Wood, and Attorney Keene

Press included Ron Cole of WATS/WAVR, and Johnny Williams of the Morning Times

Mayor Ayres summarized the changes in the law. This would make flagstone a medium for sidewalk construction. He opened the floor for comments.

Marty Borko, 17 Lyman Avenue, stated the change to allow flagstone is good for the residents of the Village and he would like to see it pass.

Brad and Amy Zehr, of 208 Chemung Street, thanked the Board for their time and effort in reviewing this matter.

With no one else wishing to be heard, Mayor Ayres closed the hearing at 6:25 p.m.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Michele Wood, Clerk/Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, NOVEMBER 27, 2018 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees: Sinsabaugh, Sweeney, Aronstam, Reznicek, Havens, Burlingame, and Mayor Ayres

Also present were Clerk Treasurer Wood, and Attorney Keene

Press included, Ron Cole of WAVR/WATS, and Johnny Williams of the Morning Times

**Public Comments:** Joe Schmieg, of 417 Chemung Street, stated the school crossing at Chemung Street and Ithaca Street has not been cleared. Mayor Ayres stated he would talk with DPW regarding all the school crossings.

**Letters and Communications:** The clerk read a Letter of Resignation from Jim Cole, of the Water Department, stating after 26 years with the Village he will be retiring as on December 31, 2018. He thanked everyone for all their help over his career. Mayor Ayres accepted his Letter of Resignation. He and the Board thanked Mr. Cole for his many years with the village and wished him well in the future.

**Finance Committee/Approval of Abstract:** Trustee Sinsabaugh presented bills for the General Fund in the amount of $13,257.47, and Cemetery Fund in the amount of $740.03, and moved to approve payment of the abstracts. Trustee Burlingame seconded the motion, which carried unanimously.

**Proposed Local Law 05-2018, Amending Chapter 125:** Trustee Reznicek moved to adopt Proposed Local Law 5-2018 as follows:

**Article VIII: Sidewalk Construction and Repair**

**[Adopted 8-25-1981 by L.L. No. 4-1981]**

**§ 125-37. Approval required; width. [Amended 10-8-1985 by L.L. No. 6-1985]**

1. Unless otherwise provided in § 125-38 below, all sidewalks within the Village of Waverly hereafter constructed, repaired, replaced, improved or otherwise altered shall be constructed of cement concrete material or flag stone material of a quantity and quality approved by the Village Board of Trustees or individual appointed by the Board of Trustees. The use of any other materials for the purposes set forth above is prohibited and constitutes a violation of this article.
2. All such sidewalks hereafter constructed shall have a minimum width of five (5) feet and a minimum depth of four (4) inches for concrete and or flag stone a minimum width of five (5) feet (or 59 inched for cut stone) and a minimum depth of one and one-half (1 ½) inches, (further specifications set forth below in Sec. 125-38 B.) except sidewalks on Elizabeth Street, on Broad Street (between Loder Street and Pennsylvania Avenue), and on Fulton Street (between Elizabeth Street and the Pennsylvania State line), where such sidewalks shall be constructed under the supervision of the, Village Board of Trustees or individual appointed by the Board of Trustees who shall be responsible for approval and laying of grade in accordance with specifications approved by the Board of Trustees of the village.

**§ 125-38. Use of certain materials for sidewalk construction or repair. [Added 10-8-1985 by L.L. No. 6-1985]**

1. Repairs made upon sidewalks by property owners may, in some situations, be made with asphalt-type material, provided that each of the following conditions is met:
2. The sidewalk to be repaired consists of asphalt.
3. The area of sidewalk to be repaired is smaller than the size of one section of sidewalk five feet in width and five feet in length.
4. The Village Board of Trustees or individual appointed by the Board of Trustees approves the method of repair.
5. When using flag stone for sidewalk construction, repair, replacement, or improvements, the material will be of a quantity and quality approved by the Village Board of Trustees or an individual appointed by the Board of Trustees. The construction of stone flagging shall be as follows:

1. The sidewalk shall be flagged with natural cleft stone or saw-cut thermal stone not less than one and one-half inches (1 ½) thick, nor less than two (2) feet by two (2) feet nominal cut. Said flagstone shall be well laid, dry set in sand, gravel or crushed stone number one (1) base of at least six (6) inches thick.

2. Joints shall be no more than one-half (½) inch and filled in with sand or stone dust with the total combined thickness of the stone dust, setting bed and bluestone being at least six (6) inches in total thickness.

3. Minimum sidewalk width for all new sidewalks to be five (5) feet (or 59 inches due to nominal cut stone). Where the minimum recommended five (5) foot width is not possible due to site conditions (example going around a tree or tree roots), a minimum of three (3) foot width section of sidewalk may be installed with minimum five (5) foot square passing areas spaced no more than 200 linear feet apart, as per ADA guidelines.

4. Where the sidewalk joins the next property’s sidewalk, the above stone minimum width may be smaller depending on what is needed to properly abut with the adjoining property’s sidewalk. The thickness of the flagstone must remain one and one-half (1 ½) inches thick.

5. Variances to the above specifications will be considered on an individual case to case basis, after a presentation to the village.

6. Variances to existing stone sidewalks will be considered on an individual case to case basis, after a presentation to the Village.

7. At crosswalk ramps, a concrete section of sidewalk large enough for “detectable warning” strips (detectable strips to be set by the village) is needed as approved by the Village Board of Trustees.

**§ 125-42. Responsibility of owner or occupant; replacement covering and sealing of new sidewalks, repair.**

1. Newly laid concrete sidewalks must be covered for three (3) days, and salt sealer must be applied.

**§ 125-43. Penalties for offense. [Amended 6-14-1988 by L.L. No. 1-1988; 9-23-2008 by L.L. No. 1-2008]**

1. Penalties
2. Any person who shall violate this article by constructing a sidewalk or replacing an existing sidewalk with materials other than cement concrete or flagstone or who shall fail to keep sidewalks abutting property owned and/or occupied by him in a safe condition and in good repair shall, upon conviction thereof, be subject to a fine.

Trustee Havens seconded the motion, which passed by the following vote in favor thereof:

Ayes – 7 (Sinsabaugh, Aronstam, Sweeney, Burlingame, Havens, Reznicek, Ayres)

Nays – 0

**Parking on Village Streets:** Trustee Aronstam has scheduled a drive around with Chief Gelatt.

**Water Issue by RR/South Broad Street:** Trustee Sinsabaugh stated with the recent snow storm, the DPW has not had an opportunity to look at the situation.

**Flag Illumination:** The clerk stated she reached out to some electricians for RFP’s to illuminate the flag at Village Hall. She should have some proposals for the next meeting.

**December Meeting:** Due to the Holiday, the December 25, 2018 meeting is cancelled.

**Adjournment**: Trustee Sinsabaugh moved to adjourn at 6:45 p.m. Trustee Reznicek seconded the motion, which carried unanimously.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, DECEMBER 11, 2018 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees: Burlingame, Sinsabaugh, Sweeney, Havens, Aronstam, Reznicek, and Mayor Ayres

Also present were Clerk Treasurer Wood, Code Enforcement Officer Robinson, and Attorney Keene

Press included, Ron Cole of WAVR/WATS, and Johnny Williams of the Morning Times

**Public Comments:** Ron Keene stated the *Wreaths across America* event will be held on December 15th. They will begin at Glenwood Cemetery at 10:30 a.m. The Waverly VFW and American Legion will be placing wreaths at all of Waverly’s Cemeteries, the Veterans’ Memorial at Muldoon Park, and at the tank at the VFW Building. He invited the Board Members and public to join in.

**Department Report:** The clerk submitted department reports from Parks & Recreation, Code Enforcement, and the Police Department.

**Approval of Minutes:** Trustee Sinsabaugh moved to approve the Minutes of November 13, November 19, and November 27, 2018 as presented. Trustee Reznicek seconded the motion, which carried unanimously.

**Treasurer's Reports:** Clerk Treasurer Wood presented the following financial reports:

General Fund 11/1/18 – 11/30/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 210,205.89 | Current Revenues | 72,818.52 |
| Deposits | 417,434.52 | Year to Date Revenue | 2,468,696.21 |
| Disbursements | -456,634.76 | Current Expenditures | 454,486.95 |
| Ending Balance | 171,005.65 | Year to Date Expended | 1,856,517.43 |

\*General Capital Reserve Fund, $84,677.40

Cemetery Fund 11/1/18 – 11/30/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 5,830.53 | Current Revenues | 808.00 |
| Deposits | 800.25 | Year to Date Revenue | 28,399.82 |
| Disbursements | -935.57 | Current Expenditures | 935.57 |
| Ending Balance | 5,695.21 | Year to Date Expended | 33,116.17 |

\*Current Estimated Fund Balance $21,471.55

Capital Projects Fund 11/1/18 – 11/30/18

|  |  |  |  |
| --- | --- | --- | --- |
|  | General CP (Fire) | Sewer CP (Upgrade) | Glen Park Project |
| Beginning Balance | 180,146.20 | .15 | 25,000.00 |
| Deposits/Debits | 0.00 | 366,924.39 | 1,650.00 |
| Disbursements/Credits | -74,738.00 | -366924.39 | 0 |
| Ending Balance | 105,408.20 | .15 | 26,650.00 |

\*Total Capital Projects Fund Balance $132,058.35

**Finance Committee/Approval of Abstract:** Trustee Sinsabaugh presented General Fund bills in the amount of $16,398.16; and Cemetery Fund bills in the amount of $552.34, and moved to approve payment of the abstract. Trustee Burlingame seconded the motion, which carried unanimously.

**Glen Park Project Update:** Mayor Ayres stated he is scheduling a meeting for early January and should have an update for the next meeting.

**Parking on Village Streets:** Trustee Aronstam stated that he has not been able to meet with the committee, however, will meet with them soon.

**Water Issue by RR/South Broad Street:** Trustee Sinsabaugh stated the DPW cleaned out the debris and water should be able to drain properly.

**Cemetery Mowing Bids:** The clerk stated we only received one bid for the mowing services. Mayor Ayres opened the bid from K & K Lawn Service. It was a 3-year bid, as follows: 2019/$38,400, 2020/$39,600, and 2021/$41,400. Trustee Aronstam moved to award the cemetery mowing contract to

K & K Lawn Service as bid. Trustee Sweeney seconded the motion, which led to a roll call vote, as follows:

Ayes – 7 (Burlingame, Sweeney, Aronstam, Sinsabaugh, Havens, Reznicek, Ayres)

Nays – 0

The motion carried.

**DPW Fire/Capital Project Closeout:** The clerk stated the DPW Fire Project has been completed and all bills have been paid. She submitting financial details of the project to the Board to review. The total cost to the Village, that was not reimbursed from NYMIR was $94,591.80. She stated there is $105,408.20 remaining from the funds ($200,000) borrowed from the General Fund. Trustee Aronstam moved to approve the clerk transfer back $105,408.20 from the Capital Projects Fund to the General Fund, and close-out the DPW Fire Project. Trustee Sinsabaugh seconded the motion, which passed by the following vote in favor thereof:

Ayes – 7 (Sinsabaugh, Aronstam, Sweeney, Burlingame, Havens, Reznicek, Ayres)

Nays – 0

**Scanners for Village Election:** The clerk stated over the past few years, we have been using paper ballots for the Village Election. She stated the last contested election caused the election inspectors to manually count many ballots, which took a long time. She notified the Board that it is possible to use the election scanners from Tioga County and submitted an estimated cost. The current cost of election is approximately $600 and using the scanners would be approximately $1,400. Most of the cost would be in purchasing the printed ballots, which are $0.52 each. She also recommended that if we decide to use the scanners that we use them every year regardless if the race is contested or not, as switching back and forth would confuse the voters. She stated she would put this on the next agenda as Tioga County would need to know our intentions by mid-January.

**Dog Park:** Trustee Aronstam stated a group of residents would like the Village to install a dog park. This group will make a presentation at the January Meeting.

**Mayor/Board Comments:** Trustee Reznicek stated Tinsel & Lights will be on Friday beginning at 5:30 p.m. at Muldoon Park.

Trustee Burlingame asked why the Glen Park is closed in the winter when the trails are being used. Trustee Havens stated the reason is that the water is shut-off to the bathrooms, and it would need to be plowed. Trustee Burlingame stated he would like to see at least the front of the park open for parking purposes. Mayor Ayres stated this should be looked into.

Mayor Ayres stated the Planning Board met and started working on the Comprehensive Plan. He stated there was good conversation, which was all positive.

**Adjournment**: Trustee Sinsabaugh moved to adjourn at 7:13 p.m. Trustee Reznicek seconded the motion, which carried unanimously. Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michele Wood, Clerk Treasurer

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**OF THE VILLAGE OF WAVERLY HELD AT 6:30 P.M.**

**ON TUESDAY, JANUARY 8, 2019 IN THE**

**TRUSTEES’ ROOM IN THE VILLAGE HALL**

Mayor Ayres called the meeting to order at 6:30 p.m., and led in the Invocation and the Pledge of Allegiance.

**Roll Call:** Present were Trustees: Burlingame, Sinsabaugh, Sweeney, Havens, Aronstam, Reznicek, and Mayor Ayres

Also present were Clerk Treasurer Wood, Code Enforcement Officer Robinson, Attorney Keene, and Tioga County Legislator Dennis Mullen

Press included Johnny Williams of the Morning Times

**Dog Park Presentation:** Chris Davis, Chairman of the Valley Bark Park, presented a handout regarding dog parks. He stated their group would like to establish a dog park within the valley. He presented reasons why a dog park would be a great addition to the area. Trustee Sweeney and Trustee Reznicek stated they would work with the Valley Bark Park and look at concerns and needs.

**Public Comments:** Ron Keene stated we had twenty burials in 2018. He also stated there are 76 properties with unpaid taxes in the Village. He stated concern with the Village losing $7,085.97 in tax revenue with the nine properties recently going to the Land Bank and the rest of the residents will have to make that up.

**Department Report:** The clerk submitted department reports from Parks & Recreation, Code Enforcement, and the Police Department.

**Approval of Minutes:** Trustee Reznicek moved to approve the Minutes of December 11, 2018 as presented. Trustee Burlingame seconded the motion, which carried unanimously.

**Transfer from Trust & Agency Fund:** The clerk stated there are funds in the Trust & Agency Fund that have been there for over 30 years and she is unsure what they were intended for, or the bonds were never picked up. She stated we haven’t collected bonds from the garbage haulers for well over 20 years. She stated she talked with the previous clerk treasurer, and she also was unsure what they were for. She stated there are a few more accounts, however, they can be used up as intended. The clerk requested they be transferred to the General Fund. They are as follows:

Trust & Agency Accounts

T30 Garbage Hauler Bond $ 300.00

T85 Security Bond 2,710.00

T85.03 Trees 306.24

T93 Misc 5,093.09

Total $ 8,409.33

Trustee Sinsabaugh moved to approve the transfer as presented. Trustee Havens seconded the motion, which carried unanimously.

**Treasurer's Reports:** Clerk Treasurer Wood presented the following financial reports:

General Fund 12/1/18 – 12/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 171,005.65 | Current Revenues | 220,078.23 |
| Deposits | 342,894.83 | Year to Date Revenue | 2,688,774.44 |
| Disbursements | -179,542.74 | Current Expenditures | 252,006.68 |
| Ending Balance | 334,357.74 | Year to Date Expended | 2,108,524.11 |

\*General Capital Reserve Fund, $84,691.78

Cemetery Fund 12/1/18 – 12/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Beginning Balance | 5,696.21 | Current Revenues | 8.24 |
| Deposits | .23 | Year to Date Revenue | 28,408.06 |
| Disbursements | -747.88 | Current Expenditures | 747.88 |
| Ending Balance | 4,947.56 | Year to Date Expended | 33,864.05 |

\*Current Estimated Fund Balance $20,731.91

Capital Projects Fund 12/1/18 – 12/31/18

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | General CP (Fire) | Sewer CP (Upgrade) | Glen Park Project | Restore NY 358 Broad Street |
| Beginning Balance | 105,408.20 | .15 | 26,650.00 | 0.00 |
| Deposits/Debits | 0 | 4,549,404.00 | 5,250.00 | 1,000.00 |
| Disbursements/Credits | -105,408.20 | -1,032,436.02 | -2,900.00 | -22.87 |
| Ending Balance | 0 | 3,516,968.13 | 29,000.00 | 977.13 |

\*Total Capital Projects Fund Balance $3,545,968.13

Loan Programs 11/1/18 – 11/30/18

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans |  | Rehab Loans | Balances |
| Beginning Balance | 21,150.38 | Beginning Balance | 1,627.22 |
| Deposits | 494.32 | Deposits | 317.78 |
| Disbursements | -1,000.00 | Disbursements | 0.00 |
| Ending Balance | 20,644.70 | Ending Balance | 1,945.00 |
| Money Market/Savings | 410,508.58 | MM/Savings Balance | 158,788.11 |
|  |  | Sidewalk Balance | 8,987.00 |
| Total Available Balance | 431,153.28 | Total Available Balance | 169,720.11 |
| Outstanding Loans | 25,264.50 | Outstanding Loans | 52,943.92 |
| Fund Balance | 456,417.78 | Fund Balance | 222,664.03 |

\*The report also outlined the status of individual loan repayments

Loan Programs 12/1/18 – 12/31/18

|  |  |  |  |
| --- | --- | --- | --- |
| Business Loans |  | Rehab Loans | Balances |
| Beginning Balance | 20,644.70 | Beginning Balance | 1,945.00 |
| Deposits | 1,031.81 | Deposits | 4,401.80 |
| Disbursements | 0.00 | Disbursements | 0.00 |
| Ending Balance | 21,675.78 | Ending Balance | 6,346.80 |
| Money Market/Savings | 410,578.31 | MM/Savings Balance | 158,815.08 |
|  |  | Sidewalk Balance | 8,987.00 |
| Total Available Balance | 432,254.09 | Total Available Balance | 174,148.88 |
| Outstanding Loans | 24,027.50 | Outstanding Loans | 48,232.88 |
| Fund Balance | 456,281.59 | Fund Balance | 222,381.76 |

\*The report also outlined the status of individual loan repayments

Mayor Ayres explained to the Board that the treasurer’s reports show all budget to actual figures and requested the Board to review them.

**Finance Committee/Approval of Abstract:** Trustee Sinsabaugh presented General Fund bills in the amount of $90,818.37; Trust & Agency Fund in the amount of $8,531.83 (above transfer included); and Residential Rehab in the amount of $1,056.77; and moved to approve payment of the abstract. Trustee Burlingame seconded the motion, which carried unanimously.

**Capital Projects Abstract:** Trustee Reznicek moved to approve the following expenditures be paid from the Capital Projects Fund:

Glen Park Project

Research Foundation for SUNY Inv 1832877 $ 2,900.00

Delta Engineers Inv 1 496.25

Total $ 3,396.25

Trustee Sinsabaugh seconded the motion, which carried unanimously.

**Rehab Loan Write-Off:** The clerk presented a history report on loan NE100 and stated the property went through a bank foreclosure. This loan has been delinquent since 2010. Attorney Keene stated the foreclosure was finalized and we cannot recouperate any funds. Trustee Havens moved to write-off loan NE100 in the amount of $16,446.42. Trustee Reznicek seconded the motion, which carried unanimously.

**Tioga County Update:** Tioga County Legislator Mullen stated the Social Services Department is over budget by $173,000, which is mostly due to out-of-county services. There is no in-house rehab in Tioga County. Opiod addiction is a huge and very costly issue in Tioga County. Economic Growth in Tioga County is high and ranked #1 in the state in 2014. He also stated the goal of the Land Bank is to rehab homes to get back on the tax rolls at a better return. He stated these properties haven’t paid taxes in many years. These properties are abandoned and considered zombie properties. The municipalities will lose tax revenue until these properties are completed and purchased, but without the Land Bank these properties would just deteriorate until they fell down. Work on these properties should begin in Spring.

**Glen Park Project Update:** Mayor Ayres stated there was a meeting last week and there was good discussion. He stated they will have monthly meetings to keep this project moving forward. He stated any Trustee is welcomed to attend. Mayor Ayres also stated that Trustee Sweeney has painted a “Goal” sign for donations. The Board agrred to put the sign in the Mini Park.

**Parking on Village Streets:** Trustee Aronstam stated that he and Chief Gelatt measured the width of several streets in the village. He submitted a handout showing the optimal width of a street is 35 feet. This is optimal for parking on both sides and two-way traffic. Most of our streets are less than 35 feet wide. The biggest issue is that there isn’t enough off-street parking available for the number of vehicles.

**Flag Pole Illumination Proposals:** The clerk submitted the following three proposals to illuminate the flag pole at Village Hall:

Johnson & McEwen – $2,100, they will run electric from Bell Building, install lighting on each side of sign and lighting at flag pole. The DPW will dig trench.

Bouille Electric - $1,959, they will run electric from receptacle mounted on the soffit of the Bell Building with conduit, and install one light at flagpole. They recommend two lights and additional would cost $865 more. The DPW will dig trench.

Patterson Electric - $1,539.23, the will install flood light from Village Hall directed at flag pole, no digging necessary.

Trustee Sinsabaugh moved to approve Johnson & McEwen’s proposal in the amount of $2,100 as he felt their proposal offered more at a better cost. Trustee Havens seconded the motion, which carried unanimously. The clerk stated that due to the digging, it would be done in the Spring. The Board agreed.

**Election Day Resolution:** Trustee Reznicek offered the following resolution and moved its adoption:

WHEREAS, the Annual Election of the Village of Waverly be held in the Trustees’ Room in the Village Hall, at 32 Ithaca Street, Waverly, New York, between the hours of 12:00 o’clock noon and 9:00 o’clock in the afternoon of Tuesday, March 19, 2019, and

WHEREAS, the following be designated as Inspectors of Election: Joan Case, Laura Hoppe, Donna Casterline, and Dennis Lamberti be paid $125.00 each, and

WHEREAS, Joan Case be hereby appointed as Chairman of the Board, and

WHEREAS, the Board of Trustees gives the Clerk-Treasurer the sole-authority to replace any inspector who becomes unavailable prior to election, and

BE IT RESOLVED, the Village of Waverly will hold their General Election on Tuesday, March 19, 2019 for the purpose of electing a Mayor, and three Trustees, each for a term of two years.

The resolution was seconded by Trustee Burlingame and upon voice vote, unanimously carried.

**Grievance Day Resolution:** Trustee Sinsabaugh offered the following resolution and moved its adoption:

WHEREAS, The Board of Trustees is required by the Real Property Tax Law to provide a Grievance Day on the third Tuesday, of February, 2019, and

WHEREAS, such third Tuesday falls on the 19th day February, 2019, and

WHEREAS, the Board of Assessment Review is required to meet for at least four hours to hear grievances, and

WHEREAS, the members of the Board of Assessment Review be paid $100.00 each, and

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved that the Board of Assessment Review meet on the 19th day of February, 2019, in the Trustees’ Room, in the Village Hall, between the hours of 4:00 and 8:00 P.M. to hear complaints with respect to the Assessment Roll to be filed by the Assessor with the Clerk of the Village, on or before February 1, 2019, and the Clerk of the Village is further directed to publish statutory notice of such meeting required by the Real Property Tax Law.

The resolution was seconded by Trustee Havens and on voice vote, unanimously carried.

**Scanners for Village Election:** The clerk stated after further review and discussion with the election inspectors, she feels at this point it doesn’t warrant using the scanners. She recommended we stay with the paper ballots. The Board settled with the clerk’s recommendation.

**Board of Assessment Review Appointment:** Mayor Ayres appointed Kyle McDuffee to the Board of Assessment Review for a two-year term. Trustee Sweeney moved to approve the appointment of Kyle McDuffee as presented. Trustee Sinsabaugh seconded the motion, which carried unanimously.

**NYCOM Winter Legislative Meeting**: The clerk stated NYCOM is holding their Annual Winter Legislative Meeting on February 10-12, 2019 in Albany. Mayor Ayres stated any Board Member wishing to attend should contact the clerk.

**Waverly Family Resource Center Request:** Mayor Ayres stated the Family Resource Center, which is part of the Cornell Cooperative Extension, has stated their funding was cut and can no longer afford rent where they are now. They are working with the school and the library and have requested to use our Community Room two days per month for four hours each. Discussion followed. Trustee Sinsabaugh moved to approve Waverly Family Resource Center to use Community Room as requested at no charge, contingent upon submitting the proper insurance, and will be reviewed again in two months to see how it is working out. Trustee Burlingame seconded the motion, which carried unanimously.

**Full-Time Recreation Director Hire:** Mayor Ayres stated Recreation Director Shaw passed his Civil Service Exam in October 2017. Due to oversight, he was not effectively appointed through Civil Service. Trustee Sweeney moved to hire David Shaw as a Full-Time Recreation Director at his current rate of pay and benefits, retroactive to the Civil Service Certification Date of December 21, 2018. His probationary is 8 to 52 weeks. Trustee Havens seconded the motion, which led to the following vote:

Ayes – 6 (Burlingame, Sweeney, Aronstam, Reznicek, Havens, Sinsabaugh, Ayres)

Nays – 0

The motion carried.

**Budget Committee:** Mayor Ayres appointed Trustees Aronstam, Sinsabaugh, and Burlingame to work with Clerk Treasurer Wood and the department heads on the 2019 -2020 Tentative Budget. They all accepted.

**Mayor/Board Comments:** Mayor Ayres state he talked with Doug Camin, Tioga County IT, and the grant was awarded. They are waiting on the grant contract to be finalized at the infrastructure work will begin in the spring.

Clerk Treasurer Wood stated the popcorn popper was found to not be working during the Tinsel & Lights event. Leprino Foods bought and donated a new popper to the Village. The Board thanked Leprino’s for their donation.

**Adjournment**: Trustee Sweeney moved to adjourn at 8:28 p.m. Trustee Reznicek seconded the motion, which carried unanimously. Respectfully submitted,

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Michele Wood, Clerk Treasurer