

# *Village of Leicester*

## **March 19, 2018 Board Meeting Minutes**

**CALL TO ORDER:** Mayor Briffa called the meeting to order at 6:30 pm followed by the Pledge of Allegiance.

**PRESENT:**

**Mayor:** Barry Briffa

**Trustees:** Mike Constantino, Tom Frantz

**Absent:** Janet Green, Ken Rizzo

**Clerk-Treasurer:** Kirstie DeGraff

**Fire Chief:** Jim Kane

**Highway Superintendent:** Russ Page

**Water:**

**Zoning:** Jerry Parsons

**Residents:** Maria Briffa, Donald Kane, Toni Pendergast, Karen Roffe

**EXCUSED:** Trustee Frantz motioned, 2<sup>nd</sup> by Trustee Constantino, to excuse Trustee Green and Trustee Rizzo [Motion Carried 3-0]

**MINUTES:** Trustee Constantino motioned, 2<sup>nd</sup> by Trustee Frantz, that the minutes of the February 26, 2018 Board Meeting be accepted as written. [Motion Carried 3-0]

**COMMITTEE REPORTS:**

**Fire Company Report:**

Fire Chief Jim Kane reported the following:

- 1) The department was called out 3 times this past month (See attached report)
- 2) Recruit NY is April 28-29, 2018 (at Leicester April 28<sup>th</sup> 11:00 am – 2:00 pm)
- 3) Training:
  - a) 2 members took 4-night Guide to Lightweight Wood Construction class that began on February 7<sup>th</sup>
  - b) 3 members attended Emergency Management Certification & Training on March 15<sup>th</sup> noting that each municipality has to declare an emergency if county does in order to receive aid
- 4) May need to replace battery in mini-pumper
- 5) The department is still working on service quotes for the fire trucks and rescue tool.

**Highway Superintendent Report:**

Highway Superintendent Russ Page reported the following:

- 1) The Town had 12 days of snow/ice removal.
- 2) Currently servicing equipment

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- 3) Outstanding Work Orders:
  - a) Street Lights on Maple Lane & Corner of Oak Manor/Main St
  - b) Topsoil on exposed tree roots at Baron house from CPAC water main break
  - c) Russ will start working on the budgets for Maple Lane project and Oak Manor project and needs to meet with engineers & Mayor Briffa
- 4) Questioned whether village wanted trees along Mahoney Street on railroad side trimmed
- 5) Met with Pat Gallivan

### **Water Report:**

Mayor Briffa reported on behalf of Al Mothershed on the following:

- 1) One of the meters at CPAC will be removed as th water has been shut off
- 2) Water Tower Tank Inspection: Trustee Frantz, 2<sup>nd</sup> by Trustee Constantino to accept the bid from Atlantic Underwater Services for \$4250.00 [Motion Carried 3-0]

### **Zoning Report:**

Jerry Parsons reported on the following:

- 1) One permit has been issued to date, with another he's waiting for.
- 2) Several checks have been received for the new signage at the Sunoco station for almost \$800. One of the checks is being held for receipt of proper paperwork.
- 3) Zoning Board met again on March 12<sup>th</sup> regarding the tenant of 123 Main Street looking for a use variance since we do not allow apartments in the Village Commercial District. The Planning Board did not have enough information to make any decisions. The next Zoning Board meeting on this subject will be Thursday, March 22, 2018 at 6:00 at the Village Office. Clerk-Treasurer DeGraff is filling in for Zoning Secretary Lubanski in her absence. Mayor Briffa noted he, along with Jerry Parsons and Clerk-Treasurer DeGraff, met with the Village Attorney to review changes to the Zoning Laws to allow up to three apartments in the Commercial District but has yet to hear back from the Attorney on the matter.
- 4) Jerry suggested that the Planning Board review/modify the Village Codes and that the Village Board might consider budgeting accordingly.
- 5) Jerry attended three days Code Training on March 12-14, 2018
- 6)

### **PUBLIC COMMENTS:**

None

### **OLD BUSINESS:**

**Main Street Grant:** Mayor Briffa reported on the grant amounts each of the four applicants were awarded noting that the deadline for supporting documentation is March 30<sup>th</sup>

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### **Job Bids:**

**Fire Hall Roof:** Clerk-Treasurer DeGraff noted she left another message for Steve Casteel Carpentry & Contracting to begin the job. Mayor Briffa noted that if we don't hear back soon, we will need to re-bid the job.

**Gazebo Roof:** Work will begin in the Spring.

### **NEW BUSINESS:**

#### **Job Bids:**

**Community Building Boiler:** Mayor Briffa noted we have one bid to update the last boiler but are waiting on more.

### **MAYOR'S REPORT:**

**2018 Projects:** Mayor Briffa reviewed the listed projects. Trustee Frantz noted the issue with snow removal of the sidewalks and suggested looking into other options that would accommodate the village's narrow sidewalks.

**Association of Villages Dinner:** Mayor Briffa noted the dinner will be hosted by Leicester on April 18<sup>th</sup> at the National Hotel and asked for ideas for a speaker.

**Bond Renewal:** Mayor Briffa noted we will be applying \$126,099.59 to the capital project bond for the community building, leaving a balance of \$230,000.00 + interest he hopes to pay over the next two years.

### **CLERK'S REPORT:**

**York Leicester Kiwanis:** Clerk-Treasurer DeGraff reported that she received a call regarding the Village's donation of \$1400 and that it appeared it was an expected yearly amount the Village was late in paying. After some discussion, it was agreed that it is an amount that is determined by the budget and Kiwanis needs to come to a meeting to make a formal request.

**Water Billing Software:** Clerk-Treasurer DeGraff reported that she received the invoice from Williamson Law Book for \$1,038 for the annual contract 4/1/18 – 3/31/19. After some discussion, Trustee Frantz, 2<sup>nd</sup> by Trustee Constantino, to pay the invoice. [Motion Carried 3-0]

**Delinquent Water Bills:** Clerk-Treasurer DeGraff reported that there are 6 outside village customers who are severely delinquent in payments totaling \$3,609.15 that have been sent termination notices. There are 12 village customers who are delinquent in payments totaling \$5,795.69 that, if not paid, will be levied on the village taxes. Clerk-Treasurer DeGraff also reported she realized the billing software was calculating the late charges/penalties only on the last reading amount and only added once. After some discussion, it was agreed that the 10% late fee was to be applied toward the outstanding balance and added monthly.

**Banking:** Clerk-Treasurer DeGraff reported that Five Star Bank approved the credit card for \$500 after they found the misplaced application and that we are just awaiting the card in the mail.

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### **AUDIT OF BILLS:**

Trustee Constantino motioned, 2<sup>nd</sup> by Trustee Frantz, to accept the bills as audited but holding general fund voucher # 1451 for \$1400 to York Leicester Kiwanis. [Motion Carried 3-0]

General Fund Vouchers 1439-1453 \$5,084.46      Water Fund Vouchers 552-560 \$2,071.19

### **NEXT VILLAGE BOARD MEETINGS:**

April 9, 2018 at 6:30 pm at the Village Hall – Workers Meeting/Budget Review

April 16, 2018 at 6:30 pm at the Village Hall – Organizational Meeting/Budget Adoption

**ADJOURNMENT:** Trustee Constantino motioned, 2<sup>nd</sup> by Trustee Frantz to adjourn the meeting at 7:35 pm. [Motion Carried 3-0]

Respectfully Submitted,  
Kirstie DeGraff  
Clerk-Treasurer  
Village of Leicester