

APRIL 13, 2020

The seventh regular meeting of the Board of Trustees of the Village of Lakewood, N.Y., was held Monday, April 13, 2020, 6:30 PM. This meeting was being held via Zoom.com video to protect the public's health, safety and welfare during the COVID-19 Pandemic. With Mayor Randall G. Holcomb presiding, Trustees participating were Ellen E. Barnes, R. Richard Fischer, Edward J. McCague and Douglas Schutte. Also participating through Zoom.com were Village Clerk Mary B. Currie, Village Treasurer Apryl L. Troutman and Department of Public Works Supervisor Thomas R. Pilling. Absent was Police Chief John R. Bentley, Fire Chief Kurt Hallberg, Building Inspector Jeffrey A. Swanson and Village Attorney John I. LaMancuso.

APPROVAL OF MINUTES

Motion by Trustee Barnes, seconded by Trustee McCague, to approve the minutes of the last regular meeting of the Board of Trustees held March 23, 2020.

Adopted: 4 ayes, no nays (Barnes, Fischer, McCague, Schutte)

AUDIT OF CLAIMS

Motion by Trustee Barnes, seconded by Trustee Fischer, that the claims as audited by the Auditing Committee of the abstracts dated April 13, 2020, be approved and that the Clerk shall execute said abstracts (#47, #45 & #47) and direct payment by the Treasurer. Trust & Agency Fund: \$ 51,387.10, (Checks #5014 through #5018), Trust & Agency Fund: \$ 45,007.55, (Checks #5024 and #5025) General Fund: \$ 42,971.54, (Checks #16723 through #16759).

Adopted: 4 ayes, no nays (Barnes, Fischer, McCague, Schutte)

REPORTS

Mayor Randall Holcomb began his report by saying he has been looking into declaring a State of Emergency within the Village of Lakewood. He has spoken with Assemblyman Andrew Goodell, Senator George Borrello and County Executive PJ Wendel, they all have said once Governor Cuomo declared a State of Emergency for the State, and President Trump declared a State of Emergency for the Nation, there is nothing any municipality needs to do, they are all covered under the State & the Federal declarations. That will make all municipalities eligible for any funds that may become available from the State or Federal level.

Trustee McCague expressed the importance for the Board of Trustees to approve the updates to the Village of Lakewood Emergency Response Plan annually and suggested doing so this evening.

Mayor Holcomb began a discussion on whether the Board of Trustees felt there should be a spending freeze put in place for the remainder of the fiscal year, due to the uncertain future.

The Board of Trustees agreed it would be best to touch base with all department heads and express their concerns, asking them to be cautious when spending for the remainder of the current fiscal year.

Mayor Holcomb extended a huge thank you to the Lakewood Volunteer Fire Department, the Lakewood-Busti Police Department, the Lakewood Highway Department and to all of the Village Department heads and offices for their part in making things run smoothly during this national pandemic.

OBSERVE A MOMENT OF SILENCE

Mayor Holcomb kindly asked if everyone would join him to observe a moment of silence in honor and memory of Jim Young, former Lakewood-Busti Police Chief, who passed away on April 5th.

RECESS

Mayor Holcomb recessed its regular meeting so as to conduct a previously scheduled public hearing.

APRIL 13, 2020 (continued)

PUBLIC HEARING: 6:45 PM
VILLAGE OF LAKEWOOD'S TENTATIVE BUDGET
FISCAL YEAR: JUNE 1, 2020 – MAY 31, 2021

Mayor Holcomb opened the public hearing on the proposed Village of Lakewood's Tentative Budget for the fiscal year June 1, 2020 – May 31, 2021 at 6:46 PM. Mayor Holcomb said questions had been submitted by e-mail or dropped off at the Village Clerks Office from the public, which at this time he will read.

The following list of questions have been submitted by Mr. Michael Looker, 15 Owana Way.

1). What does the forecast look like for 2020 Actual? Will we take any hits from the virus in sales tax revenue, county funding, etc.? Basically, how much will the Fund Balance go up or down before we start 2021?

Trustee Barnes said the sales tax will definitely take a hit and the revenues will be down. She said she was taking all of that into consideration when making her adjustments. She also said at this point they really don't know how the Fund Balance will be affected at the start of the 2020-2021 fiscal year.

Mr. Looker said the reason he asked that question is the new budget includes \$150,000 of appropriated fund balance to make ends meet for next year. This current year there was \$139,000 appropriated. He said he is concerned the budget will be over budgeted on some expenditures and under budgeted on revenues. The village might need some of the fund balance this year and he just wants to make sure there will be enough there.

Trustee Barnes said some of the changes they are proposing will bring the expenditure part of the budget down a lot, that is what they are trying to avoid from happening and are in hopes of building the Fund Balance up and making it stronger.

Mayor Holcomb said the budget was started before COVID-19 happened, the proposed changes are now being made because of the unknown.

Trustee Schutte said this is a very difficult time to plan a budget, with no one really knowing what is going to happen, the village needs to be fluid right now.

2). What theory are we going to follow for these same virus issues for the 2021 Budget?

Trustee Barnes said, at this point nobody really knows.

3). A2260 Revenue from Busti for Police. Why level at \$490k. Why doesn't it go up as the Police expenses go up? Mr. Looker indicated it has been at the same level for 3 or 4 years.

Trustee Barnes said it is contractual, the board will be revisiting it when the five year contract is up next year.

Trustee McCague said per the contract it is \$490,000 for the first 3 years then \$495,000 for the remaining two years.

4). A1325.2 Treasurer Equipment of \$20k. What is that for?

Village Treasurer Troutman's comments on, A1325.20 (equipment), are to purchase new software for the village. The current software is not supported at all right now, we are not able to update the computers to Windows 10 because of the outdated software.

The plan is to purchase half from the current budget and half from the 2020-2021 budget.

APRIL 13, 2020 (continued)

5). A1990.4 Contingent Expenses. Delete entirely or at least reduce to \$10k. Rarely used.

Trustee McCague said for years there has been approximately \$10,000 carried in the contingent account, last year he increased it so there would be a little cushion in case the expenses for the village were to increase or something unexpected should happen.

Trustee McCague said he thinks this could be especially useful going into this budget year.

Trustee Barnes said since a Contingency Account can be used on anything from A-Z, it is a good thing to have, you never know what could come up.

Mr. Looker said if you are going to be looking at changes he suggests that be one of them.

6). A5110.20 Can the \$100k DPW equipment be deferred into 2022?

DPW Supervisor Tom Pilling said they have changed that number from \$100,000 down to \$50,000. The equipment he would like to replace is the ten year old excavator they have right now. The village has some projects coming up they will need it for, beginning with the Chautauqua Ave. project.

7). A7020.10 Recreation Administration of \$10k. What is this new item?

Ms. Ruth Wahl, 106 Winchester Rd., asked if that is the Parks & Recreation request of \$20,000 for the parks master plan and if that is half of what they requested.

Treasurer Troutman said that is half the amount they had requested and the Recreation Administration is the account they will be putting it in.

Ms. Wahl explained what the Parks and Recreation Committee is trying to do and they would like to hire someone to do a comprehensive plan for the parks.

8). A8020.4 Planning Contractual Expense of \$6k. Delete?

Trustee Barnes said that this question and the previous question are all part of the proposed changes.

Mr. Looker's final thought submitted was:

History shows that we Budget for a loss, which will reduce the Fund Balance by \$139k, but then have Actual results that are much better and don't move the FB much. If we plan to hit the FB by \$150k this time, doesn't that mean that the departments have about \$150k more budget for expenses than they will actually use? The managers are pretty good at staying within their budgets. If they don't have that \$150k in their line items, they probably won't spend it. Then you could present a balanced budget with revenue equal to expenses. If the 2021 Actual really goes south, and we do lose \$150k, it will reduce the FB in the same way anyway.

The following questions are presented, via e-mail, from Ruth Wahl:

1. The first line under Playgrounds and Recreations Centers, (A7020.10) is listed as \$10,000. Is that money dedicated for a comprehensive plan for the village parks? Is the thought that \$10,000 would be allocated in the following year's budget also so that a plan could be made by the end of 2022?

Ms. Wahl said the question was answered previously and she is happy with the answer.

APRIL 13, 2020 (continued)

The final questions submitted to the Board of Trustees were from Jill Conley, 7 Winchester Road:

1.) As a result of conditions created by the COVID-19 virus, will there be a tax increase (Village Taxes)?
If so, for what purpose?

Mayor Holcomb said there really isn't an answer to that question yet, the Board is working very hard to keep from having any tax increase. We hope to have the answer to that question at the next Village Board Meeting on April 27th.

Trustee Barnes said we are all trying to be very diligent about our spending because of the COVID-19 pandemic. Hopefully there won't be a tax increase, if there is one it will only be to keep our departments running smoothly.

2). The State of Pennsylvania has requested all Airbnb's to close down, thus reducing possible visitors from other states or high risk areas of our state. Shouldn't our village also be considering such a move?

Trustee Barnes indicated that would be something either the County or the State would regulate.

3). Will the results of submitted questions to this meeting be printed in the PJ for the public to see?

Jay Young, reporter for the Post Journal, said he will try to get the highlights from the questions in the paper.

Trustee Barnes said the proposed changes to the tentative budget have been submitted to each Village Trustee for their review and comment.

With the members of the Board Trustees all in agreement of accepting the proposed changes, they will be entered into the record as presented.

Mr. Looker asked if there will be time to publish a revised tentative budget on the web-site before the Public Hearing on April 27th.

Trustee McCague indicated to Mr. Looker, what the Board of Trustees will consider in the revised tentative budget will be published on the web-site and will be published with enough time for the public to be able to review before the public hearing scheduled on April 27th.

Mr. Looker then questioned why the tentative budget has no Grant income or expense.

Treasurer Troutman said from this point on we will be keeping grants out of the General Fund and moving them into their own fund. By doing so it will be easier to track the grants.

Trustee McCague said since grants are pretty much a wash anyways, there is really no need to have them in the General Fund.

Mr. Looker asked if they affected your tax cap when they were in the General Fund as an expense?

Trustee Schutte said it did not, they were off setting.

With no one else to be heard, Mayor Holcomb closed the public hearing at 7:30 PM, and proceeded to re-open the regular meeting.

APRIL 13, 2020 (continued)

REPORTS (continued)

DPW Supervisor Thomas R. Pilling reported his crew has begun working on the Crescent Creek project once again when weather has permitted and the DPW is still working with only half the crew on at a time.

Police Chief John R. Bentley submitted his Incident Analysis Report for the dates March 23, 2020 to April 13, 2020. There has been a total of two-hundred ninety two incidents for that period of time.

Fire Chief Kurt Hallberg submitted his reported stating the Lakewood Fire Department has had two hundred sixty-two alarms year to date and sixteen so far in the month of April.

Chief Hallberg also reported the fire department is continuing to follow procedures with regard to protection from the COVID-19 virus. All activities are still cancelled and the department is only responding to emergency calls. The department is continuing to maintain the station, doing inspections on the trucks and making repairs, as needed on the equipment so that everything is ready. Inspectors are coming in at their own convenience so there isn't usually a group doing truck inspections at the same time.

Chief Hallberg said the Lakewood Fire Department has responded to four (4) incidents that require them to use personal protective equipment (PPE) and to his knowledge only one has tested positive for the COVID-19 virus. The one (1) patient was released from the hospital and was making a full recovery.

Chief Hallberg and the Lakewood Fire Department greatly appreciates that Chautauqua County is providing them with the proper PPE and said they have them set aside so they are able to get to them quickly.

Chief Hallberg also said they are still using a minimal crew for those calls.

RESOLUTION #68-2020 APPROVE THE UPDATED EMERGENCY RESPONSE PLAN

Motion by Trustee McCague, seconded by Trustee Barnes, that the Board of Trustees approve the January 2020 changes to the Village of Lakewood Emergency Response Plan.

Adopted: 4 ayes, no nays (Barnes, Fischer, McCague, Schutte)

RESOLUTION #69-2020 – SET TIME & DATE FOR PUBLIC HEARING

Motion by Trustee McCague, seconded by Trustee Schutte, to set 6:45 PM, Monday April 27, 2020, as the time and date for the Board of Trustees to conduct a public hearing on the Village of Lakewood's Tentative Budget, as revised, for the fiscal year of June 1, 2020 – May 31, 2021.

Adopted: 4 ayes, no nays (Barnes, Fischer, McCague, Schutte)

RESOLUTION #70-2020 – SET TIME & DATE FOR PUBLIC HEARING
ON PROPOSED LOCAL LAW #2-2020

Motion by Trustee McCague, seconded by Trustee Schutte, to set 7:00 PM, Monday April 27, 2020, as the time and date for the Board of Trustees to conduct a public hearing on proposed Local Law #2-2020, to override the Tax Cap for the Village of Lakewood fiscal year, June 1, 2020 – May 31, 2021, only if needed.

Adopted: 4 ayes, no nays (Barnes, Fischer, McCague, Schutte)

RESOLUTION #71-2020 – TABLE ACTION ON 4TH OF JULY FIREWORKS DISPLAY CONTRACT

Motion by Trustee Schutte, seconded by Trustee Barnes, for the Board of Trustees to table any action on the contract between the Village of Lakewood and Zambelli Fireworks Mfg., Co. until the April 27, 2020 Board of Trustees meeting to see what the quarantine status is at that time with the COVID-19 pandemic.

Adopted: 4 ayes, no nays (Barnes, Fischer, McCague, Schutte)

APRIL 13, 2020 (continued)

RESOLUTION #72-2020 – APPROVE NEW LAKEWOOD FIRE DEPARTMENT MEMBERS

Motion by Trustee Schutte, seconded by Trustee Fischer, that the Board of Trustees, acting as the Board of Fire Commissioners, approve Mr. Tage Coil, 117 Franklin St., Mr. Aden Froah, 1134 Hunt Rd., and Ms. Kaylynn Rosequist, 12 Shirley Lane, Apt. B. Jamestown, NY as new members of the Lakewood Volunteer Fire District.
Adopted: 4 ayes, no nays (Barnes, Fischer, McCague, Schutte)

RESOLUTION #73-2020 – AUTHORIZE REHIRING OF SEASONAL PARKS DEPT. EMPLOYEE

Motion by Trustee Barnes, seconded by Trustee Fischer, authorizing the rehiring of Mr. James D. Fye, 2042 Winch Road, as a seasonal Parks Department employee, with an effective date of re-hire of May 4, 2020, per the recommendation of DPW Supervisor Thomas R. Pilling.
Adopted: 4 ayes, no nays (Barnes, Fischer, McCague, Schutte)

RESOLUTION #74-2020 – APPROVE 2020 DOCK PERMIT APPLICATION

Motion by Trustee Barnes, seconded by Trustee Schutte, to approve the 2020 Dock Permit Application as submitted by Steven & Virginia Johnson, 26 Harlem Ave., for the Harlem Ave. right-of-way.
Adopted: 4 ayes, no nays (Barnes, Fischer, McCague, Schutte)

RESOLUTION #75-2020 – CLOSE BEACH AT RICHARD O. HARTLEY PARK

Motion by Trustee Schutte, seconded by Trustee Fischer, for the Board of Trustees to close the Lakewood Beach at Richard O. Hartley Park to the public for the 2020 summer season. Signs are to be posted saying Beach Closed due to the COVID-19 pandemic, No Swimming allowed.
Adopted: 4 ayes, no nays (Barnes, Fischer, McCague, Schutte)

RESOLUTION #76-2020 – AUTHORIZE THE PURCHASE OF ACCOUNTING SOFTWARE

Motion by Trustee Fischer, seconded by Trustee McCague, to authorize Mayor Holcomb to execute the contract with Edmunds GovTech and authorize Village Treasurer Troutman to purchase new software, for accounting purposes, in the amount of \$36,215.00. The purchase will be split between the current budget, in the amount of \$18,170.00, with the remainder to be paid from the 2020-2021 budget.
Adopted: 4 ayes, no nays (Barnes, Fischer, McCague, Schutte)

Motion by Trustee Schutte, seconded by Trustee Barnes and unanimously carried the Board adjourned at 7:48 PM.

Mary B. Currie
Village Clerk