

MINUTES – Alfred Village Board of Trustees Meeting

September 13, 2011

Present: Mayor Clark, Trustees Bowden, Dosch, Prophet, Rasmussen; Clerk-Treasurer Koegel; Police Chief O’Grady, 2 members of the Planning and Zoning Board, Tax Assessor Putt, approximately 5 members of the public and 1 member of the press

1. **Meeting Opening** – Mayor Clark opened the meeting at 7:30 p.m.
2. **Executive Session** – **A motion was made** and seconded by Trustees Dosch/Bowden to go into Executive Session for 15 minutes to discuss matters leading to the employment of a particular person. Motion passed 5-0. The Session included Village Attorney J. Timothy Embser and Police Chief O’Grady. No action was taken. Executive session closed at 7:45 p.m.
3. **Minutes**
 - a. Regular Meeting of July 12, 2011 - **A motion was made** and seconded by Trustees Bowden/Dosch to approve the minutes as written. Motion passed 5-0.
 - b. Special Meeting of July 29, 2011 - **A motion was made** and seconded by Trustees Rasmussen/Bowden to approve the minutes as written. Motion passed 5-0.
 - c. Special Meeting of August 22, 2011 - **A motion was made** and seconded by Trustees Dosch/Bowden to approve the minutes as written. Motion passed 5-0.
 - d. Special Meeting of August 30, 2011 - **A motion was made** and seconded by Trustees Dosch/Bowden to approve the minutes as written. Motion passed 5-0.
4. **Announcements**
 - a. Terrace Street Bridge – Mayor Clark announced the project is scheduled for completion this fall.
 - b. Hydrofracking – Local Moratorium – Trustee Rasmussen announced an Alfred Town Public Hearing scheduled for September 22, 2011 at 6:30 in the Alfred Station Fire Hall.
5. **Guests**
 - a. Suzanne Putt, Alfred Town Tax Assessor – Question & Answer Session on general assessment procedures and policies
 - i. What Raises an Assessment? – Not necessarily the dollar amount invested, but amounts invested in projects that raise market value. Maintenance may improve the listed condition eventually; Market value is what drives assessment values.
 - ii. New York Main Street Grant – Will property owner investments increase assessments? Not necessarily: Many of the projects involve maintenance work which will improve the “condition” listing, however assessments are based on market value, not the amount invested.
 - iii. Equalization Rate – Has dropped to 99%, primarily due to increasing land values. Since we pay taxes on the assessed value, then if that value drops due to the equalization rate, property tax rates increase.
 - iv. Do Assessments Increase Based on the Amounts Listed on Building Permits? – No, the assessments are based on market value.
 - v. In What Category are Boarding Houses Assessed? – There is no specific category for Boarding Houses; those buildings with multiple bedrooms and one kitchen are considered single-family residences.

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6. New Business

- a. **Village Annual Audit** – **A motion was made** and seconded by Trustees Dosch/Prophet to acknowledge receipt of Independent Audit of Village of Alfred Financial Statements for the period June 1, 2010 – May 31, 2011 from Elizabeth Schiralli, CPA. Motion passed 5-0.
- b. **Hazard Mitigation Plan** – Local adoption of county plan was tabled until October to allow additional time to review the plan, which includes values of infrastructure as used in process of determining eligibility for FEMA funding.
- c. **Main St. Grant project** –
 - i. **13 North Main St.** – **A motion was made** and seconded by Trustees Rasmussen/Dosch to approve 2010 New York Main Street Grant SHARS #20103344 Contract with Marc and Carolyn Rawady and Gummers Custom Glass for a total price of \$11,500.00 and total grant reimbursement of \$8,625.00 for window replacement, with work to be completed between 9/14/11 and 3/31/11. Motion passed 5-0.
 - ii. **23 North Main St.** – **A motion was made** and seconded by Trustees Prophet/Dosch to approve 2010 New York Main Street Grant SHARS #20103344 Contract with Stan Wisniewski and Crossfire Protection Eng. for a total price of \$4,200.00 and total grant reimbursement of \$3,000.00 for sprinkler design costs, with work to be completed between 9/14/11 and 10/31/11. Reimbursement is contingent on the completion of the project conveyed in the design documents in a manner that is satisfactory to the LPA and the Village Code Enforcement Officer. Motion passed 5-0.
 - iii. **Administrative Fees** – Amount of the administrative advance remaining is only \$800. Administrative invoices total \$6,221.77. To pay we would have to borrow from the General Fund until such time as we close projects. **A motion was made** and seconded by Trustees Prophet/Bowden to authorize the transfer of \$6,000 from the General Fund to the Capital Projects Fund for the 2010 NYMS Grant project administration fees. Motion passed 5-0.
- d. **November 2011 Water Bill Inserts** – **A motion was made** and seconded by Trustees Dosch/Bowden to approve Disaster Preparation insert to be included with November water bill mailing and posted on the website. Motion passed 5-0.
- e. **Parking Ordinance** – **A motion was made** and seconded by Trustees Dosch/Prophet to allow overnight parking on Park Street during the summer. Motion passed 5-0. Direction was made to the Streets Dept. to remove the relevant no parking signs.
- f. **Part-Time Police Officers** – **A motion was made** and seconded by Trustees Bowden/Rasmussen to abolish the positions of part-time police officers Howe and Boyle due to records showing they have worked few hours over a period of years and the resultant evaluation that those positions are not useful. Motion passed 5-0. This leaves the department with seven part-time officer positions.

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7. Old Business

- a. Election District – Polling Places – Upon resident inquiry about postcards received from the County Board of Elections, Mayor Clark explained the cards were in error and revised cards will be sent out by the County; he confirmed the 2011 village polling place will be the A.E. Crandall Fire Hall.
- b. Theater Space – The board discussed revisiting the policy with regard to access for non-profit, charity, and social groups. Trustees Rasmussen and Prophet will create a proposal for the October board meeting.
- c. Colleges and Public Safety – Continued discussion, with action tabled for a future meeting.
- d. Water Meter readers – **A motion was made** and seconded by Trustees Rasmussen/Prophet to purchase 270 rebuilt meters with registers with 15-year warranties and touch pads this year and 180 next year. Total cost \$27,860 this year and \$18,575 next year. Total cost \$46,435. Motion passed 5-0.
- e. Code Enforcement Officer requested \$434 for training expense reimbursement (\$279 mileage; \$89 room; \$66 meal - \$434 total) – 4 separate classes in Sept. and Oct. **A motion was made** and seconded by Trustees Dosch/Rasmussen to authorize \$434 in reimbursement to Charles Cagle for code enforcement officer training expenses. Motion passed 5-0.

8. Reports

- a. **Police** – Officer O’Grady gave the report for July/August.
- b. **Youth & Recreation** – Trustee Prophet gave the report for July/August
 - i. Welcommunity this year occurred with little publicity and little support for the creators. Jeannie Hyland and Nadine Hoover of “Hair Care” invited all international students from both campuses and any new faculty or staff to join them at the band stand. There those in attendance were introduced to the services and volunteer opportunities available in the village. Vanilla ice cream and maple syrup were offered as refreshment. Some members of Alfred Alive provided publicity. In all, about fifty people attended.
- c. **Streets & Water** – Trustee Dosch gave the report for July/August
 - i. Sidewalk – The sidewalk on Main St. in front of the bandstand will be replaced, hopefully before winter. No whole trees will be removed in the process, but roots will be cut when necessary which could weaken some trees to the point that they may experience a shortened life – at which time they will be removed.
 - ii. Theater seating – All of the wood and metal seats have been removed from the Parish House attic, cleaned, repaired and moved to the Village Hall theater.
 1. Theater Chair Storage - Trustee Dosch was asked to contact Don Cameron of Alfred 21st Century Group about storing the metal chair components in the basement of the Village Hall.

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- iii. Tree trimming – The NYSEG contractor will be trimming around all high voltage lines (the three wires at the top of the poles) in the Village in the next few months. Affected property owners should have been notified already.
- iv. Street ownership – The Village Infrastructure ownership maps are now complete enough to begin our discussions with Alfred University. We are trying to set up a meeting with Alfred University.
- v. Water Testing for Radon – A village resident requested the village consider testing for radon in its water supply, if it doesn't already, in order to have a baseline. Mayor Clark suggested we check with the Health Department to see if they have standards on radon.
- d. **Planning Board** – Trustee Rasmussen gave the report for the meeting of Sept. 1st.
 - i. Complete Streets Project – Highlights of the Spring analysis of pedestrian/bicycle safety were presented at meeting of August 26. On Sept. 23 there is a meeting at Village Hall at 2:30, and in October there may be proposals for the board to consider.
 - ii. Rezoning of fraternities and sororities – Proposal still under discussion.
- e. **Housing and CEO Report** – Trustee Rasmussen gave the report for July/August
- f. **WWTP Plant** – Trustee Bowden gave the report for July/August
 - i. Chesapeake Bay Strategy – The Village Board and legal counsel continue communication with the NYSDEC regarding proposed new nitrate and phosphate levels that would potentially require expensive modifications at the WWTP.
 - ii. **WWTP Digester Cover:** The WWTP has continued to operate without major problems even with the digester continuing to be off – line due to a construction error in the size of the digester cover. If the alteration of the cover is prolonged, there will be additional expense for hauling sludge from the plant. When the new cover was placed on the digester, it did not fit properly and was removed. Proposed modifications from the company that designed it have been received.
 - 1. **Change Order:** Mayor Clark reported from a meeting with the engineer that took place last week. The board is advised that Blue Heron could not determine the size of the corbel ledge prior to removing the cover and therefore the extra cost of necessary modifications should be considered; however since there was ample time for Blue Heron to field verify all existing conditions prior to settling the new cover into place, the costs associated with setting the modified cover into place is an extra cost that should not be borne by the village. **A motion was made** and seconded by Trustees Dosch/Bowden to approve a change order in the amount of \$13,892.51 to cover the modifications to the digester cover. Motion passed 4-1.
- g. **Fire & Ambulance** – Trustee Bowden gave the report for July/August
- h. **Clerk-Treasurer** – The Board received a written report from Clerk-Treasurer Koegel
- i. **Court** – The Board received a written report from Justice Bush

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9. Working Groups

- a. Theater Use Policy – Trustees Prophet/Rasmussen

10. **Fiscal Summary** – **A motion was made** and seconded by Trustees Rasmussen/Dosch to acknowledge receipt of fiscal summary and financial statements for the periods ending July 31, 2011 and August 31, 2011. Motion passed 5-0.

11. Bills

- a. **A motion was made** and seconded by Trustees Bowden/Dosch to approve payment of **Abstract 2012-3** in the total amount of \$132,865.36 as detailed below and on the abstract list distributed to the board. Motion passed 5-0.

- i. General Fund \$66,960.48

- ii. Water Fund \$7,246.30

- iii. Sewer Fund \$13,258.58

- iv. Capital Projects Fund \$45,400.00

- b. **A motion was made** and seconded by Trustees Dosch/Rasmussen to approve payment of **Abstract 2012-4** in the total amount of \$1,045,247.69 as detailed below and on the abstract list distributed to the board. Motion passed 5-0.

- i. General Fund \$125,858.73

- ii. Water Fund \$76,718.83

- iii. Sewer Fund \$14,448.36

- iv. Capital Projects Fund \$828,221.77

12. **Adjournment** – The meeting was adjourned at 9:32 p.m.

13. Upcoming Meetings

- a. The next regular board meeting will be October 11, 2011 at 7:30 p.m.