

## Village of Lima Board Meeting Minutes

April 9<sup>th</sup>, 2024

**Present:** John Skiptunas, Mayor (excused at 7:15pm); Brian Smith, Deputy Mayor; Trustees Carolyn Fleming, Melinda Fleming, and Ben Dodzweit.

**Others Present:** Matthew Lenahan, Attorney; Elissa Sackett, Clerk; Ben Luft, DPW Supervisor; Steve McGrath, Fire Chief; Meg Rose, Ambulance Chief; Dominic Muscato, Ambulance Co-Secretary; Charlie Floeser, CEO; Several residents.

**Absent:** Larry Teta, WWTP Operator.

The meeting of the Village of Lima was called to order by Mayor Skiptunas at 7pm Tuesday, April 9<sup>th</sup>, 2024, at Lima Town Hall, 7329 E. Main St. and was followed by the Pledge of Allegiance.

### *Motion*

A motion was made by Deputy Mayor Smith and seconded by Deputy Trustee C. Fleming to approve meeting minutes from March 26<sup>th</sup>, 2024. Motion passed unanimously.

Mayor Skiptunas thanked Joshua Petraitis and John Wadach for their dedication to the Lima Village board over the past several years. Each was presented with a personalized award.

Mayor Skiptunas administered the Oath of Office to Trustees Melinda Fleming and Benjamin Dodzweit.

### **Open Public Hearing: 2024 – 2025 Village of Lima Budget**

#### *Motion*

Motion was made by Trustee Dodzweit and seconded by Trustee M. Fleming to open the Public Hearing at 7:15pm for the 2024-2025 Village of Lima Budget. Deputy Mayor Smith asked the audience if there was any comment on the proposed budget. No comments noted.

### **Guest**

**Stever Werner** – Mr. Werner provided updates to the 2024 Pumpkin Festival. Seed distribution will be held on April 27<sup>th</sup> at the Lima Town Hall..

### **Department Reports**

#### **Fire Department – Steve McGrath, Fire Chief**

Chief McGrath presented 4 new membership applications. Applicants are Michael Williams, Austyn Crego, Wyatt Huff, and Dominic Muscato. All prospects have been approved by the Lima Fire Department. Chief McGrath anticipates at least 3 new Junior members and will present the applications at the next meeting.

#### *Motion*

Motion was made by Trustee C. Fleming and seconded by Trustee Dodzweit to approve Michael Williams, Austyn Crego, Wyatt Huff and Dominic Muscato as new members of the Lima Fire Department.

Elections have been held and effective May 1<sup>st</sup> the Lima Fire Department will be under new leadership. Chief McGrath will still be a part of the department. Changes are the following:

- Dickey Garey, Chief

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- Rick Crego, 1<sup>st</sup> Assistant
- Ryan Kenney, 2<sup>nd</sup> Assistant

The fire department is still looking at purchasing a new fire truck. Due to a previous unused grant application in the system, the department was unable to apply for a grant this round. The department will attempt to apply again when the next grant is open.

### **Ambulance – Meg Rose, Ambulance Chief**

Chief Rose discussed the ambulance report and introduced Dominic Muscato to the board. Mr. Muscato is currently Co-Secretary of the Lima Ambulance and will be attending future meetings.

Power point presentation was distributed to the board to review regarding purchasing a new ambulance. The remount has been delayed again and all prospective loaner ambulances have been sold. Chief Rose will be meeting with a representative from North Eastern Rescue Vehicles to compare several models in stock and present which option will suit the needs of the ambulance and Village. Clerk Sackett will also work with Chief Rose on coming up with the best available options for financing of the new ambulance

Chief Rose presented two applications for membership for the Lima Ambulance. Applicants are Daniel Proctor and Kara Cloud. All have been interviewed and approved by Chief Rose.

### ***Motion***

Motion was made by Trustee C. Fleming and seconded by Trustee Dodzweit to approve Daniel Proctor and Kara Cloud as new members of the Lima Volunteer Ambulance. Motion passed unanimously.

Lastly Chief Rose briefly discussed the future of the Lima Ambulance and the need for more incentives and/or exploring the option of paid volunteers. Chief Rose will continue to work on proposals for this and will present at a later time to the board.

### **WWTP – Larry Teta (Absent)**

See report provided by Mr. Teta. Deputy Mayor Smith asked about the current issues with the clarifiers. Mr. Luft said that the DPW crew are going to be working at the WWTP to help this summer to help drain and clean the tanks to hopefully alleviate the issues.

### **Code Enforcement Officer (CEO) – Charlie Floeser**

CEO Floeser discussed his report. Mr. Luft asked about the water/sewer lines at the new build on Hogan Ave. as the builder had contacted him. Clerk Sackett asked about the proposed Fire Marshal fees and requested they be sent to the board for review.

### **DPW – Ben Luft**

Village Clean-Up day will be joint with the Town again this year. The days will be May 2<sup>nd</sup> – May 4<sup>th</sup> from 8am – 12pm at the Town Garage. The Village will again offer pick-up for Seniors aged 65 and older on Thursday May 2<sup>nd</sup>. Reservations must be made at the Village office by May 1<sup>st</sup> at noon. Senior pick-up is only for Village residents. Notices will be sent to residents in the April water bills, along with a second notice about the lead and copper line study.

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The dump truck has been ordered. He anticipates receiving it around October of this year. At that time, he will determine if the old dump truck will be sold at auction or held onto as a spare.

Deputy Mayor Smith requested meeting with Mr. Luft at the park to map out the area to be excavated for the new playground equipment. Due to the excessive amount of rainfall, the park is currently very wet and muddy and must dry out before any excavation equipment can be driven on the lawn.

**Clerk Report – Elissa Sackett**

Clerk Sackett Discussed the indicative pricing provided by Joule Assets regarding the Community Choice Aggregation renewal. The bid documents have been previously provided and finalized pricing will be received and presented on April 11<sup>th</sup> at 1pm. Clerk Sackett indicated that someone from the Village will need to be present to approve the pricing based off of recommendations provided by Joule Assets. It was noted that if prices are too high, the Village can decline any bid received and still be eligible to participate in the program in the future.

***Motion***

Motion was made by Trustee C. Fleming and seconded by Trustee Dodzweit to authorize any board member, Clerk Sackett, or Attorney Lenahan to enter into agreement with Joule Assets to execute the Community Choice Aggregation renewal for a period of 12 months to 24 months if the pricing is less than 0.09 cents kWh and based on recommendations from Joule Assets. Motion passed unanimously.

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

- Ambulance Fund: \$3598.25
- General Fund: \$14567.64
- Sewer Fund: \$74880.71
- Water Fund: \$5562.35
- Capital Water: \$ -
- Capital Sewer: \$ -
- Capital Fiber: \$ -
- Grand Total: \$98608.95

***Motion***

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

**Close Public Hearing: 2024 – 2025 Village Budget**

***Motion***

Motion was made by Trustee C. Fleming and seconded by Trustee Dodzweit at 7:45pm to close the Public Hearing for the 2024-2025 Village Budget. Motion passed unanimously.

***Motion***

Motion was made by Trustee C. Fleming and seconded by Trustee Dodzweit to adopt the 2024-2025 Village Budget. Vote was the following:

John Skiptunas, Mayor	Absent
Brian Smith, Deputy Mayor	Yes
Carolyn Fleming, Trustee	Yes

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Melinda Fleming, Trustee	Yes
Benjamin Dodzweit, Trustee	Yes

**Old Business**

**Organization Meeting – See attached.**

**O’Brien Land Donation** – Deputy Mayor Smith along with Mr. Petraitis met with Mike O’Brien about donating a parcel of land to Mark Tubbs Park. The current owner is willing to donate the entire parcel to the park, and in return requested something to honor his family and that the parcel be used for anything except a parking lot. Attorney Lenahan suggested discussions be held with the Town as well since the park is jointly owned. He will also move forward with a draft agreement for the donation.

**New Business**

No new business.

**Round Table**

No comments.

A motion was made by Trustee Dodzweit and seconded by Trustee M. Fleming to adjourn the meeting at 9:15pm. Motion passed unanimously.

Respectfully Submitted,



Elissa Sackett  
Village Clerk/Treasurer  
Village of Lima

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

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**The following appointments were reviewed by the board. No objections were made.  
Motion was made by Trustee C. Fleming and seconded by Trustee Dodzweit to approve the  
following appointments:**

Deputy Mayor	Brian Smith
Clerk/Treasurer	Elissa Sackett
Deputy Clerk	Vacant
Records Retention Officer	Elissa Sackett
Deputy Records Retention Officer	Vacant
Superintendent	Ben Luft
Fire Janitor	Kleaning by Kat
Village Attorney	Matthew Lenahan
Building Inspector	Charlie Floeser
Official Banks	Five-Star Bank, NYCLASS
Official Paper	Sentinel
Official Meeting	2 <sup>nd</sup> Tuesday at 7pm
Village Historian	Karen Fritz
Village Engineer	MRB Group

**COMMITTEES (TRUSTEE LIAISONS)**

**\*Mayor is a member of all committees\***

Livingston Co. Youth Board and HFL Summer Rec	Melinda Fleming
Water & Sewer Planning and Construction	John Skiptunas
Water & Sewer Billing Coordinator	
Sidewalks	
Street Lighting	
Law and Order	John Skiptunas
Recreation	
Planning Board	Carolyn Fleming
Zoning Board of Appeals	Carolyn Fleming
Inspector of Trailer Parks	Charlie Floeser
Fire Department Liaison	John Skiptunas
Ambulance Liaison	Melinda Fleming
Grant Coordinator	Brian Smith
Finance	Board
Crossroads Committee Liaison	Brian Smith
Downtown Revitalization	John Skiptunas/ Benjamin Dodzweit
Historic Preservation	Brian Smith/Carolyn Fleming
News & PR	John Skiptunas
Village Office Liaison	John Skiptunas
Senior Citizen/Community Outreach Liaison	Benjamin Dodzweit
Building Inspector/CEO Liaison	John Skiptunas
Mark Tubbs Memorial Park Liaison	Brian Smith/Benjamin Dodzweit
Sexual Harassment	John Skiptunas/Carolyn Fleming
Shade Tree	
Village Webmaster	
Volunteer Coordinator	
Fiber Optic – Empire Access	John Skiptunas

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**PLANNING BOARD MEMBERS**

Ericka Elliott	(V)	2025	506-2170
Paul Osborne	(V)	2026	624-8186
Andrew Britton	(V)	2028	991-9809 (Vice Chair)
Larry Kramer	(T)	2026	721-0153
Wayne Childs	(T)	2026	207-776-3209 (Chair)
Jacob Button	(T)	2024	315-859-0386
Chris Harvey	(T)	2026	747-5236
Sharon Knight			(Secretary)

**ZONING BOARD OF APPEALS**

James VanDick	(T)	2026	851-1202 (Chair)
Cindy DePuy	(V)	2029	766-0451 (Vice Chair)
Andy Swan	(V)	2026	624-2611
Duane Fuller	(V)	2026	624-7542
Kenneth Gray	(T)	2027	303-1594
Andy Matthews	(T)	2027	624-4342
John Bailey	(V)	2029	766-8111
Sharon Knight			(Secretary)

**VILLAGE BOARD**

<b>Mayor:</b>	John Skiptunas	2028	448-6410
<b>Deputy Mayor:</b>	Brian Smith	2025	317-4035
<b>Trustees:</b>	Melinda Fleming	2028	739-8981
	Benjamin Dodzweit	2028	
	Carolyn Fleming	2025	500-8551

**VILLAGE EMPLOYEES**

<b>Superintendent:</b>	Ben Luft	370-7143
<b>WWTP Operator:</b>	Larry Teta	315-5626
<b>Laborers:</b>	David Kirkwood	410-0148
	Aaron Grant	703-0548
	Terry Dettman	519-1020
	Michael Thompson	353-3479
<b>Clerk/Treasurer:</b>	Elissa Sackett	(607) 968-4854
<b>Deputy Clerk:</b>	Vacant	

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**Board Members Payment Schedule**  
**Employees Payment Schedule**  
**Hours per week for Employees**

**Quarterly – 1<sup>st</sup> Payroll of Quarter**  
**Bi-Weekly**  
**Labor, Hourly**

6:30 A.M. to 4:00 P.M. ½ hour unpaid lunch  
6:30 A.M. to 10:30 A.M. on Fridays

**Village Office Hours:**

**SUMMER HOURS – May 1st through Labor Day**

Monday 8:30-4:00  
Tuesday 8:30-4:00  
Wednesday 8:30-4:00  
Thursday 8:30-12:00 and 1:00-6:00  
Friday

**CLOSED**

**WINTER HOURS – After Labor Day through April 30<sup>th</sup>**

Monday 8:30-4:00  
Tuesday 8:30-4:00  
Wednesday 8:30-4:00  
Thursday 1:00-6:00  
Friday 8:30-12:00

**Vacation Time:**

**Years of Service      Paid Vacation**

1	5 days
2	10 days
3	11 days
4	12 days
5	13 days
6	14 days
7-12	15 days
12+	20 days

**Personal/Sick:** Five (5) days per year after one year; up to forty-five (45) days may be accumulated but shall be forfeited if employee leaves employment.

**Overtime Calculation:** Overtime compensation will be paid on actual hours worked over eighty (80) hours in a two-week period at the rate of time and one-half and time and one-half shall be paid on hours worked on holidays or vacation days. Work week shall begin on Monday and end on Sunday. Compensatory time to be credited to salaried personnel.

**Holidays:** June 19<sup>th</sup>, July 4<sup>th</sup>, Sept. 2<sup>nd</sup>, Oct. 14<sup>h</sup>, Nov. 11<sup>th</sup>, Nov. 28<sup>th</sup> & 29<sup>th</sup>, Dec. 25<sup>th</sup> & 26<sup>th</sup>, January 1<sup>st</sup> 2025, January 20<sup>th</sup> (office only), February 17<sup>th</sup>, April 18<sup>th</sup> (crew only), & May 26<sup>th</sup>.

**Procedure for Calling Special Meeting:** Emergency meeting – phone call, planned meeting published. Follow NYS open meetings rules.

**Bereavement Time:** Death in immediate family (mother, father, daughter, son, mother-in-law, father-in-law, husband, wife sister or brother) time – 3 days, uncle, aunt, or grandparents – time 1 day.

**Petty Cash Fund:** \$150.00

**Mileage Reimbursement:** Mileage rate per IRS is \$0.67 per mile.

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The Village of Lima Board of Trustees will meet the 2<sup>nd</sup> Tuesday of every month at 7pm at the Lima Town Hall, 7329 East Main St, Lima, NY 14485. Special meetings will be posted in the Sentinel.

Meeting Dates are as Follows:

June 11<sup>th</sup>, 2024  
July 9<sup>th</sup>, 2024  
August 13<sup>th</sup>, 2024  
September 10<sup>th</sup>, 2024  
October 8<sup>th</sup>, 2024  
November 12<sup>th</sup>, 2024  
December 10<sup>th</sup>, 2024  
January 14<sup>th</sup>, 2025  
February 11<sup>th</sup>, 2025  
March 11<sup>th</sup>, 2025  
April 8<sup>th</sup>, 2025\*  
May 13<sup>th</sup>, 2025

\*Organizational and regular board meeting

**Upon Motion, vote was held the following:**

<b>John Skiptunas, Mayor</b>	<b>Absent</b>
<b>Brian Smith, Deputy Mayor</b>	<b>Yes</b>
<b>Melinda Fleming, Trustee</b>	<b>Yes</b>
<b>Ben Dodzweit, Trustee</b>	<b>Yes</b>
<b>Carolyn Fleming, Trustee</b>	<b>Yes</b>



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**CROSSROADS/DOWNTOWN REVITALIZATION COMMITTEE**

P.O.BOX 355, LIMA NY 14485

(NO TERMS ASSIGNED)

Mike Falk, Chair	509-1433
Jean Moody, Secretary	402-5379
Leta Button, Treasurer	507-9261
Pam Everett	747-2876
Matt Grant	--
Kim Heck	415-1557
Brian Smith	--
Heather Iannone	--
Jess Pritchard	747-3080
Joseph Donnelly	--
Jake Button	518-859-0386
Jim Shelley (Blues Festival)	624-2080
Dan Marcellus	704-3171
Jerry Warsaw	704-2080
Mark Britt	356-9966

**HISTORIC PRESERVATION COMMITTEE**

Frank Gotcsik (Chair)	624-1854
Robin Hargrave	582-1724
Don Brown (Consultant)	<a href="mailto:zippy_db@yahoo.com">zippy_db@yahoo.com</a>

**LIMA GOLDEN AGE CLUB**

Laurie Arner, President	
Jim Murphy, President/Treasurer	208-3981
Joan Reilly, Secretary	582-1530
Shirley Murphy, Treasurer	
Doris Milton, Past Officer	
Marje Sackett, Board Member	
Marilyn Stuart, Board Member/Office of the Aging Representative	