

Village of Camillus
Regular Meeting
December 1, 2014

Present: Mayor Patricia J. Butler
Deputy Mayor Ann Eckert
Trustee Helen Kiggins Walsh
Trustee Martin Rinaldo
Trustee Susan Hines

Attorney: Robert J. Allan, Esq.

3 People in attendance

Mayor Butler opened the meeting at 6:00 p.m. with the Pledge of Allegiance.

Mayor Butler stated that Ken Knutsen is in attendance to discuss the Save the Rain grant. She explained that she would like to continue the Public Hearing that was extended.

Mayor Butler reopened the Public Hearing at 6:02 p.m. for a Local Law to Regulate the Parking of Commercial Vehicles and Recreational Vehicles. Attorney Allan to explain that there was one change and the size limit was removed. Any commercial vehicle can be parked on an owner's property.

Mayor Butler asked if there were any questions from the public. There were none.

Mayor Butler asked if there were any questions from the Board of Trustees. There were none.

Upon motion of Trustee Walsh, seconded by Trustee Rinaldo and unanimously approved the Public Hearing was closed at 6:05 p.m.

A motion was offered by Trustee Rinaldo who moved for its adoption, seconded by Trustee Hines, to wit:

Whereas, the Board of Trustees of the Village of Camillus adopt Local Law #4 - A Local Law to Regulate the Parking of Commercial Vehicles and Recreational Vehicles. The foregoing Resolution was put to a vote of the members of the Board of Trustees which resulted as follows:

Patricia J. Butler	Mayor	Voted – Yes
Ann Eckert	Trustee	Voted – Yes
Helen Walsh	Trustee	Voted – Yes
Susan J. Hines	Trustee	Voted – Yes
Martin Rinaldo	Trustee	Voted – Yes

Local Law #4 was duly adopted.

Mayor Butler swore in the newly elected Trustee, Susan J. Hines, for a one year term and Trustee Hines signed the Oath of Office.

Mr. Ken Knutzen, Senior Vice-President of Barton & Loguidice, addressed the Board by stating that Dan Rooney and he met with Mayor Butler and Trustee Martin Rinaldo to finalize the application for the to the County for the Suburban Green Infrastructure Program. The Village of

Camillus was awarded \$168,000 in County grant money to be applied toward innovative civil rehabilitation methods. The Village of Camillus will be responsible to pay 5% of the contract cost.

The focus of this grant money is to address the issue of clean water flowing into the sewer system. Priority number one in this project will be the pipe that runs through the Camillus Cutlery parking lot. This pipe has a many joints and is very old. There are other storm sewers that are very old that will be addressed. A plugged siphon pipe will also be repaired.

This project will consist of two contractors that have been approved by the County, therefore the project will not have to go out to bid.

Barton and Loguidice wishes to have the engineer's fee of \$13,900.00 approved by the Board. The revised, estimated cost for the repair project is \$198,000.00. Barton and Loguidice engineers will be overseeing the project contractor(s) to ensure the costs do not exceed \$164,000.00.

This project is estimated to start in early 2015. Barton and Loguidice will be inspecting the work and will provide a certification that all work was done adequately.

Mayor Butler asked the Board if they had any questions. There were none. Mayor Butler then asked the public if they had any questions. There were none. Mayor Butler then thanked Mr. Knutzen for his report.

A motion was offered by Trustee Eckert who moved for its adoption, seconded by Trustee Walsh, to move forward with the Green Infrastructure Program.

The foregoing was put to a vote of the members of the Board of Trustees which resulted as follows:

Patricia J. Butler	Mayor	Voted – Yes
Ann Eckert	Trustee	Voted – Yes
Helen Walsh	Trustee	Voted – Yes
Susan J. Hines	Trustee	Voted – Yes
Martin Rinaldo	Trustee	Voted – Yes

Mr. Ken Knutzen spoke to the Board regarding the new roof at the Camillus Fire Department. Matt Fuller and Eric Tozer from Barton and Loguidice have assisted with this project and have created a task order and have listed services offered. Mayor Butler asked about the purchase of new lightning rods for the fire department. The rods will need to be recertified and may cost \$8,000.00 to \$10,000.00. Mayor Butler asked if the previous rods can be reused. Mr. Fuller and Mr. Tozier stated it is permitted to reuse the previous lightning rods.

Mayor Butler stated the bid is in place to have the roof replaced by J and B Installations. Mayor Butler asked the Board if they have any questions. Attorney Allan asked for the contractor's total cost. J and B Installations projected their cost to be \$63,400.00. Barton and Loguidice will oversee and certify the project at the cost of \$5,100.00. This cost covers 40 hours of time spent

by Barton and Loguidice. Attorney Allan asked Ken Knutzen if his department can look at this cost closely since it is not a cost per hour basis and is a lump sum payment.

Mayor Butler asked the Board if they had any questions. There were none. Mayor Butler asked the public if they had any questions. There were none.

A motion was offered by Trustee Eckert who moved for its adoption, seconded by Trustee Walsh, to accept the Engineering Task Order and Scope of Service for the roof replacement at the Camillus Fire Department.

The foregoing was put to a vote of the members of the Board of Trustees which resulted as follows:

Patricia J. Butler	Mayor	Voted – Yes
Ann Eckert	Trustee	Voted – Yes
Helen Walsh	Trustee	Voted – Yes
Susan J. Hines	Trustee	Voted – Yes
Martin Rinaldo	Trustee	Voted – Yes

Mayor Butler and the Board thanked Ken Knutzen for his time.

APPROVAL OF VOUCHERS

Trustee Eckert asked why a payment of a fee for the Village owned truck is broken into two payments. The Clerk stated one budget line was exhausted and another was used in order to pay the amount in full.

Trustee Eckert stated the bill for the landline for the fire department has increased and asked about a separate fee for faxes. The Clerk stated she will call Verizon to ask about the Verizon accounts for the fire department.

Trustee Eckert stated the payment for the pipe that was repaired on Union Street may be reduced when she speaks with Mark Pigula since the Village already paid the cost for the pipe. This voucher (#1009) will stay unsigned until further notice.

Upon the motion of Trustee Walsh and seconded by Trustee Hines and unanimously approved, Abstract (#) was approved as follows:

General Fund	\$12,242.24
Sewer Rent Fund	\$ 4.16

Trustee Eckert stated the Board still should follow-up on long distance calls made from the fire department's landline.

Mayor Butler stated the fire department unleaded fuel usage numbers have been off lately because of a missing fuel key. She stated she had spoken with the Chiefs going over their limit. Chief McBride had lost his key and was using Chief Groesbeck's key. Mayor Butler advised Chief McBride to get a new key. Chief McBride then stated he had this resolved the next day.

Mayor Butler stated the fuel usage numbers had been within budgeted amounts. The fuel overages that did occur were approved by her.

MAYOR'S ANNOUNCEMENTS

Mayor Butler announced that the next Board Meeting will be held on December 15, 2014 and some issues for the organizational meeting will be addressed at that time. Mayor Butler asked the Board to review the Emergency Plan and the Procurement Policy documents.

Mayor Butler asked Trustee Eckert if she wishes to continue on as Deputy Mayor. Trustee Eckert stated she will. Mayor Butler appointed Trustee Eckert as Deputy Mayor for 2015.

Upon the motion of Trustee Walsh and seconded by Trustee Hines and unanimously approved, the Board approved Trustee Ann Eckert as Deputy Mayor for 2015.

Mayor Butler asked Attorney Allan if he wishes to stay on as Village Attorney. Mr. Allan stated he would. Mayor Butler appointed Attorney Allan as Village Attorney for 2015.

Upon the Motion of Trustee Rinaldo and seconded by Trustee Eckert and unanimously approved, the Board approved the appointment of Robert Allan as Village attorney for 2015.

Mayor Butler stated she has spoken with Bill Reagan if he wishes to continue on as Code Enforcement Officer; he stated he did.

Upon the motion of Trustee Rinaldo and seconded by Trustee Eckert and unanimously approved, the Board approved the appointment of William Reagan as Code Enforcement Officer as well as Mark Taylor as Deputy Code Enforcement Officer for 2015.

Mayor Butler stated she wishes to hire Christina Groesbeck as Assistant Clerk/Treasurer.

Trustee Walsh asked if this position would get benefits. Mayor Butler stated this position has no benefits or paid holidays. The hours worked per week do not exceed 20 hours, as a matter of fact 19 hours a week was discussed during the budget workshop. The Clerk stated that she would have the opportunity to join the NYS Retirement System by law and she would have Social Security taken out of her pay.

Mayor Butler stated that the Clerk has been teaching Christina the tasks necessary to do this job. If the Clerk is on vacation or sick Christina will eventually be able to take over. Christina has attended the NYS Comptroller's accounting class in September and just recently attended the Williamson Law Book software training class.

A motion was offered by Trustee Rinaldo who moved for its adoption seconded by Mayor Butler, to hire Christina Groesbeck as a clerk to assist the Clerk/Treasurer in her duties.

The foregoing was put to a vote of the members of the Board of Trustees which resulted as follows:

Patricia J. Butler	Mayor	Voted – Yes
Ann Eckert	Trustee	Voted – No
Helen Walsh	Trustee	Voted – No
Susan J. Hines	Trustee	Voted – No
Martin Rinaldo	Trustee	Voted – Yes

The motion was not approved.

Trustee Hines stated that there would be a conflict of interest since Douglas Groesbeck is the Fire Chief so because of this particular person, Christina Groesbeck, she voted no. Mayor Butler stated that she was very clear to Christina that she would have to separate the Clerk's position from her position at the fire department. Mayor Butler stated she has not had a violation of that position. Mayor Butler stated her work ethics and integrity have proven to be exemplary. Mayor Butler stated that if something were to happen to the Clerk we could really run into a problem. Attorney Allan stated no conflict of interest will occur since Douglas Groesbeck will no longer be running for the Fire Department Chief position.

Attorney Allan asked if this money was approved in the budget. Mayor Butler stated yes.

Trustee Eckert stated that before she stated as a Trustee there had been talk that the Board would eliminate the part time clerk. We had spoken about getting someone to come in when the clerk was on vacation or when the clerk had extra tasks such as taxes or the trash fees. Now

Mayor Butler stated that she did bring Tina in and she had discussed this with the Board and was a transparent action.

Mayor Butler stated she comes into the office several times each week. She can see the work load in this office. It is easy to say we don't want another part time clerk, but it is really more than a one person job. I believe in being in the office regularly that we need this part time employee.

Trustee Walsh asked if the Village could contract with the Town of Camillus to have them collect our taxes. Mayor Butler stated she does not have an answer to that question.

The Clerk stated working in the Clerk's Office is a very specific skill set. She stated that she had been teaching Ms. Groesbeck these skills because some day she will be gone. A person has to work at the very least one year to go through all the tasks that she will have to know. Even then some things happen only once a year. I have spent a lot of time training Christina. She attended a three day accounting seminar sponsored by the New York State Comptroller's Office. She attended a seminar sponsored by Williamson Law Book, our software company. Teaching these skills is time consuming. Winter is the busiest time of the year. Because the prior board changed the fiscal year to a calendar year the taxes go out in January. In December we will have to prepare the tax bills to either go to the homeowner or the escrow banks. Then collect the taxes throughout the month. In January besides all the monthly and quarterly payroll taxes but the yearly taxes including Forms W-2's and 1099. This is the year end for the accounting so all funds have to be reconciled the books have to be closed out to prepare for the New York State Annual Report. The prior Board added extra tasks for the Clerk's office such as Refuse fees which come out in April and Rental Registration fees which come out in September (only every

three years). These tasks were never implemented by the prior Board, but this Board has implemented these fees. Each of these fees requires a separate set of accounts to keep track of unpaid to go either on Village taxes or Town and County taxes.

Attorney Allan stated it does not appear that the problem is Christina, but the Board does not want to spend the money. Trustee Rinaldo stated the Board approved the budget with this line item in it. Attorney Allan stated there should be a majority that there needs to be an assistant. Trustee Rinaldo and Mayor Butler both said yes they can see a need for an assistant and Mayor Butler stated that she and Trustee Rinaldo are the two trustees who are around during the day to see what happens in the office. How can someone make a decision on what is needed if they have no knowledge of what needs to be done in an office.

Mayor Butler stated maybe this Board does not want to see this Village not succeed. In the past there were late payments. Since she has been Mayor she has tried to see that payments are made on time. She has worked to secure grants for this village and would not have been able to do this without the help from the Clerk. If you want to see the Village run properly who would like to come in and assist the Clerk during the busy months. Mayor Butler stated she will not commit to coming in eight hours a day to assist the Clerk, so who would like to volunteer.

Attorney Allan suggested keeping Christina on until the end of January. By doing this it will help the Clerk and also give Christina some notice.

Upon motion of Trustee Hines, seconded by Trustee Walsh and unanimously approved the Board moved to keep Christina on until the end of January.

Trustee Hines will make calls to see if there are other alternatives. Mayor Butler stated she is not in favor to turn other things over to other municipalities. The Village of Camillus does share many services. Mayor Butler stated it would be wise to stop in at the Village hall to see "a day in the life" and she encourages each Trustee to do so.

Upon motion of Trustee Eckert, seconded by Trustee Walsh and unanimously approved the Board approved the Syracuse Newspaper and the Eagle Observer as the official newspapers of the Village of Camillus for 2015.

Upon motion of Trustee Walsh, seconded by Trustee Eckert the Board approved the first and third Mondays for the Regular Meeting to begin at 6:00 pm. and any Special Meetings will be posted at the Village Hall, Maxwell Library and the Solvay Bank.

Upon motion of Trustee Eckert, seconded by Trustee Rinaldo and unanimously approved the Board moved to approved Solvay Bank as the official Bank depository for 2015.

Upon motion of Trustee Eckert, seconded by Trustee Hines and unanimously approved the Board approved 45.5¢ per mile for mileage usage.

Upon motion of Trustee Hines, seconded by Trustee Rinaldo and unanimously approved the Board authorized the advance payment of claims such as utilities, postage and freight.

Upon motion of Trustee Walsh, seconded by Trustee Eckert and unanimously the Board designated the following as Legal Holidays for the Village of Camillus: New Year's Day, Martin Luther King's birthday, President's Day, Good Friday, July 4th, Labor Day, Columbus's birthday, Veteran's Day, Thanksgiving Day, Christmas Day.

Mayor Butler stated that the following Village Board Meeting will be cancelled in 2015: January 19, February 16 and September 7.

Mayor Butler stated she has been speaking with other engineers to reduce costs. Barton & Loguidice is working on the Save the Rain Grant.

TRUSTEE'S COMMENTS:

Trustee Eckert stated that she is working on the Tree Lighting Ceremony which will be held Saturday, December 6, 2014 at 6:30 p.m. She stated they will be setting up at 1:00 p.m. if anyone would like to help. Mayor Butler asked if she wants assistance in setting up. Trustee Eckert said yes. Trustee Eckert stated she gave the DPW 600 feet of light to decorate the tree. The Camillus Fire Department came to help the DPW with the lights. The Camillus Fire Department engine will bring Santa. The Clerk stated she spoke with David Vermilya and he will be setting up the sound system at 6:00 p.m. Trustee Eckert stated she is getting supplies from the town and she received a \$50 gift card from Wegman's Grocery Store.

Trustee Rinaldo stated he will stop and see Gary Martin regarding the light in the Feederbank Road alley road.

PUBLIC COMMENT

Mr. William Venvenzio, 10 First Street, stated that he did not dig up the grass at the field at Munro Park. Mayor Butler stated that the Board probably did not know that someone drove over the field at Munro Park and the Clerk called the police to make a police report. When the Police Officer went over to investigate he said the tracks lead to 10 First Street.

Upon motion of Trustee Walsh, seconded by Trustee Eckert and unanimously approved the meeting moved into Executive Session to discuss personnel matters at 7:45 p.m.

Upon motion of Trustee Eckert, seconded by Trustee Walsh the meeting moved out of Executive Session and adjourned at 8:40 p.m.

By Tina Groesbeck
Sharon Norcross, Village Clerk/Treasurer