

VILLAGE OF WOLCOTT
BOARD OF TRUSTEES
VILLAGE HALL CONFERENCE ROOM
DEPARTMENT HEAD MEETING

August 13, 2024

7:00 pm

*****unofficial and unapproved*****

Members Present: Mayor Chris Henner, Trustees: Dave Lewis, Dan Smith, Andrew Marshall and Misty Harper

Others Present: Fran Acker, Toni M. Kellam, Ed Wazinski, Matt Ohler, Jack Roberts, Eva and Rich Duncan, Rosie Lewis, Ryan Henry, Chris Breen, and Brian Ritchie.

Mayor Henner called the meeting to order at 7:00 pm with the Pledge of Allegiance.

Fire Department-Chief Ryan Henry

Fire Chief Henry said July was a busy month with 35 calls which included but not limited to: 1 fire, 1 water rescue, 10 car accidents.

The old engine #32 is listed for sale on the Fenton Fire website in the amount of \$24,900.00. No hits as of today.

The Wolcott Fire Department will be at the South Butler Mud Event the weekend of August 16 and 17, 2024.

The Fire Department is planning on 200 half chickens for the Pickin and Picnicking in the Park on August 24, 2024.

New member applications have been received.

The parking lot at the Fire Hall is not in good shape after the excavation work recently done. Fire Chief Henry asked if work contractor should be responsible for the cost of repairs on the northern part of the parking lot. Mayor Henner will look at the parking lot.

Police Department-OIC Brian Ritchie

See attached report.

Highway Department-Chris Breen

Bob Crane has taken care of all the trees on the previously approved list.

Mr. Breen stated that the new playground equipment at Falls Park is erected.

Jack Roberts mentioned he had some trees he would like looked at for possible removal. Chris Breen will take a look at them.

The driveway at Twisted Creek Campgrounds washes out during rain. Mayor Henner will follow up on this issue.

Sewer Department-Tommy Mettler-absent

It was reported that the control box for the Sewer Plant sustained storm damage. The control box is now up and running.

Deputy Clerk Kellam now has monitoring for Twisted Creek's total flow available via website. The campgrounds will be billed based upon consumption from this portal's report.

Water Department-Ed Wazinski

Mr. Wazinski made the Village Board aware that the Water Department had to switch labs for water testing due to LifeScience no longer being certified.

Trustee Smith made the motion to waive late fees for Account #13005 in the amount of \$102.99. The customer did not receive their current water bill and payment history was provided to the Village Board confirming no past late payments. Trustee Marshall 2nd the motion. All present voted in favor.

Trustee Smith made the motion accepting Deputy Clerk-Treasurer Toni M. Kellam's resignation effective 8/19/2024. Trustee Harper 2nd the motion. All present voted in favor.

Justice Court

Trustee Smith made the motion to accept and approve the Village of Wolcott Justice Court's monthly audit for April 2024. Trustee Marshall 2nd the motion. All present voted in favor.

Village Clerk/Treasurer

Trustee Smith made the motion to accept and approve the May 2024 and FYE 2024 Treasurer's report and financials. Trustee Lewis 2nd the motion. All present voted in favor.

Trustee Smith made the motion to accept and approve the June 2024 Treasurer's report and financials. Trustee Harper 2nd the motion. All present voted in favor.

Trustee Smith made the motion for the Police Petty Cash in the amount of \$300.00 be dissolved due to non-use. The motion also states this can be re-established in the future if needed. Trustee Lewis 2nd the motion. All present voted in favor.

Clerk-Treasurer Acker presented the Village Board with the quarterly report from Just Solutions. The report includes a line referencing an estimate in the amount of \$6,000.00 for Workstation Refresh 2025. Mayor Henner asked if Clerk-Treasurer Acker could reach out to Just Solutions and get information of what this encompassed.

Meeting Minutes

Trustee Smith made the motion to accept and approve the minutes from the July 9, 2024 Department Head Meeting. Trustee Marshall 2nd the motion. All present voted in favor.

Abstract #003

Trustee Smith made the motion to approve Abstract #003 in the amount of \$78,396.21 with vouchers numbered 87-125 and checks numbered 32905-32943. Total claims from the General Fund are \$30,168.07. Total claims from the Water Fund are \$13,688.86. Total claims from the Sewer Fund are \$34,539.28. Trustee Lewis seconded the motion. All present voted in favor.

Resolutions

Resolution No. 2024-21

Introduced by:

WHEREAS, Section 2019-a of the Uniform Justice Court Act requires that town and village justices annually provide their records and dockets to their respective town and village auditing boards, and that such records then be examined, and that fact be entered into the minutes of the board’s proceedings.

WHEREAS, the Unified Court System’s is responsible for monitoring the village board compliance with Section 2019-a.

BE IT THEREFORE RESOLVED THAT the Village of Wolcott board has audited the Village Of Wolcott Court records and dockets for fiscal year ending 2024 examining such records.

Adopted by the following vote:

Ayes: Mayor Henner, Trustees: Lewis, Smith, Marshall and Harper

Nays: None

Office of the Village Clerk

Village of Wolcott

County of Wayne

I hereby certify that I have compared the foregoing copy of a resolution with the original duly adopted by the above mentioned Board at a meeting held on the 13th day of August, 2024 and that the same is a true copy of said original and of the whole thereof.

In Witness Whereof, I have hereunto subscribed my name and affixed the official seal of the said Board, this 13th day of August, 2024.

Village Clerk

Resolution 2024-22

Authorization to File Grant Application for 2024-25

JCAP

Introduced by:

WHEREAS, the Justice Court Assistance Program (JCAP) was established in 1999 to provide some State assistance to Town and Village Courts; and

WHEREAS, the Wolcott Village Court has received an invitation to apply for grant funding assistance under the Justice Court Assistance Program; therefore

BE IT RESOLVED THAT the Board of the Village of Wolcott authorizes the Village of Wolcott Court to apply for a JCAP grant in the 2024-2025 grant cycle up to \$30,000.

Adopted by the following vote:

Ayes: Mayor Henner, Trustees: Lewis, Smith, Marshall and Harper

Nays: none

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Village Clerk

Resolution No. 2024-23

Modify Budget-CHIPS Funding

WHEREAS, the Village of Wolcott may, by the New York State Law, section 5-520 subdivision 4- of the Village Law of New York State, Notwithstanding the provision of subdivision four of this section, grants in aid from the state and federal governments which are required to be expended for particular objects or purposes, may be appropriated at any time by resolution of the board of trustees at any time for such object or purpose, and

WHEREAS, the Village of Wolcott receives CHIPS funding for the purpose of Village of Wolcott road repairs, the budget may be modified to represent this funding, and

BE IT THEREFORE RESOLVED THAT the Village of Wolcott makes the following budgetary amendment to the General Fund:

A/C#	ITEM	DB.	CR.
A3501	Consolidated Highway Aid	\$151,766.47	
A5112.22	Perm Improve Highway, Equip, & Outlay		\$151,766.47

Total: \$151,766.47

\$151,766.47

Adopted by the following vote:

Ayes: Mayor Henner, Trustees: Lewis, Smith, Marshall and Harper

Nays: None

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Village Clerk

Resolution No. 2024-16 (tabled from July 9, 2024 meeting)

WHEREAS, Twisted Creek Campground LLC has completed the Standardized Notice Form for Providing 30-day Advance Notice of Intent to file a new application for an On-Premises Alcoholic Beverage License for beer, wine and Cider for a Seasonal Establishment to the Village of Wolcott to be sold at 6192 East Port Bay Road, Wolcott NY 14590,, and

WHEREAS, pursuant to the applicable provisions of the Alcohol and Beverage Control Law Section 64, Subdivision 2(a), The Village of Wolcott has been notified of their intent to file an application for a liquor license with the New York State Liquor Authority; and

WHEREAS, a thirty (30) day hold before said application can be filed is mandated by New York Alcohol and Beverage Control Law, unless, this time period is waived by the Municipality: and

WHEREAS, the Village of Wolcott Village Board wishes to assist the applicant in expediting the application process and sees no objection to the issuance of a Liquor License: now,

THEREFORE, BE IT RESOLVED, that to the extent permitted by the New York State Liquor Authority, the Wolcott Village Board hereby waives the requirement that written notice of the application to be given to the Village at least thirty (30) days prior to submitting this application, and

BE IT FURTHER RESOLVED that the Village Clerk is hereby authorized to issue a letter to the applicant and the New York State Liquor Authority to confirm the Village's receipt of the Notice of Intent to file for the liquor license and a waiver of the thirty (30) day hold on the processing of said application.

Adopted by the following vote:

Ayes: Mayor Henner, Trustees: Lewis, Smith, Marshall and Harper

Nays: None

Office of the Village Clerk

Village of Wolcott

County of Wayne

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In Witness Whereof, I have hereunto subscribed my name and affixed the official seal of the said Board, this 13th day of August, 2024.

Village Clerk

Facilities Use Request

Trustee Smith made the motion approving use of Northup Park on August 24, 2024 from 11:00am -5 pm from the Festival Committee's Picnic & Pickin' in the Park. Trustee Marshall 2nd the motion. All present voted in favor.

Trustee Smith made the motion to approve use of Northup Park on Sept 14, 2024 from 8am-5pm by the Festival Committee for A Fall Fest and 5K. Trustee Harper 2nd the motion. All present voted in favor.

Trustee Smith made the motion to approve use of the Fire Hall on Oct 10, 2024 by George Bastedo-Wayne County Emergency Management for Citizen Preparedness Training. Trustee Harper 2nd the motion. All present voted in favor.

Community Action Program

The update received by the Village of Wolcott from Melissa Kersten at the Finger Lakes Community Action partnering with the Village appears to have a grant timeline starting June 2025. Ms Kersten would like to set time to follow up with the Village Board. Clerk Acker will reach out to Ms Kersten and inquire if this follow up can happen in November 2024 or has to be sooner.

Mayor Henner

A group from the University of Wisconsin-Milwaukee obtained a "Venus" fountain base from a world's fair. They came and took 3D pictures of The Village of Wolcott's Venus in effort to recreate on the base they obtained.

Trustee Harper

Trustee Harper wants to set a date for ribbon cutting for the new playground equipment. A date will be set once mulch and the border is added. Trustee Harper also asked about different barriers between the parking lot and Falls Park.

Trustee Smith made the motion to purchase Mulch and borders for the playground equipment from the Amish Peddler in an amount not to exceed \$6,000.00. ARPA funds are being used for the playground equipment costs. Trustee Harper 2nd the motion. All present voted in favor. Chris Breen mentioned he already has a roll of fabric for weed control.

CHIPS

Trustee Smith made the motion to approve the estimate from Suit-Kote in the amount of \$22,232.74 in CHIPS funding to oil and stone Auburn Street. Trustee Marshall 2nd the motion. All present voted in favor.

Picnic & Pickin' in the Park

Mobile Food Vendor application was received from Pete's Sweets & Treats to attend the Picnic & Pickin' in the Park on August 24, 2024. Mayor Henner stated he wasn't aware of this being discussed at any Festival Committee meetings. Trustee Smith made the motion to accept and approve the Mobile Food Vendor Application along with the fee of \$50.00. Trustee Harper 2nd the motion. All present voted in favor. Inspection for the Mobile Food Vendor is scheduled for August 21, 2024.

Trustee Marshall

Nothing at this time.

Trustee Smith

Trustee Smith stated he noticed lawns out of code due to the height of grass. Mayor Henner asked for a list of lawns that need to be mowed.

Trustee Lewis

Nothing at this time.

Time for the Public

Matt Ohler asked if there were any updates on the proposed dog park.

Trustee Marshall asked Chris Breen to check the Falls Park and see if there is room for more surveillance cameras. Trustee Marshall also asked to have "under surveillance" signs put up down at Falls Park. Mayor Henner stated the process to obtain a key for the Fall Parks' restroom. The key can be signed out from the Village Clerk.

Eva Banas-Duncan mentioned Jenny Banas asked about a pavilion at Northup Park.

Rosie Lewis has pictures of pavilion and asked the board to think about. She stated a neighbor has issues with neighboring dogs. Clerk Acker responded this has been examined by the Village. Mrs. Lewis also mentioned that chickens in the area has ruined outdoor furniture. Deputy Clerk Kellam will get information to Code Enforcement Officer Tom Sawtelle.

OIC Ritchie asked if the Badge of Honor currently in Northup Park can be mounted next to the Police Door on the Village Hall. Mayor Henner will research as to the reason it is currently in the park.

Executive Session

Trustee Smith made the motion to move the meeting to executive session for contractual and personnel matters at 7:53pm. Trustee Lewis 2nd the motion. All present voted in favor. Fire Chief Henry and Clerk-Treasurer Acker stayed. Fire Chief Henry left at 8:10 pm. Clerk-Treasurer Acker remained in the executive session and Ed Wazinski joined. Mr. Wazinski left at 8:42 pm. Clerk Acker remained.

Trustee Smith made the motion to move the meeting back to regular session at 8:42 pm. Trustee Harper 2nd the motion. All present voted in favor.

Clerk-Treasurer Acker is attending the annual NYCOM Fall Training School and is a director of the New York State Municipal Finance Officers board. Trustee Smith made the motion to allow Clerk-Treasurer Acker to provide a basket and items in an amount not to exceed \$150.00. Trustee Lewis 2nd the motion. All present voted in favor.

Trustee Smith made the motion to update water meters for All Seasons Contracting and Sweet Indulgence from 1 meter to 2 in an effort to stay consistent with policy of multiple units having a meter. Trustee Marshall 2nd the motion. All present voted in favor.

Trustee Smith made the motion for Code Enforcement to notify the residents at 5773 New Hartford Street that the camper currently being lived in at that residence can remain lived in for 60 days after a clean inspection is confirmed by the Village of Wolcott Code Enforcement Officer.

Trustee Smith made the motion to adjourn the meeting at 9:09 pm. Trustee Harper 2nd the motion. All present voted in favor.

The next regularly scheduled Village Board of Trustees Meeting will be held on September 10, 2024 at 7:00pm in the Village of Wolcott Conference Room.

Respectfully Submitted,

Fran Acker

Clerk- Treasurer