

**Village of Afton
Board of Trustees Meeting
Jack D. Bolster Community Center, Afton, NY
November 11, 2019**

Minutes of the meeting of the Board of Trustees held November 11, 2019 at 7:00 pm in the Susquehanna Room, 105 Main Street, Afton, NY

Meeting called to order at 7:00 pm, by Mayor Matthews. Mayor Matthews asked for a moment of silence for the Veterans who have been lost.

Present: Mayor Matthews, Trustee Muller, Trustee Lawrence, Trustee Humphrey, Trustee Simonds, Clerk/Treasurer Palmatier, DPW Superintendent Andrew Acla, Village Code Enforcement Officer Jeffrey Butler and Officer in Charge Quanson Wright.

Visitors: Charles Torres, Brenda James, Jon Matthews, Kathy & Ken Ryan, Jay Hager.

- A motion was made by Trustee Lawrence authorizing Clerk/Treasurer to pay the following audited vouchers, Seconded by Trustee Simonds. All in favor, motion passed.
General Fund Vouchers # 156 - 183, Totaling \$7,888.42.
Water Fund Vouchers # 45 – 55, Totaling \$2,389.07.
- Motion to accept previous minutes with no additions or corrections was made by Trustee Simonds, seconded by Trustee Lawrence. All in favor, motion passed.

Monthly Report:

- **DPW/ Water:** Report Distributed. DPW Superintendent Andrew Acla gave a verbal account of his written report. He stated that the department had 15 markouts for Dig Safely of New York. They continued with daily brush & leaf pick up. Replaced and repaired the catch basin in the Municipal Parking Lot. There were a total of 5 water turn offs for seasonal residents. A sanitary survey was conducted by Chenango County Health Department. The water meter was repaired and replaced at the well house. Village vehicles were prepared for snow removable. A maintenance list was established to conduct weekly vehicle and maintenance checks on equipment. Began to create standard operating procedures for DPW and water departments.
- **Police Department:** Report Distributed. Mayor Matthews asked Officer in Charge if he had anything further to add to his report. The Officer in charge informed the Village Board of Trustees that they may want to consider having vehicles blocking the streets during a storm to be towed. When the street are continuously blocked it makes plowing almost impossible.
- **Code Enforcement:** Code Enforcement Jeffrey Butler gave a verbal report. Mr. Butler stated he is continued to work with a property owner on the East Side for septic replacement. Mr. Butler stated that he has continued to reach out to a business on High Street. He has asked the owner to touch base with the Planning Board for zoning guidance. He received a call form a Construction Company about a roof placement at 69 Main Street. He has dealt with a few unregistered vehicles on Caswell Street. He's had a complaint of construction debris being moved from one property to the Town property on Winding Way. Mr. Butler stated that he

attended the Planning Board Meeting. He urged those in attendance to attend the Zoning Board of Appeals Meeting on Thursday, November 14, 2019 at 6 pm.

- Planning Board: Trustee Humphrey stated that the business located on High Street is called Upstate Screening, it's a blood testing lab. Trustee Humphrey stated that he does not think that there is a lot of foot traffic. Trustee Humphrey stated that the Planning Board is still waiting to hear for the property owner on Hillside Drive that wishes to place a new mobile home at that location. Trustee Humphrey informed the Village Board of Trustees that the Village Board of Appeals is holding a Public Hearing on Friday, November 14, 2019 at 6 pm in the Susquehanna Room. For the review of the 239 variance that was requested by the property located at 222 Main Street. At that time the public is welcome to voice their opinions and concerns about the placement of the recreational vehicle within village limits.
- Finance/Insurance: Remains the same.
- Christmas Parade Committee: Visitor Brenda James informed the Village Board of Trustees that the Christmas Parade will be held on Saturday, December 7, 2019. The parade is scheduled to start at 5 pm. At the start of the parade there will be a tree lighting. They will have 2 dance company groups performing. One group will start just after the tree lighting ceremony. Then the School Marching Band will perform to start off the parade. All walker will be station at the Afton Edge Apartments, all others will be stationed at Corporate Park Drive. Mrs. James stated that the School is placing a bus in the parade this year. Mrs. James asked Mayor Matthews to be in the parade. It was decided that Mayor Matthews to ride in the Police Cruiser along with Officer Stanko. Mrs. James asked to begin closing the road way off at 4:40 pm. She asked that Rt. 7 by Afton Equipment to Pleasant Ave. As well as Rt. 41 cross over. Officer Wright stated that he'd need to check with the state about the road closure. Mrs. James informed the Village Board of Trustees that the committee has non for profit organizations that are willing to bring the live Christmas trees back into the Village this year. Mrs. James expressed that she has a group of 18 volunteers who are willing to do crowd and safety control. It seems in past years everyone pushes forward into the streets, which is a concern. Mr. James asked the Village Board of Trustees if they would be willing to purchase reflective vests for the volunteers to wear during the parade. Mrs. James stated that these vests can be worn for other functions happening in the Village.
- Grant Committee: Trustee Muller stated that the Parks Community is continually working on obtaining a grant for Leggett Park.
- Parks Committee: Trustee Simonds informed those in attendance that the Parks Committee held a Halloween Party on October 26th, at the River Club. It was a great time, everyone had fun. Trustee Simonds also stated that the Parks Committee will be holding its 3rd Valentines Dance at The River Club.
- Historian Report: Report distributed. Mayor Matthews stated that the report was available to anyone wishing to view it.
- Dog Control Officer: - No Report.

Old Business:

- Senior Citizens income levels was tabled last month. A motion was made by Trustee Muller to have the current senior citizens levels remain the same. Seconded by Trustee Lawrence. All in favor, motion passed.
- Surplus Tables – Sealed bids were opened, there were 2 bids accepted by the Village Board of Trustees.

Bid made by Lois Dibble for 1 Table for \$50.00

Bid Made by Jay Hager for 3 Tables for \$60.00

New Business:

- Mayor Matthews informed the Village Board of Trustees that he has looking into grant funding through a Community Facilities Direct Loan & Grant to secure funds to be used towards our sidewalk repair / replacement and the parking lot that is jointly owned by the village and the businesses on Main Street.
- Trustee Lawrence asked DPW Superintendent Andrew Acla if there was a delivery date for the new truck purchase. Mr. Acla stated that he spoke with them last week, they are still working on a delivery date.
- Trustee Lawrence expressed to Mr. Acla that we need to have all the crosswalks repainted, especially the ones in front of the school.
- Trustee Lawrence asked if the DPW crew was finished with the hydrant flushing. Mr. Acla stated that that they were still in the process of flushing hydrants. Trustee Lawrence expressed that the sign posted stated that the process would be from November 5th to 9th. The public should be informed.
- Trustee Lawrence stated that if there are fire hydrants that are not working properly that it's Mr. Acla's responsibility to report it to the Fire Department. As 2 of the hydrants are near the school.
- Mayor Matthews asked Trustee Muller what the protocol was in regards to the trees being marked with an X within the Village. Trustee Muller explained that a blue X was placed on the trees that a priority. She stated that the responsibility of the trees lies on the homeowner. But that very few have the funds to have the tress removed entirety. This is why the Village created a program to help assist with the more dangerous trees removals. The Village would receive more than one estimate for the removal process. The DPW would then decide which trees are in dire need of removal. The homeowners were then sent a letter with the explanation of the process as well as their price for the removal of the tree/trees. If the homeowner wished to participate they would submit their share of the payment to the Village before the tree/ trees were removed.
- Trustee Humphrey expressed that the Village must have bids before doing so. If a resident takes a trees down on their own it's on them.

- Trustee Lawrence asked DPW Superintendent Andrew Acla if we have a current tree list. Trustee Lawrence asked if it was possible to place any tree removals on the homeowner's taxes. Trustee Muller explained that the County does not consider tree removal an exemption to be placed on the tax roll for relevy.
- Trustee Lawrence stated that she is aware of trees on Spring Street. Mayor Matthews stated that there are trees on High Street as well that need removal.
- Trustee Humphrey asked DPW Superintendent Andrew Acla if the fire hydrants on Spring Street are working. Trustee Humphrey stated that there is one in front of the Methodist Church and the backside of the Church.
- Trustee Muller asked DPW Superintendent Andrew Acla if they need replacing. Mr. Acla stated yes. Trustee Muller stated that don't you think they need to be replaced if you're aware.
- Trustee Humphrey stated that if we have the ability to replace them, then we should do so.
- Trustee Lawrence asked DPW Superintendent Andrew Acla if he has received the Work Place Violence Policy & Procedure and the Policy against Discrimination and Harassment that were requested last month. Mr. Acla stated yes, that he just needs notification from Mayor Matthews as to who to file the complaint with.
- Trustee Humphrey asked Officer Wright how many tickets were issued last year. Officer Wright stated that he would come into the Village between 2 am – 3 am to issue no parking tickets to those who were in violation of blocking the streets that were in need of plowing. Officer Wright stated that he had issued at least 3- 4 no parking tickets.
- Trustee Lawrence asked Officer Wright if the DPW complained to him about the parked cars. Officer Wright stated, yes. Trustee Lawrence also questioned where the towing company would taking the vehicles once towed.
- Trustee Humphrey stated that if the Village Police Department calls to have a vehicle towed, it's not the responsibility of the Village to pay anything. Charles Torres agreed, stating that if one goes to Binghamton or Johnson City over even Vestal if you park illegally you will be towed to where ever they see fit. Plus you will pay the price of the towing expense that they set.
- Trustee Muller stated that the Construction Company should have been referred to the Village Office first. As the Mayor needs to sign off on the building permit before it go in front of the County with the explanation of the work being performed.
- Trustee Simonds started to ask Trustee Lawrence asked DPW Superintendent Andrew Acla if the DPW could remove the barriers from the parade first this in the morning. Then realized that it'll be a Saturday, they don't work. Office Wright stated that they can be placed on the edge of the sidewalks after the parade to allow for Main Street parking over the weekend.

- Trustee Lawrence asked Office in Charge where the barriers were placed. Officer Wright stated that DPW drops them curb side the night before. He placing them along Main Street curb side.
- A news article on Lonely & Dangerous Fire Responses – Handed out to Village Board of Trustees at the request of Mr. Thomas Vail.
- The Clerk / Treasurer has sent all unpaid taxes have been returned to the County to be relieved.
- A motion was made by Trustee Lawrence to approve the purchase of the reflective vests for the volunteers to wear during the parade. These vests can be worn for other functions happening in the Village. Seconded by Trustee Simonds. All in favor, motion passed.
- A motion was made by Trustee Simonds to accept resignation of Nathan Warner – Part time Police Officer effective October 24, 2019. Seconded by Trustee Lawrence. All in favor, motion passed.
- A motion was made by Trustee Simonds to accept resignation of Justin Davy – Part time Police Officer effective November 1, 2019. Seconded by Trustee Lawrence. All in favor, motion passed.
- A motion was made by Trustee Simonds to hire James Guerriere - As Part time Police Officer. Seconded by Trustee Lawrence. All in favor, motion passed.
- Trustee Muller asked Office in Charge, Wright, if Mr. Guerriere is ready to work. Officer Wright replied that once all necessary paperwork is submitted.
- Trustee Simonds asked what we were purchasing. It was stated a dump truck.
- A motion was made by Trustee Simonds to move money from General Fund Saving Acc # A9750 purchase new 2019 Dodge Ram 3500 Reg Cab 60 C/A 4X4 in the amount of \$39,530.70. Seconded by Trustee Muller. All in favor, motion passed.
- A motion was made by Trustee Muller to move money from Water Fund Savings Acc# A9774 purchase new 2019 Dodge Ram 3500 Reg Cab 60 C/A 4X4 in the amount of \$26,353.80. Seconded by Trustee Simonds. All in favor, motion passed.
- A motion was made by Trustee Muller providing that the 2020 Village Special Election will be held on Tuesday, March 18, 2020. The election will take place at the Jack D. Bolster Community Center, 105 Main Street, Afton, NY, polls will be open from noon until 9 pm. Officers to be elected are Mayor's position and one Trustee position each with a two year term. Seconded by Trustee Lawrence. All in favor, motion passed.
- A motion was made by Trustee Lawrence to close office for Thanksgiving, Thursday, November 28th, 2019. Seconded by Trustee Simonds. All in favor, motion passed.

Recognition of Visitors:

- Visitor Charles Torres asked if that budget line item for the tree removal was still available. Trustee Muller stated yes, as long as there has been a written contract between the Village and the property owner. Plus the Village would need to secure 2 estimates for the proposed tree removal.
- Visitor Charles Torres asked if there was a limit on the amount available to villagers donated share that responded to the offer by the Village. It was stated that the trees that are a danger are the most in need. Trustee Muller stated that the Village would reach out to the electric company for assistance if there was a danger to the electric lines. NYSEG would remove the trees if need be.
- Visitor Charles Torres stated just so that people understand. The homeowner needs to put up their 50% of the cost of the tree removal before the Village will take down their trees. It was stated that, Yes, this is correct.
- Visitor Charles Torres suggested that village set a fee for any vehicle being towed. He stated that the vehicle may end up sitting for a few days.
- Visitor Charles Torres asked Village Enforcement Office Jeffrey Butler about the Construction Company getting a building permit for the roof replacement at 69 Main Street. Mr. Butler stated that he referred the company to Steve Fox at the County.
- Visitor Charles Torres asked Brenda James why the lineup has changed for the Christmas Parade. Mrs. James stated there is more room for everyone on Corporate Park Drive. Which leads to less confusion as everyone lines up.
- Visitor Charles Torres asked Mrs. James what the protocol is if someone were to get injured, how that works. Mrs. James responded by saying it's a village event it's their insurance.
- Visitor Charles Torres asked to present a proposal. He has suggested that the Village Board of Trustees consider moving the Board Meetings that are held on a Holiday to the following Monday. He stated that not all residents are aware that a meeting is still being held, due to the Holiday. Most Federal Buildings are closed.
- Visitor Kathy Ryan agreed with Mr. Torres. She stated that they did not come last month, due to the Holiday. They had just assumed that the Office would be closed, therefore no meeting. She stated who works on a Federal Holiday that works for the Government.
- A motion was made by Trustee Muller to adjourn regular meeting at 8:10 pm. Seconded by Trustee Simonds. All in favor, motion passed.

Respectfully Submitted
Ann Palmatier
Clerk / Treasurer

