

**VILLAGE OF OAKFIELD BOARD OF TRUSTEES
MONTHLY MEETING**

April 27th, 2020 @ 6:30 pm

A regular monthly meeting of the Village of Oakfield Board of Trustees was called to order at 6:30 p.m. by Mayor David Boyle, followed by the Pledge to the Flag led by Trustee John Igoe. The following Trustees were present: John Igoe, John Mullen, Michael Cianfrini. Trustee Michele Graham attended thru Skpe meeting.

Also, Present: Clerk/Treasurer, Kimberly Staniszewski, Deputy Clerk, Michelle Bartholomew

*The meeting was streamed live on Village of Oakfield, NY Face Book Page and recorded as required under Gov. Cuomo Executive Order No. 202.1 issued during the Covid-19 Pandemic.

PUBLIC HEARINGS:

PUBLIC COMMENTS:

OLD BUSINESS:

1. 2020-2021 Official Village Budget.

a) General Fund.

A Motion was made by Trustee Igoe to approve **The Official Village Budget General Fund for fiscal year 2020-2021 with a tax rate decrease to \$4.935/1000 of assessed value.**

Comments made by Mayor Boyle that there were no changes made to the Tentative Budget previously approved on April 13th, 2020. The Village needs to be assured that the Board is continually monitoring the current situation and funding from State and County sources as the amounts scheduled to be received may change under the current conditions.

Motion Seconded by Trustee Cianfrini. Ayes: Trustee Igoe, Mullen, Cianfrini, Mayor Boyle. Abstain, Trustee Graham. Carried.

b) Water Fund.

A Motion was made by Trustee Mullen to approve **The Official Village Budget Water Fund for fiscal year 2020-2021**, second by Trustee Igoe. Ayes: Trustee Mullen, Cianfrini, Igoe, Mayor Boyle. Abstain: Trustee Graham. Carried.

c) Sewer Fund.

A Motion was made by Trustee Cianfrini to approve **The Official Village Budget Sewer Fund for fiscal year 2020-2021**, second by Trustee Mullen. Ayes: Trustee Igoe, Mullen, Cianfrini, Mayor Boyle. Abstain: Trustee Graham. Carried.

2. Resolution #9-2020: Village Tax Rate

A Motion was made by Trustee Igoe to approve the Village Tax Rate and Total Levy Amount of \$4.935 per \$1,000 of taxable assessed value, with no increase from fiscal year 2019-2020, or a total levy amount of \$252,160.36, second by Trustee Cianfrini. Ayes: Trustees Igoe, Mullen, Cianfrini, Mayor Boyle. Abstain: Trustee Graham. Carried.

Official Village of Oakfield Budget is Appendix A

3. Mountain Engineering Update: Steve Mountain, President. WWTP Rehab Capital Project and Drainage Capital Project.

Steve Mountain provided a punch list of items to be completed at WWTP. DPW Supervisor Laney provided two quotes on painting at the WWTP, one of the items to be completed. Camden and Scott's both provided quotes.

Per Mayor Boyle the WWTP Operation Manuals are completed. Camden has reviewed. Board would like a meeting with Steve Mountain, DPW, Camden, Mayor Boyle and Deputy Mayor Igoe to go over manuals.

A Motion was made by Trustee Cianfrini to approve Camden Associates to paint the WWTP at a cost of \$15,000. Trustee Igoe requested that Camden provide a timeline to the Board to finish the painting. Second Trustee Igoe. Ayes: Trustees Cianfrini, Igoe, Mullen, Mayor Boyle. Abstain: Trustee Graham. Carried

NEW BUSINESS:

1. Fire Chief/President Report: None Presented

2. Zoning/Code Report: Zoning/Code Enforcement Officer, Mike Morris discussed the request to look at a damaged tree on Maple Ave.. He requested that the Village send in the Arborist they use for Village trees to see if the tree is dying and then he can move forward on sending notice if needed.

3. Approval of April 13, 2020 Minutes

A Motion was made by Trustee Cianfrini to approve the April 13, 2020 Minutes, Second Trustee Mullen. Ayes: Trustees Cianfrini, Mullen, Mayor Boyle. Abstain: Trustee Igoe, Graham. Carried

4. DPW Report- DPW Supervisor Laney provided written report and current vehicle reports. Board would like a timeline on when some of the repairs on the vehicles will be completed. Mayor Boyle and Deputy Mayor Igoe will discuss with Supervisor Laney.

A Motion was made by Trustee Cianfrini to accept DPW Supervisor's report as provided by DPW Supervisor, David Laney, Second Trustee Mullen. Ayes: Trustees Igoe, Cianfrini, Mullen, Mayor Boyle. Abstain: Trustee Graham. Carried

5. Clerk's Report- Clerk-Treasurer Staniszewski provided written report and discussed Foil Request received from American Transparency for Vendor information. Budget and Tax filings will be sent to the State and County after budget approval this week. Update on Village Elections: At this time NYCOM is lobbying for a date of June 16th. However, the Governor needs to issue an Executive Order on when the elections can be officially held. We are still waiting for a final date.

A Motion was made by Trustee Igoe to accept Clerk-Treasurer report as provided by Clerk-Treasurer Kim Staniszewski, Second Trustee Cianfrini. Ayes: Trustees Igoe, Cianfrini, Mullen, Mayor Boyle. Abstain: Trustee Graham. Carried

6. Trustee's Report-

a) Trustee Igoe- N. Pearl Street repaving work hinges on if the County is still able to do the work. Trustee Igoe requested Supervisor Laney to provide a full scope of work and include a partial repaving of Bennett, Mill St., and Stevens St in the work.

- b) Trustee Graham-Is currently working on updating the Emergency Plan. Would like DPW Supervisor Laney to report provide a more detailed report on water repair emergencies. Trustee Graham is formatting a new emergency work order form.

7. Mayor's Report-

- Fire Department, T/O Oakfield and V/O Oakfield met to discuss the Fire Dept. Budget for 2020-2021.
- Saturday Mornings County hosts video conference calls on updates regarding the COVID-19 pandemic and the County's emergency response. Most recently discussion on local community activities to promote the health and wellness of their residents. Financial Impact of the pandemic, Municipalities & School Districts need to be prepared for decrease in revenue.
- Vacation /Time Off Accrual Policy- Increasing number of vacation days earned for new hires and the annual accrual of those days. The change will help recruit new staff when needed and a small reward for long term employees

A Motion was made by Trustee Igoe to approve the Village of Oakfield Vacation Policy. Trustee Cianfrini would like details on how the pro-rated vacation time will be calculated. Trustee Igoe rescinded Motion to approve.

A Motion was made by Trustee Cianfrini to table the proposed changes to the Village of Oakfield Vacation Policy so that the pro-rated calculation of vacation time is added to policy for new hires in their first year of employment. Second Trustee Igoe. Ayes: Trustees Igoe, Cianfrini, Mullen, Mayor Boyle. Abstain: Trustee Graham. Carried

8. Executive Session to discuss Personnel items.

A Motion was made by Trustee Cianfrini to go into executive session to discuss a personnel item @ 7:35 PM, Clerk-Treasurer Staniszewski was asked to leave, second by Trustee Igoe. Ayes: Trustees Igoe, Cianfrini, Mullen, Mayor Boyle. Abstain: Trustee Graham. Carried

A Motion was made by Trustee Cianfrini to close executive session discussion on personnel items @8:3pm, second by Trustee Mullen. Ayes: Trustees Igoe, Cianfrini, Mullen, Mayor Boyle. Abstain: Trustee Graham. Carried.

Having no further business to come before the Board, the meeting was adjourned @ 8:05 PM on **A Motion** by Trustee Cianfrini,

The next regular Board meeting will be held on May 20th, 2020 @ 6:30 PM at the Village Hall, 39 Main St.

Second by Trustee Mullen. Ayes: Trustees Igoe, Mullen, Cianfrini, Mayor Boyle. Abstain: Trustee Graham. Carried.

Respectfully Submitted,

Kimberly Staniszewski
Clerk/Treasurer
April 27th, 2020



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DAVID BOYLE
Mayor

JOHN IGOE
Deputy Mayor

Trustees
JOHN MULLEN
MICHAEL CIANFRINI
MICHELE GRAHAM

KIMBERLY STANISZEWSKI
Clerk/Treasurer

April 27TH, 2020

Village of Oakfield

Resolution # 9-2020 –Village Tax Rate and Total Levy Amount for 2020-2021

Whereas, the Village of Oakfield Board of Trustees, after hearing and duly considering all relevant evidence and testimony presented, determined the Village of Oakfield requires no increase in property tax rate from the previous fiscal year, to discharge the expected expenses and obligations in its best interest;

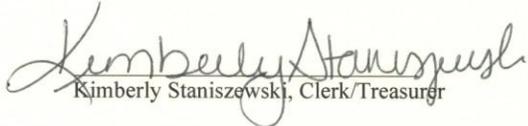
Now therefore, be it resolved, by the Village Board of Trustees that the property tax levy is hereby authorized for a rate of \$4.935 per \$1,000 of taxable assessed value, with a rate decrease from fiscal year 2019-2020, or a total levy amount of \$252,160.36. This remains under the allowable New York State Office of The State Comptrollers Village Tax Cap of 2.00% and allowable Village Levy growth factor of 1.0178% for fiscal year 2020-2021 without an override.

MOTION By Trustee Igoe
SECONDED By Trustee Cianfrini
Ayes: Trustee Igoe, Cianfrini, Mullen, Mayor Boyle
Nays: None.
Abstain: Trustee Graham
Carried.

State of New York)
County of Genesee)
Village of Oakfield) ss.

I, Kimberly Staniszewski, Village Clerk of the Village of Oakfield in the County of Genesee, and State of New York, hereby certify that the foregoing Resolution # 9-2020 was duly adopted at a meeting of the Village Board of the Village of Oakfield held on the 27th day of April, 2020, by the required necessary vote of the members to approve this Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Village of Oakfield, Genesee County, New York this 27th day of April 2020.


Kimberly Staniszewski, Clerk/Treasurer

Appendix A-Budget Report 2020-2021

BUDGET REPORT

Village of Oakfield

For Fiscal Year: 2020-2021

GENERAL FUND REVENUES		WATER FUND REVENUES		SEWER FUND REVENUE				
ACCOUNT								
ACCOUNT DESCRIPTION		F0.2140.000	METERED WATER - RATE	578,577.23	G0.2122.000	SEWER COLLECTION - RATE	191,175.00	
A0.1010.000	TAX COLLECTION	252,160.36	F0.2140.001	METERED WATER-USER FEE	140,640.00	G0.2122.001	SEWER COLLECTION - USER FEE	91,440.00
A0.1090.000	TAX INTEREST/PENALTY	800.00	F0.2144.000	SERVICE CHARGES	250.00	G0.2128.000	SEWER PENALTIES	2,000.00
A0.1120.000	CO. SALES TAX	275,000.00	F0.2148.000	PENALTIES	3,500.00	G0.5050.000	TRANSFER FROM RESERVE	15,000.00
A0.1130.000	UTILITIES TAX	20,000.00	F0.2401.000	BANK INTEREST	85.00	Total for Revenue	299,615.00	
A0.1170.000	CABLE FRANCHISE	19,500.00	F0.2401.001	TREASURY NOTE INTEREST	185.00			
A0.1230.000	TREASURER'S FEES	500.00	Total for Revenue	723,237.23				
A0.1590.000	BUILDING & FIRE CODE PERMITS	500.00	WATER FUND EXPENDITURES		SEWER FUND EXPENDITURES			
A0.2110.000	ZONING FEES	850.00	F0.1380.400	FISCAL AGENT FEES, CONTRACTUAL EXP	481.00	G0.1380.400	FISCAL AGENT FEES	1,786.00
A0.2262.000	FIRE PROTECTION	84,448.00	F0.1420.400	ATTORNEY/PROFESSIONAL	1,000.00	G0.8110.100	CLERK/TREASURER	8,652.00
A0.2401.000	BANK INTEREST	250.00	F0.1990.400	CONTINGENT	29,347.10	G0.8110.101	DEPUTY CLERK	7,777.00
A0.2401.001	TREASURY NOTE INTEREST	2,200.00	F0.8310.100	CLERK TREASURER PERSONNEL	8,652.00	G0.8110.400	OFFICE SOFTWARE/SUPPLIES	5,500.00
A0.2410.000	LEASES	18,100.00	F0.8310.101	DEPUTY CLERK	7,777.00	G0.8110.401	METER READING SOFTWARE	7,500.00
A0.2610.000	FINES/BAIL/DWI	100.00	F0.8310.400	OFFICE SOFTWARE/SUPPLIES	6,000.00	G0.8130.10T	SEWER - EMPLOYEE 1	9,245.00
A0.2665.000	SALE OF EQUIPMENT	1,000.00	F0.8310.401	METER READING SOFTWARE	7,500.00	G0.8130.110	SEWER - EMPLOYEE 2	8,791.00
A0.3001.000	STATE AID	16,911.00	F0.8340.10T	LINES - EMPLOYEE 1	9,245.00	G0.8130.12L	SEWER - SUPERVISOR	11,279.00
A0.3005.000	MORTGAGE TAX GENEESEE COUNTY	2,800.00	F0.8340.110	LINES - EMPLOYEE 2	8,791.00	G0.8130.140	OVERTIME HOURS	1,860.00
A0.3501.000	CONSOLIDATED HIGHWAY AID	71,000.00	F0.8340.12L	LINES - SUPERVISOR	11,279.00	G0.8130.200	STP EQUIPMENT & CAPITAL IMPROV.	1,000.00
A0.5050.002	TRANSFER FROM RESERVE - STREETS	8,000.00	F0.8340.140	OVERTIME HOURS	1,860.00	G0.8130.400	SEWER TREATMENT AND DISPOSAL	18,000.00
A0.5050.503	TRANSFER FROM RESERVE - SIDEWALKS	8,000.00	F0.8340.400	LINES CONT EXP	15,000.00	G0.8130.420	UTILITIES	30,000.00
Total for Revenue	782,119.36	F0.8340.410	LINES - COUNTY WATER	408,515.06	G0.8130.430	CONTRACTED SERVICES	59,500.00	
		F0.8340.420	UTILITIES	2,100.00	G0.8130.460	REPAIRS/MAINTENANCE	2,000.00	
GENERAL FUND EXPENDITURES		F0.9010.800	NYS RETIREMENT	7,611.45	G0.9010.800	NYS RETIREMENT	7,611.45	
A0.1010.100	TRUSTEES EXP. PERSONNEL	13,176.38	F0.9030.800	SOCIAL SECURITY	3,641.68	G0.9030.800	SOCIAL SECURITY	3,641.68
A0.1010.400	TRUSTEES EXP CONTRACTUAL	250.00	F0.9040.800	SELF INSURANCE	3,500.00	G0.9040.800	SELF INSURANCE	3,500.00
A0.1210.100	MAYOR EXP PERSONNEL	8,891.88	F0.9060.800	EMPLOYEE HEALTH INSURANCE	8,030.68	G0.9060.800	EMPLOYEE HEALTH INSURANCE	8,030.68
A0.1210.400	MAYOR EXP CONTRACTUAL	500.00	F0.9710.601	PRINCIPAL - SERIAL BOND DOT PROJECT	25,000.00	G0.9710.601	PRINCIPAL - BOND SERIES 2010C DOT PROJ.	30,000.00
A0.1320.400	AUDIT EXPENSE	15,000.00	F0.9710.602	PRINCIPAL- 2014 BOND FARNSWORTH AVE.	10,000.00	G0.9710.602	PRINCIPAL - BOND Farnsworth Ave.Proj.	10,000.00
A0.1325.100	CLERK/TREASURER	28,246.00	F0.9710.603	PRINCIPAL-2014 RD BOND-WATER TOWER/TRANS MA	52,000.00	G0.9710.603	PRINCIPAL - Forest/Water Reconstruction Bond	15,000.00
A0.1325.101	DEPUTY CLERK	25,641.80	F0.9710.604	PRINCIPAL - Forest/Water Reconstruction Bond	5,000.00	G0.9710.604	PRINCIPAL-Bond CDBG WWTP Project	45,000.00
A0.1325.400	CLERK TREASURER CONTRACTUAL EXP	750.00	F0.9710.701	INTEREST - SERIAL BOND DOT PROJECT	27,625.00	G0.9710.701	INTEREST - BOND SERIES 2010C DOT PROJ.	14,069.86
A0.1362.400	TAX ADV EXP	750.00	F0.9710.702	INTEREST-2014 BOND-FARNSWORTH AVE.	2,810.00	G0.9710.702	INTEREST-BOND Farnsworth Ave.Proj.	2,810.00
A0.1420.400	ATTORNEY/ PROFESSIONAL	7,000.00	F0.9710.703	INTEREST-2014 RD BOND- WATER TOWER/TRANS.MA	56,121.26	G0.9710.703	INTEREST - Forest/Water Reconstruction Bond	9,600.00
A0.1450.400	ELECTION EXPENSE	250.00	F0.9710.704	INTEREST - Forest/Water Reconstruction Bond	4,350.00	Total for Expense	322,153.67	
A0.1460.400	RECORDS RETENTION EXPENSE	250.00	Total for Expense	723,237.23	Excess of Revenue for Fund: G0 - SEWER FUND	-22,538.67		
A0.1620.100	CLEANER	2,975.00	Excess of Revenue for Fund: F0 - WATER FUND	0.00				

General Fund Expenditures Cont.

A0.1620.200	OFFICE EQUIPMENT LASTING 5 YEARS	3,807.59
A0.1620.210	OFFICE BUILDING	10,000.00
A0.1620.400	VILLAGE OFFICE EXPENSES	13,500.00
A0.1620.410	BANK SERVICE CHARGES	350.00
A0.1620.420	UTILITIES	6,400.00
A0.1620.430	LEGAL/ADVERTISEMENTS	1,000.00
A0.1620.440	REPAIRS/MAINENANCE	1,500.00
A0.1910.400	INSURANCE	26,820.00
A0.1920.400	MUNICIPAL ASSOC. DUES	1,500.00
A0.1950.400	PROPERTY TAXES	2,500.00
A0.1990.400	CONTINGENT	16,000.00
A0.3410.200	FIRE DEPARTMENT - Fire Gear	15,000.00
A0.3410.201	FIRE DEPARTMENT - Radios/Pagers	3,000.00
A0.3410.202	FIRE DEPARTMENT - Tools/Equipment	12,500.00
A0.3410.400	FIRE DEPARTMENT - Equipment Maintenance	3,350.00
A0.3410.401	FIRE DEPARTMENT - Truck Maintenance	7,500.00
A0.3410.402	FIRE DEPARTMENT - Fuel	1,500.00
A0.3410.403	FIRE DEPARTMENT - Hall Rental	25,300.00
A0.3410.404	FIRE DEPARTMENT - Medical Exp.	6,500.00
A0.3410.405	FIRE DEPARTMENT - Training	3,700.00
A0.3410.406	FIRE DEPARTMENT - Fire Prevention	800.00
A0.3410.407	TRANSFER TO - FIRE TRUCK RESERVE	12,900.00
A0.3410.408	TRANSFER TO - AIR PACK RESERVE	7,500.00
A0.3410.411	FIRE DEPARTMENT- INSURANCE COSTS	10,000.00
A0.3620.100	BUILDING & FIRE CODE OFFICER	4,458.75
A0.3620.400	BUILDING & FIRE CODE CONTRACTUAL	500.00
A0.5110.10T	STREETS - DPW Employee 1	27,506.88
A0.5110.110	STREETS - DPW Employee 2	26,159.88
A0.5110.12L	STREETS - DPW Supervisor	33,560.75
A0.5110.140	OVERTIME HOURS	5,535.52
A0.5110.400	STREETS EXP	20,000.00
A0.5110.420	UTILITIES	6,500.00
A0.5110.440	UNIFORMS	1,500.00
A0.5110.450	SMALL TOOLS	500.00
A0.5112.200	STREET RE-CONSTRUCTION	71,000.00
A0.5142.400	PLOWING	34,000.00
A0.5182.400	STREET LIGHTING	17,000.00
A0.7110.400	PARKS	5,000.00
A0.7310.400	YOUTH COMISSION	6,893.00
A0.7510.400	HISTORIAN CONT EXP	1,000.00
A0.7550.400	CELEBRATIONS/CONCERTS	750.00
A0.8010.100	ZONING ENF OFFICER	6,027.00
A0.8010.400	ZONING EXP	250.00
A0.8020.400	PLANNING	200.00
A0.8510.400	COMMUNITY BEAUTIFICATION	7,500.00
A0.8560.400	TREES & REMOVAL	8,500.00
A0.9010.800	NYS RETIREMENT	22,834.35
A0.9030.800	SOCIAL SECURITY	13,709.17
A0.9040.800	SELF INSURANCE	10,500.00
A0.9050.800	UNEMPLOYMENT INSURANCE	500.00
A0.9060.800	EMPLOYEE HEALTH INSURANCE	29,042.05
A0.9510.905	TRANSFERS TO RESERVE UNEMPLOYMENT	2,000.00
A0.9710.600	PRINCIPAL - Farnsworth Ave Bond	25,000.00
A0.9710.601	PRINCIPAL - Forest/Water Reconstruction Bond	40,000.00
A0.9710.602	PRINCIPAL- Fire Apparatus Bond	35,000.00
A0.9710.700	INTEREST - Farnsworth Ave Bond	2,200.00
A0.9710.701	INTEREST - Forest/Water Reconstruction Bond	14,700.00
A0.9710.702	INTEREST- Fire Apparatus Bond	1,050.00
A0.9960.900	USE OF RESERVE FUNDS	16,000.00
Total for Expense		793,486.00
Excess of Revenue for Fund: A0 - GENERAL FUND		-11,366.64