

## VILLAGE OF LIMA

JOHN CORRELL, Mayor  
AMY HUDAK, Clerk  
STEPHEN KRUK, Attorney  
JOSEPH SCHWING, Trustee  
JERRY WARSAW, Trustee

PO Box 20a  
7329 EAST MAIN STREET  
LIMA, NY 14485-0820  
[clerk@villageoflima.us](mailto:clerk@villageoflima.us)

HEIDI BANSER, Deputy Clerk  
JOHN KATTATO, Trustee  
BEN LUFT, Supt. Public Works  
JOHN WADACH, Trustee

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**April 28, 2020; Meeting commenced at 7:00 p.m.**

### **VILLAGE OFFICIALS PRESENT:**

John Correll, Amy M. Hudak, John Kattato, Stephen Kruk, Ben Luft, Joseph Schwing, John Wadach, Jerry Warsaw

### **Village Officials Excused:**

Tim Vandevelt, Fire Department Chief

### **GUESTS:**

Bonnie Wadach, Eric Baker, and David Cabrera

### **OLD BUSINESS:**

Trustee Wadach made a motion, seconded by Trustee Warsaw, to approve the March 24<sup>th</sup> 2020 minutes, motion unanimously passed.

### **NEW BUSINESS:**

#### **Budget Items**

Mayor Correll asked the Clerk to provide the monthly accounting statement provided by Baldwin Accounting be distributed electronically to each Trustee as soon as it's received. The Clerk will also provide one printed copy for review and will be in the General Account folder if you wish to review a hardcopy.

Trustee Wadach reviewed recently submitted accounts payable and reviewed vouchering guidelines. Trustee Schwing made a motion to approve expenditures, seconded by Trustee Warsaw. The motion was approved.

Fire Chief Vandevelt mentioned that he ran out of vouchers and was unable to complete some invoices at the time they were submitted.

Mayor Correll said two line items on the 2019/2020 budget are reversed and should be corrected (A3410.2 v. A3410.4). Clerk to contact Baldwin Accounting to make correction.

Mayor Correll scheduled an online meeting for Clerk Hudak and he to review Edmunds Accounting Software. This would consolidate revenue collection, (taxes, water and sewer rents) and fund expense accounting including payroll for the municipality. Eliminating multiple systems and manual data entry will provide operational efficiencies for the future.

Mayor Correll requested information from Fire Chief Vandevelt re: \$14k equipment; Fire Chief Vandevelt was no longer on line to discuss the item. Mayor Correll recommended scheduling a

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meeting to discuss Fire Dept. expenditures / replacement schedules. Cost / benefit analysis needs to be considered. Clerk will facilitate meeting with Mayor, Fire Department Liaison, Fire Chief and Fire Department President. The meeting will be scheduled according to the open meeting laws and available to the public. This meeting will also include discussion around the following:

1. Mutual aid agreements including staffing and equipment sharing
2. Truck maintenance and replacement schedule to include documentation as to the purpose and life expectancy of the equipment
3. Reserves for capital expenses and general operating budget planning

Since the updated fiscal 2020-2021 budget was not distributed prior to the meeting, Mayor Correll asked the budget adoption be tabled until the April 28<sup>th</sup> meeting. Motion to table the budget adoption was made by Trustee Warsaw, seconded by Trustee Schwing. Motion unanimously passed.

### **DPW Report**

Mayor Correll stated he and Superintendent Luft had a discussion about sewer flow monitoring in regards to the Pathstone's Cobblestone Green Project. They were concerned about the increased flow of sewage in the existing pipe and how two pipes converged just north of the proposed complex. While a study was completed in regards to the sewer plant's capacity to process the increased flow, the existing piping was not discussed.

### **DPW Report**

Superintendent Luft discussed shared services with the Town for a used mini excavator and trailer. Town approved it, Superintendent asked for a motion to advertise moving \$20k from highway reserves to buy a used mini excavator and utility trailer shared with the Town of Lima. Motioned to advertise was made by Trustee Warsaw, seconded by Trustee Schwing, motion unanimously passed.

Town has delayed its Clean Up Days / Village needs to reschedule its as well (originally scheduled for May 16<sup>th</sup>). Superintendent Luft to reach out to Dave Shanks to reschedule.

Motion made by Trustee Wadach to advertise for local law #1 / Tree Ordinance / seconded by Trustee Schwing and approved. Trustee Wadach to update website accordingly.

Motion made by Trustee Warsaw for the 2020/2021 Livingston Co. Highway Dept Inter Municipal Agreement Extension for equipment, machinery, tools and service sharing. Motion seconded by Trustee Schwing and approved.

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Trustee Wadach discussed possible sewer upgrades and that Pathstone should be asked to contribute 50% of the sewer flow study for the portion of the study related to their project.

Pat Nicoletta gave an update re: water improvement project.

### NYMIR Insurance renewal application

Mayor Correll reviewed the Village insurance policy for fiscal year 2020-2021 with Jackie Shaffer from Eastern Shores Insurance (Village insurance broker)

The following points and recommendations were discussed:

1. Clerk/Deputy Clerk/Mayor should have \$500,000 in fraud insurance to cover tax collections
2. \$50,000 insurance on any employee for theft
3. Funds transfer fraud insurance should be at \$100,000
4. Requirement for Crossroads Festival
  - a. Committee to document all vendor applications and insurance naming both Town and Village as additionally insured.
  - b. Each vendor selling alcohol should possess a liquor liability policy or Committee should apply for an event policy rider
  - c. If alcohol is served on Village property, Village should have an additional host policy rider.
5. Fire Department Incorporated fundraising events should have a rider naming Town and Village as additionally insured for each event held at the Fire Hall.
6. Village will adopt NYMIR's website as the official employee training and tracking portal for documentation. All employees will have their own account and be responsible for completing recommended and mandatory online training.

### Dog Park Discussion:

Mayor Correll met with Mrs. Gardner and Mr. Neenan on-site to discuss construction ideas.

1. Proposed location would require drain tile. Mr. Neenan would contact his vendor and get pricing.
2. Mr. Neenan would volunteer his time and equipment to plant and over seed the grass for the dog park this year.
3. Next year once the grass is established the fencing would be installed and the dog park would be dedicated and opened.

### Pathstone's Cobblestone Green Project

Mayor Correll mentioned we should hold Pathstone accountable for any damage that may occur on McDonald Drive. The board is in favor of requiring Pathstone to post a bond that will cover replacement cost of any damage to McDonald Drive. Mayor Correll will discuss this with the planning board. Discussion was held regarding the amount of the required bond. Motion was

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made Trustee Wadach, seconded by Trustee Schwing to require a \$35,000 bond, the estimated cost to mill and repave McDonald Drive. Motion unanimously passed.

### **Other Items**

Trustee Warsaw made a motion to adopt the Investment Policy Statement, it was seconded by Trustee Swing and unanimously passed.

Mayor Correll appointed Amy Hudak as Clerk Treasurer, replacing Linda Banfield. Motion was made by Trustee Warsaw and seconded by Trustee Schwing so Amy will have signatory rights on all banking accounts, motion unanimously passed. Trustee Wadach mentioned that Amy's skill set may offer the Village the opportunity to perform payroll and bookkeeping services in house, saving the Village money since those services are currently being outsourced.

Mayor Correll appointed John Kattato to fill the vacant Trustee position created with his acceptance of the Mayor position. Trustee Kattato is a resident of Rainbow Lane and has a background in development and management.

Trustee Wadach discussed NY Class to gain more financial interest on our funds and provide full liquidity with regards to Village funds. A June 1 kickoff is planned. Clerk to start application.

Trustee Wadach discussed Street Lighting and Energy Audits; approved previously; still on track.

Mayor Correll said to email all agenda items to the Clerk by mid-day Monday prior to each meeting for inclusion on agenda for next board meeting.

Trustee Wadach extended thanks to Deputy Clerk Heidi Banser for her contributions to the Village while working alone.

Guests were invited to share comments; none made.

Meeting adjourned at 9:50 pm.