

PROCEEDINGS OF THE BOARD OF TRUSTEES BUDGET MEETING
FEBRUARY 12, 2014

PRESENT

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| MAYOR | Robert Corby |
| TRUSTEES | Lili Lanphear |
| | Lorie Boehlert |
| | Tim Galli |
| | Frank Galusha |
| VILLAGE CLERK | Dorothea Ciccarelli |
| TREASURER/RECORDING SECRETARY | Mary Marowski |

Mayor Corby made a **motion**, seconded by Trustee Galusha, to open the meeting at 7:05 P. M.

Vote: Corby – yes; Lanphear – yes; Boehlert – yes; Galli – yes; Galusha – yes **Motion Carried**

2014 CDBG GRANT

The 2014 CDBG Grant, prepared by Ms. Bennett, requests monies to assist the Village with the installation of a chair lift between levels and a railing on the ground floor to fulfill the ADA requirements for the Village Hall. A SEQR short form needs to be completed for this grant. The awarding of this grant will benefit the impaired of the community to be able to access the American Legion meeting room and bathroom facilities on the lower level. This grant does not require a matched amount.

Motion: Trustee Galli made a motion, seconded by Trustee Boehlert, to approve the 2014 CDBG grant as written totaling \$27,456.06 for the purchase and installation of a chair lift and railing. The Board further grants Mayor Corby permission to complete the SEQR short form required by this grant.

Vote: Corby – yes; Lanphear – yes; Boehlert – yes; Galli – yes; Galusha – yes **Motion Carried**

ARCHIVE GRANT – Digital Document Management

Currently an archive grant is available for digital document management. Dorothea Ciccarelli, Village Clerk, Terry Robins, Records Management Clerk, and Sophie Bennett, Grant Writer, met to access the needs that would be suitable under this grant. Archiving software and two computers (Records Room and one for the public) have been identified as acceptable uses for this money. The application deadline for this grant is March 3, 2014. This is a no money match grant. The Board supported applying for this grant.

TREASURER’S REPORT

The vouchers, reviewed by Trustee Galli, were presented for Board review and approval.

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| General Fund (#459-#497): | \$30,539.63 |
| Sewer Fund (#484): | <u>\$ 38.71</u> |
| Total Vouchers for Approval | \$30,578.34 |

Motion: Trustee Galli made a motion, seconded by Trustee Boehlert, to approve the vouchers as presented and to charge them to their appropriate accounts.

Vote: Corby – yes; Lanphear –yes; Boehlert –yes; Galli – yes; Galusha – yes Motion **Carried**

Other information reviewed:

- Bank balances as of 2/12/14.
- Sewer rent outstanding collections are \$11,915.19 as of the 2/12/14 receipts posting.
- A sales tax check of \$123,944.12 is expected early next week.

2013-14 BUDGET STATUS

The revenues and expenses posted through December 31, 2013 were presented and discussed. Areas of concern were cited along with a status of items that were planned for in this budget was addressed. The books will be updated for the January figures and be presented at the next budget meeting.

2014-15 BUDGET CONSIDERATIONS

Building Improvements – DPW Property

The Board discussed the needs regarding the Highway Garage recognizing that any significant improvements have not been done in a long while. The working space in the building is very crowded with vehicles and other renovations need to be made to the common areas such as the bathroom/shower facilities, kitchen area and the office. After some discussion, the Board decided that Kelly Cline, Fire Marshal, should address any OSHA compliance issues that may exist. An architect will be contacted to render an opinion and drawings on the renovations of the common areas vs the construction of a new building suited with the necessary requirements for OSHA and space needed for equipment. Mayor Corby will follow through with securing someone for this task. For budget planning, the cost associated with an architect will need to be built in. It was also suggested that perhaps a future CDBG grant could help out with some of the cost for renovations.

Parks considerations

Signs:

A Community Events Sign was proposed. This sign would take the place of the multitude of signs that occupied the Four Corners area. Trustee Lanphear will contact Sign Language for a quote. The Board also discussed a quote received from Sign Language for small decorative double-sided signs. These signs would attach to our poles identifying the Village of Pittsford. It needs to be determined how many of these signs would be needed, locations, and total cost.

Benches:

The Village has begun a new bench program. Currently it is necessary to update the policy and inventory regarding the benches and their locations. It is also necessary to identify open locations for any future purchases.

Part-Time Office personal: It was suggested that the Board consider the hiring of an additional part time staff member to assist in the office during the afternoon. This person would perform receptionist duties and assist with other duties as assigned. The suggested hours would be a max of 20 hours per week.

Electrical Quote

The Village Office has increased in staff numbers and equipment needs. The wiring in the office is old and needs to be updated to adequately service the equipment standards for power. A quote for \$3,895 was received from Allan Electric Inc. proposing the installation of new circuits, receptacles, breakers, and a sub-panel. The Board approved the addition of this proposal to the tentative budget.

Full-time Building Inspector

Due to the increased volume of work, the Building Inspector, whose position is part-time, has been dedicating many hours into his job to satisfy the needs of the Village. As a result, the Board is considering increasing the hours within this position to accommodate the demands of the job. Mayor Corby will contact Mr. Lippett, the Village labor attorney, to clarify the specifics associated with both positions. A total cost of wages plus benefits will also be needed for discussion.

Board Room Microphone System

Dorothea Ciccarelli, Village Clerk, will be meeting with a representative from the Stereo Shop to obtain a quote for a wireless system suitable for the Board Room. This system would greatly benefit the board members and the public during meetings.

Chair

The Board approved the purchase of a new office chair for the village clerk. Monies for this purchase will come from the current budget.

Webmaster/Website

The Board approved Michael Marowski to continue with the maintenance of the current website.

DPW Equipment

Updated vehicle replacement values and needs were presented to be added to the new budget.

Drainage

Trustee Galli stated that the Village has three aging siphons and it needs to be prepared with a plan and finances in the event that one of these becomes an issue. It was suggested that these siphons be photographed to insure their stability.

Next Meeting

The next budget meeting is scheduled for Wednesday, February 19, 2014 from 7 – 9 PM. Items for consideration will be the Planning category, reserves, and grants. Additionally, any quotes requested will be considered at this meeting.

ADJOURNMENT

A motion was made by Trustee Galusha, seconded by Trustee Boehlert, to adjourn the meeting at 9:00 PM.

Recording Secretary

