

Mayor Kastberg called the meeting to order at 7:00 p.m.

PRESENT: Trustee Gifford, Lockwood, Mathes, Rizzo and Mayor Kastberg

DAVID SQUIRES RETIREMENT

Mayor Kastberg presented David Squires with a proclamation and thanked him for his 26 years of service with the Village of Scotia Fire Department.

PROMOTION OF DAVID WOOD

MOVED by Trustee Gifford, seconded by Trustee Rizzo that

Whereas, Captain David Squires will be retiring from the Scotia Fire Department effective January 31, 2015, and

Whereas, the interview committee has recommended that Lieutenant David Wood be promoted to the position of Captain, now therefore,

Be it Resolved that Lieutenant David Wood be promoted to the position of Captain of the Scotia Fire Department effective February 1, 2015, contingent upon the retirement of David Squires.

Ayes: Trustee Gifford, Lockwood, Mathes, Rizzo and Mayor Kastberg

Noes: None

Abstentions: None

PROMOTION OF JAMES JONES

MOVED by Trustee Gifford, seconded by Trustee Rizzo that

Whereas, Lieutenant David Wood is promoted to the position of Captain of the Scotia Fire Department effective February 1, 2015, and

Whereas, interviews have been conducted to fill the Lieutenant position, and

Whereas, the interview committee has recommended that James Jones be promoted to the position of Lieutenant, now therefore,

Be it Resolved that Firefighter James Jones be promoted to the position of Lieutenant of the Scotia Fire Department effective February 1, 2015, contingent upon the promotion of David Wood to Captain.

Ayes: Trustee Gifford, Lockwood, Mathes, Rizzo and Mayor Kastberg

Noes: None

Abstentions: None

FIREFIGHTER APPOINTMENT

MOVED by Trustee Gifford, seconded by Trustee Rizzo that

Whereas, upon the promotion of James Jones the Village will have an open position for firefighter, and

Whereas, interviews have been duly conducted, now therefore,

Be it Resolved, that the Board of Trustees hereby appoints Greg DeBrita to the position of Firefighter effective February 1, 2015 contingent upon the promotion of James Jones to Lieutenant.

Ayes: Trustee Gifford, Lockwood, Mathes, Rizzo and Mayor Kastberg

Noes: None

Abstentions: None

January 14, 2015

DANIEL THOUIN RETIREMENT

Mayor Kastberg presented Daniel Thouin with a proclamation and thanked him for his 24 years of service with the Village of Scotia Police Department.

PROMOTION OF DANIEL HARRIGAN

MOVED by Trustee Lockwood, seconded by Trustee Rizzo that

Whereas, Sergeant Daniel Thouin is retiring from the Scotia Police Department effective January 31, 2015, and

Whereas, interviews have been conducted to fill the Sergeant position, and

Whereas, the interview committee has recommended that Police Officer Daniel Harrigan be promoted to the position of Sergeant, now therefore,

Be it Resolved, that Police Officer Daniel Harrigan be promoted to the position of Sergeant of the Scotia Police Department effective February 1, 2015, contingent upon the retirement of Daniel Thouin.

Ayes: Trustee Gifford, Lockwood, Mathes, Rizzo and Mayor Kastberg

Noes: None

Abstentions: None

POLICE OFFICER APPOINTMENT

MOVED by Trustee Lockwood, seconded by Trustee Rizzo that

Whereas, the Village has two open positions for the position of police officer, and

Whereas, interviews have been duly conducted, now therefore,

Be it Resolved, that the Board of Trustees hereby appoints Kristen Swider to the position of Police Officer effective January 18, 2015.

Ayes: Trustee Gifford, Lockwood, Mathes, Rizzo and Mayor Kastberg

Noes: None

Abstentions: None

POLICE OFFICER APPOINTMENT

MOVED by Trustee Lockwood, seconded by Trustee Rizzo that

Whereas, the Village has two open positions for the position of police officer, and

Whereas, interviews have been duly conducted, now therefore,

Be it Resolved, that the Board of Trustees hereby appoints Michael Marchesani to the position of Police Officer effective January 18, 2015.

Ayes: Trustee Gifford, Lockwood, Mathes, Rizzo and Mayor Kastberg

Noes: None

Abstentions: None

Mayor Kastberg opened the privilege of the floor at 7:35 p.m.

No one wished to speak.

Mayor Kastberg closed the privilege of the floor at 7:36 p.m

UPDATE ON FY 2012 HOUSING REHABILITATION AND AHC REHABILITATION GRANT

Scott LaMountain from Shelter Planning provided the Board of Trustees with the following overview of the grant programs:

January 14, 2015

Shelter Planning & Development, Inc. has been working with the Village to administer two separate grant programs to assist Village residents with important home repairs. Those programs are:

Community Development Block Grant (CDBG) - \$275,000

Affordable Housing Corporation (AHC) - \$325,000

Total: \$600,000

The purpose of these programs is to provide residents without the financial capability, the opportunity to conduct repairs to their homes. This eliminates health and safety hazards for those households and preserves the housing stock in Scotia. Typical repairs include electrical, roofing, HVAC, plumbing, and lead based paint.

Each program has a goal to assist between 10-12 households.

The CDBG program will be finished in April. We have committed to 11 projects under that program. Six are completed, and the rest are nearing completion. The AHC funds are nearly ready to commit to additional projects.

Households are qualified for the program based on income, assets, and degree of need. Those interested are invited to fill out a "pre-application", available through the Village Clerk.

RENTAL INSPECTION PROGRAM

Chief Almy provided the following overview of the Rental Inspection Program that began in August 2011 with Local Law 2010-C. Since that time 352 properties have been inspected with permits issued. All permits are good for a three year period. As of January 1, 2015, the process will begin all over again.

RESOLUTION APPROVING GRANT AWARDS FOR CASE #1051HR96-12-11 IN CONNECTION WITH THE VILLAGE OF SCOTIA HOUSING REHABILITATION PROGRAM

MOVED by Trustee Rizzo, seconded by Trustee Mathes that

Whereas, the Village of Scotia has established a Housing Rehabilitation Program which provides grants to cover 100% of the cost of rehabilitation up to a maximum of \$25,000, whichever is less, and

Whereas, the Village has received grant funds from the New York State Office of Community Renewal Community Development Block Grant (CDBG) program to cover eligible project costs, and

Whereas, a single family property Case File #1051HR96-12-11 has been determined to be eligible for rehabilitation grant assistance and the owner of the property has requested such assistance, and

Whereas, property rehabilitation specifications will be provided to a minimum of three (3) qualified contractors for bid, and

Whereas, the low bid cost to complete the work specified is to be determined but will not exceed Twenty five thousand dollars and no cents (\$25,000.00), and

Whereas, the low bid cost to complete the work specified will be verified upon receipt of bidding documents, and

Whereas, Shelter Planning & Development, Inc. has overseen the grant process and has verified that it has been followed in this case and recommends approving these grants, and

Whereas, a lien will be filed against the property for the benefit of the Village for a period of five (5) years from the completion of the rehabilitation, and

January 14, 2015

Therefore be it Resolved, that the Village of Scotia approves a total grant award not to exceed Twenty five thousand dollars and no cents (\$25,000.00) for Case File #1051HR96-12-11, Scotia, New York, and

Be it Further Resolved that the Village Board authorizes and directs either the Village Mayor or Village Clerk to execute the Grant Award agreements and take such other and further action as may be necessary to effectuate the terms of the Resolution.

Ayes: Trustee Gifford, Lockwood, Mathes, Rizzo and Mayor Kastberg

Noes: None

Abstentions: None

RESOLUTION APPROVING GRANT AWARDS FOR CASE #6N29-01 IN CONNECTION WITH VILLAGE OF SCOTIA HOUSING REHABILITATION PROGRAM

MOVED by Trustee Rizzo, seconded by Trustee Mathes that

Whereas, the Village of Scotia has established a Housing Rehabilitation Program funded by the New York State Affordable Housing Corporation Affordable Home Ownership Development (AHOD) Home Improvement Program; and

Whereas, this program provides grants to the home owner to cover 100% of the cost of eligible costs, including rehabilitation construction, administration, project delivery, and associated soft costs, up to a maximum of \$40,000 per project, and

Whereas, a single family property Case File #6N29-01 has been determined to be eligible for this grant assistance and the owner of the property has requested such assistance, and

Whereas, property rehabilitation specifications will be provided to a minimum of three (3) qualified contractors for bid, and

Whereas, the low bid cost to complete the rehabilitation work specified is to be determined but will not exceed funds available, including the costs for administration, project delivery, and associated soft costs, and

Whereas, the low bid cost to complete the work specified will be verified upon receipt of bidding documents, and

Whereas, Shelter Planning & Development, Inc. has overseen the grant process and has verified that it has been followed in this case and recommends approving these grants, and

Whereas, a Note and Mortgage will be filed against the property for the benefit of the New York State Affordable Housing Corporation for a period of ten (10) years from the completion of the rehabilitation, now therefore

Be it Resolved, that the Village of Scotia approves a total grant award not to exceed the amount of funds available within the parameters of the total AHOD grant, for all costs for Case File #6929-01, Scotia, New York, and

Be it Further Resolved, that the Village Board authorizes and directs either the Mayor to execute the Grant Award agreements and take such other and further action as may be necessary to effectuate the terms of the Resolution.

Ayes: Trustee Gifford, Lockwood, Mathes, Rizzo and Mayor Kastberg

Noes: None

Abstentions: None

APPROVAL OF VOLUNTEER FIREFIGHTER

MOVED by Trustee Gifford, seconded by Trustee Rizzo that
Whereas, the Village Fire Department has recommended that Diana Bebernitz be appointed as a volunteer firefighter for the Village of Scotia Fire Department, now therefore,
Be it Resolved that the Board of Trustees approves the appointment of Diana Bebernitz as volunteer firefighter for the Village of Scotia Fire Department.

Ayes: Trustee Gifford, Lockwood, Mathes, Rizzo and Mayor Kastberg

Noes: None

Abstentions: None

RATIFY 207-a PROCEDURE FOR FIRE DEPARTMENT

MOVED by Trustee Gifford, seconded by Trustee Rizzo to authorize the Mayor to sign the 207-a procedure with the Scotia Fire Department.

Ayes: Trustee Gifford, Lockwood, Mathes, Rizzo and Mayor Kastberg

Noes: None

Abstentions: None

NATIONAL JOINT POWERS ALLIANCE

MOVED by Trustee Rizzo, seconded by Trustee Mathes that
Whereas, amendments to the General Municipal Law now allows municipalities to “piggy back” on contracts led by the United States or agency thereof, any state or any other political subdivision or district therein, and

Whereas, the National Joint Powers Alliance is a municipal agency under the laws of the State of Minnesota, now therefore,

Be it Resolved, that the Board of Trustees authorizes a membership agreement with the National Joint Powers Alliance at no fee.

Ayes: Trustee Gifford, Lockwood, Mathes, Rizzo and Mayor Kastberg

Noes: None

Abstentions: None

HOUSTON-GALVESTON AREA COUNCIL

MOVED by Trustee Rizzo, seconded by Trustee Mathes that
Whereas, amendments to the General Municipal Law now allows municipalities to “piggy back” on contracts led by the United States or agency thereof, any state or any other political subdivision or district therein, and

Whereas, the Houston-Galveston Area Council is a political subdivision of the State of Texas under the laws of the State of Texas, now therefore,

Be it Resolved, that the Board of Trustees approves the interlocal contract for cooperative purchasing with the Houston-Galveston Area Council at no fee.

Ayes: Trustee Gifford, Lockwood, Mathes, Rizzo and Mayor Kastberg

Noes: None

Abstentions: None

PARK FEES FOR OCD VOLLEYBALL

MOVED by Trustee Mathes, seconded by Trustee Rizzo to approve one alcohol permit at a fee of \$100 to cover all dates requested by OCD Volleyball on the Collins Park Pavilion Use Application dated November 12, 2014.

Ayes: Trustee Gifford, Lockwood, Mathes, Rizzo and Mayor Kastberg

Noes: None

Abstentions: None

MAYOR'S COMMENTS TO THE BOARD

Superintendent Kohout provided the Mayor with a complete inventory of the double utility poles in the Village of Scotia; Superintendent Kohout will reach out to the utilities regarding the new legislation. The Mayor provided the Board of Trustees with a proposed Fiscal Year 15-16 budget calendar. The Mayor attended the ribbon cutting at Jade Bistro; very well attended.

CORRESPONDENCE, LIAISON AND SPECIAL COMMITTEE REPORTS

Trustee Mathes – Met with each of the department heads and looks forward to working with each one.

Trustee Gifford – Attended Fire Department meeting.

Trustee Lockwood – No report.

Trustee Rizzo – Looking for an Event Coordinator to help organize the Car Show and Holiday on the Avenue.

DEPARTMENTAL REPORTS

MOVED by Trustee Rizzo, seconded by Trustee Mathes that the Departmental reports be accepted as presented with thanks.

Ayes: Trustee Gifford, Lockwood, Mathes, Rizzo and Mayor Kastberg

Noes: None

Abstentions: None

AUDIT OF CLAIMS

MOVED by Trustee Mathes, seconded by Trustee Rizzo that be it resolved that all claims against the Village dated January 14, 2015, be allowed and ordered paid in full in the amount of \$233,671.90 charged to the following funds:

A-General Fund \$196,822.55

F-Water Fund \$ 21,216.88

G-Sewer Fund \$ 15,632.47

Further the Clerk/Treasurer is hereby authorized to draw checks in the claimants' favor and in the full amount listed and charge the same to the funds listed therein.

Ayes: Trustee Gifford, Lockwood, Mathes, Rizzo and Mayor Kastberg

Noes: None

Abstentions: None

MINUTES OF THE REGULAR MEETING HELD DECEMBER 10, 2014

MOVED by Trustee Rizzo, seconded by Trustee Mathes that the minutes of the December 10, 2014 Village of Scotia, Board of Trustees meeting are hereby approved.

Ayes: Trustee Gifford, Mathes, Rizzo and Mayor Kastberg

Noes: None

Abstentions: Trustee Lockwood

NEW BUSINESS

Trustee Keven Mathes read the following affidavit explaining his relationship with KeyCorp and its subsidiaries:

I, Keven S. Mathes having been duly cautioned and sworn hereby state the following based upon personal knowledge:

1. I am a Trustee with the Village of Scotia
2. I am also an employee of KeyBank National Association (“KeyBank”) and serve as a Private Banking RA.
3. KeyBank and KeyBanc Capital Markets Inc. (“KBCM”) are each subsidiaries of KeyCorp.
4. I am not an officer or employee of KeyCorp.
5. I own stock in KeyCorp, which represents less than .1% of the outstanding shares of that company.
6. In connection with my commencement of service on the Board of Trustee’s, I am providing notice of my association with KeyBank, and plan to withdraw from all decisions and deliberations related in any manner to matters related to my employer.

STANDARD WORK DAY AND REPORTING RESOLUTION FOR ELECTED AN APPOINTED OFFICIALS

MOVED by Trustee Rizzo, seconded by Trustee Gifford that

Be it Resolved, that the Village of Scotia/40008 hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on time keeping system records or their record of activities:

Appointed Officials:

Title	Standard Work Day	Name	Record of Activities
Building Inspector	8	Luis Aguero	n/a
Clerk to Justice	8	Kayla Brown	n/a
Acting Village Justice	6	Kathleen Toombs	.87
Deputy Clerk	8	Newequash Haile	n/a
Deputy Clerk Treasurer	8	Teresa Norton	n/a
Clerk Treasurer	8	Maria Schmitz	n/a

Ayes: Trustee Gifford, Lockwood, Mathes, Rizzo and Mayor Kastberg

Noes: None

Abstentions: None

RESOLUTION AUTHORIZING THE MAYOR TO ENGAGE SHELTER PLANNING & DEVELOPMENT, INC. WITH THE ADMINISTRATION OF A NEW YORK STATE AFFORDABLE HOUSING CORPORATION (AHC) A FY 2014 GRANT AWARD

MOVED by Trustee Lockwood, seconded by Trustee Rizzo that

Whereas, New York State Homes & Community Renewal has been designated to administer the New York State Affordable Housing Corporation (AHC) Affordable Home Ownership Development Program (AHODP), a state program operated under the regulations outlined in 21B NYCRR Parts 2150 et seq; and

January 14, 2015

Whereas, the Village of Scotia has requested and been awarded assistance through the AHODP in order to address its housing needs and has developed a program to meet those needs; and Whereas, the Village wishes to engage Shelter Planning & Development, Inc. in the administration of the program according to the approved contract between the Village and Shelter Planning & Development, Inc.; and

Now, Therefore, Be it Resolved, that the Village of Scotia Village Board authorizes the Mayor to act in connection with the engagement of Shelter Planning & Development, Inc. in the administration of the recent award of assistance, including execution of all required contracts and agreements as may be required; in an amount not to exceed \$32,500.00.

Ayes: Trustee Gifford, Lockwood, Mathes, Rizzo and Mayor Kastberg

Noes: None

Abstentions: None

ADJOURNMENT

MOVED by Mayor Kastberg, seconded by Trustee Gifford to adjourn the meeting at 8:05p.m.

Ayes: Trustee Gifford, Lockwood, Mathes, Rizzo and Mayor Kastberg

Noes: None

Abstentions: None

Respectfully submitted,

Maria A. Schmitz

Clerk to the Village Board of Trustees