

Village of Lima Board Meeting Minutes
February 13th, 2024

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

Others Present: Matthew Lenahan, Attorney; Elissa Sackett, Clerk; Ben Luft, DPW Supervisor; Steve McGrath, Fire Chief; Meg Rose, Ambulance Chief; Charlie Floeser, CEO; Christine Steerman, and Jeanne Beutner.

Absent: Larry Teta, WWTP Operator.

The meeting of the Village of Lima was called to order by Mayor Skiptunas at 7pm Tuesday, February 13th, 2024, at Lima Town Hall, 7329 E. Main St. and was followed by the Pledge of Allegiance.

Motion

A motion was made by Trustee Petraitis and seconded by Trustee Fleming to approve meeting minutes from January 23rd, 2024. Motion passed unanimously.

Guests

Christine Steerman – Ms. Steerman was present to discuss/invite the board to a presentation being held on March 30th from 10am – 12pm at the Lima Town Hall. The presentation will be on the Inflation Reduction Act and tax incentives and rebates to help cover energy upgrades for homes, businesses, and non-profits.

Department Reports

Fire Department – Steve McGrath, Fire Chief

The fire department is having a challenging time obtaining their Unique Entity ID through sam.gov, which is required in order to apply for federal grants. The trouble is proving their physical address as most everything is sent to their post office box, or it is in the Village of Lima's name, not the fire department. Dickey Garey is continuing to work on this and has sent in additional information and hopes to receive the UEI soon.

Ambulance – Meg Rose, Ambulance Chief

Chief Rose discussed the ambulance monthly report. She said the remount is delayed yet again, so she is going to explore other options. She is also looking into partnering with Avon and Honeoye Falls to start utilizing a training company for their yearly recertifications.

Chief Rose passed around one application for membership. John Skiptunas (Mayor) has applied to be a driver for the Lima Ambulance.

Motion

Motion was made by Trustee Wadach and seconded by Trustee Fleming to approve John Skiptunas as a driver for the Lima Volunteer Ambulance. Motion passed by 4 votes (Wadach, Fleming, Smith, and Petraitis). J. Skiptunas abstained.

WWTP – Larry Teta (Absent)

See report provided by Mr. Teta.

Code Enforcement Officer (CEO) – Charlie Floeser

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The CEO report was passed around for the board to review. CEO Floeser is researching Fire Marshall fees with Councilman Petroski (Town) and will report findings to the board. Mayor Skiptunas asked about a chicken coop complaint on High St. CEO Floeser said the homeowners who have the chicken coop were issued a permit and they told him they moved the chicken coop away from the property line. He could not confirm if the coop was indeed moved. The board asked that he inspect the coop and make sure it was up to code.

DPW – Ben Luft

Mr. Luft is still working on the specs for the tractor. The one he was interested in has been sold, so he is looking around before putting out the finished specs. The salesperson at LandPro said in spring farmers will buy new tractors and trade in their old ones, so he will wait a little longer.

Damage to the door at the baseball field was discussed. Mr. Luft will look around and see what a new door will cost. Discussions were held on having cameras down at the field, but it would mean that a whole new system would need to be installed and it would be very costly. This is the first incident that has happened in approximately 15 years.

The DPW crew is continuing to work on the Water Service Lead and Copper Study inspection. It is going slowly but they are making some progress. Mr. Luft asked that a notice be placed in the March water bill. Starting in April the crew will start going door to door to get these inspections completed. Residents can continue to call Mr. Luft and schedule an appointment for their inspection.

Clerk Report – Elissa Sackett

Clerk Sackett gave a brief update on the first budget meeting with Bernard Donegan’s office. This meeting was with Mr. Luft and Mayor Skiptunas to discuss the current revenues and expenses and project where we think we will be at the end of the year. The next budget meeting will be held at 6pm on March 26th and the preliminary budget will be presented at that time.

Handouts were passed to discuss moving the water/sewer billing, payroll, and tax collection to the Accufund software. Currently the Village uses various systems to complete these tasks, when it could be streamlined in one software package. The maintenance costs for the current set up are approximately \$8900 per year. Moving all systems to Accufund would cost approximately \$4048 per year. This will reduce the amount of work done as the Village office will not have to duplicate the information in Accufund. The board agreed to move forward with the proposal from Accufund.

The 2024 Memorandum of Understanding for the 2024 Downtown Partnership Program with Livingston County Development Corporation was presented and signed by Mayor Skiptunas.

Several invoices were available to the board for review/approval. Payments were the following:

- Ambulance Fund: \$5082.79
- General Fund: \$31245.43
- Sewer Fund: \$10907.68
- Water Fund: \$10457.66
- Capital Water: \$ -

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- Capital Sewer: \$ -
- Capital Fiber: \$10384.10
- Grand Total: \$68077.66

Motion

A motion was made by Trustee Petraitis and seconded by Trustee Fleming to authorize payment for said invoices. Motion passed unanimously.

Old Business

Livingston County Water and Sewer Authority/Town of Lima Water Contracts – Two contracts were presented for signatures. One contract was presented regarding the outstanding debt owed to the Village from the Town of Lima for the Capital Water project. The other contract was between LCWSA, the Town of Lima and the Village of Lima for operating and maintenance costs associated with Water District 2 and Water District 4. Trustee Wadach asked a few questions regarding the ownership and maintenance calculations, as well as the ownership of the main. Mr. Luft said that once the leak detection has been completed, we will have better numbers and will adjust percentages based off the findings and MRB reviewing the reports. Mr. Luft explained that the Village will own the main, the Town will own all the laterals and the Town will also be in charge of all the hydrants in these districts. A severance clause was also added stating that if the individuals are to connect to a new source, the properties must disconnect from the Village owned water main.

Motion

Motion was made by Trustee Petraitis and seconded by Deputy Mayor Smith to authorize Mayor Skiptunas to sign the contract between the Town and Village regarding debt repayment for the Capital Water project, as well as the contract between LCWSA, the Town of Lima and the Village of Lima for operating and maintenance costs associated with Water District 2 and Water District 4. Motion passed unanimously.

Meadow View Sidewalk Project – Two preliminary sidewalk designs were passed around for the board to review. After discussions on both, the board agreed the design of the first proposal was better than the second proposal as it included a larger distance from the road service for approximately half the length of the proposed sidewalk. Mayor Skiptunas will discuss each proposal with the affected homeowners to get their feedback.

Trustee Wadach requested adding an additional \$5k to the sidewalk contractual line for the sidewalk construction. Concerns were raised about the significant increase and financial constraints of the additional funds. It was recommended that \$2500 be added. The timeline for construction was also discussed. Mr. Luft said construction could start early spring/summer and he plans to install approximately 200' of sidewalk if time allows. This will be a multi-year project.

Fiber Optic Project Update – The Village received one acceptable bid for the Underground RFP. Bid was from Burrows Bros. A few items need to be added to the contract and then it will be ready for Mayor Skiptunas to sign and be sent to Burrows Bros for execution.

Motion

Motion was made by Deputy mayor Wadach and seconded by Trustee Petraitis to accept the bid received from Burrows Bros. Motion passed unanimously.

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Mr. Luft asked who will be required to complete dig safe stake outs once the fiber is installed. Empire will be utilizing the lines, but the lines themselves are still owned by the Village. If the Village is responsible, this will need to be contracted out to Premier and it will cost the Village each time a stake out needs to be completed. This will be discussed with Empire.

Dish Network Contract – Attorney Lenahan provided an update to the lease contract for Dish Network to install a tower on the water tower. Dish will pay the Village \$28k annually with a 15% increase every 5 years. Mr. Luft said he has still not met with any Dish representatives to see where exactly their equipment will be placed, nor has Dish met with the Village Engineer to discuss. Both of these items will need to be satisfied before the contract is executed.

Motion

Motion was made by Deputy Mayor Smith and seconded by Trustee Petraitis to approve the contract between the Village of Lima and Dish Network contingent on from the design and installation information from Dish Network is acceptable with Mr. Luft and MRB Group. Motion passed unanimously.

Short Term Rental Law – attorney Lenahan requested Trustee Fleming send him the Word document of the STR Law so amendments can be made to it. Tabled to 2/27 meeting.

Zoning Board of Appeals (ZBA) Appointment – Andy Swan (Ziegler Dr.) has shown interest in being appointed to the ZBA to fill the vacant Village representative spot. Mayor Skiptunas will discuss further and invite Mr Swan to the next board meeting.

New Business

Pro-Housing Community Program – New York State has launched an incentive program for communities to designate themselves as Pro-Housing Communities. These communities will receive priority in applications for funding such as NY Forward, Downtown Revitalization and other funding opportunities provided by the state. To qualify, municipalities must be able to show data increasing their housing stock by 0.33% over the past year or permits increasing their housing stock by 1% over the past three years. If neither percentage is achievable, the municipality can pass a boilerplate resolution. It discussed that the Village should take the opportunity and submit a letter of intent to HCR stating their intent to be designated as a Pro-Housing Community.

Bonfire Resolution – Request was made to host a bonfire at Mark Tubbs Park for the Solar Eclipse event. See below:

Upon application of the Lima Rotary for an open fire at Tubbs' Park on the evening of April 7th, 2024, in furtherance of the celebration and commemoration of the Solar Eclipse and related activities in the Village and at the Park, and upon assurances from the applicant that the fire will be properly fueled and monitored, and that it will not be offensive or a nuisance to persons or properties in the vicinity, said permission of the Village Board is granted, contingent on full clean-up of the park immediately afterwards. To the extent that the Village law requires a permit, this resolution shall serve that purpose.

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Joint Board Meetings – Mayor Skiptunas was approached by the Town requesting joint meetings be held again. Joint meetings will resume after the Village election in March. The Village will host the first meeting.

Round Table

Deputy Mayor Smith

- Met with the new representatives from the Town for the Park’s Commission. Still working on corresponding with one another and discussing the signs and the lock at the dog park. Will provide an update at the next meeting.

Trustee Wadach

- Reached out to Joule Assets regarding the timeline when the Village will receive bids for the Community Choice Aggregation renewal. Joule is still in the process of collecting indicative pricing from suppliers. Once received and analyzed, Joule will reach out to the Village for recommendations.
- Asked about the status of the meter on Tupelo Trail (working properly)? Mr. Luft is working to coordinate with LCWSA on getting an accurate read from the meter and what is being read at the houses. The meter is under water so it will need to be pumped out before the reading.
- Attended the Pumpkin Fest first meeting. The group is looking into applying for a 501c3 (Non-Profit). The committee also asked about possibly hanging a banner across 5&20 for the festival. Suggested looking at improving the electricity at the pavilion.

A motion was made by Deputy Mayor Smith and seconded by Trustee Fleming to adjourn the meeting at 9:43pm. Motion passed unanimously.

***All documents listed in the minutes are available to review at the Village office during regular business hours.**