

# MINUTES – Alfred Village Board of Trustees Meeting

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July 12, 2011

**Present:** Mayor Clark, Trustees Dosch, Prophet, Rasmussen; Clerk-Treasurer Koegel; Wastewater Treatment Plant Chief Operator Costello and Operator Rosenberger, approximately 6 members of the public and 1 member of the press

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

2. **Honored Guest**

- a. Thomas Costello, WWTP Chief Operator – Mayor Clark presented a 25-year service recognition certificate and gift certificate from the board, and thanked Mr. Costello for his excellent service. Mr. Costello thanked the board for making the Village of Alfred a good place to work. Trustee Rasmussen suggested that the Wastewater Treatment Plant have an open house this fall for the public to have an opportunity to become aware of plant operations.

3. **Announcements**

- a. 2012 County Fire Convention - A.E. Crandall will be hosting the convention next year in July.
- b. Town of Alfred – Council member Mary Stearns reported that a proposed rental law and preliminary discussion on a possible fracking moratorium will be discussed at the July town board meeting.

4. **Minutes**

- a. June 14, 2011 – Trustee Rasmussen requested the minutes, section 2.e.i. to be amended from “properties in the village being tax exempt” to “property value” being tax exempt, and to say Cobleskill is “considering” dissolving their public safety department rather than to say they dissolved it. **A motion was made** and seconded by Trustees Rasmussen/Dosch to approve the minutes of the Regular Meeting of June 14, 2011 as amended. All members present were in favor. Motion passed 4-0.

2. **Bids**

- a. Hill/High Street Water Project – One bid was received. **A motion was made** and seconded by Trustees Prophet/Dosch to approve \$110,390 low bid from Blue Heron Construction for the Hill and High Street Water Improvement project. All members present were in favor. Motion passed 4-0. The High/Hill water project bid came in significantly below budget. Some of the savings is due to using horizontal boring and plastic pipe as opposed to the traditional method of digging trench and using iron pipe.
  - i. Hydrants – A fire dept. member questioned whether the hydrants would be offline at any time during this project, to which Mayor Clark responded they turn them off one at a time.
- b. South Main Paving–Three bids were received: \$96,000 from Villager Construction, \$107,702 from Babcock Enterprises, and \$109,000 from Blades. **A motion was made** and seconded by Trustees Dosch/Prophet to approve \$96,000 low bid from Villager Construction for Milling and Resurfacing of South Main Street. All members present were in favor. Motion passed 4-0.
  - i. Fire Dept. Parking Lot – A fire dept. member questioned whether the parking lot could be paved at the same time as South Main St., to which Mayor Clark responded that the paving project is over budget and therefore that would not be possible to consider at this time.

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## 5. New Business

- a. **Village Annual Audit** – A motion was made and seconded by Trustees Rasmussen/Dosch to approve auditing service proposal in the amount of \$4,400 from Elizabeth Schiralli, CPA to audit the Village of Alfred financial statements for fiscal year 2010-2011. All members present were in favor. Motion passed 4-0.
- b. **Village Court Annual Audit** – A motion was made and seconded by Trustees Rasmussen/Prophet to approve auditing service proposal in the amount of \$1,000 from Elizabeth Schiralli, CPA to audit the Village of Alfred Court financial records and dockets for fiscal year 2010-2011. All members present were in favor. Motion passed 4-0.
- c. **Code Office Temp. Assistant**–A motion was made and seconded by Trustees Prophet/Dosch to approve the Mayor to appoint Carolyn Hasper as a temporary office aide, for a code enforcement office organization project, at \$8.50/hour, up to a maximum of \$700. All members present were in favor. Motion passed 4-0.
- d. **Seventh Day Baptist Church Parking Lot Agreement**– A motion was made and seconded by Trustees Dosch/Prophet to approve renewed 3-year agreement with Seventh Day Baptist Church for parking lot use. All members present were in favor. Motion passed 4-0.
- e. **Parking Law**–The board discussed a resident letter about overnight parking on Park Street; discussion tabled until Chief O’Grady can issue a comment on the topic.
- f. **Water Bill Inserts** – The board discussed and approved information to be included in the August water bill inserts, to include a message from the Planning and Zoning Board, and a reminder about the Dog Control Law. Requests were made to also include information about seeking election inspectors and fire department members. Village resident Doug Turner offered to assist in stuffing envelopes, should the need arise.

## 6. Old Business

- a. **Colleges and Public Safety** – Mayor Clark distributed to the board a draft letter to both colleges that would introduce a long-term plan to bill them for public safety. The letter is preliminary, with details on equitable amounts and procedure of billing still to be discussed. Finalization and distribution are targeted for this fall. Village residents in attendance at the meeting praised the concept of the plan.
- b. **Property Tax Assessments** – Trustee Rasmussen met with Code Enforcement Officer Cagle and Town Assessor Suzanne Putt to look at properties with low assessments, primarily income-earning single-family houses. Some are owned by Alfred University, some are not. She reported Assessor Putt is attuned and agrees with the questions we’ve raised.
  - i. **Public Information Session** – Assessor Putt has agreed to attend the September board meeting to inform residents about the assessment process and general time tables and policies.

## 7. Reports

### a. Mayor

- i. **Election** – Mayor Clark gave an update on the proposed consolidation of election districts in the Town of Alfred. On July 12<sup>th</sup> the Village received less than four hour notice of requested attendance at a meeting with county election

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commissioners and county attorney. After the meeting, attended by Deputy Mayor Rasmussen and Clerk-Treasurer Koegel, the Village received a fax from the county attorney. This letter requested the village drop legal action against the board of elections in exchange for holding off on district consolidation for the current year. Mayor Clark recommended the Village agree to the terms. Trustee Rasmussen commented on the helpfulness and generosity of members of the A.E. Crandall Fire Department in offering the use of their space for the 2011 fall election.

1. District Consolidation – Future – Mayor Clark and Trustee Rasmussen stated there should now be a clear understanding that the Town and Village will work together to determine what is in the best interests of all the citizens of the town. Mayor Clark suggested that a group of people visit other election sites to learn what is being done elsewhere, next Election Day.
- b. **Police** – The report for June was distributed by Chief O’Grady in advance of the meeting.
  - c. **Youth & Recreation** – Trustee Prophet reported that the Summer Sports Festival is in session.
  - d. **Planning and Zoning Board**– Trustee Rasmussen distributed the report for July in advance of the meeting and reported that the July 7<sup>th</sup> meeting did not have a quorum. Information and consultation occurred with several parties. The board had to call another meeting for Tuesday, July 12.
    - i. Montessori School Garden – There is interest in restoring a garden at the property.
  - e. **WWTP** – The report for June was distributed by Trustee Bowden in advance of the meeting and was discussed by Chief Operator Costello.
  - f. **Streets/Water** – Trustee Dosch distributed the report for June in advance of the meeting.
    - i. Street ownership – The Village Infrastructure ownership maps are now complete enough to begin our discussions with Alfred University.
    - ii. Sidewalk – The sidewalk on Main St. in front of the bandstand will be replaced before the end of summer. 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.
    - 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 will be notified soon.
  - g. **Housing/Code Enforcement**– Trustee Rasmussen distributed the report for June in advance of the meeting.
  - g. **Clerk-Treasurer** – Clerk-Treasurer distributed the report for June in advance of the meeting.
    - i. Main St. Grant project – Amount of the administrative advance remaining is only \$800. Administrative invoice is \$2,000. 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 Dosch/Prophet to approve a \$2,000 inter-fund loan from the General Fund to the Capital Projects Fund – NYMS Grant to pay administrative fees in advance of additional drawdown for completion of projects. All members present were in favor. Motion passed 4-0.

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- ii. Village Hall–New handle on front door was installed; Directory sign in ground, awaiting lettering.

## 8. Working Groups

## 9. Fiscal Summary

- a. **June 30, 2011** – A motion was made and seconded by Trustees Prophet/Dosch to acknowledge receipt of the fiscal summary and financial statements for the period ending June 30, 2011. All members present were in favor. Motion passed 4-0.

## 10. Budget Adjustments

- a. A motion was made and seconded by Trustees Dosch/Rasmussen to increase Sewer Fund \$1,572.06 due to insurance repair to vehicle; Use \$3,600 in contingency funds in General Fund to cover South Main paving increase in bid amount over budgeted cost; and Return \$64,610 in appropriated fund balance to Water Fund due to low bid on water project. All members present were in favor. Motion passed 4-0.

## 11. Bills

- a. **Abstract 2012-2** – A motion was made and seconded by Trustees Prophet/Rasmussen to approve payment of the bills from Abstract 2012-2 in the total amount of \$194,904.43 as detailed below and on the abstract list distributed to the board. All members present were in favor. Motion passed 4-0.
  - i. General Fund \$76,797.94
  - ii. Water Fund \$7,135.09
  - iii. Sewer Fund \$12,372.21
  - iv. Capital Projects Fund \$98,599.19
- b. **Abstract 2012-3** – A motion was made and seconded by Trustees Prophet/Dosch to pre-approve payment of the bills from Abstract 2012-3, to be detailed and on an abstract list distributed to the board at the September meeting. All members present were in favor. Motion passed 4-0.

12. Adjournment – The meeting was adjourned at 9:17 p.m.

## 13. Upcoming Meetings

- a. Next Regular Board meeting Tuesday, September 13, 2011 at 7:30 p.m.

Respectfully submitted,

Kathryn L. Koegel, Clerk-Treasurer