

Village of Lima Board Meeting

March 28th, 2023

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

Others Present: Matthew Lenahan, Attorney; Elissa Sackett, Clerk; Ben Luft, DPW Supervisor; Steve Werner, Wayne Childs, George Gotcsik, Jason Schwartz, and Tammy Bullis

Absent: None

The meeting of the Village of Lima was called to order by Mayor Skiptunas at 7pm Tuesday, March 28th, 2023, at Lima Town Hall, 7329 E. Main St.

Motion

Motion was made by Trustee Smith and seconded by Deputy Mayor Wadach to approve meeting minutes from March 14th, 2023. Motion passed unanimously.

Public Hearing for Local Law #6 of 2023, Revision of the Village of Lima Sign Code was opened at 7:18pm. Mayor Skiptunas asked the audience for any public comment.

Comments were as follows:

- Wayne Childs, Planning Board Chairman was present to discuss the proposed changes to the sign code. Mr. Childs had sent the Planning Board's comments to Attorney Lenahan for review. He stated that the board is concerned that there is no clear guidance regarding the scale of the signs allowed and what qualifies for specific areas of the Village. Enforceability of the new code was also an area of concern, and a request was made to incorporate tables/diagrams of standards for individuals to review to ensure that their projects are going to fall within the code.
- George Gotcsik piggy backed off Mr. Childs statements, saying photos/diagrams in the code is modern and will make it much easier. Attorney Lenahan expressed that adding diagrams/drawings to the code could be done, but requested that the diagrams be Included as addendums to the code.

The Village board agreed that Attorney Lenahan and Mr. Childs will have a work session to incorporate anything that the Planning board deemed necessary as all applications will be directed to them for review instead of the Code Enforcement Officer. Attorney Lenahan requested the Public Hearing remain open until the next Village board meeting which is scheduled for April 9th, 2023.

Motion

Motion was made by Trustee Petraitis and seconded by Trustee Smith to keep the Public Hearing for Local Law #6 of 2023, Revision of the Village of Lima Sign Code open until the Village board meeting scheduled for April 9th, 2023. Motion passed unanimously.

Guests

Steve Werner – Mr. Werner gave a brief update regarding the Pumpkin Festival in October. He stated that sponsorship keeps increasing and he has received approximately \$4k to date. A flyer that he created was passed around to the board to review. Mr. Werner will also forward an electronic copy of the document so it can be added to the Village Website. Mr. Werner discussed meeting with Livingston County Development Corporation in hopes to obtain a grant

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for the festival. He also asked about the insurance requirements, what qualified as enough coverage, and if the festival would also be under the umbrella of the Village as it is being held in the park. These questions will be directed to the Village insurance broker.

Jason Schwartz and Tammy Bullis, Bernard Donegan Inc. – Mr. Schwartz and Ms. Bullis were present to discuss the tentative 2023-2024 Village budget. Appropriations and revenues were discussed, and changes were made to the tentative budget. The tentative budget is available at the Village office for review.

DPW – Ben Luft

Mr. Luft spoke with Premier about completing stake outs for the Village owned underground utilities (former National Grid powerlines to street lighting equipment). The two options commonly done are either pay per stakeout or have a monthly charge which covers all costs. Premier will be sending contract prices within the next couple weeks and Mr. Luft will bring them to the next meeting.

Dave Kirkwood passed his first set of sewer classes. He has one more class to attend at the end of April, then hopefully will take the sewer licensing test late summer/early fall. Aaron and Terry will be attending their water class soon and will hopefully receive their water licenses by end of summer.

Mr. Luft had discussed with Attorney Lenahan the Village procurement policy and asked if the Village must obtain bids to purchase the equipment using NYSERDA funds. Due to the costs of the products, the Village must advertise and obtain sealed bids for the electric utility vehicle and electric lawn mowers. Mr. Luft is writing up the specs now and Attorney Lenahan will help write up the advertisement for the Sentinel. After sealed bids are received by the date advertised, the bids can be opened and awarded to the lowest bidder.

Spring cleaning items are starting to happen in April. Brush pick-up is scheduled for the week of April 10th, and hydrants will be flushed the week of April 14th, weather permitting. Deputy Mayor Wadach asked if Mr. Luft knew which street would be paved this year; Michigan Ave. is on the list to be paved.

Clerk Report – Elissa Sackett

Clerk Sackett stated she had received an update that two luminaires for the streetlights on Lake Ave. that were destroyed in a storm are expected to arrive by the end of this week and a crew should be out to replace the fixtures by the end of next week. There have been no other updates regarding purchasing the mapping files from National Grid.

The Organizational Meeting Minutes from 2022 for the board to review committee liaisons. Organizational Meeting is scheduled for Monday, April 3rd. She also discussed changing the Village office hours to reflect the same as the Town of Lima. The Board was in favor of the proposed hours.

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

- Ambulance Fund: \$1074.03

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- General Fund: \$11253.94
- Sewer Fund: \$5814.49
- Water Fund: \$5765.74
- Capital Water: \$1553.25
- Capital Sewer: \$3037.87
- Grand Total: \$28499.32

Motion

Motion was made by Trustee Fleming and seconded by Deputy Mayor Wadach to authorize payment for said invoices. Motion passed unanimously.

Lastly, Clerk Sackett presented a Resolution of Authorization and Project Costs for Award Allocations regarding the Engineering Planning Grant for an Inflow and Infiltration study. See attached Resolution.

Motion

Motion was made by Deputy Mayor Wadach and seconded by Trustee Petraitis to execute the Resolution of Authorization and Project Costs for Award Allocations regarding the Engineering Planning Grant for an Inflow and Infiltration study. Motion passed unanimously.

Old Business

Short Term Rentals – Trustee Fleming passed around a draft Request for Exemption from Short Term Rental (STR) Moratorium for the board to review. She asked if any adjustments needed to be made; only adjustment is to add to Village letterhead. She requested the Village board start working on the draft law for Short Term Rentals and will circulate documentation that she has regarding a proposed law.

Infiltration and Implementation Update – A kickoff meeting was held at the Town Hall with individuals from the I&I team. Mr. Luft explained the process and how the smoke will be blown into the sanitary sewer system to reveal leaks where storm water and surface waters may be entering the sewer. He has received a letter from Pat Nicoletta (MRB Group) to send to residents and advertise in the Pennysaver explaining the process and how the gas is non-toxic. Mr. Luft said in preparation of the study, the crew has been prepping manholes and looking at ones that can be fixed by the Village crew. Deputy Mayor Wadach explained that half of the grant is awarded upfront and the other half once the study is completed. The Village also has a 10% match for the project, which can be paid by in-kind services. A spreadsheet will be created to keep track of all the manhours and benefits paid to staff that could be billed towards the project.

Firetruck Update – Mayor Skiptunas stated that he has been doing his due diligence and reaching out to various individuals who are knowledgeable about purchasing a firetruck to get a better breakdown of costs. He has also reached out to a local insurance broker to find out more information about the ISO ratings and how they affect local businesses/residents should the Village not purchase another firetruck.

New Business

Climate Smart Task Force – Deputy Mayor Wadach stated that now that he has been appointed as the Climate Smart Communities Coordinator for the Village, he is looking for volunteers to serve on a task force. He asked for a notice to be printed in the upcoming water bills looking for volunteers and will provide Clerk Sackett with verbiage.

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Roundtable Discussion

The following information was discussed during the roundtable:

Trustee Petraitis:

- Discussed costs associated with Code Enforcement in the 2023-2024 budget, as costs are projected to increase significantly. Mayor Skiptunas will discuss the current contract with the Town Supervisor for a better breakdown of the Village contribution.

Trustee Fleming:

- Inquired about the progress of the Village email account upgrades? All information has been sent to Dan Marcellus to proceed with the conversion.

Attorney Lenahan:

- Stated he attended Small Claims Court on behalf of the Village. The case was dismissed as the Village is not the party in charge of painting the street where the incident happened.

Deputy Mayor Wadach:

- Discussed spending several hours going over the Village's National Grid bills looking for anomalies and analyzing the remote net meter allocations and how they are applied to the numerous bills. He explained the process on how the solar array works and how the credits are then applied to the Village owned accounts. He sent an email with several questions regarding the credits and the current credit balances on several accounts. Clerk Sackett sent along the email to both the Customer Service and the Remote Net Metering group at National Grid.
- Arbor Day Celebration will be held May 13th from 10-12 at the park.

Motion was made by Trustee Smith and seconded by Mayor Skiptunas to adjourn at 9:10pm.

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Village of Lima

Engineering Planning Grant

Resolution of Authorization and Project Costs for Award Allocations

WHEREAS, the Village of Lima submitted and was awarded an Engineering Planning Grant (EPG) under the Consolidated Funding Application (CFA) process on behalf of the Village, for an Inflow and Infiltration (I&I) Study; and

WHEREAS, the New York State Environmental Facilities Corporation offer a competitive statewide reimbursement grant programs for local governments, administered through the New York Clean Water State Revolving Fund; and

WHEREAS, that the Village of Lima Village Board of Trustees accepts the EPG program grant award for the I&I Study; and

NOW THEREFORE BE IT:

RESOLVED, that the Village Mayor is authorized to execute a Grant Agreement with the NYS Environmental Facilities Corporation and any and all other contracts, documents and instruments necessary to bring about the project and to fulfill the Village of Lima's obligations under the Grant Agreement; and

BE IT FURTHER RESOLVED, that the Village of Lima authorizes and appropriates a minimum 20% local match as required by the Engineering Planning Grant Program for the I&I Study. Under the EPG program, this local match must be at least 20% of the EPG grant award of up to \$50,000. The source of the local match, and any amount in excess of the required match, shall be provided through the Sewer fund. The maximum local match shall not exceed \$10,000 based upon a total estimated maximum project cost of \$60,000. The Mayor may increase this local match through the use of in-kind services without further approval from the Village of Lima's Board.

Motion made by Member Deputy Mayor John Wadach: Seconded by Member Trustee Joshua Petraitis

The above Resolution was duly adopted on March 28th, 2023, by the Village of Lima Village Board of trustees.



Elissa Sackett
Village Clerk, Village of Lima