

**PROCEEDINGS OF SPECIAL MEETING OF THE BOARD OF TRUSTEES
JANUARY 22, 2014**

Present

Mayor: Robert C. Corby
Trustees: Lili Lanphear
Lorie Boehlert
Tim Galli
Frank Galusha
Village Clerk: Dorothea Ciccarelli
**Treasurer and
Recording Secretary:** Mary Marowski

CALL TO ORDER

A **motion** was made by **Mayor Corby**, **seconded by Trustee Boehlert**, to call the meeting to order at 7:00 PM.
Vote: Corby – yes, Galli – yes, Lanphear– yes, Boehlert – yes, Galusha – yes. **Motion carried.**

BUDGET MEETING SCHEDULE

The budget meeting schedule presented was satisfactory with all the Board members. Conflicts were noted.

BUDGET MEETING DISCUSSION

DPW items presented for discussion:

- Trucks for replacement consideration are the 1-ton F450 dump truck, 1-ton F350, and the Ford pick-up truck. Total net budget effect would be \$51,500.
- Equipment reserve to be established at \$59k
- Road maintenance for varied road treatments was considered for Boughton Ave.(mill & pave \$34K), and slurry seal for Church Street, and Locust Street. Pavement patchwork needs to be done on Sutherland and the removal of the grass median on E. Jefferson Rd. should be done this spring.
- Sidewalk replacement is approximately \$10K. Areas for consideration are portions of Boughton Ave, S. Main St. (between Rand Pl. and Eastview Terrace), portions of South Street, Maple Street, and Church St. Further analysis of this project needs to be done.
- Infrastructure needs were discussed with Scott Harter. It was recommended that the village obtain an analysis of the infrastructure status and devise a program for repairs/maintenance. Work logs that state where potential problems exist should be kept. His estimate for a potential siphon replacement cost was approximately \$225K. Bob will meet with Kelly Kline to discuss what procedure should be followed in the event of a sewer issue.
- Scott Harter reviewed the estimates for the installation of an electric generator for Wood Creek. A cost estimate of \$31K is probable. A bid would be required. The Board will authorize Scott Harter to take this project out to bid at the 1/28/14 meeting. Wood Creek is a village responsibility for sewer maintenance.
- Catch Basins need further assessment.
- Our street lights are in need of repair/replacement. It will cost approximately \$1K per fixture. A needs assessment will be required to determine the number of fixtures that will be necessary for immediate replacement.
- Tree trimming needs to take place with some of our weaker trees. Currently we budget monies annually to render this service. It was suggested to allot the same amount for the upcoming year.
- Tree plantings are budgeted for the same amount. An Urban Forestry grant has been applied for but the award approval will not be known until later in this year.

Office items presented for discussion:

- Our computer service agreement is about to expire. It was decided that an additional 10 hours would be contracted to cover the balance of our needs for the 2013-14 fiscal year. An additional 25 hours is to be budgeted for the 2014-15 budget year.
Motion: A **motion was made by Mayor Corby**, **seconded by Trustee Galusha**, to approve 10 hours of service for our computer needs.
Vote: Corby – yes, Galli – yes, Lanphear– yes, Boehlert – yes, Galusha – yes. **Motion carried.**
- Village Clerk Ciccarelli requested to have a “Cutie pdf merge” program for two computers at a cost of \$45 each. The Board was in agreement with this request.

- Village Clerk Ciccarelli requested to purchase a larger monitor (23") for her use. It was suggested that she get a cost from Staples for this purpose.
- Laptops for the Board members were discussed. We have one quote for approximately \$5,600. The Board felt this quote was too high and that other quotes would be needed.
- A kitchen remodel to install a sink was suggested. Approximate cost for this renovation is \$1K. The Board was favorable to this request.
- A scanner was requested for the Records Room Clerk. Mayor Corby is dedicating the one in his office to meet this need.
- Pamphlet holders for the front office for approximately \$250 were requested. Trustee Lanphear stated she had something that might be considered for this purpose.
- A "TaxGlance" program was presented. This feature would give villagers and visitors the opportunity to view tax inquiries through our website. It would also give taxpayers the opportunity to pay for their taxes on-line. The Board seemed favorable to this option.
- Cash Receipts program was presented. This would be an automated program that would speak with the accounting program to record cash. The program would also produce numerical receipts and track receipts that would satisfy requirements needed by the New York State Comptroller's office.
- Sound system for the village trustees was requested. The Village Clerk was directed to obtain several quotes to meet this request.

ADJOURNMENT

The meeting was adjourned at 9 PM. The next budget meeting is scheduled for February 5, 2014.

Mary Marowski, Recording Secretary