

March 26, 2012

Mayor Skeet opened committee and budget meeting at 6:29 pm.

Members present were Mayor Skeet, Trustees Peterson, Bielec, Lauer and Graham. Also present were Deputy Clerk Denise Beal, Village resident Art Ianni and Jim Rupracht from the Market.

Brief discussion took place regarding sewer budget and amount that would be necessary to transfer for sewer grant. At present Clerk has been unable to get concrete figures so is figuring the budget with \$130,000 projected Village expense on the grant.

Mayor Skeet questioned Jim Rupracht as to the purpose of his appearance at the meeting. Mr. Rupracht gave an update on a lot of what has transpired in their efforts to open The Market (see attached) and said they felt that the Planning Board Chairperson Lea Nuwer has discouraged business. He said she caused them costly delays in getting their business open and cost them about 3 months worth of business. He also mentioned that he felt at the February 22, 2012 Planning Board meeting they should not have voted before the public hearing took place and without notifying them at the Market that a vote would be taking place. He said they also never received anything on the status of their application after the meeting.

Auditor Laura Landers arrived at the meeting at 7:00 pm.

Mayor Skeet apologized to Mr. Rupracht for what they had gone through and mentioned this was not the first time they have had complaints from businesses trying to obtain permits from the Planning Board. The Mayor said the Board will not override the Planning Board but the Village is actively pursuing the change in zoning to a Neighborhood Business District as soon as possible. Mr. Rupracht said as long as moving forward with the Neighborhood Business District without all the hassle, he is okay with that. He said as things grow their needs may change and he just wants to know that should an opportunity arise he would be able to pursue it. Mayor Skeet said the Board will also be reviewing the Planning Board to try to prevent this from happening again.

Mr. Rupracht left the meeting at 7:10 pm.

Laura Landers reviewed the requirements they followed for the Village Audit and explained Single Audit requirements due to the Drainage Grant. She also explained GASB 54 which involves new classifications of Fund Balances. She said this should have no significant impact on the Village. She also reviewed the audit adjustments that had been made and recommended having one of her staff go through the Annual Update Document (AUD) with the Clerks to check receivables, payables and fund balance prior to submitting to the Comptroller. Ms. Landers then went through other Material Weaknesses that were found and brief discussion took place on each. Regarding Segregation of duties and internal controls over the Court, she agreed that the Board has no control over the process and monitoring of the Court. These are solely the responsibility of the Judge.

Segregation of duties for the Clerk's office was also discussed. It was mentioned that this appears to be cited as a weakness in almost every Comptrollers audit of Villages and Towns. It was recommended along with compensating checks and balances that have already been put in place, due to the nature of the accounting program necessitating Journal entries for deposits, a summary of deposit journal entries should also be presented to the Mayor and approved.

Brief discussion took place regarding the auditor recommendation that sewer rates be increased to create and maintain a positive unreserved fund balance in the sewer department. She reminded the Board that you cannot appropriate more than what you have. Accounting system backup safeguards were mentioned and suggestion was made regarding offsite servers being a possibility to pursue. Time card signatures were also briefly discussed and Ms. Landers stressed the Mayor or department heads should review and initial time cards prior to submittal for payroll.

Clerk mentioned that Single audit may not be needed for this fiscal year due to the delay in the start of the Sewer grant project making it doubtful that \$500,000 in grant monies would be spent by the end of May.

Brief discussion took place regarding the need for an audit each year. Board was reminded that by law an audit must be performed every year either by an outside auditor or by the Board. It was questioned if the Board feels confident in knowing what to look for. Clerk asked if single audit is not included what an estimate for the outside audit would be. Board agreed it should be budgeted for.

Ms. Landers said that the Village currently has a healthy fund balance for the general account and might consider utilizing some on a capital project. It was explained to her that the Village will be utilizing some of the fund balance for the Village's portion of the Sewer grant. She said the Village should seriously consider setting up a Five year capital plan for large expenditures such as vehicles and large equipment.

She also reiterated that regarding the Sewer department you cannot operate on a negative fund balance and Village will have to consider alternatives to take care of that. It was explained to Ms. Landers that with the addition of the Town flow at the Village plant that as flow increases rates should go down, but at present rates do not cover expenditures. Brief debate took place regarding the option of raising sewer rates for now or continuing to fund the sewer department with funds from General. It was questioned whether rates could be changed during the course of the fiscal year and Ms Landers explained that they can be changed by resolution of the Board, but it can't change once a quarterly cycle has begun. Any change would have to be for the next full billing cycle.

She also said unless set up as a temporary loan to sewer, any transfer from General to Sewer could not go back to general. General can transfer to sewer but sewer cannot transfer to general. It was suggested to see if it can be determined exactly what the sewer rate would have to be in order to be in balance in the sewer department.

Laura Landers left the meeting at 8:40 pm.

Clerk presented Board with two bills for payment: M&M Fabricating for \$275 and State Industrial for \$87.56.

Motion made by Mayor Skeet and seconded by Trustee Peterson to approve payment of M&M Fabricating for \$275 and State Industrial for \$87.56.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Todd Skeet	X			
Trustee Al Graham	X			
Trustee Ralph Peterson	X			
Trustee Dave Bielec	X			
Trustee Ken Lauer	X			
VOTE TOTAL	5			
RESULTS	PASSED			

Communications:

- 1) Rec'd ck#2331 in amt of \$25.00 from The Hood Guys for Solicitors permit.
- 2) Rec'd ck#17012 in amt of \$15,086.59 from NYS Thruway Auth. for Chips reimb.
- 3) Rec'd ck#56248920 in amt of \$196.74 from Frontier for Gross Utility Tax.
- 4) Rec'd ck#2852419 in amt of \$.85 from Granite Commun. for Gross Utility Tax.
- 5) Rec'd ck#201613 in amt of \$1,055.95 from Nat'l Fuel for Gross Utility Tax.
- 6) Rec'd ck#013766 in amt of \$50.00 from Monroe Mechanical Svc. for Demo permit.

Motion made by Trustee Graham and seconded by Trustee Bielec to approve minutes of 3/12 Regular meeting and 3/19 Budget meeting.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Todd Skeet	X			

Trustee Al Graham	X			
Trustee Ralph Peterson		X		
Trustee Dave Bielec	X			
Trustee Ken Lauer	X			
VOTE TOTAL	4	1		
RESULTS	PASSED			

Trustee Graham interjected that tonight would be Trustee Bielec’s last meeting and would like to thank him for his service on the Board.

Question was raised regarding what procedure can be followed regarding issues with the planning board and appointment requirements. Mayor Skeet said he would contact Attorney Boylan regarding proper procedure. If reappointments are required, he will have clerk draft a letter to all Planning Board and Zoning Board of Appeals members.

It was mentioned that Jim Rupracht questioned what fees he would be responsible for in regards to the public hearing. Clerk explained to the Board that in the paperwork he had signed he agreed he would be responsible for advertising the public hearing and any other reasonable expenses regarding the rezoning that the Board determines. Brief discussion took place.

Motion made by Mayor Skeet and seconded by Trustee Peterson to waive any expense reimbursement for the Market due to the circumstances and delays they incurred.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Todd Skeet	X			
Trustee Al Graham	X			
Trustee Ralph Peterson	X			
Trustee Dave Bielec		X		
Trustee Ken Lauer		X		
VOTE TOTAL	3	2		
RESULTS	PASSED			

Board was reminded that March planning board meeting is scheduled for Wednesday, March 28th and it was suggested that one of the Board members attend the meeting.

Board was informed that Attorney Boylan has filed for and received a sixty day extension with the insurance company regarding reimbursement for lost funds in the Court. Documentation is needed from either the State Comptroller or Judicial Review Board, which won’t be available until investigations are completed. Further extensions may be needed.

Clerk updated the Board on request for reimbursement from Officer Mike Okal for uniforms and boots purchased. She mentioned that she had spoken to Sergeant Meier and he confirmed that the equipment was purchased for the Village Police position as at that time he had expected to return to the Village sooner than Retirement allowed him to.

Motion made by Trustee Peterson and seconded by Trustee Graham to approve reimbursement to Officer Mike Okal for uniforms and boots purchased.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Todd Skeet	X			
Trustee Al Graham	X			
Trustee Ralph Peterson	X			

Trustee Dave Bielec	X			
Trustee Ken Lauer	X			
VOTE TOTAL	5			
RESULTS	PASSED			

Mayor Skeet mentioned that one of the Police cars needs new brakes and that Mike and Jesse are taking care of it.

Trustee Graham mentioned he and Mayor Skeet had another meeting regarding potential sewer rates with the Town and plant upgrades.

Brief update was given on the status of the new railing installed at the viaduct. It has been confirmed with DOT that they will definitely be tearing out what the Village installed and replacing it. It was mentioned that in the past it was always DOT's contention that the rails and sidewalks were owned by and the responsibility of the Village. With this new development Mayor Skeet feels DOT has now taken ownership of the sidewalks and rails and should be responsible for them from this point on. The Village will be taking back the rails that will be removed for use on a future Village project.

Clerk updated Board that she has emailed GAM requesting more information regarding their request that each municipality to send in \$350 for continuation of their Health Insurance study. She has not yet received a response.

Mayor Skeet reminded Board that Monday April 2nd at 6:30 would be Annual Meeting as well as Budget meeting. He also reminded them that they had set the public hearing for the budget for April 9th at 6:30 pm.

Mayor Skeet said if any of the Board needed Business cards to let the Office know so they can be ordered.

Motion made by Trustee Graham and seconded by Trustee Bielec to adjourn meeting.

The motion was passed on the following vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Todd Skeet	X			
Trustee Al Graham	X			
Trustee Ralph Peterson	X			
Trustee Dave Bielec	X			
Trustee Ken Lauer	X			
VOTE TOTAL	5			
RESULTS	PASSED			

Meeting was adjourned at 9:20 pm.

Sandra Thomas
Clerk Treasurer