

The regular meeting of the Village of Arcade (VOA) Board of Trustees, Wyoming County, New York was held on Tuesday, October 17, 2006 at 7:00pm there were:

**PRESENT**

Mayor Michael Doster, Deputy Mayor Richard Kosmerl, Trustee Paul Burkett, Trustee Hugh Ely, Superintendent of Public Works Larry Kilburn, Clerk/Treasurer Pam Beiersdorf, and Police Chief John Laird

**ABSENT**

Trustee Dan Reisdorf

**ALSO PRESENT**

Margaret Morgan, Anita Stewart, Don Radlo (V. J. Brown Co. – QEI), Lissa Landahl (Arcade Herald), Jordan Gracie and Aleah Zimpfer (Pioneer Central School Government Class Students)

**NOTICE**

Pursuant to Article 7 of the Public Officers Law, notice of this meeting was given to the media on September 23 , 2006, and the same posted on September 23, 2006.

**PLEDGE TO ALLEGIANCE**

Mayor Doster opened the meeting with the Pledge to Allegiance.

**APPROVE MINUTES**

Motion by Deputy Mayor Kosmerl and seconded by Mayor Doster, the minutes from the regular meetings held on October 10, 2006 be approved with the following amendments:

**MCDONALD’S LIGHTING**      Page 9 of 10

A copy of the letter received from John Meyers should be scanned and included in the official minutes for future reference.

The actual comments from Deputy Mayor Kosmerl should be included in the official minutes, as well.

The motion was passed upon the following vote:

<b>VOTE</b>								
Mayor Michael Doster	X	Yes		No		Abstain		Absent
Deputy Mayor Richard Kosmerl	X	Yes		No		Abstain		Absent
Trustee Paul Burkett	X	Yes		No		Abstain		Absent
Trustee Hugh Ely	X	Yes		No		Abstain		Absent
Trustee Daniel Reisdorf		Yes		No		Abstain	X	Absent
<b>VOTE TOTAL:</b>	4	Yes	0	No	0	Abstain	1	Absent
<b>RESULTS</b>	<b>X</b>	<b>PASS</b>				<b>FAIL</b>		

**OPEN BID – SUPERVISORY CONTROL DATA ACQUISITION SYSTEM (SCADA)**

This meeting having been duly advertised to receive bids for a Supervisory Control Data Acquisition System (SCADA) System, the above persons were in attendance. The following bids were received:

Name and Address	Amount
Survalent Technologies, Mississauga, Ontario	\$148,100.00
QEI, Inc., Springfield, NJ	\$94,860.00
C3-ilex, LLC, Fremont, CA	\$79,000.00

Motion by Deputy Mayor Kosmerl and seconded by Trustee Burkett, the bid for a Supervisory Control Data Acquisition System (SCADA) be turned over to Superintendent of Public Works Kilburn for evaluation and recommendation to the Board.

The motion was passed upon the following vote:

<b>VOTE</b>								
Mayor Michael Doster	X	Yes		No		Abstain		Absent
Deputy Mayor Richard Kosmerl	X	Yes		No		Abstain		Absent
Trustee Paul Burkett	X	Yes		No		Abstain		Absent
Trustee Hugh Ely	X	Yes		No		Abstain		Absent
Trustee Daniel Reisdorf		Yes		No		Abstain	X	Absent
<b>VOTE TOTAL:</b>								
	4	Yes	0	No	0	Abstain	1	Absent
<b>RESULTS</b>		<b>X</b>	<b>PASS</b>				<b>FAIL</b>	

**OPEN BID – WASTEWATER TREATMENT PLANT COMMUNITOR**

This meeting having been duly advertised to receive bids for a Wastewater Treatment Plant Communitor, the above persons were in attendance. The following bids were received:

Name and Address	Amount
Koester, Canastota, NY	\$29,540.00
Volland Electric Equipment Co., Buffalo, NY	\$30,176.00
STC Construction, Inc., Springville, NY	\$35,247.00

Motion by Trustee Burkett and seconded by Trustee Ely, the bid for a Wastewater Treatment Plant Communitor be turned over to Superintendent of Public Works Kilburn for evaluation and recommendation to the Board.

The motion was passed upon the following vote:

<b>VOTE</b>								
Mayor Michael Doster	X	Yes		No		Abstain		Absent
Deputy Mayor Richard Kosmerl	X	Yes		No		Abstain		Absent
Trustee Paul Burkett	X	Yes		No		Abstain		Absent
Trustee Hugh Ely	X	Yes		No		Abstain		Absent
Trustee Daniel Reisdorf		Yes		No		Abstain	X	Absent
<b>VOTE TOTAL:</b>								
	4	Yes	0	No	0	Abstain	1	Absent
<b>RESULTS</b>		<b>X</b>	<b>PASS</b>				<b>FAIL</b>	

**BUCKLE UP NEW YORK (BUNY) GRANT**

Police Chief Laird announced that the police department has been awarded \$2,000.00 under the BUNY Grant program to enforce the use of seat belts and child restraints. This is for the fiscal year 10-01-06 thru 9-30-07.

**WYOMING COUNTY DRUG TASK FORCE**

Police Chief Laird asked the Board if they'd be interested in inviting William Smith, Attica Police Chief to a future meeting to present an overview of the Wyoming County Drug Task Force program. Mr. Smith was the guest speaker at the September Wyoming County Village Association Dinner and his presentation was well received. The Task Force is seeking to expand their program to a couple of days a week and request additional support from the municipalities. The Board agreed to have Mr. Smith attend a meeting.

**FOUR WHEEL DRIVE LOADER**

Streets & Parks Foreman Dan Laird showed off the new four wheel drive loader to Board members in the municipal parking lot.

**2007 FIRE CONTRACTS**

Motion by Trustee Burkett and seconded by Deputy Mayor Kosmerl, the 2007 fire contracts between the VOA and the Towns of Arcade and Freedom be prepared as presented (proportions of assessed values, population, and calls for service) with an increase based on the consumer price index for the first nine months of 2006.

The motion was passed upon the following vote:

<b>VOTE</b>									
Mayor Michael Doster	X	Yes		No		Abstain		Absent	
Deputy Mayor Richard Kosmerl	X	Yes		No		Abstain		Absent	
Trustee Paul Burkett	X	Yes		No		Abstain		Absent	
Trustee Hugh Ely	X	Yes		No		Abstain		Absent	
Trustee Daniel Reisdorf		Yes		No		Abstain	X	Absent	
<b>VOTE TOTAL:</b>									
	4	Yes	0	No	0	Abstain	1	Absent	
<b>RESULTS</b>									
	X	<b>PASS</b>					<b>FAIL</b>		

**2007 ELECTION OFFICES TO BE FILLED AND TERMS**

Please take notice that the next general Village election for officers will be held on March 20, 2007. The following offices have been designated as vacant at the end of the current official year and will be filled at such election and the term(s) thereof:

OFFICE TO BE FILLED	NUMBER OF OPENINGS	TERM
Mayor	1	2 years
Trustee	2	2 years

This notice is in compliance with Section 15-104 Sub. 3(a) of the Election Law.

**PERMISSION TO DESTROY RECORDS**

Motion by Mayor Doster and seconded by Deputy Mayor Kosmerl, the following records be destroyed in accordance with the New York State Archives Records Retention and Disposition schedule MU-1 and the VOA Retention Policy:

- Purchase Orders from June 2000 through May 2001
- Journal Entry Input Logs from June 1999 through May 2000
- Electric remittance stubs from June 1999 through May 2001

The motion was passed upon the following vote:

<b>VOTE</b>									
Mayor Michael Doster	X	Yes		No		Abstain		Absent	
Deputy Mayor Richard Kosmerl	X	Yes		No		Abstain		Absent	
Trustee Paul Burkett	X	Yes		No		Abstain		Absent	
Trustee Hugh Ely	X	Yes		No		Abstain		Absent	
Trustee Daniel Reisdorf		Yes		No		Abstain	X	Absent	
<b>VOTE TOTAL:</b>									
	4	Yes	0	No	0	Abstain	1	Absent	
<b>RESULTS</b>									
	X	<b>PASS</b>					<b>FAIL</b>		

**BUDGET ADJUSTMENTS**

Clerk/Treasurer Beiersdorf distributed and explained the new register for budget adjustments generated from the INCODE software. She warned that negative budget balances represent requisitions that have been input into the system, but have not been processed.

Motion by Trustee Burkett and seconded by Trustee Ely, the following budget adjustments be approved as presented by the Clerk.

The motion was passed upon the following vote:

<b>VOTE</b>								
Mayor Michael Doster	X	Yes		No		Abstain		Absent
Deputy Mayor Richard Kosmerl	X	Yes		No		Abstain		Absent
Trustee Paul Burkett	X	Yes		No		Abstain		Absent
Trustee Hugh Ely	X	Yes		No		Abstain		Absent
Trustee Daniel Reisdorf		Yes		No		Abstain	X	Absent
<b>VOTE TOTAL:</b>								
	4	Yes	0	No	0	Abstain	1	Absent
<b>RESULTS</b>								
	X	<b>PASS</b>				<b>FAIL</b>		

**INSERT COPY OF BUDGET ADJUSTMENTS HERE**

**AUDIT BILLS**

Motion by Mayor Doster and seconded by Trustee Burkett, the Village bills be audited and paid and that the Clerk be granted permission to transfer funds from the money market accounts to the checking accounts to cover such bills.

The motion was passed upon the following vote:

<b>VOTE</b>								
Mayor Michael Doster	X	Yes		No		Abstain		Absent
Deputy Mayor Richard Kosmerl	X	Yes		No		Abstain		Absent
Trustee Paul Burkett	X	Yes		No		Abstain		Absent
Trustee Hugh Ely	X	Yes		No		Abstain		Absent
Trustee Daniel Reisdorf		Yes		No		Abstain	X	Absent
<b>VOTE TOTAL:</b>								
	4	Yes	0	No	0	Abstain	1	Absent
<b>RESULTS</b>								
	X	<b>PASS</b>				<b>FAIL</b>		

**ANNUAL FINANCIAL REPORT REVIEW**

Deputy Mayor Kosmerl addressed the recommendations made in the annual financial report. After completion of the INCODE implementation, the Board should determine what type of reports they prefer to receive.

**Section G, Payroll.** The holiday rate for one employee selected for review received a rate adjustment during the year (outside of normal contract increases). The rate was not changed in a second area of the payroll records resulting in an error in gross wages when receiving holiday pay.

Clerk/Treasurer Beiersdorf explained that an employee would receive a rate adjustment during the year (outside of normal contract increases) when they were moved from one position to another (e.g., Waste Water Treatment Trainee to Electric Department Trainee). Upon discussions with KVS, the Village's software provider, two fields within the payroll records should be updated when an employee receives a rate adjustment. The rate adjustment to the second field was accidentally overlooked when the adjustment was made to the employee. All payroll records were reviewed and a couple of additional employees with this same error were identified. A memo was issued to the affected employees and they were compensated accordingly in their next pay check.

**Section Q, Electric Property Depreciation Rates.** The depreciation rates in use and the balances on the reserve for depreciation accounts were reviewed. Although the depreciation expense is correctly calculated and posted, the rates being used seem somewhat low which results in an overstatement of department income. The rates should be reviewed and a request made to the Public Service Commission to allow changes, if necessary.

Superintendent of Public Works Kilburn was asked to review the guidelines on depreciation.

**Section R, Selected Financial and Operational Statistics for the Electric Fund.** The current ratio is above 1.0 percent which is most likely due to the last rate increase. Although the cash on hand has increased and the trend is favorable, a larger cash on hand amount is advisable. This should be reviewed again during budget preparations for fiscal year 2007-2008.

**PETITION FOR THE ANNEXATION BY HH HOUSING, INC. OF TERRITORY FROM THE TOWN OF ARCADE TO THE VILLAGE OF ARCADE**

The Town of Arcade has set the joint public hearing date of Monday, November 13, 2006 at 7:00pm at the Arcade Town Barns, Route 98N, Arcade, NY to discuss the petition received from HH Housing, Inc. to annex territory to the Village from the Town. According to General Municipal Law, Article 17, Clerk/Treasurer Beiersdorf will make notice of said public hearing.

**ROUTE 98 NORTH BUSINESS PARK**

The Board continued lengthy conversations about extending water and sewer services to said property. Topics included what precedences have been set or would be set by extending water and sewer services with or without annexation, will the capacity be needed for future development within the Village, what about water pressure impacts, etc.

**REPORTS RECEIVED**

The following reports were received, reviewed, and placed on file:

- Ambulance (September 2006)

**ADJOURN**

There being no further business to come before the Board the meeting duly adjourned at 8:40pm upon motion by Trustee Burkett and seconded by Mayor Doster.

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Clerk/Treasurer