

Village of Liverpool Regular Board Meeting  
May 18, 2020

A regular meeting of the Village of Liverpool Board of Trustees was held on May 18, 2020 at 7:00 PM at 310 Sycamore Street, Liverpool NY and via Village of Liverpool Facebook Page.

The Village of Liverpool, in response to the COVID-19 Pandemic and consistent with the NYS Governor's executive orders, including but not limited to executive order 202.1, shall conduct a village board meeting on this date. The public will not be allowed to attend the meeting. Members of the public shall be allowed to listen to the meeting by participation on the Village of Liverpool Facebook page. The public is encouraged to offer comments in writing to the Village Clerk's office.

*No comments were received from the public.*

This meeting, consistent with social distancing, started at 7:00 PM.

Present:	Gary White	Mayor
	Christine Fadden	Deputy Mayor
	Michael LaMontagne	Trustee
	Matthew Devendorf	Trustee
	Jason Recor	Trustee
	John Langey	Attorney
	Mary Ellen Sims	Village Clerk

There were no members of the public present.

Mayor White asked those present to join in the Pledge of Allegiance.

**Outstanding Issues- only a few outstanding issues were updated tonight**

Johnson Park Improvements- waiting for asbestos and lead paint studies to be completed.

Onondaga Lake Parkway Project- letter was sent to NYS DOT with schematic sketches regarding possible alternatives for the roadway. The Village has not received a response from NYS DOT.

Tree Committee- Trustee Fitch stated that she has received a revised proposal for TRAQ assessments from Onondaga County Soil & Water District. She has also met with the arborist and is very pleased with their meeting.

**Tax Warrant**

**Mayor White read the following:**

**YOU ARE HEREBY COMMANDED** to receive and collect from the several persons named in the tax roll hereunto annexed the several sums stated in the last column hereof opposite their respective names, being a total of \$1,800,068.70 for the following purposes”

For the Current Budget	\$1,636,326.90
For Sewer rents and charges	166,101.90
Mowing charges	<u>640.00</u>
Total	<b>\$1,800,068.70</b>

**YOU ARE FURTHER COMMANDED** to receive and collect such sums without additional charge between the first day of June and the first day of July 2020, both inclusive; and thereafter to collect with such of the sums as have not been theretofore collected, an additional charge of five per centum for the first month or fraction thereof and one per centum for each month or fraction thereof thereafter until paid.

**YOU ARE FURTHER COMMANDED** to file the tax roll and warrant in your office on or before the first day of November 2020 and to deliver to the Board of Trustees at the same time an account of the taxes remaining due and unpaid; describing each parcel or real property upon which taxes are unpaid, showing the person or persons to whom the parcel is assessed and showing which taxes are unpaid.

**Accept/reject Cemetery Bids**

The Liverpool Cemetery Restoration project has been sent out to bid three times. The last bid opening was on May 15,2020 at noon. Three bids were received as follows:

Shawn Malone Excavating	Base bid \$ 190,610- with alternates total bid \$383,200
Bouley Associates Inc.	Base bid \$258,000- with alternates total bid \$ 552,000
Paul Vitale Inc.	Base bid \$281,000- with alternates total bid \$600,000

EDR stated that they are comfortable with the totals of the bids. Trustee LaMontagne stated that these total bids were more reasonable than the past two bid openings. Some of the alternates could be done at a later date, with the possibility of researching additional funding sources. There is no contingency amount listed. The typical contingency Percentage is between 5 and 10 %.

Trustee La Montagne suggested that he feels that the base bid plus alternate # 5 (delete pedestrian path pavement and load support grid and substitute with the modified pedestrian path pavement and modified load support grid as indicated) would be the way to proceed.

Mayor White asked Trustee La Montagne to review the bids with Mike Romano Chairman of the Liverpool Cemetery Committee for his input and recommendations for which alternates would be appropriate at this time.

The Village Attorney will review the bids and a special meeting may be called to award the bid.

**Accept resignation of Peter Osborne as full time member of Planning Board**

Motion was made by Trustee Devendorf, seconded by Trustee LaMontagne, to accept the letter of resignation from Peter Osborne, dated April 23, 2020. He is moving out of the Village of Liverpool. Motion Passed.

**Accept resignation of Todd Creller, part time officer**

**Motion was made by Trustee Devendorf, seconded by Trustee Fadden, to accept the letter of resignation from Todd Creller, as part time police officer, dated May 11, 2020.** Officer Creller has been a wonderful asset to the Village of Liverpool Police Department. Motion Passed.

**Request to purchase barrier gate (2 quotes received)**

The barrier gate at the DPW Garage is not operable. DPW Superintendent Neverette received two quotes to replace the gate. Atlas Fence delivered and installed total cost is \$1,250 and Arrow Fence Company quote \$1,990.

Motion was made by Trustee LaMontagne, seconded by Trustee Recor, to authorize the purchase of a barrier gate, delivered and installed from Atlas Fence for a cost not to exceed \$1,250.00

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Roll Call Vote:

Trustee Fadden	Yes
Trustee Devendorf	Yes
Trustee LaMontagne	Yes
Trustee Recor	Yes
Mayor White	Yes

Motion Passed.

**Review of quotes received for Custom Website Services**

The current Village website is not mobile friendly. The Village clerk's office has been reaching out to firms that will redo our website. Several quotes were received. The most cost effective quote was from CNY Web Designs. The premium plan would cost \$840 per year, with a 3 year contract to be signed by the Village. The Village would pay the hosting fee of \$ 140.00 a year.

Mayor White asked Trustee Fadden to reach out to CNY Web Designs for a Contract to be reviewed by our Village Attorney.

Motion was made by Trustee Devendorf, seconded by Trustee LaMontagne, to approve CNY Web Design to redo the Village of Liverpool Website to make it mobile friendly for a cost of \$2,520 for a three (3) year contract contingent upon legal review of the contract.

Roll Call Vote:

Trustee Fadden	Yes
Trustee Devendorf	Yes
Trustee LaMontagne	Yes
Trustee Recor	Yes
Mayor White	Yes

Motion Passed

**Vacation time carryover**

Due to the COVID- 19 virus, a few employees have not been able to utilize all of the Vacation time earned this year. The Board has had a few requests to hold over some days and use them in the next fiscal year.

Bill Reagan sent a request on May 13, 2020 requesting that the Board approve holding over 8 vacation days.

Motion was made by Trustee Devendorf, seconded by Trustee LaMontagne, to approve holding over 8 vacation days that must be used within 90 days from the end of the fiscal year, which is May 31, 2020.  
Motion Passed.

**EFC – Engineering Planning Grant Program – Project # 68229**

On May 8, 2018, the NYS EFC executed an Engineering Planning Grant Agreement with the Village of Liverpool for project # 68229. The agreement was for a term of two years and expired on May 8, 2020. EFC is willing to extend the term of the agreement no later than July 31, 2020.

Mayor White asked for a motion to authorize him to sign the extension.

Motion was made by Trustee Fadden, seconded by Trustee Devendorf, to authorize Mayor White to sign the extension letter for Engineering Planning Grant Program # 68229. Motion Passed.

**Adopt Village of Liverpool Justice Court Phase 1, Initial Reopening Plan**

Motion was made by Trustee Devendorf, seconded by Trustee Fadden, to formally adopt Village of Liverpool Justice Court Phase 1, Initial Reopening Plan.

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As of the most recent direction from Office of the Court Administration, the building will be open to Court litigants as of June 20, 2020; this is subject to change. Motion **Passed**

**Appoint Officer Sturtz to Permanent Sergeant Position**

Mayor White stated that Officer Sturtz has been acting in the temporary Sergeant position while Sergeant Unger was on light duty/transitional duty for the last few months. Sergeant Unger has returned to full duty. Officer Sturtz is on the Civil Service List as a candidate for being eligible for the position of Sergeant.

Chief Morris would like Office Sturtz to be appointed to Sergeant Position Permanent Status effective immediately. This would provide a backup Sergeant position for the LPD.

Mayor White and members of the Board of Trustees agreed that it would be a good idea to appoint Officer Sturtz to the position of Sergeant permanently and support the Chief's request.

Motion was made by Trustee Devendorf, seconded by Trustee LaMontagne to appoint Officer Unger to the position of Permanent Full Time Sergeant.

Roll Call Vote:

Trustee Fadden	Yes
Trustee Devendorf	Yes
Trustee LaMontagne	Yes
Trustee Recor	Yes
Mayor White	Yes

Motion Passed.

**DPW STATS**

Trustee LaMontagne presented the following STATS for the DPW Department for the month of April:

Yard Waste is the first and third Monday of each month from April to October

UFPO's- Ten have been marked for the month

Sewer Maintenance Calls- Eight sewer house calls were handled by the County this month

Sewer Repairs-None

Tree Work-None

Park Request- Liverpool First United Methodist Church Plant Sale Johnson Park May 23<sup>rd</sup> – No DPW services required...

**Police – STATS**

Trustee LaMontagne gave the following STATS for the Police Department for the month of April:

21	Traffic Stops
09	Tickets issued
0	DWI arrests
02	Accidents Investigated
0	Parking Tickets issued
213	Residential Property checks
452	Incidents

The Liverpool Police Department arrested a total of 3 individuals this month with 10 charges filed.

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**Codes STATS**

Trustee Recor read the activity report for the Codes department for April 2020.

**Financial – Approve Abstracts**

Motion was made by Trustee Fadden, seconded by Trustee LaMontagne, to approve Abstract # 12 claim # 605-654 in the amount of \$64,562.95 and Sewer Fund, Abstract # 12 claim #655 & 656 in the amount of \$127,515.30.

Roll Call Vote:

Trustee Fadden	Yes
Trustee Devendorf	Yes
Trustee LaMontagne	Yes
Trustee Recor	Yes
Mayor White	Yes

Motion Passed.

**Transfers**

Motion was made by Trustee Fadden, seconded by Trustee Devendorf, to approve the transfers numbered 1-19. Motion Passed.

**Approve Minutes April 14, 2020**

Motion was made by Trustee Fadden, seconded by Trustee Devendorf, to approve the minutes of April 14, 2020. Motion Passed.

**Adjournment**

Motion was made by Trustee Devendorf, seconded by Trustee Recor, to adjourn the meeting. Meeting was adjourned at 8:26 PM. Motion Passed.

Respectfully submitted,

Mary Ellen Sims, Village Clerk