

The regular meeting of the Village of Arcade (VOA) Board of Trustees, Wyoming County, New York was held on Tuesday, March 7, 2023, at 7:00 pm there were:

**PRESENT**

Mayor Donna Schiener, Trustee Lisa Byers, Trustee Andrew Koerner, Trustee Eric Szucs, Superintendent of Public Works Andrew Bartz, Clerk/Treasurer Jennifer Kraft, Police Chief Matt Krist, Deputy Clerk/Treasurer Michelle Karpinski.

**ABSENT**

Trustee Elwyn Roll

**ALSO PRESENT**

Maya Borer

**PLEDGE OF ALLEGIANCE**

Mayor Schiener opened the meeting with the Pledge of Allegiance.

**APPROVE MINUTES**

Motion by Trustee Koerner and seconded by Trustee Byers, the minutes from the regular meeting held on February 21, 2023, be approved as presented by Clerk/Treasurer Kraft.

The motion was passed upon the following vote:

<b>VOTE</b>								
Mayor Donna Schiener	X	Yes		No		Abstain		Absent
Trustee Lisa Byers	X	Yes		No		Abstain		Absent
Trustee Andy Koerner	X	Yes		No		Abstain		Absent
Trustee Elwyn Roll		Yes		No		Abstain	X	Absent
Trustee Eric Szucs	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>								
	4	Yes	0	No		Abstain	1	Absent
<b>RESULTS</b>								
	X	<b>PASS</b>					<b>FAIL</b>	

**APPROVE MINUTES**

Motion by Trustee Szucs and seconded by Trustee Koerner, the minutes from the special meeting held on February 28, 2023, be approved as presented by Clerk/Treasurer Kraft.

The motion was passed upon the following vote:

<b>VOTE</b>								
Mayor Donna Schiener	X	Yes		No		Abstain		Absent
Trustee Lisa Byers	X	Yes		No		Abstain		Absent
Trustee Andy Koerner	X	Yes		No		Abstain		Absent
Trustee Elwyn Roll		Yes		No		Abstain	X	Absent
Trustee Eric Szucs	X	Yes		No		Abstain		Absent
<b>VOTE TOTAL:</b>								
	4	Yes	0	No	0	Abstain	1	Absent
<b>RESULTS</b>								
	X	<b>PASS</b>					<b>FAIL</b>	

**ACCEPT THE RESIGNATION OF PART TIME OFFICER**

Motion by Trustee Byers and seconded by Trustee Szucs to accept the resignation of part-time officer Dakota Spink, effective March 6, 2023.

The motion was passed upon the following vote:

<b>VOTE</b>										
Mayor Donna Schiener	X	Yes		No		Abstain		Absent		
Trustee Lisa Byers	X	Yes		No		Abstain		Absent		
Trustee Andy Koerner	X	Yes		No		Abstain		Absent		
Trustee Elwyn Roll		Yes		No		Abstain	X	Absent		
Trustee Eric Szucs	X	Yes		No		Abstain		Absent		
<b>VOTE TOTAL:</b>										
	4	Yes	0	No	0	Abstain	1	Absent		
<b>RESULTS</b>										
	X	<b>PASS</b>					<b>FAIL</b>			

**AUTHORIZE CHIEF TO HIRE PART TIME OFFICER**

Motion by Trustee Szucs and seconded by Trustee Byers to authorize the Chief of Police to hire a part time officer to fill the position vacated by Dakota Spink.

The motion was passed upon the following vote:

<b>VOTE</b>										
Mayor Donna Schiener	X	Yes		No		Abstain		Absent		
Trustee Lisa Byers	X	Yes		No		Abstain		Absent		
Trustee Andy Koerner	X	Yes		No		Abstain		Absent		
Trustee Elwyn Roll		Yes		No		Abstain	X	Absent		
Trustee Eric Szucs	X	Yes		No		Abstain		Absent		
<b>VOTE TOTAL:</b>										
	4	Yes	0	No	0	Abstain	1	Absent		
<b>RESULTS</b>										
	X	<b>PASS</b>					<b>FAIL</b>			

**DEPARTMENT UPDATES**

SPW Bartz updated the Board on various projects in the departments.

**Electric Dept:**

Curriers Rd make ready work is done for Charter West Arcade. Crews transferred the last four poles last week.

We found a few rotten poles on a primary spur off of Rt 98 south we have to replace. (Poles were set in the 1930's)

Crews removed the three-phase primary service over at Great Lakes Concrete plant Hurdville Rd, rerouted the feed.

We have received receptacles for the park Pedestal lights a few guys were going to start to wire them up this week.

**Water Dept:**

Finished installing the check valve in Church St well house. We tested it out and it works great, even the pump has less chatter.

Todd and the guys started working on some leak detection.

Submitted the Annual Water Withdrawal Report to the DEC for the VOA, and Sandusky Well on Feb 27th.

**Streets/Parks:**

Starting to line up and price out projects for the 2023-2024 General Budget.

Jace and I are going to meet tomorrow to start rough out the highway part of the general budget.

**WWTP:**

As the result of passing his exam on Feb 21<sup>st</sup> I would like permission to promote Joel Sheehe to Year 1 Sewage Treatment Plant Operator at a rate of \$26.90 per the CSEA contract, effective March 6<sup>th</sup>, 2023.

**AUTHORIZE EMPLOYEE PROMOTION WWTP**

Motion by Trustee Szucs and seconded by Trustee Koerner to approve Joel Sheehe's promotion from sewage treatment plant trainee to sewage treatment plant operator. His rate of pay will be \$26.90 per hour, year one, effective March 6, 2023, per the CSEA General Unit #9252, Wyoming County Local 861, contract.

The motion was passed upon the following vote:

<b>VOTE</b>								
Mayor Donna Schiener	X	Yes		No		Abstain		Absent
Trustee Lisa Byers	X	Yes		No		Abstain		Absent
Trustee Andy Koerner	X	Yes		No		Abstain		Absent
Trustee Elwyn Roll		Yes		No		Abstain	X	Absent
Trustee Eric Szucs	X	Yes		No		Abstain		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>	

**TAX EXEMPTION VOLUNTEER FIREFIGHTERS**

The Board was given a draft of local law Chapter 71, Volunteer Firefighters and Ambulance Workers Exemption for their review.

**AUTHORIZE MAYOR TO SIGN PAYMENT REQUEST TAP GRANT**

Motion by Trustee Szucs and seconded by Trustee Koerner to authorize the Mayor to sign payment request #16 by CPL for work on the TAP grant; the request is in the amount of \$353.95. This amount will be paid using Village funds as the TAP grant funds have been exhausted.

The motion was passed upon the following vote:

<b>VOTE</b>								
Mayor Donna Schiener	X	Yes		No		Abstain		Absent
Trustee Lisa Byers	X	Yes		No		Abstain		Absent
Trustee Andy Koerner	X	Yes		No		Abstain		Absent
Trustee Elwyn Roll		Yes		No		Abstain	X	Absent
Trustee Eric Szucs	X	Yes		No		Abstain		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>	

**ESTABLISH JUSTICE COURT EXPENSE RATIO WITH THE TOWN OF ARCADE**

Motion by Trustee Koerner and seconded by Trustee Byers, the VOA Board hereby sets the expense ratio at 11.88% (increase from 11.86%) based on the total number of cases from January 2022 to December 2022, with an effective date of June 1, 2023, through May 31, 2024 (VOA fiscal year) pending TOA Board approval and written response indicating such approval.

The motion was passed upon the following vote:

<b>VOTE</b>								
Mayor Donna Schiener	X	Yes		No		Abstain		Absent
Trustee Lisa Byers	X	Yes		No		Abstain		Absent
Trustee Andy Koerner	X	Yes		No		Abstain		Absent
Trustee Elwyn Roll		Yes		No		Abstain	X	Absent
Trustee Eric Szucs	X	Yes		No		Abstain		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>	

**AUTHORIZE VACATION CARRYOVER**

Motion by Trustee Szucs and seconded by Trustee Byers to authorize employee Gillian Koerner to carry over 50 hours of vacation leave for 60 days pursuant to CSEA General Unit #9252 Wyoming County Local 861 contract, section 9.2.2.

The motion was passed upon the following vote:

<b>VOTE</b>									
Mayor Donna Schiener	X	Yes		No		Abstain		Absent	
Trustee Lisa Byers	X	Yes		No		Abstain		Absent	
Trustee Andy Koerner	X	Yes		No	X	Abstain		Absent	
Trustee Elwyn Roll		Yes		No		Abstain	X	Absent	
Trustee Eric Szucs	X	Yes		No		Abstain		Absent	
<b>VOTE TOTAL:</b>									
	4	Yes	0	No	0	Abstain	1	Absent	
<b>RESULTS</b>									
	X	<b>PASS</b>					<b>FAIL</b>		

**REVIEW CELL PHONE POLICY**

The current cell phone policy reimburses employees that use their own phones at a rate of \$30 a month for a smart phone and \$15 a month for a basic phone. Basic phones are no longer functional with 5G networks. Currently the Village pays on average \$31.22 per smart cell phone that we provide for employees. Would the Board consider paying all employees that use their personal cell phone a rate of \$30 per month? The Board agreed to the change, Clerk Treasurer Kraft will present an updated policy at the next regular board meeting.

**FY 2022-2023 BUDGET AMENDMENT**

Motion by Trustee Koerner and seconded by Trustee Szucs, the FY 2022-2023 budget be amended as a grant was received from NYS Division of Criminal Justice in the amount of \$16,000 which is to be used to offset the cost of replacing the officer worn body cameras. Another grant was received by the Police Department from Wyoming County Stop DWI in the amount of \$3,182.67. See Attached.

The motion was passed upon the following vote:

<b>VOTE</b>									
Mayor Donna Schiener	X	Yes		No		Abstain		Absent	
Trustee Lisa Byers	X	Yes		No		Abstain		Absent	
Trustee Andy Koerner	X	Yes		No		Abstain		Absent	
Trustee Elwyn Roll		Yes		No		Abstain	X	Absent	
Trustee Eric Szucs	X	Yes		No		Abstain		Absent	
<b>VOTE TOTAL:</b>									
	4	Yes	0	No	0	Abstain	1	Absent	
<b>RESULTS</b>									
	X	<b>PASS</b>					<b>FAIL</b>		

**AUTHORIZE MAYOR TO SIGN AGREEMENT WITH ESO**

Motion by Trustee Szucs and seconded by Trustee Koerner to authorize the Mayor to sign the agreement between the Village of Arcade and ESO for the billing interface necessary to bill for ambulance services. The cost is \$395 per year.

The motion was passed upon the following vote:

<b>VOTE</b>									
Mayor Donna Schiener	X	Yes		No		Abstain		Absent	
Trustee Lisa Byers	X	Yes		No		Abstain		Absent	
Trustee Andy Koerner	X	Yes		No		Abstain		Absent	
Trustee Elwyn Roll		Yes		No		Abstain	X	Absent	
Trustee Eric Szucs	X	Yes		No		Abstain		Absent	
<b>VOTE TOTAL:</b>									
	4	Yes	0	No	0	Abstain	1	Absent	
<b>RESULTS</b>									
	X	<b>PASS</b>					<b>FAIL</b>		

**AUDIT BILLS**

Motion by Trustee Byers and seconded by Trustee Szucs, the Village bills be audited and paid in the amount of \$161,024.65 and that the Clerk be authorized 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 Donna Schiener	X	Yes		No		Abstain		Absent	
Trustee Lisa Byers	X	Yes		No		Abstain		Absent	
Trustee Andy Koerner	X	Yes		No		Abstain		Absent	
Trustee Elwyn Roll		Yes		No		Abstain	X	Absent	
Trustee Eric Szucs	X	Yes		No		Abstain		Absent	
<b>VOTE TOTAL:</b>									
	4	Yes	0	No	0	Abstain	1	Absent	
<b>RESULTS</b>									
	X	<b>PASS</b>					<b>FAIL</b>		

**EXECUTIVE SESSION**

Motion by Trustee Szucs and seconded by Trustee Byers, the Board enter into executive session to discuss the following topic(s) at 7:37 pm:

- Sale or Purchase of Real Property  
Employment History of a Particular Employee

The motion was passed upon the following vote:

<b>VOTE</b>									
Mayor Donna Schiener	X	Yes		No		Abstain		Absent	
Trustee Lisa Byers	X	Yes		No		Abstain		Absent	
Trustee Andy Koerner	X	Yes		No		Abstain		Absent	
Trustee Elwyn Roll		Yes		No		Abstain	X	Absent	
Trustee Eric Szucs	X	Yes		No		Abstain		Absent	
<b>VOTE TOTAL:</b>									
	4	Yes	0	No	0	Abstain	1	Absent	
<b>RESULTS</b>									
	X	<b>PASS</b>					<b>FAIL</b>		

Motion by Trustee Szucs and seconded by Trustee Koerner, the Board exit executive session at 7:48 pm.

The motion was passed upon the following vote:

<b>VOTE</b>									
Mayor Donna Schiener	X	Yes		No		Abstain		Absent	
Trustee Lisa Byers	X	Yes		No		Abstain		Absent	
Trustee Andy Koerner	X	Yes		No		Abstain		Absent	
Trustee Elwyn Roll		Yes		No		Abstain	X	Absent	
Trustee Eric Szucs	X	Yes		No		Abstain		Absent	
<b>VOTE TOTAL:</b>									
	4	Yes	0	No	0	Abstain	1	Absent	
<b>RESULTS</b>									
	X	<b>PASS</b>					<b>FAIL</b>		

**MOTION TO EXTEND VACATION TIME**

Motion by Trustee Szucs and seconded by Trustee Byers to allow an employee to use accrued vacation time for an extended medical leave as needed.

The motion was passed upon the following vote:

<b>VOTE</b>								
Mayor Donna Schiener	X	Yes		No		Abstain		Absent
Trustee Lisa Byers	X	Yes		No		Abstain		Absent
Trustee Andy Koerner	X	Yes		No		Abstain		Absent
Trustee Elwyn Roll		Yes		No		Abstain	X	Absent
Trustee Eric Szucs	X	Yes		No		Abstain		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>
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**REPORTS RECEIVED**

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

- None

**ADJOURN**

There being no further business to come before the Board the meeting duly adjourned at 7:48 pm upon motion by Trustee Byers and seconded by Trustee Szucs.

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Clerk/Treasurer

3-08-2023 9:53 AM

BUDGET ADJUSTMENT REGISTER

PAGE: 1

PACKET: 00488-BUDGET AMEND 03/07/2023

BUDGET CODE: CB-Current Budget

FUND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
-----							
Budget Adj. # 001050							
001 5-3120-100-1000	3/07/2023	BUDGET AMEND 03/07/ PERSONNEL SERVICES-REG DEPT: POLICE DEPARTMENT	3,182.67	434,130.00	32,500.00-	404,812.67	136,824.39
001 5-3120-101-1005	3/07/2023	BUDGET AMEND 03/07/ DWI PROJECT 168 DEPT: POLICE DEPARTMENT	3,092.69	0.00	2,165.51	5,258.20	1,131.71
001 5-3120-401-4000	3/07/2023	BUDGET AMEND 03/07/ DWI EXP PROJECT 168 DEPT: POLICE DEPARTMENT	90.00	0.00	0.00	90.00	200.00-
-----							
Budget Adj. # 001051							
001 4-3389-0100	3/07/2023	BUDGET AMEND 03/07/ ST AID: OTHER PUBLIC SAFETY	16,000.00	0.00	0.00	16,000.00-	0.00
001 5-3120-200-2000	3/07/2023	BUDGET AMEND 03/07/ EQUIPMENT DEPT: POLICE DEPARTMENT PACKET NOTES: STOP DWI GRANT \$3182.67 NYS DIV CRIMINAL JUSTICE BODY CAMS GRANT \$16000	16,000.00	1,000.00	2,871.32	19,871.32	18,845.13
TOTAL NO. ADJUSTMENTS--REVENUE:						1	16,000.00
TOTAL NO. ADJUSTMENTS--EXPENSE:						4	22,365.36
TOTAL IN PACKET--							38,365.36

\*\*\* BUDGET DEFICIT WARNINGS \*\*\*

FUND ACCOUNT	NAME	BALANCE
001 5-3120-401-4000	DWI EXP PROJECT 168	200.00-
TOTAL WARNINGS: 1		

\*\*\* NO ERRORS \*\*\*

\*\*\* END OF REPORT \*\*\*

VENDOR	AMOUNT	VENDOR	AMOUNT
ACTIVE IT DESIGN, LLC	\$ 4,230.00	KEY BANK	\$ 857.00
AFLAC NEW YORK	\$ 1,308.10	KNW SALES, LLC	\$ 199.80
AMAZON CAPITAL SERVICES	\$ 1,172.64	KUTZUBA, ROBERT	\$ 2,000.00
ARCADE LUMBER & MILLWORK	\$ 175.49	LINDSLEY, BRANDON	\$ 164.50
ARCADE POSTMASTER	\$ 2,197.84	MEUA - MUNICIPAL ELECTRIC UTIL	\$ 160.00
ARCADE POSTMASTER	\$ 387.60	MUNICIPAL SOLUTIONS, INC	\$ 205.28
ARCADE POSTMASTER	\$ 290.00	MUNICIPAL SOLUTIONS, INC	\$ 442.72
AUTOMOTIVE ALLEY INC	\$ 1,123.60	NATIONAL FUEL	\$ 2,585.59
C & G ELECTRICAL SUPPLY	\$ 266.35	NEW YORK STATE DEFERRED COMPEN	\$ 4,916.59
CHARTER COMMUNICATIONS HOLDING	\$ 229.98	NGT CORPORATION	\$ 1,595.00
CINTAS CORPORATION #782	\$ 158.36	NOCO ENERGY CORP	\$ 2,308.68
CONNOR, FRANCIS S.	\$ 263.00	NYS & LOCAL RETIRE SYSTEM	\$ 5,344.06
CONROY MOTOR CORPORATION	\$ 100.00	NYS CHILD SPRT PROCESSING	\$ 500.46
CORE & MAIN LP	\$ 2,190.36	NYS INCOME TAX	\$ 4,323.89
CSEA	\$ 849.04	NYS INCOME TAX	\$ 22.11
CSEA BENEFIT UNIT	\$ 1,437.70	NYS INCOME TAX	\$ 526.50
CSEA POLICE UNIT	\$ 201.01	OFFICE OF STATE COMPTROLLER	\$ 2,956.25
CURR A/C ELECTRIC	\$ 8,765.14	PIKE HARDWARE	\$ 45.90
CURR A/C SEWER	\$ 165.44	PRUTSMAN, AMANDA	\$ 1,000.00
CURR A/C WATER	\$ 2,269.44	PVS - CDI CHEMICALS, INC	\$ 4,616.00
DANNY HEINEMAN & SONS INC	\$ 1,049.22	RENAISSANCE LIFE & HEALTH INSU	\$ 247.02
DE LAGE LANDEN FINANCIAL SERVI	\$ 99.00	SOUTER, ROBERT A	\$ 295.00
E.J. PRESCOTT, INC	\$ 765.29	SOUTHERN TIER ELECTRIC SUPPLY	\$ 11,270.00
EMERGENCY MEDICAL PRODUCTS INC	\$ 183.21	SS DIESEL & AUTO LLC	\$ 345.45
FORBES COURT REPORTING SERVICE	\$ 174.20	TRACTOR SUPPLY CREDIT PLAN	\$ 247.77
GRAINGER	\$ 49.50	TRI-COUNTY SUPPLY INC	\$ 72.00
HD SUPPLY INC	\$ 97.88	VERIZON	\$ 140.97
HIGHMARK WESTERN & NORTHEASTER	\$ 37,852.74	VERIZON WIRELESS	\$ 724.28
HOPKINS SORGI & MCCARTHY PLLC	\$ 342.60	VILLAGE OF ARCADE	\$ 145.00
HORNER, HILARY	\$ 28.00	VILLAGE OF ARCADE	\$ 529.16
IN. SITE: ARCHITECTURE, LLP	\$ 346.50	WARD & KUTZUBA PLLC	\$ 25.00
IN. SITE: ARCHITECTURE, LLP	\$ 5,677.25	WASTE MANAGEMENT OF NEW YORK L	\$ 10,369.56
IRS - FEDRAL PAYROLL TAX PAYME	\$ 24,241.79	WYOMING COUNTY DEPT OF HEALTH	\$ 64.00
IRS - FEDRAL PAYROLL TAX PAYME	\$ 51.45	WYOMING COUNTY DEPT OF HEALTH	\$ 593.00
IRS - FEDRAL PAYROLL TAX PAYME	\$ 1,678.54	WYOMING COUNTY VILLAGE ASSOCIA	\$ 160.00
JOHN SIXT & SON, INC.	\$ 17.07	ZIMMER AUTO PARTS & SALES INC	\$ 590.78
<b>COLUMN TOTAL</b>	<b>\$ 100,435.33</b>	<b>COLUMN TOTAL</b>	<b>\$ 60,589.32</b>
		<b>GRAND TOTAL</b>	<b>\$ 161,024.65</b>