

Village of Lima Board Meeting

April 13th, 2021

Present: John Skiptunas, Mayor; John Wadach Deputy Mayor; Trustees Joshua Petraitis, Brian Smith and Carolyn Fleming.

Others Present: Matthew Lenahan, Attorney; Elissa Sackett, Clerk; Ben Luft, DPW Supervisor; Jane Radomski, Deputy Clerk; Tim Vandevelt, Former Fire Chief; Steve McGrath, Fire Chief; Mike Finucane, Captain Lima Ambulance; Charlie Floeser, CEO; Dan Marcellus, Skyport IT.

Absent: Brian Crye, WWTP Operator

The meeting of the Village of Lima was called to order by Mayor Skiptunas at 7pm Tuesday, April 13th, 2021 and opened with the Pledge of Allegiance.

Motion

Motion was made by Trustee Petraitis and seconded by Trustee Fleming to approve meeting minutes from March 23rd, 2021. Motion passed unanimously.

Attorney Lenahan stated that the public hearing for local law #2 Adoption of NY Stretch Energy Code was opened at 7:05 pm. Hearing will stay open for 30 minutes. Deputy Mayor Wadach explained to the audience/Trustee's what the NY Stretch Energy Code pertained.

Motion

Motion was made by Trustee Petraitis and seconded by Trustee Smith to close public hearing on local law #2 of 2021, Adoption of NY Stretch Energy Code at 7:43pm. Motion passed unanimously.

Department Reports

Fire Department – Tim Vandevelt, Former Fire Chief

Chief Vandevelt stated that this would be his last meeting. He is officially retiring from the Lima Fire Department and he introduced Steve McGrath as the new Fire Chief. He thanked everyone for the support over the past 3 years. Mayor Skiptunas thanked Chief Vandevelt for his time and Mayor Wadach commended him for helping bring area departments together for trainings.

Chief Vandevelt gave Mayor Skiptunas several invoices that were sent from Churchville Fire Equipment that had not been paid. Mayor Skiptunas gave them to Clerk Sackett and asked her to please look into them. Mayor Skiptunas also asked about several invoices as it did not say what the services rendered were. He asked that in the future all the invoices up for payment please state what the items are for.

Lastly, Mayor Skiptunas stated he had received a phone call from Julia Bean regarding the parking issues with the fire department. He stated that he listened to her state her issues, and then he stated he explained that he understood her frustrations, however he asked that she please park back in her spot a little so she is not blocking the egress route of a fire truck in the event of an emergency. Since then, Ms. Bean has parked back in her spot to where she would not be blocking the egress route of a fire truck.

Ambulance – Mike Finucane, Captain

Captain Finucane discussed the Ambulance report that was passed to the Board. He inquired about obtaining an account with Victor Chevrolet. He stated that this is where the ambulance vehicles get serviced and having an account with them would be much easier. The Board agreed that having an account would be fine; Clerk Sackett asked for Captain Finucane to reach out to Victor Chevrolet and see if they have their own application to be completed for an account.

Captain Finucane stated that they just had their elections. New officers are as follows:

Meghan Rose, Chief
Mike Finucane, Captain
Mike Holbrook, Secretary

Village of Lima Board Meeting

April 13th, 2021

Patrick Watters, Treasurer

Congratulations to all on their recent elections.

Deputy Mayor Wadach asked when the next meeting would be for the Ambulance Board. Captain Finucane stated that they just had their meeting and the next would be sometime in May. He will pass along the date so if anyone wishes to attend, they can. Deputy Mayor Wadach also asked about how the meeting with the Town Board went. Captain Finucane stated that it was a very product meeting. The Town explained reasonings why they were looking elsewhere for coverage, but after discussions they stated that they are now not looking at any other options.

Lastly, Mayor Skiptunas stated that it had been discussed that a member of the Ambulance had inquired about purchasing the current flycar. It was discussed and agreed upon that the vehicle should go to auction to try and get the best price. Mr. Luft (DPW) stated he would get information regarding where they send the DPW trucks after they are no longer in use.

WWTP – Brian Crye (absent)

The Sewer Plant report was passed around for the Board to review. As of March 31st, the wastewater treatment plant was again in 100% compliance with NYSDEC regulations.

Mayor Skiptunas discussed that the Pre-Construction meeting for the WWTP was held on Monday April 12th. After the meeting was held at the Village they went and toured the plant with CP Ward (General Contractor) to discuss the project in depth. Construction is slated to begin Monday, April 19th.

Mr. Luft stated that Josh Perham will be going to school for his WWTP license in June. After he goes in June, he will take the necessary tests to become licensed and then will be eligible to take the Civil Service test provided by the county to be a licensed WWTP Operator.

CEO – Charlie Floeser

CEO Floeser passed around/discussed his report. He stated that NYS is mandating classes to be completed during the day which is eating up some of his time.

CEO Floeser and the Board discussed the abandoned house on McDonald Drive. The home is condemned (floors and roof are rotted) and recently there was a fire call at the property. It was asked if the Village can do anything to take the home down? The Village can request that the process be started to take down the structure if it is deemed unsafe. Attorney Lenahan stated that if a structural engineer is sent out to the structure the process can move forward fast. The costs of taking down the structure will be paid for by the Village, but then costs will be sent on to the homeowner.

Mayor Skiptunas asked if there was any legislation regarding vapes/CBD for sale in the Village. Deputy Mayor Wadach and Mr. Luft stated they believed that in the past the issue had been discussed, however they do not believe that there is any legislation regarding vapes/CBD. Clerk Sackett stated that she would look and see if she can find anything. See below regarding signage discussion.

CEO Floeser discussed that there are still many issues regarding signage in the Village. The Chair of the Planning Board is requesting signs be taken down at Upper Deck, although they are not out of code. The Board directed CEO Floeser to send correspondence regarding these signs to Attorney Lenahan. It was also discussed the issue with Sunoco and the current Kirkwood sign. The Kirkwood sign is out of code, and current code states a business owner cannot advertise on another business' property. It was suggested that Sunoco look into purchasing the sign on the Kirkwood property.

Village of Lima Board Meeting

April 13th, 2021

DPW – Ben Luft

Mr. Luft discussed current items the DPW crew are working on. He stated that right now they are picking up brush, flushing hydrants and working on cutting down trees on 15A. This is all weather permitting. He stated that they had completed some striping of the parking lot down at Mark Tubbs Park. They have also restriped the basketball court and hope to reseal the court this year. He stated that they are trying to “spruce” things up by using as little money as possible.

Deputy Mayor Wadach asked Mr. Luft if he could drop off more dirt prior to the weekend for the trees he is potting. He stated that the location is great, he just needs a little bit more to pot all 100 plants. Mr. Luft said he would have one of the guys bring down another scoop.

Clerk Report – Elissa Sackett

Several invoices were available to the board for review/approval. Invoices were quite high this month due to capital expenditures that needed to be paid, as well as bond payment for the Ambulance building due. Totals from each fund are the following:

- Ambulance Fund: \$38225.07
- General Fund: \$133,854.00
- Sewer Fund: \$4,044.42
- Water Fund: \$5,728.03
- Capital Water: \$455,426.30
- Capital Sewer: \$16,908.61
- Grand Total: \$654,186.43

Motion

Motion was made by Deputy Mayor Wadach and seconded by Trustee Petraitis to authorize payment for said invoices. Motion passed unanimously.

Clerk Sackett stated that training for the new Beacon software/Trimble would be held Tuesday, April 20th and Wednesday, April 21st. Stephen Moynihan from Badger Meter will be on site to conduct training both days; Tuesday will software training with Clerk Sackett and Wednesday he will read meters with Mr. Luft then finish training with Clerk Sackett.

Budget

Mayor Skiptunas opened the public hearing for the 2021-2022 Budget at 9:03pm. Public hearing will stay open for at least 30 minutes.

Motion

Motion was made by Deputy Mayor Wadach and seconded by Trustee Smith to close the Public hearing on the 2021-2022 budget at 9:43pm. Motion passed unanimously.

Mayor Skiptunas and Mr. Luft discussed that the current tax rate had been set at 1.03%, which would set the Village under the 2% tax cap set by the state. During the meeting with EFPR Solutions, the representatives from the Village present requested that the tax rate be set at a flat 2% to see how much more revenue would be brought in. This resulted in approximately \$3900 additional revenue. The change to the 2% would be necessary as currently the Village is projected to use approximately \$127k in fund balance this year. This model would not be sustainable for future usage. Mr. Luft also stated that it was suggested that the cuts to the end of year reserve transfers be implemented this year as well as next year to help lessen the amount of fund balance used. The Board agreed that implementing those transfers this year would be wise.

Village of Lima Board Meeting

April 13th, 2021

The Board discussed with Mr. Marcellus the fiscal limitations regarding the IT upgrades. With what was in the budget, it was asked what the most important upgrades would be, to which he replied the Ambulance is the most important area.

Mayor Skiptunas stated that there may be various revenue that could be coming in this fiscal year that is not accounted for. There is stimulus payment that is slated to be divided between towns and villages this year, and there has been an increase in sales tax due to internet sales. These are not accounted for in the current budget, as dates of these funds and amounts are not guaranteed.

Motion

Motion was made by Deputy Mayor Wadach and seconded by Trustee Petraitis to Adopt the 2021-2022 Budget. Motion passed unanimously.

Old Business

Arbor Day/Electric Vehicle Day – Deputy Mayor Wadach stated the event has started to gain more momentum. Currently there are several dealerships and local owners who have expressed interest in being at the event. Pre-Grant has been submitted for the event to NYSERDA, he will reach out again after the event to check the status of the grant. Mayor Skiptunas said that he has been in touch with the Tesla Club and that they also plan to be at the event.

Water/Sewer Rate Study – Deputy Mayor Wadach stated that he had been analyzing our current water/sewer rates to see what the Village would need to bring in to cover the upcoming debt service that will be for both the Water improvements on 15A, as well as to cover the debt service on the WWTP. The additional debt service on an extra \$600,000 would mean an increase in revenue of \$32622.80, and to cover the annual debt service on the WWTP would mean an increase in revenue of approximately \$65,000, however the Village should look into being able to add money into the Sewer Reserves, resulting in an overall increase of roughly \$85,000 in revenue. To cover the increased costs of these upcoming debt services, Deputy Mayor Wadach proposed the following increased rates for Village users:

- Village Water: Base Rate \$10.00, Usage per 1000 Gal: \$7.00 per 1000
- Village Sewer: Base Rate \$17.00, Usage per 100 Gal: \$6.00 per 1000

It was also discussed if apartments/trailer parks should be changed and charged a base per unit. After looking at the current structure, it was decided that apartments/trailer parks would currently stay the same.

Motion

Motion was made by Deputy Mayor Wadach and seconded by Trustee Smith to hold Public Hearing for proposed increased water/sewer rates to be held on May 11th, 2021 at 7pm. Motion passed unanimously.

Code Review: Signage & Minimum Parking Requirements – The Board discussed that signs have been repeatedly declined by the Historic Preservation Committee (HPC). HPC can only recommend changes when it comes to signs, however they are not the approving party. If the signs are up to code, then CEO Floeser can approve the sign. CEO Floeser stated that many problems with the signs are the proportion of the signs. Current codes have many regulations regarding signage in relation to the overall size of the storefront. The code also includes all parts of the building in the percentage of signage.

Ex: Storefront wishes to put up top building sign, blade sign and signage on their windows/door. The aggregate total of signage cannot be more than 50% of the square footage of their building.

When you are dealing with a smaller storefront, a building sign may eat the entire portion of what is allowed for a sign, therefore they are not able to do anything to their storefront windows. It was proposed that the signage percentage be expanded from 50% to 75% of their windows, and the signage for the blade and building be separate from the windows. Signs can be whatever the business owner wishes, as long as the signage falls in the criteria set and it is up to code. Modifications regarding code for out of use signs were discussed as well. Signs vacant for 60 days will need to be brought up to code, but it should be modified to state it is allowable to reuse the sign and have tenant names on said sign.

Village of Lima Board Meeting

April 13th, 2021

Lastly it was discussed the minimum parking requirements in the code. Current code states you would need to have at least 1 parking spot for everyone working, and then a specific number of spots available for customers. This code is only really used for 1 parcel in the Village, and it was discussed to remove the code entirely. After lengthy talks about the code, it was discussed that a Public hearing will need to be held. This would be Local Law #3 of 2021 – Modification of Codes in Relation to Signage and Parking in Zoning code. Public hearing will be held on May 11th, 2021. Clerk Sackett will publish in the Sentinel.

New Business

Letters to Homeowners with New Sidewalks – Letters will be sent to homeowners who will be directly affected by the upcoming sidewalk project. Mr. Luft, Paul Presutti from Erdman Anthony, Mayor Skiptunas and Deputy Mayor Wadach are scheduled to walk the route of the sidewalks on Wednesday, April 21st. Once they have walked and compiled the list of residents who will be directly affected, Clerk Sackett and Deputy Clerk Radomski will send letters to all individuals explaining what is going to be happening with the project. Letters will include a detailed map of their residential area, showing where the proposed sidewalk will be and how they will be affected.

Regarding the sidewalks, Clerk Sackett had an EBO Resolution that needed to be completed for NYS DOT in regards to the sidewalk project. See attached resolution.

Motion

Motion was made by Trustee Petraitis and seconded by Trustee Fleming to authorize Deputy Mayor Wadach to serve as the EBO point of contact for the Village of Lima. Motion passed unanimously.

Roundtable Discussion

Mayor Skiptunas told Mr. Luft that he had a meeting with Young Explosives at 9am on Wednesday, April 21st down at the park to discuss the location of the 4th of July fireworks.

Mayor Skiptunas stated that he had completed the Harassment Training provided through NYMIR. This training is to be attended by all Board members. He will forward information regarding the next sessions to the Board.

Trustee Smith discussed the Civil War reenactors are looking to do an event, “Cannons for Cannon”. This would be a fundraising event to help a local youth and to purchase handicap equipment for Mark Tubbs Park.

Meeting was adjourned at 11:00 pm.

Village of Lima Board Meeting

April 13th, 2021

Resolution designating Responsible Local Official (RLO) for Lima Sidewalk Connection Project - PIN 4761.21 .

**Village Board of Trustees
Village of Lima
County of Livingston**

WHEREAS, sealed bids, were received and opened on March 2, 2012 for Lima Sidewalk Connection Project – PIN 4761.21, (the “Project”); and

WHEREAS, The Village of Lima is currently the local sponsor for PIN 4761.21, The Lima Sidewalk Connection project; and

WHEREAS, The New York State Department of Transportation (NYSDOT) has implemented a web-based civil rights reporting system called EBO (Equitable Business Opportunities) to streamline and reduce the efforts required by the construction and engineering industries to satisfy civil rights reporting requirements; and

WHEREAS, EBO use is required on all Federal Aid Construction Contracts; and

WHEREAS, The Responsible Local Official (RLO) will function as the EBO administrator for the Sponsor and will request access; and

WHEREAS, The Responsible Local Official (RLO) will function as the EBO administrator for the Sponsor and will request access; now, therefore, be it

RESOLVED, The Village hereby designates John Wadach as the RLO and authorizes him to obtain access to EBO on the Village’s behalf; and, be it further

RESOLVED, He is further authorized to create additional secondary user IDs as required for project monitoring. The RLO will remain the Village’s EBO administrator until such time as NYSDOT is notified of a change.

The vote on the foregoing resolution was as follows:

John Skiptunas, Mayor	Voting	Yes
John Wadach, Deputy Mayor	Voting	Yes
Joshua Petraitis, Trustee	Voting	Yes
Carolyn Fleming, Trustee	Voting	Yes
Brian Smith, Trustee	Voting	Yes

I attest that the above Resolution was unanimously approved by the Village of Lima Board of Trustees at their meeting held on April 13th, 2021.

Elissa Sackett
Elissa Sackett
Village of Lima

