

## Organizational Meeting of Village of Liverpool Village Board July 16, 2018

Present: Gary White Mayor  
Christina Fitch Deputy Mayor  
Jason Recor Trustee  
Michael LaMontagne Trustee  
John Langey Attorney  
Mary Ellen Sims Clerk

Absent: Matt Devendorf Trustee

Also present were 12 other persons and Russ Tarby, Eagle News.

Mayor White opened the organizational meeting at 7:00 PM and all those present joined in the pledge of allegiance.

Mayor White asked Michael LaMontagne, newly elected Trustee, to come to the front of the room with his family for his official swearing in as a Trustee. Mayor White administered the Oath of Office to Michael LaMontagne.

Trustee LaMontagne took his place on the board.

Mayor White publicly thanked Brad Young, former Trustee, for his service to the Village as a Trustee for 2 years.

### Mayor White made the following appointments with Approval of the Board

#### ONE YEAR TERMS

Attorney	Costello Cooney & Fearon
Clerk to the Village Justice	Mary Beth Lollis Barnell
Superintendent of Public Works	William Asmus
Deputy Superintendent of Public Works	Michael Neverette
Village Historian	Dorianne Gutierrez
Code Enforcement Officer	William Reagan
Deputy Code Enforcement Officer	David Webber
Planning Board Secretary	Sandra Callahan
Alternate Planning Board Secretary	Mary Ellen Sims
Zoning Board Secretary	Sandra Callahan
Alternate Zoning Board Secretary	Mary Ellen Sims
Registrar Vital Statistics	Mary Ellen Sims
Registrar Vital Statistics	Sandra Callahan
Police Chaplain	Milton Jefferson
Insurance Agent	ENV Property & Casualty
Auditors	Bonadio Group
Engineers	Dunn & Sgromo
Deputy Mayor	Christina Fitch

Liaisons of the Board

Finance	Trustee Fitch
Police	Trustee Devendorf
Codes	Trustee LaMontagne
Court	Trustee Devendorf
Planning Board	Trustee LaMontagne
Zoning Board	Trustee LaMontagne
Public Works	Trustee Recor
MS 4 Representative	Trustee Recor
Personnel	Trustee Devendorf
Gleason Center	Trustee Fitch
Health Ins/Retire	Trustee Devendorf
Ethics Committee	Trustee Fitch
Cemetery Committee	Trustee Recor and LaMontagne

**Appointment to the Onondaga County Mayors Association to attend meetings monthly** – Each member of the board will be attending on a rotating basis beginning with the next meeting in September. Meetings are the third Wednesday of the month.

Planning Board Appts Joseph Ostuni for a term of 5 years

**Planning Board Meetings will be held on the 4<sup>th</sup> Monday of every month at 7:00 PM**

**Zoning Board meetings will be held the 4<sup>th</sup> Monday of every month at 6:00 PM**

The Mayor is to serve as an ex-officio member of all committees of which he is not a designated member. All committees to serve at the pleasure of the Mayor. Meetings of committees may be called by the Mayor or Chairperson. All Committees shall keep minutes of the meetings held and copies to be retained in the Village clerk's Office.

The Following resolutions must be adopted annually by the Board of Trustees: ( Copies of entire resolutions were distributed to the Board and are on file in the Village Clerk's Office)

Rules of Procedure

Advance Approval of Claims

Mileage Allowance

Attendance at schools and conferences

Designation of Depositories

The following polices are adopted annually by the Board of Trustees: (copies of the full policy were distributed to the Village Board and are on file in the Village Clerk's office)

Code of Ethics

Sexual Harassment Smoking Policy

Alcohol/Drug Policy

Drug and Alcohol Testing

Workplace Violence

Procurement Policy

Investment Policy

Trustee Fitch asked about clarification of the Procurement policy, specifically section C. This will be reviewed in the future.

### **House at 807**

The House at 807 has been closed and the property will be going up for sale. Attorney Langey suggested a follow up meeting with representatives from the House at 807 Board.

Mayor White asked for a motion to approve all appointments, resolutions and polices. Motion was made by Trustee Recor, seconded by Trustee Fitch, to approve the organizational meeting as presented. Motion Passed.

The Village Board of Trustees proceeded with the regular meeting agenda.

### **Public comment Period/ correspondence**

#### **Public comment period**

Judge Anthony LaValle asked to speak to the Board regarding the offer from the Village auditors to help the court clerk's reconcile their bail and fine accounts. Judge LaValle stated that the court clerk contacted the State comptroller's office and with their assistance, the accounts are balanced. State Comptroller's office stated that the unclaimed bail can be kept in the current account, for up to six years or given to the Village Clerk Treasurer. Village Clerk Treasurer keeps the money for a period of 6 years and, if unclaimed, money will be sent to the State and some of it will be returned to the Village.

The Village auditors, Bonadio Group, offered to help the Court clerks reconcile their accounts for no fee. Judge LaValle stated that they will take advantage of this offer in the very near future.

Bradley Young, former Trustee, attended a seminar presented by Troy and Banks on June 19, 2018 on Smart LED Street Lighting Solutions. Troy and Banks has offered to conduct a metric of the Village Street Lighting at no cost. Mayor White will contact a representative from Troy and Banks regarding the metric.

Don Fellows, a village resident asked why some of the decorative lights on First Street are on during the day. Trustee Recor will ask Bill Asmus about the lights.

No correspondence has been received.

### **Outstanding Issues**

Mayor White reviewed the outstanding issues with the following updates: Johnson Park—the railing will be installed soon. Under Tree Capital Project—Mr. Cowbett, Ph.D has begun the tree inventory. He provided a first draft of the inventory on July 15, 2018 but needs approximately 2-3 weeks to scrub the data, do some revisits and finalize.

### **Review of proposed revisions to the Cemetery Rules and Regulations**

Mayor White asked that a “clean” copy of the Cemetery Rules and Regulations be prepared and presented to the Board. Mayor White suggested that the Cemetery Committee present the rules and regulations as a proposed final product.

### **Review of Solvay code regarding parking**

Attorney Langey commented that some time ago, his firm was asked to prepare a proposed local law for the Village to allow for the towing and/or immobilization of vehicles with outstanding parking violations. After further review and discussion with NYCOM, it was determined that there are other alternate ways in which the towing and/or immobilization can be accomplished.

Attorney Langey sent an email in June outlining 3 different options for the board to consider. The Board will further review and this will be on the August agenda.

### **Authorization to add vacant property cleanup charges to 2019-2020 Village tax bills for the following properties: 209 Alder Street, 102 Melvin Avenue and 508 Vine Street**

Mayor White stated that Bill Reagan sent a memo to the Board regarding vacant property cleanup charges for properties at 209 Alder Street, 102 Melvin Avenue and 508 Vine Street. The Vacant property owners were notified of the violations but failed to cut the grass and weeds over 10 inches in height within the time period specified. As a result, contractors were engaged by the Village to perform the required cleanup work.

Mr. Reagan stated that in accordance with Village code Section 249-24C, if the invoices remain unpaid, the Village can assess the charges on the upcoming Village Tax bill.

Motion was made by Trustee Recor, seconded by Trustee LaMontagne, to authorize unpaid property cleanup charges be added to the 2019-2020 tax bills for 209 Alder Street, 102 Melvin Avenue and 508 Vine Street. Motion Passed.

### **Appoint Hazard Mitigation Plan Committee**

Mayor White commented that the Disaster Mitigation Act of 2000 requires the Village to create and maintain a Hazard Mitigation Plan. An initial draft was created in 2013. The Village is now required to update that plan and to identify specific projects that can be undertaken to reduce potential losses in the event of a disaster.

The Village must create a Hazard Mitigation Plan Committee. Bill Reagan, Codes Officer, will be taking the lead on this and has suggested that the following persons be considered for the Committee:

Bill Reagan Chair  
Chief Morris  
Village Engineer  
Member of the planning board

Bill Reagan can reach out to the Planning board for a member to volunteer to be on the Committee.

Motion was made by Trustee Recor, seconded by Trustee Fitch, to approve the formation of a Hazard Mitigation Plan Committee and to approve the members as follows: Bill Reagan Chair, Chief Morris, Village Engineer and a member of the planning board. Motion Passed.

**DPW STATS- There were none presented at tonight's meeting**

**Codes STATS**

Mayor White read the STATS for the month for Codes Department

**Police STATS**

Mayor White read the following STATS for the month of June:

310	Traffic stops
312	Traffic tickets issued
07	DWI arrests
14	Accidents investigated
23	Parking tickets issued
157	Residential property checks
598	Incidents

On June 26<sup>th</sup> and June 28<sup>th</sup>, the LPD conducted a Pedestrian Safety detail utilizing Officer Kevin Greenwood in civilian attire. The detail consisted of 5 hours and resulted in 21 traffic tickets being issued to motorists who did not yield the right of way to the pedestrian.

On July 12, 2018, Officers Pierce, Praskey and Sturtz provided the first Civilian Response to Active Shooter Events training to the general public at the Liverpool Library. They will be providing a training event for the Liverpool Fire Department on July 23<sup>rd</sup>.

**Financial- Abstract and transfers**

Motion was made by Trustee Fitch, seconded by Trustee Recor, to approve the following abstracts: General Fund, Abstract # 14, for a total of \$22,681.55, general fund abstract # 2 in the amount of \$48,882.63 and CM fund in the amount of \$ 1,092.00.

**Roll Call vote:**

Trustee LaMontagne	yes
Trustee Fitch	yes

Trustee Recor  
Mayor White

yes  
yes

Motion Passed.

### Transfers

**Motion was made by Trustee Fitch, seconded by Trustee Recor, to approve the following transfers:**

From	To	Amount	Number
A7510.1	A1110.1	2460.96	1
A1110.43	A1110.14	17.29	2
A1210.4	A1110.14	29.87	3
A1210.4	A1110.42	63.33	4
A1010.4	A1110.42	11.67	5
A1325.1	A1325.11	664.96	6
A1325.45	A1325.43	86.65	7
A5110.44	A1420.4	3600.00	8
A1620.12	A1620.11	32.02	9
A5110.44	A1989.4	376.39	10
A3120.1	A3120.101	17.32	11
A3120.1	A3120.11	706.64	12
A3120.27	A3120.4	229.78	13
A3120.27	3120.41	199.76	14
A3120.27	A3120.421	809.45	15
A3120.27	A3120.43	164.94	16
A3120.27	A3120.46	250.00	17
A3120.27	A3120.493	54.06	18
A5010.1	A5010.12	659.12	19
A5010.1	AS5110.1	560.00	20
A5410.1	A7110.1	203.00	21

A5410.1	A7110.13	180.00	22
A7110.46	A7110.48	.23	23
A8160.45	A8160.41	2167.44	24
A8510.4	A8510.41	60.00	25
A8510.4	A8510.412	31.00	26
A9060.81	A9030.8	2070.97	27
A9060.8	A9030.85	174.47	28

Motion Passed.

**Other Business:**

Trustee LaMontagne met with Dick Cunningham, a lighting specialist, regarding adding lighting to the stage in Johnson Park. He brought a sample light and showed it to the Board of Trustees. Trustee LaMontagne commented that Mr. Cunningham will send a quote after calculations are determined.

Trustee Fitch commented that the tree at 615 First Street has been pruned and the trees at 105 Balsam and 412 Third Street were removed.

**Minutes**

Motion was made by Trustee Fitch, seconded by Trustee Recor, to approve the minutes of June 18, 2018 as revised. Motion Passed ( Trustee LaMontagne abstained due to the fact that he was not on the Board on June 18, 2018)

**Adjournment**

Motion was made by Trustee LaMontagne, seconded by Trustee Recor, to adjourn the meeting. Meeting was adjourned at 8:05 PM.

Respectfully submitted,

Mary Ellen Sims  
Village Clerk Treasurer

