

FEBRUARY 27, 2023

The fourth regular meeting of the Board of Trustees of the Village of Lakewood, N.Y., was held, Monday, February 27, 2023, 6:30 PM, with Mayor Randall G. Holcomb presiding. Trustees present were Ellen E. Barnes, R. Richard Fischer, Nancy W. Jones and Benjamin J. Troche. Also present were Village Clerk Mary B. Currie, Village Treasurer Apryl L. Troutman, Police Chief Christopher A. DePonceau, DPW Supervisor Thomas R. Pilling, and Fire Chief Kurt Hallberg. Absent were Village Attorney John I. LaMancuso and Building Inspector Jeff Swanson. A work session was held with no action taken.

APPROVAL OF MINUTES

Motion by Trustee Fischer, seconded by Trustee Troche, to approve the minutes of the last regular meeting of the Board of Trustees held February 13, 2023.

Adopted: 4 ayes, no nays (Barnes, Fischer, Jones, Troche)

Trustee Jones said when she read the minutes from the last meeting she realized in the discussion on opening the beach, she made a statement that she wasn't very clear on. She said in the seventh paragraph she talked about Mayville and some of the other areas not planning on opening their beaches, which was not what she meant. She said they wanted to open their beaches but aren't sure if they will be able to find lifeguards, she said they also told her if Lakewood hires lifeguards that would like to work extra hours at their beaches, they will welcome them.

AUDIT OF CLAIMS

Motion by Trustee Troche, seconded by Trustee Jones, that the claims as audited by the Auditing Committee of the abstracts dated February 27, 2023, be approved and that the Clerk shall execute said abstracts and direct payment by the Treasurer. Abstracts (#40 & #40) Trust & Agency Fund: \$ 65,072.86, (checks #7297 thru #7299), General Fund: \$ 107,322.28, (checks #19550 thru #19587).

Adopted: 4 ayes, no nays (Barnes, Fischer, Jones, Troche)

REPORTS

D.P.W. Supervisor Thomas R. Pilling reported that the Memorial Wall, located in Recognition Park, on Chautauqua Ave. is in dire need of repairs. He noted it appears water is seeping into the mortar between the bricks and block panels causing the wall to crumble. Mr. Pilling indicated he will try to get a couple of quotes to have various sections of the wall repaired and present to the Board of Trustees for consideration before the next regular meeting.

Mr. Pilling mentioned to Mayor Holcomb and the Board of Trustees, that with the establishment of reserve accounts for equipment purchases last year, would the Board of Trustees consider authorizing the transfer of some or all of the unused funds at the end of the fiscal year into those equipment accounts?

Mr. Pilling asked why discussion on revisiting the Village of Lakewood's Personnel Policies & Procedures was removed from the agenda for tonight's meeting, and wondered where the Board of Trustees stand on the matter.

Trustee Barnes said she believes there are some changes that need to be made that are contingent on what the board approves for pay raises and what goes into the upcoming budget. Trustee Barnes said she also thinks there are some sections of the personnel policy that are contradictory to other sections and therefore would like to wait until this year's budget process is completed to know what they are voting on.

Trustee Barnes said instead of changing it now and then again in a few months, it should be tabled until after the budget has been passed.

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Police Chief Christopher A. DePonceau reported the Lakewood-Busti Police Department has had three hundred eighty-nine incidents from February 13, 2023 to February 27, 2023 which included nine alarms, one hundred sixteen business checks, five well-being checks, three domestic disputes, four larceny complaints, ten motor vehicle accidents, forty-six property checks, thirteen subpoenas served, five shoplifting complaints, four suspicious people complaints, eight vehicle complaints, seventy vehicle stops, four warrants that were served and/or entered into the system. He added the L-BPD has handled one thousand four hundred seventy-six incidents year to date.

Chief DePonceau also said there have been four personal injury accidents in the last month. He said three of the accidents were at the intersection of Baker St. and Southwestern Drive and one at Baker St. and Shadyside Rd. He added, people need to take a few extra seconds at stop signs and make sure intersections are clear before proceeding through.

Trustee Troche asked if the Department of Transportation (DOT) has ever thought about installing a light at the intersection at Shadyside Road and Baker Street.

Chief DePonceau said they would have to be asked to do a study before they would do anything.

Chief DePonceau then shared some details regarding a property damage accident that occurred Thursday evening on Fairdale Ave., in which alcohol was involved. He said the incident began with a police pursuit of a vehicle north on Chautauqua Ave., proceeding east on East Summit Street, ending at the intersection of East Terrace Ave. and Fairdale Ave. where the driver lost control of the vehicle, hitting two parked cars and crashing through a power pole, bring down wires and power transformers. He said the driver got out of her car and tried to get away on foot, but didn't get very far before officers were able to apprehend her.

Trustee Troche thanked the Lakewood-Busti Police Officers Officer's for their hard work.

Fire Chief Kurt Hallberg reported the Lakewood Fire Department has responded to one hundred fifty-two alarms year to date, six of which occurred earlier today.

Chief Hallberg also commented on last Thursday's property damage car accident on Fairdale Ave., saying it was very fortunate that no one was seriously injured or killed. He said the driver of the vehicle struck the pole so hard, one of the tires from her car ended up across the street, on the other side of the parking lot.

Chief Hallberg said the LFD was on site about four and one half hours while National Grid replaced the electric pole, repaired the downed wires restoring electric service to the area and properly cleaned up any liquids that were discharged from the felled transformers.

Chief Hallberg commended National Grid on how quickly they completed the whole process.

Mayor Holcomb thanked Deputy Mayor Troche for running the February 13, 2023 Board of Trustees meeting, in his absence.

RESOLUTION #39-2023 – APPROVE ADVERTISING FOR LIFEGUARDS

Motion by Trustee Troche, seconded by Trustee Jones, to approve the Village of Lakewood to sponsor students who will be 16 years old or older by June or any adult that would be interested in taking the lifeguard/CPR course to be offered at Jamestown Community College. The course will cost \$150.00 per applicant and the village agrees to pay for a maximum of six (6) applicants. If the course is successfully completed and the applicant agrees to work at the Lakewood beach for at least one season, the village will reimburse them for the course.

Adopted: 4 ayes, no nays (Barnes, Fischer, Jones, Troche)

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Mayor Holcomb indicated to those present, it is his pleasure to introduce Mr. Gregory J. Sykes, 107 Waldemere Way, who is interested in becoming the Fire Code Inspector for both the Village of Lakewood and Town of Busti. Mr. Sykes said he grew up in the area, attended Lakewood Elementary School, was a graduate of Southwestern Central School and graduated from Flagler College, St. Augustine, Florida. Mr. Sykes noted his parents actually built the house he now resides in on Waldemere Way as a single father.

Mr. Sykes said he is retired and has recently started another profession as a licensed New York State Home Inspector. He said he has completed 140 hours of training through the Western New York School of Real Estate in Williamsville, NY and is New York State licensed as a certified radon gas testing technician and also certified through HUD, to do the safe homes. He is active in the Lakewood Baptist Church and sits on the Board for the Grace homes, which are duplexes behind the church. He said last month he was able to receive a \$ 4,000.00 grant through The Chautauqua Foundation to renovate some of those homes.

Mr. Sykes said he was very excited to hear about this opportunity, and is ready to get started.

Mayor Holcomb said he was told that the Town of Busti would be paying for any additional training Mr. Sykes will be required to take.

RESOLUTION #40-2023 – APPOINT NEW FIRE CODE INSPECTOR

Motion by Trustee Troche, seconded by Trustee Jones, to appoint Mr. Gregory J. Sykes, CEI, Lakewood, New York as the new Fire Code Inspector as part of the Shared Fire Code Inspector Agreement between the Village of Lakewood and the Town of Busti.

Adopted: 4 ayes, no nays (Barnes, Fischer, Jones, Troche)

RESOLUTION #41-2023 – AUTHORIZE MID-YEAR BUDGET TRANSFER

Motion by Trustee Fischer, seconded by Trustee Troche, to authorize Village Treasurer Apryl L. Troutman to make the following mid-year budget modifications for budget shortfalls: \$ 800.00 from A-3410.42 {LFD – Electric} to A-3410.41 {LFD – Utilities}; \$ 3,000.00 from A-3410.43 {LFD – Equipment Maintenance/Testing} to A-3410.49 {LFD – EMS Supplies}.

Adopted: 4 ayes, no nays (Barnes, Fischer, Jones, Troche)

PRESENTATION ON THE SUPPLEMENTAL NUTRITIONAL ASSISTANCE PROGRAM (SNAP)

Deputy Clerk Ms. Julie C. Toennis, appeared before Mayor Holcomb and the Board of Trustees saying, as a representative of the Lakewood Farmers' & Artisans' Market, she recently attended a Chautauqua County Food Policy Council meeting in Cassadaga, NY. While in attendance she learned about NYS's Supplemental Nutritional Assistance Program (SNAP). A social worker leading the discussion indicated the number of local families that qualify for SNAP has increased dramatically the past couple of years. By participating in the program, vendors at the Lakewood Farmers' Market would be able to provide fresh fruits and vegetables to qualified individuals/families at a lower price than grocery stores.

Ms. Toennis said she heard that a very popular vendor might not participate this year if Lakewood's Farmers' Market doesn't participate in SNAP. Ms. Toennis added she and Market Manager Taryn Wilson-Wheatley met with the Jamestown Farmers' Market Manager last week and learned that the Lakewood Farmers' Market is the only one in Chautauqua County that does not currently participate in SNAP.

Ms. Toennis said if Lakewood decides to participate in the program, NYS will provide the necessary "start-up" equipment, misc. supplies and "snap tokens". She said those qualifying for SNAP benefits are issued a SNAP Card which can be used to purchase "snap tokens" from the Market Manager. "Snap tokens" in turn can only be used to purchase healthy foods sold at the Lakewood Farmers' Market.

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Ms. Toennis added the Market Manager will be asked to take on the responsibility of keeping track of all the transactions between vendors and SNAP card holders that include “snap tokens”. She said to move forward with this important program, it will be necessary for the Village of Lakewood to establish a separate bank account for program monies.

In closing, Ms. Toennis said the Jamestown Farmers’ Market has applied for a grant that will benefit and promote all seasonal Farmers’ Markets throughout Chautauqua County.

RESOLUTION #42-2023 – AUTHORIZE CREATION OF BANK ACCOUNT FOR SNAP

Motion by Trustee Fischer, seconded by Trustee Troche, to authorize Village Treasurer Apryl L. Troutman to create a new bank account that will be used to keep track of the money stream in connection with the Farmers’ Market Supplemental Nutritional Assistance Program (SNAP).

Adopted: 4 ayes, no nays (Barnes, Fischer, Jones, Troche)

DISCUSSION ON WEB DESIGNING

Trustee Troche opened the discussion by stating the Village of Lakewood’s website design is in dire need of a major upgrade. He said it has been long overdue and believes each and every member of the Board of Trustees is in agreement. With that said he and Deputy Clerk Ms. Julie Toennis have looked into a few potential web designers.

Trustee Troche said the results of their research produced two (2) quotes, one from a local company and one from a web designer based in Cooperstown, N.Y.

The low quote, in the amount of \$ 5,000.00, with work not to exceed \$ 6,250.00, was submitted by Mr. Jason Dearing, of Jamestown Internet Marketing, 1671 Hoag Road, Ashville, N.Y.

Trustee Barnes asked if there will be an annual maintenance fee charged by Jamestown Internet Marketing.

Trustee Troche said because the Village of Lakewood would be a local client, any annual fee charged by Jamestown Internet Marketing will likely be the equivalent of a very inexpensive retainer fee.

Trustee Troche said the goal is to design a website that is more transparent and interactive with the community. He then noted information/data on the current website will be able to be transferred to the new website. Trustee Troche also indicated the search engine for the new website will be faster, will be ADA compliant and more secure.

Trustee Troche then noted he has applied for a \$ 4,000.00 grant through the Chautauqua Region Community Foundation, Jamestown, N.Y. If the Village of Lakewood is awarded the grant, it will be put towards the total cost of the new website design, with the balance of the funding coming from the current fiscal year’s budget.

Trustee Troche said some website options that certainly could be considered are videotaping public meetings, having the ability to post-recordings, plus establishing portals for the Lakewood-Busti Police Department and the Lakewood Fire Department.

Trustee Troche said he and Deputy Clerk Toennis wholeheartedly agree that the Village of Lakewood should accept the low quote and therefore stay local with Jamestown Internet Marketing, Ashville. N.Y.

FEBRUARY 27, 2023 (continued)

RESOLUTION #43-2023 – APPROVE & ACCEPT WEBSITE DESIGN PACKAGE

Motion by Trustee Troche, seconded by Trustee Jones, for the Board of Trustees to approve and accept the website design package as presented by Jamestown Internet Marketing, 1671 Hoag Rd., Ashville, N.Y., for the submitted quote price of \$5,000.00, not to exceed \$ 6,250.00, with the hours of creation being 40-50 and must be ADA compliant. The development of the new website will be funded from the 2022-2023 village budget.

Adopted: 4 ayes, no nays (Barnes, Fischer, Jones, Troche)

RECESS

Motion by Mayor Holcomb to recess the regular meeting at 7:10 PM, so as to enter into executive session to discuss a personnel matter.

Adopted: 4 ayes, no nays (Barnes, Fischer, Jones, Troche)

EXECUTIVE SESSION

Present at the executive session, were Mayor Randall G. Holcomb, Trustee Ellen E. Barnes, Trustee R. Richard Fischer, Trustee Nancy W. Jones, Trustee Benjamin J. Troche, Police Chief Christopher DePonceau, Village Clerk Mary B. Currie and Village Treasurer Apryl L. Troutman.

EXECUTIVE SESSION (Adjournment)

Motion by Mayor Holcomb, seconded by Trustee Troche and unanimously carried to adjourn the executive session and the regular meeting of the Board of Trustees at 7:37 PM.

Adopted: 4 ayes, no nays (Barnes, Fischer, Jones, Troche)

Mary B. Currie
Village Clerk