

Village of Lima Board Meeting

December 22nd, 2020

Present: John Wadach, Mayor; John Skiptunas, Deputy Mayor; Trustees John Kattato, Joshua Petraitis, David Cabrera.

Others Present: Matthew Lenahan, Attorney; Elissa Sackett, Clerk; Ben Luft, DPW Supervisor; Pat Nicoletta, MRB Group; Bruce Mayer, Dinah Mayer.

The meeting of the Village of Lima was called to order by Mayor Wadach at 7pm Tuesday, December 22nd, 2020 and opened with the Pledge of Allegiance.

Motion

Motion was made by Deputy Mayor Skiptunas and seconded by Trustee Petraitis to approve meeting minutes from December 8th, 2020. Motion passed unanimously.

Mayor Wadach started the meeting by recognizing guests in the audience: Bruce and Dinah Mayer (1755 Rochester St.), and Pat Nicoletta.

Empire Access

Mr. and Mrs. Mayer stated that they were there to find out more information regarding Empire Access. Mayor Wadach asked Trustee Cabrera if he could give the Mayer's a background as to what the Village was looking to do. Trustee Cabrera explained that the Village was looking to add Fiber internet access to the Village, which would benefit both residents as well as local businesses. The Village is looking to contract with Empire Access to bring Fiber to Lima, as they already have infrastructure in Avon as well as Bloomfield. Rates with Empire are lower, and since fiber optic cables are a superior technology than metal cables, speeds with fiber cabling can be much faster than what current internet providers offer. Fiber cables can be ran above/below ground and the cable would be run directly to the home. The Village is in the preliminary stages and the next step is to reach out to residents and see who is interested. Brochures will be sent to residents providing information in the January water/sewer billing. Empire Access will provide a link on their website for residents to do a "soft sign-up" to collect data showing the number of individuals interested.

Trustee Cabrera went into depth as the benefits of adding Fiber now as opposed to waiting and adding it in the future. He explained that currently there is no cap on bandwidth, but legislation is looking to lift the cap on internet bandwidth. What this means for individuals is that if the cap is lifted, providers can state that you can use up to a specific number of gigabits and then after that amount has been reached either your service will go slower, or you will be charged for anything above. Trustee Cabrera passed around a spreadsheet showing the various purchasing options along with the costs for the Village .

Pat Nicoletta

Mr. Nicoletta was here to discuss the Bid Authorization/Resolution for the Water Main on 15A, Lake Ave, Seneca, Maplewood and College. The project costs roughly \$4M with the Village receiving a grant covering 60% of the costs of the project.

Resolution

WHEREAS, the Village of Lima Village Board of Trustees (hereinafter referred to as Village Board) is intending to make water improvements along NYS Route 15 A, Lake Avenue, College Street, Seneca Avenue and Maplewood Avenue and a new meter vault. The water main in these areas are undersized, deteriorated and aged. New water mains will be provided in these areas to increase availability and capacity. Once the new main is installed and tested the existing main will be cut and abandon in place. Approximately 9,400 feet of 8" and 12" PVC and HDPE water main will be installed

WHEREAS, the Village has authorized MRB Group to design the improvements and prepare bid documents. All materials and work will be supplied and performed by the Contractor selected (Lowest

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responsible bidder). The Project will bid in accordance with Village of Lima Procurement Policy and New York State Requirements.

NOW, THEREFORE BE IT RESOLVED that the Village Board authorize the project to be placed out to bid upon improvements being approved by the Village and addressing the comments of the regulatory Agencies (County Department of Health, EFC and NYS Department of Transportation).

Motion made Trustee Joshua Petraitis, Seconded by Deputy Mayor John Skiptunas. Trustee David Cabrera, Trustee John Kattato, Mayor John Wadach all in favor.

The above Resolution was duly adopted on December 22nd, 2020, by the Village of Lima Board of Trustees.

Mr. Nicoletta also had a Resolution for the Bid Authorization of the Wastewater Treatment Plant (WWTP) Improvements. This project is costing roughly \$3.5M, with \$1.6M received in grant money, and \$1.9M funded as a loan with 0% interest. This will bring the WWTP up to full compliance with New York State Department of Environmental Conservation regulations.

Resolution

WHEREAS, the Village of Lima Village Board of Trustees (hereinafter referred to as Village Board) is intending to make improvements at the Village Wastewater Treatment Plant to serve the Village of Lima.

WHEREAS, the work proposed includes repairs to the secondary digester, control building roof replacement, primary and secondary trickling filter replacement, and existing aeration tank removal, ultra-violate disinfection system/aeration tank and electrical improvements. The plans and specification documents have been submitted Environmental Facility Corporation and the Department of Environmental Conservation.

WHEREAS, the Village has authorized MRB Group the Contract Documents for the project. All materials and work will be supplied and performed by the selected Contractor (Lowest Responsible Bidder). The Project will bid in accordance with Village of Lima Procurement Policy and New York State Requirements.

NOW, THEREFORE BE IT RESOLVED that the Village Board authorize the project to be placed out to bid. The Village Clerk is authorized to place the project advertisement in the Official Local Paper to notify all interested parties that the Village is soliciting bids for the project.

Motion made by Trustee John Kattato; Seconded by Trustee Joshua Petraitis. Trustee David Cabrera, Deputy Mayor John Skiptunas, Mayor John Wadach all in favor.

The above Resolution was duly adopted on December 22nd, 2020, by the Village of Lima Board of Trustees.

Mr. Nicoletta discussed the work on the Water Tower. He stated that the tower painting was complete and that the work on the Vault was starting on Monday (12/28). The Vault will take about 8 days to complete. Once completed the tower will be ready to be filled and should take about 4 days. After the tower is filled water testing will need to be completed and the tower should be back online by mid-January. Mr. Nicoletta said that a walkthrough with inspectors will be completed within a week and another final inspection will be done in the Spring to address any spots that would need to be touched up. Once completed in the Spring the Village will receive a final report. Money will be held back (5% retainage) until the final inspection in the Spring has been completed. Deputy Mayor Skiptunas asked if any funds could be held back from the project due to the tower not being completed in a timely manner to which Mr. Nicoletta replied that it could be possible but may not be likely as the contractor could state weather, other contractors etc. as reasons why the project was not completed in a timely fashion.

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Mayor Wadach told Mr. Nicoletta that the Village is looking at doing a possible GIS system in the upcoming budget year and asked if photos and GPS data could be recorded of project components as they are completed so we could upload them in the future to the GIS system. Mr. Nicoletta stated that it wasn't in the original plan but it could be done. He did state that pictures were taken on the 5 & 20 project. Mayor Wadach also asked Mr. Nicoletta about the interconnection valve on 5&20 to which he replied that they felt the first priority was to get the water tower back online. Once that is online, he will reach out to the manufacturer about the valve. Mr. Nicoletta stated that he will also send the breakdown of the costs on the 5&20 project as well as the water tower which gave the Town of Lima's share of costs for each project. Mayor Wadach stated he did receive and forwarded the breakdown to the Town Supervisor.

DPW Report – Ben Luft

Mr. Luft gave an update on the Trimble (water meter reading device) upgrade. Chris Schmidt from (add company name here) will be in to discuss the upgrades around mid-January. Mr. Schmidt will have all the documents with him explaining the new Trimble. Mayor Wadach stated that he responded that the new contract includes a fee that needs to be updated before it is signed. Mayor Wadach also stressed that we will need the correct contact information as to who can help us regarding the new software should we have issues. Clerk Sackett stated that she had been in touch with Edmunds (water-sewer billing software company) and they stated once we have a date to let them know so a representative can be in on a conference call when Mr. Schmidt is here. Edmunds needs to know how the new software will work regarding getting the meter data into the system.

Mr. Luft stated that he talked to Kenny Zuber about putting in a water line at the park. Mr. Zuber stated that he could cut costs by working with the Village Crew on this as he would not have to hire a separate crew. Mayor Wadach asked if it was necessary to put in a 6" pipe rather than a smaller one to which Mr. Luft replied if a fire hydrant is going to be placed at the park, it needs to be a 6" line. Mr. Luft also explained that he needs to hire a new Electrician for maintenance on the light poles on Hogan Ave and other electrical repairs. In the past Jeff Frasier had been contracted to do this, but he has moved to Florida. Mr. Luft proposed hiring Larry Caplan to take the role as the Lead Electrician for the Village. Mr. Caplan is very knowledgeable and is also the Electrician that the Village of Honeoye Falls uses.

Motion

Motion was made by Trustee Petraitis and seconded by Deputy Mayor Skiptunas to approve using Larry Caplan as the Lead Electrician for the Village of Lima. Motion passed unanimously.

Clerk Report – Elissa Sackett

Clerk Sackett stated that the New York State Comptroller's Office is holding two 2021 Governmental Accounting classes that she wished to attend. The first is Introduction to Governmental Accounting and the second is Accounting Principles and Procedures. Both classes are focused on individuals working in a Governmental setting and are \$85 per class.

Motion

Motion was made by Trustee Kattato and seconded by Deputy Mayor Skiptunas to approve Clerk Sackett to attend both Governmental Accounting classes held by the NYS Comptroller's Office. Motion passed unanimously.

Clerk Sackett discussed that she along with Mr. Luft had gone to Key Bank in Geneseo to update the Village Credit Card to add Clerk Sackett as an Authorized user, but they have yet to hear anything. She has reached out twice to the bank representative and has not heard back. Clerk Sackett proposed that the Village look into obtaining a credit card from Five-Star Bank as that is the main financial institution used by the Village. The bank will need the most recent financial statement (AUD) so as soon as that is complete the Village can move forward with a card from Five Star Bank.

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Clerk Sackett along with Mr. Luft gave an update regarding where EFPR Solutions were with the reconciliation of the Village accounts along with an AUD update. Clerk Sackett explained that payroll should be corrected this time however she has not received paychecks yet to verify and the reports she receives do not give year to date totals. She stated that Shelby (EFPR contact) is working on the AUD, but there are several items that she is requesting that require research and it is difficult finding the information that is necessary which is taking time. Mayor Wadach asked that we have an update and timeline by next meeting. The board also asked if there was a way to at least print off what has been spent out of accounts from the current year to date. Clerk Sackett stated that she just received access to the accounting program and that there should be a way to pull a report to see payments made from each account for the current fiscal year.

Lastly, Clerk Sackett had several invoices that required approval for payment. The balances were as follows:

- Ambulance Fund: \$5150.68
- General Fund: \$35471.11
- Sewer Fund: \$12167.48
- Water Fund: \$7505.46
- Grand Total: \$60294.73

Mayor Wadach asked a couple of questions regarding invoices. He asked what the LogMeIn charge from SkyPort was for, and requested that the cell phone assigned to Brian Crye have the account name changed from Michelle Crye to Brian Crye on the Verizon bill.. Clerk Sackett stated that she would contact both companies to check.

Motion

Motion was made by Trustee Cabrera and seconded by Trustee Petraitis to approve payment of invoices presented. Motion passed unanimously.

Old Business

Street Light Requirements – Mayor Wadach discussed that there are many requirements that are necessary for closing on the purchase of the street lights from National Grid. One of them is the Village will need to increase liability insurance coverage to \$5 million in Property Damage coverage and \$5 million on Bodily Injury Coverage. Per Eastern Shore (Insurance Broker), to get to that limit, the Village’s annual insurance premium would increase by \$1,075. Also, the Village needs to obtain a Surety Bond in the amount of \$105,000. Eastern Shore has contacted April Contreras from the New York Power Authority directly to determine the National Grid requirements for the bond.

Motion

Motion was made by Trustee Kattato and seconded by Deputy Mayor Skiptunas to accept the quote for the increase in liability insurance from Eastern Shore as it is necessary for the project to continue. Motion passed unanimously.

Records Management Grant – Mayor Wadach stated that he has reached out to the NY Archive regarding interest in applying for a grant as well as direction for a consultant for the project, but he has not heard back yet. Mayor Wadach asked Clerk Sackett if she could see if EFPR Solutions has any recommendations regarding a consultant. Attorney Lenahan also stated that he would reach out to the Landmark Society to see if they have any recommendations as well.

Ambulance – The Ambulance received application for membership from Samantha Cameron which was passed around for the Board to review. It had been previously discussed that a background DMV check should be completed before new applicants are approved. Mayor Wadach asked that it be added to the membership application that a DMV check has been completed before it be brought before the Board for

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approval. Trustee Kattato stated that insurance carriers generally will do a DMV if requested. Clerk Sackett will reach out to Eastern Shore regarding having a DMV check completed.

Motion

Motion was made by Trustee Petraitis and seconded by Deputy Mayor Skiptunas to approve Samantha Cameron for membership pending a clear DMV check. Motion passed unanimously.

Sale of Save-A-Lot – Empire Management out of Syracuse has stated that they intend to purchase the old Save-A-Lot building and plan to open a Dollar Tree. They will be splitting up the current retail space leaving 4000 sq ft vacant and the remainder becoming a Dollar Tree. The Town has requested that the Dollar Tree add extended grocery space. Once purchased, construction should take place right away.

Methane Flaring at Sewer Plant – Mayor Wadach asked Mr. Luft if he had spoken with Brian Crye (Sewer Plant Operator) regarding methane flaring at the Sewer plant to which Mr. Luft replied he had and he asked Mr. Crye to have information regarding flaring at the next board meeting. He stated the flaring unit is currently turned off and Mayor Wadach asked if he could please get a quote regarding making the flaring unit operational.

Ambulance Contract with Town – Mayor Wadach stated that the final Town meeting is scheduled for December 29th at 10am. He has asked Supervisor Falk to be on the agenda and hopefully there will be more discussion regarding adding the Ambulance contract back into the budget.

Smart Cities Grant – The Village has been awarded a grant to bring Wi-Fi to the Village downtown area. If the Village were willing to add money to the project, the Village could receive a total of up to \$100K. Mayor Wadach suggested seeing if the Village portion could be folded in with financing that way this expense could be paid for over several years. Trustee Cabrera stated that he would need a map of poles and anything that has a pole, and that we should bring Dan Marcellus in for information as it would be utilizing the Village's current internet access. Trustee Cabrera stated that security for the Wi-Fi would be set up through the Village and that in order to be able to bring it to fruition our current bandwidth would need to be able to support it. If our bandwidth is not strong enough, then the project would not work.

New Business

January Newsletter – Mayor Wadach discussed that for the January water/sewer billing he would like to add information regarding Empire Access. He asked that Mr. Luft/Clerk Sackett email a January Newsletter to him that can be added to the website.

Solar Array - Mayor Wadach discussed that he would like to start doing a cost comparison on the National Grid bills to the invoices received from Kendall Sustainable to ensure the project isn't costing the Village. He stated that the Solar Array as well as the new National Grid account at the 5&20 water valve currently are not available online and asked Clerk Sackett to please contact National Grid to have the accounts added.

Roundtable Discussion

Mayor Wadach discussed a letter that was received from the Health Department regarding a couple citations. These citations referenced backflow issues for businesses to which Mr. Luft indicated that due to the timing of the report this is always a citation. Another citation was regarding how chlorine levels are being tested and that the digital testing should be used instead of the color testing. Lastly, there was citation that during the water main break on Rochester St., that the Department of Health was not contacted prior to opening the Avon valve.

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Mayor Wadach stated the amount the Village is spending to Frontier for phone lines is quite high. He will be contacting Dan Marcellus regarding a different option for a phone system.

Mayor Wadach discussed the upcoming Dog Park project and asked who could build. He said that volunteers could build the project, but a contractor would need to oversee the project. Mayor Wadach asked Attorney Lenahan if the Village could hire a current employee could supervise the project outside of working hours to which Attorney Lenahan replied yes.

Lastly, Mayor Wadach discussed the portion of the Save-A-Lot parking lot that was owned by the Village. He asked about putting something there like a pocket park. Trustee Cabrera stated that in the 2015 Vision Plan it does show a pocket park in this area. It was also mentioned to discuss with the Shade Tree Committee and see what their recommendations were.

Deputy Mayor Skiptunas stated that he had been in contact with Miller Plumbing regarding the Ambulance and will meet with them in January regarding adding lines to put in the washer/dryer at the building. He said that they will need to have an electrician for this and stated he would contact Larry Caplan. Deputy Mayor Skiptunas also stated that he had already picked up a ping pong table for use at the Ambulance base and that he would be going to look at a pool table.

Deputy Mayor Skiptunas stated that he had been in contact with Tony Tondryk as well as Kenny Zuber to go over materials in creating packets for residents regarding water service upgrades related to the upcoming water main replacement project.

Trustee Cabrera discussed briefly Fiber and how it could affect low-income users in Lima if the project were to cause taxes to raise. He stated that the Village could look into other options such as purchasing bulk and providing internet without raising taxes. He will continue to speak to Empire Access and look at various models.

Motion

Motion was made by Trustee Kattato and seconded by Trustee Cabrera to enter Executive Session to discuss personnel matters. Motion carried unanimously and Executive Session entered at 9:47 pm.

Executive session ended at 10 pm and meeting adjourned.