

DECEMBER 14, 2020

The twenty-third regular meeting of the Board of Trustees of the Village of Lakewood, N.Y., was held through ZOOM.US, Monday, December 14, 2020, 6:30 pm, with Mayor Randall G. Holcomb presiding. Participating were Trustees Ellen E. Barnes, Douglas L. Schutte, Edward J. McCague and R. Richard Fischer. Also participating were Fire Chief Kurt Hallberg, Village Clerk Mary B. Currie, Village Treasurer Apryl L. Troutman, DPW Supervisor Thomas R. Pilling and Village Attorney John I. LaMancuso. Absent were Police Chief John R. Bentley and Building Inspector Jeffrey Swanson.

#### APPROVAL OF MINUTES

Motion by Trustee Schutte, seconded by Trustee Fischer, to approve the minutes of the last regular meeting of the Board of Trustees held November 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 Board of Trustees for the abstracts dated December 14, 2020, be approved and that the Clerk shall execute said abstracts (#29 and #29) and direct payment by the Treasurer. Trust & Agency Fund: \$ 46,353.37, (Checks #5191 and #5192), General Fund: \$ 60,974.62, (Checks #17365 through #17418).

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

#### REPORTS

Police Chief John R. Bentley submitted the Lakewood-Busti Police Department's Incident Analysis Report saying the L-BPD responded to seven thousand two hundred fifty-five calls year to date, four hundred eighty-one of which were for the period of November 23, 2020 to December 14, 2020.

Fire Chief Kurt Hallberg submitted his report for the Lakewood Fire Department stating there has been eight hundred thirty-four alarms year to date.

Chief Hallberg said due to the COVID restrictions the election of Officers will be held in January instead of December, as in years past. Once the configuration of Chief Officers for 2021 is determined it will be brought before the Board of Trustees.

Chief Hallberg said the new boat was delivered on Friday and is at the Fire Station. He said the radio and emergency lights still need to be installed as well as the "deck gun" for the built-in pump and EMS equipment, before it can be put in service. When the boat was tested, the top speed was 41 MPH and is powered by a 225 HP Mercury outboard motor.

Chief Hallberg said the number of COVID-19 related calls have been on the increase the past few weeks and the Fire Department had two more COVID-19 related calls today. Chief Hallberg explained once the patient has been transported, the ambulance is cleaned & disinfected with a spray gun, which is attached to an air pack bottle for the pressure, and everything is sprayed down.

Mayor Holcomb thanked Chief Hallberg and the Lakewood Fire Department members for all they are doing to help keep everyone in the area safe.

Village Treasurer Apryl L. Troutman said she is working this week with Edmunds GovTech on setting up the new software system and believes they should be up and running prior to year end.

Department of Public Works Supervisor, Thomas R. Pilling said the NYSERDA Grant has been completed and is wrapped up. This week he will be working on finalizing the Crescent Creek Grant.

Mayor Randy Holcomb thanked Mr. John Streed for the work he did on putting together "Christmas lights in the Village" on December 12<sup>th</sup>. Mayor Holcomb said Chautauqua Ave. looked great and he heard the businesses did well that day.

Mayor Holcomb also reported that the Lakewood Farmers Market is looking for a new Market Manager for the 2021 summer season. He said there have been a few people that have shown an interest and is confident the Farmers Market will be up and running for 2021.

Trustee Ellen Barnes asked if anyone checks the public right-of-ways to make sure they are clear in case emergency vehicles need to access them and also if they are checked on a regular basis.

Chief Hallberg said they usually only get checked if there is a complaint and as far as he knows it has not been done in a long time.

Trustee Barnes said they don't appear to be as clear as they should be and asked Chief Hallberg if he would take a look at them and get back to the Board so letters can be sent for the ones that need attention.

Trustee Fischer said he has checked each right-of-way out and it appears to him that some of the abutting homeowners are storing their docks and/or boat lifts on the public right-of-ways.

#### RESOLUTION #189-2020 – ADOPT RETENTION AND DISPOSITION SCHEDULE

Motion by Trustee McCague, seconded by Trustee Schutte, let it be resolved by the Board of Trustees of the Village of Lakewood that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein,

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) Only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;

(b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

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

#### RESOLUTION #190-2020 – TABLE CHANGES IN THE POLICIES & PROCEDURES MANUAL

Motion by Trustee Barnes, seconded by Trustee Fischer, to table any changes to the Village of Lakewood Personnel Policies and Procedures until such time the Village Attorney has had an opportunity to go over the proposed changes.

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

#### RESOLUTION #191-2020 – CANCEL SECOND REGULAR MEETING IN DECEMBER 2020

Motion by Trustee Barnes, seconded by Trustee McCague, that due to the Christmas holidays, for the Board of Trustees to cancel its second regular meeting in December, which had previously been scheduled for Monday, December 28<sup>th</sup>. NOTE: Members of the Board of Trustees however will be asked to audit any claims/invoices received and processed for payment.

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

#### RESOLUTION #192-2020 – AUTHORIZE MID-YEAR BUDGET TRANSFER

Motion by Trustee Schutte, seconded by Trustee Barnes, per the recommendation of Village Treasurer Apryl L. Troutman, for the Board of Trustees to authorize the following mid-year budget transfer for budget shortfalls, \$ 73.34 from A-5110.40 {Street Maintenance – Contractual} to A-5110.43 {Street Maintenance – Vehicle Maintenance}.

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

DECEMBER 14, 2020 (continued)

RESOLUTION #193-2020 – AUTHORIZE BUDGET TRANSFER

Motion by Trustee Fischer, seconded by Trustee Barnes, to authorize Village Treasurer Apryl L. Troutman to make a \$2,652.00 budget transfer from A-9060.80 {Hospital & Medical Insurance} to A-9060.81 {Insurance Buy-out} to account for Officer Justina Preston's medical insurance buy-out per Article X, Section 4, of the current labor contract agreement between the Village of Lakewood and the CSEA, AFL-CIO.

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

Trustee Fischer thanked the Chautauqua Lake Community Sailing Foundation for the nice letter they sent, letting the Village of Lakewood know how well their sailing program went this past year. He then wished them luck for another successful year in 2021.

ANYONE TO BE HEARD

Ms. Patricia Borowski, 45 Bentley Ave., said she has sent a couple letters to the Board of Trustees in regards to a tree which is on the public right-of way in front of her house. She indicated the tree drops limbs on her cars when there is a storm or high winds and wonders what the village plans to do about the tree.

Street Supervisor Tom Pilling said he has looked at the tree but right now has no money in his tree budget.

Trustee McCague said the village can do a budget transfer so the tree can be removed before any damage is done.

Motion by Trustee McCague, seconded by Trustee Fischer and unanimously carried to adjourn the regular Board of Trustees meeting at 6:58 PM.

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Mary B. Currie  
Village Clerk