

# MINUTES – Alfred Village Board of Trustees Meeting

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December 13, 2011

**Present:** Mayor Clark, Trustees Bowden, Dosch, Rasmussen; Clerk-Treasurer Koegel; Police Chief O’Grady, and 1 member of the press

1. **Meeting Opening** –Mayor Clark opened the meeting at 7:30 p.m.

2. **Minutes**

a. Regular Meeting of November 8, 2011– **A motion was made** and seconded by Trustees Bowden/Rasmussen to approve the minutes as written. Motion passed 4-0.

3. **Announcements**

a. Employee Evaluations – The Mayor requested the Board of Trustees complete evaluations of the Supervisors of their assigned Department by Jan 31<sup>st</sup>; request was also made that Department supervisors review their department employees.

b. Budget Estimates – The Mayor requested budget estimates from Department supervisors to the Clerk-Treasurer by Jan. 15<sup>th</sup>

c. International Lion’s Club Tree Planting – Trustee Bowden requested that the Village propose a place for a tree to be planted in the spring.

d. Property Tax Cap Workshop – Several members of the board plan to attend a workshop to be held by NYCOM at Alfred State College.

4. **New Business**

a. Bank Signatory Authority – **A motion was made** and seconded by Trustees Bowden/Rasmussen to authorize Deputy Clerk-Treasurer Carolyn Hasper to sign checks on all Village of Alfred accounts, to process online transfers and payroll direct deposits. Motion passed 4-0.

b. NYS DOT Snow and Ice Agreement Renewal – **A motion was made** and seconded by Trustees Dosch/Rasmussen to approve the Snow and Ice 2011/12 extension of Contract D014718 between the State of New York and the Village of Alfred in the amount of \$3,827.63. Motion passed 4-0.

c. Main St. Grant Project – **A motion was made** and seconded by Trustees Rasmussen/Dosch to acknowledge the withdrawal of 15 Church St. from program and to accept with appreciation the NYMS Grant Committee’s proposed distribution of grant funds as follows; Motion passed 4-0:

i. Distribute \$15,000 to 60 North Main St., for those renovations that have maximum likelihood of successful completion within constraints of the Program calendar.

ii. Distribute \$15,000 to 36 North Main St., for those renovations that have maximum likelihood of successful completion within constraints of the Program calendar.

iii. Reserve \$15,000 for adjustments necessary to meet SHPO requirements or unforeseen situations encountered during construction.

iv. Reserve \$15,000 to fund awnings on 17 N. Main, 19 N. Main, 13 N. Main, 15 N. Main and 27 N. Main.

d. Main St. Grant Project - Contract Approvals were postponed for a future meeting.

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- e. Budget Meeting Scheduling – Budget meetings were scheduled for February 21, 2011 at 6:00 p.m. and March 20, 2011 at 6:00 p.m.
- f. Zoning Proposal – **A motion was made** and seconded by Trustees Rasmussen/Dosch to allow the Alfred Village Planning Board to forward their proposal to the village attorney for review. Motion passed 4-0.
- g. Sewer Lateral Policy – The board discussed this policy and the plan to review and change into a proposal for a local law, for review by the village attorney.

## 5. Old Business

- a. Piano Policy – Board discussion
- b. Fire Department – The board discussed ways to respond to the pleas for members in A.E. Crandall Fire and Ambulance Company. They suggested meeting with both local fire companies to discuss how they might work together, as well as proposing to Alfred University that they reinstitute an emphasis on community service as part of the official criteria for faculty at Alfred University.
- c. Colleges and Public Safety – Mayor Clark stated he had some dialogue with President Anderson about the letter from the Village regarding charges for public safety, and shared services continued to be a desired goal. Mayor Clark planned to talk to Alfred University administration about the letter as well.
- d. Elections – The board requested Clerk-Treasurer to set up a meeting with the County Election Commissioners and Alfred Town board members to take place the following Monday afternoon.

## 6. Reports

- a. **Planning and Zoning** – Trustee Rasmussen gave a written report in advance of the meeting.
  - i. AU Building Project – Trustee Rasmussen agreed to follow-up with Code Enforcement Officer Cagle about verification that the planned NYS College of Ceramics Health and Wellness Center is being inspected.
- b. **Streets & Water** – Trustee Dosch gave the report
  - i. Theater Chairs – Trustee Dosch will work with the Streets Dept. to provide notice in the paper of an option to obtain upholstered chairs with metal that are no longer needed by the Village.
  - ii. Street Ownership – Trustee Dosch plans to meet with Alfred University to discuss this issue.
  - iii. Village Shop – Trustee Rasmussen suggested the placement of a stockade fence on Reynolds Street at the Village Shop to provide a low-visibility holding area for scrap materials.
- c. **Wastewater Treatment Plant** – Trustee Bowden gave a written report in advance of the meeting.
  - i. DEC/EPA Requirements – With near completion of the digester renovation, the return of the WWTP to full capacity continues optimal conditions of the digester such as temperature and pH are restored. Chemical levels continue to fall within required limits. In addition to routine Plant maintenance and repairs, Tom and

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Roy are working with engineers on how to meet Chesapeake Bay Compliance requirements, and are working on a Mercury Minimization Program.

- d. **Housing and Code Enforcement** - Trustee Rasmussen gave a written report in advance of the meeting.
  - e. **Police** – Chief O’Grady gave a written report in advance of the meeting.
    - i. Police Reports – The board agreed to consider the use of CarFax for reporting as a possible venture as long as the associated fee is minimal, and requested Chief O’Grady to get a contract for the village to look at.
  - f. **Clerk-Treasurer** – Clerk-Treasurer Koegel gave a written report in advance of the meeting.
7. **Executive Session** – **A motion was made** and seconded by Trustees Bowden/Rasmussen to enter into Executive Session to discuss Teamsters Union Negotiations and the Employment History of Particular Person Motion passed 4-0. No action was taken. **A motion was made** and seconded by Trustees Rasmussen/Bowden to leave Executive Session. Motion passed 4-0.
  8. **Water/Sewer Accounts** – **A motion was made** and seconded by Trustees Rasmussen/Bowden to grant requests for credit for Accts. E680, A638, A647, E448, and N493 in the total amount of \$50.18. Motion passed 4-0.
  9. **Fiscal Summary** – **A motion was made** and seconded by Trustees Bowden/Dosch to acknowledge receipt of fiscal summary and financial statements for the period ending November 30, 2011. Motion passed 4-0.
  10. **Budget Adjustments** – **A motion was made** and seconded by Trustees Dosch/Rasmussen to appropriate \$10,718 from the General Fund balance to account A90108 for retirement expense for Steve Kilmer for the period 2004-2010, due this month. Motion passed 4-0.
11. **Bills**
    - a. **A motion was made** and seconded by Trustees Bowden/Dosch to approve payment of **Abstract 2012-7** in the total amount of \$232,383.77 as detailed below and on the abstract list distributed to the board.
      - i. General Fund \$148,493.31
      - ii. Water Fund \$37,468.22
      - iii. Sewer Fund \$43,351.34
      - iv. Capital Projects Fund \$3,070.90
    - b. **Adjournment** – The meeting was adjourned at 10:40 p.m.
12. **Upcoming Meetings**
    - a. The next regular board meeting will be January 10, 2012 at 7:30 p.m.