

Village of Liverpool  
Board of Trustees Meeting  
March 18, 2024

A regular meeting of the Village of Liverpool Board of Trustees was held on March 18, 2024 at 7:00 PM at 310 Sycamore Street, Liverpool NY. This meeting was open to the public.

Present:	Stacy Finney	Mayor
	Michael LaMontagne	Deputy Mayor
	Matt Devendorf	Trustee
	Melissa Cassidy	Trustee
	Richard Andino	Attorney
	Mary Ellen Sims	Village Clerk

Absent:	Rachel Ciotti	Trustee
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Also present was Judge LaValle, Chief Unger and members of the police department, Russ Tarby (Eagle News) and approximately 10 other persons.

Mayor Finney called the meeting to order at 7:00 PM and asked all those present to stand for the Pledge of Allegiance.

**Swearing in of Officer Lamas**

Mayor Finney asked Officer Roberto Lamas to come to the front of the meeting room for his swearing in ceremony. Roberto's wife held the bible and Mayor Finney asked Officer Lamas to repeat the Oath of Office .All present congratulated Officer Lamas.

**Continued discussion on hiring EDR Comprehensive Plan update**

Mayor Finney stated that the Board met with EDR last month to discuss the update of the Comprehensive Plan. EDR has not yet provided a solid cost to update the plan.

Mayor Finney commented that the County stated that they would contribute \$30,000 towards the project in the form of a grant.

Trustee Devendorf commented that we should target spending funds close to the grant amount. Not much has changed in the Village.

Trustee Cassidy thought that the Village should send an RFP to other firms.

Trustee LaMontagne stated that he could provide a list of firms to send the RFP to.

**Public comment- none**

**Outstanding issues**

Mayor Finney updated the outstanding issues as follows:

Community Development Block Grant – need one more project to submit for 5 year plan.

**Correspondence: None**

**Approve Minutes February 26, 2024**

Motion was made by Trustee Cassidy, seconded by Trustee Devendorf, to approve the minutes of February 26, 2024 as presented. Motion Passed.

**Public hearing Local Law d 2024- A local law overriding the tax levy limit established in General Municipal Law**

Motion was made by Mayor Finney, seconded by Trustee Cassidy to open the public hearing on Local Law D – A local law overriding the tax levy limit established in General Municipal Law.

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Attorney Andino explained that this law protects the Village if we exceed our tax levy limit. The tax levy limit is rate of inflation or 2%, whichever is lower. The Village passes this local law every year as a protection policy.

Hearing no questions or comments, Mayor Finney asked for a motion to close the public hearing.

Motion was made by Mayor Finney, seconded by Trustee Devendorf, to close the public hearing on local law D 2024. Motion Passed.

Motion was made by Trustee Cassidy, seconded by Trustee Devendorf, to adopt Local Law D, now known as Local Law 6 2024- A local law overriding the tax levy limit.

Roll Call Vote:

Michael LaMontagne	Trustee	Voted	Yes
Matthew Devendorf	Trustee	Voted	Yes
Melissa Cassidy	Trustee	Voted	Yes
Rachel Ciotti	Trustee	Voted	Excused
Stacy L. Finney	Mayor	Voted	Yes

Motion Passed.

**Introduce Local Law E 2024- A local law amending Village code relative to unpaid fees for fire safety, property maintenance, housing maintenance and other applicable administrative inspections.**

Trustee Devendorf introduced proposed Local Law No. E-2024 and made the following motion, which was seconded by Trustee LaMontagne:

**WHEREAS**, no other agency has the legal authority or jurisdiction to approve or directly undertake the enactment of Local Laws in the Village of Liverpool, such that there are no other involved agencies within the meaning of the New York State Environmental Quality Review Act (SEQR) with respect to the proposed enactment of said Local Law, with the result that the Village Trustees shall act as lead agency in this matter; and

**WHEREAS**, the adoption to said Local Law is an unlisted action for purposes of environmental review under SEQR; and

**WHEREAS**, the Village Board has determined that a short environmental assessment form (EAF) shall be required in connection with this matter; and

**WHEREAS**, the said EAF has been prepared and has been reviewed by the Village Board; and

**WHEREAS**, the Village Board has considered the adoption of said Local Law, has considered the criteria contained in 6 N.Y.C.R.R. Part 617.7 and has compared the impacts which may be reasonably expected to result from the adoption of said Local Law against said criteria.

**NOW, THEREFORE, IT IS**

**RESOLVED AND DETERMINED** that the enactment of this proposed local law is an unlisted action under SEQR, that there are no other involved agencies and the Village Board shall act as lead agency; and it is further

**RESOLVED AND DETERMINED**, the Village Board has determined this action shall have no significant adverse impact on the environment; that, accordingly, an environmental impact statement (EIS) shall not be required; and that this resolution shall constitute a negative declaration under SEQR; and it is further

**RESOLVED AND DETERMINED** that the Village Board of Trustees shall conduct a public hearing as to the enactment of proposed Local Law No. E-2024 at the Village of Liverpool Village Hall, 310 Sycamore Street, Liverpool, New York on April 15, 2024, at 7:01 p.m. or as soon thereafter as the matter can be heard, at which time all persons interested on the subject shall be heard.

The question of the foregoing Resolution was duly put to a vote and, upon roll call, the vote was as follows:

Michael LaMontagne	Trustee	Voted	Yes
Matthew Devendorf	Trustee	Voted	Yes
Melissa Cassidy	Trustee	Voted	Yes
Rachel Ciotti	Trustee	Voted	Excused
Stacy L. Finney	Mayor	Voted	Yes

The foregoing Resolution was thereupon declared duly adopted.

**Introduce Local Law F 2024- A local law to amend section 368-35 of Article XI of Chapter 368 of the Code of the Village of Liverpool.**

Trustee Devendorf introduced proposed Local Law No. F-2024, adjusting the penalties for violations of Article VIII of Chapter 368 of the Code of the Village of Liverpool pursuant to the Municipal Home Rule Law and pursuant to New York State Vehicle and Traffic Law § 1640, and made the following motion, which was seconded by Trustee Cassidy:

**WHEREAS**, no other agency has the legal authority or jurisdiction to approve or directly undertake the enactment of Local Laws in the Village of Liverpool, such that there are no other involved agencies within the meaning of the New York State Environmental Quality Review Act (SEQR) with respect to the proposed enactment of said Local Law, with the result that the Village Trustees shall act as lead agency in this matter; and

**WHEREAS**, the adoption to said Local Law is an unlisted action for purposes of environmental review under SEQR; and

**WHEREAS**, the Village Board has determined that a short environmental assessment form (EAF) shall be required in connection with this matter; and

**WHEREAS**, the said EAF has been prepared and has been reviewed by the Village Board; and

**WHEREAS**, the Village Board has considered the adoption of said Local Law, has considered the criteria contained in 6 N.Y.C.R.R. Part 617.7 and has compared the impacts which may be reasonably expected to result from the adoption of said Local Law against said criteria.

**NOW, THEREFORE, IT IS**

**RESOLVED AND DETERMINED** that the enactment of this proposed local law is an unlisted action under SEQR, that there are no other involved agencies and the Village Board shall act as lead agency; and it is further

**RESOLVED AND DETERMINED**, the Village Board has determined this action shall have no significant adverse impact on the environment; that, accordingly, an environmental impact statement (EIS) shall not be required; and that this resolution shall constitute a negative declaration under SEQR; and it is further

**RESOLVED AND DETERMINED** that the Village Board of Trustees shall conduct a public hearing as to the enactment of proposed Local Law No. F-2024 at the Village of Liverpool Village Hall, 310 Sycamore Street, Liverpool, New York on April 15, 2024, at 7:02 PM or as soon thereafter as the matter can be heard, at which time all persons interested on the subject shall be heard.

The question of the foregoing Resolution was duly put to a vote and, upon roll call, the vote was as follows:

Michael LaMontagne	Trustee	Voted	Yes
Matthew Devendorf	Trustee	Voted	Yes
Melissa Cassidy	Trustee	Voted	Yes
Rachel Ciotti	Trustee	Voted	Excused
Stacy L. Finney	Mayor	Voted	Yes

The foregoing Resolution was thereupon declared duly adopted.

**Call public hearing 2024-2025 Budget for April 15<sup>th</sup>**

Motion was made by Trustee Cassidy, seconded by Trustee Devendorf, to call a public hearing for April 15<sup>th</sup> at 7:03 PM for the 2024-2025 Budget. Motion Passed.

**Authorization to order DPW Truck**

Trustee LaMontagne explained the need to order a new dump/ Plow truck. The DPW currently has two dump/plow trucks. One is a 2019 and the other is a 2010. There are many issues with the older truck regarding frame work, new dump box and other mechanical defects.

The proposed truck will cost approximately \$255,000, financed over a five year lease to own program and will not be deliverable for two years. DPW Supervisor will send the 2010 to Auctions International soon.

Motion was made by Trustee Cassidy, seconded by Trustee LaMontagne, to authorize Mike Neverette, DPW Supervisor to place the order for the 2025 Freightliner114SD Single Axle per spec with the the Viking and plow package for a cost not to exceed \$255,000. Delivery of truck will be approximately 2026. Leasing will be included in the budget at the proposed time of delivery.

Roll Call Vote:

Michael LaMontagne	Trustee	Voted	Yes
Matthew Devendorf	Trustee	Voted	Yes
Melissa Cassidy	Trustee	Voted	Yes
Rachel Ciotti	Trustee	Voted	Excused

Stacy L. Finney

Mayor

Voted

Yes

Motion Passed.

**1<sup>st</sup> annual Earth Day Cleanup- April 13<sup>th</sup>, 2024**

Mayor Finney would like to organize the 1<sup>st</sup> annual Earth Day Cleanup. This year it will be on April 13<sup>th</sup> from 9:00 Am to noon. The Village will provide safety vests. Mayor Finney is hoping that she can get garbage bags, food and banner donated.

Mayor Finney and Cindy Hibbert will be heading up the Committee.

**Resolution establishing the Standard Workday and Reporting days for Certain Elected Officials  
(A Resolution Establishing the Standard workday and Reporting Days for Certain Elected Officials**

Trustee Cassidy introduced the following resolution, and made the following motion, which was seconded by Trustee Devendorf to wit:

**WHEREAS**, the Office of the State comptroller New York State and Local Employees' Retirement System required that a Standard Work Day and Reporting Resolution be established for retirement credit reporting purposes for elected and appointed officials; and

**WHEREAS**, on September 21, 2015 the Village of Liverpool Board of Trustees duly adopted a Standard Work Day and Reporting Resolution for such purposes; and

**WHEREAS**, subsequently the Village of Liverpool has been notified of the need to amend, modify and revise said resolution; and

**WHEREAS**, the adoption of this resolution is a Type II action for purposes of environmental review under SEQR thus concluding the environmental review process.

**NOW THEREFORE**, it is

**RESOLVED AND DETERMINED**, that the Village of Liverpool hereby established the following as Standard work days (as amended and modified from the previous September 21, 2015 resolution) for the specified elected officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by the officials listed below to the Clerk of the Board.

Mayor Stacy Finney 6hrs Standard Work Day Term 07/2023 to 7/2025 days based on ROA- 15 month

**Approve amendments to employee handbook**

Motion was made by Trustee Devendorf, seconded by Trustee Cassidy to approve the following amendments to the Employee Handbook:

**On call Policy**

In the event of inclement weather, certain employees may be required to be on a stand-by policy to be called in to work. The Department Head will advise such employees at the end of the business day if they are to be on call for that evening. For non-exempt employees, the overtime pay policy will be in effect. Failure to respond to the call in may result in disciplinary action.

### **Paid Family Leave Act**

Public employers may, but are not required, to participate in the New York Paid Family Leave program. The Village has chosen not to participate in the program. Employees who take time off must either have sufficient paid leave time available to cover such absences or make a request to the Village Board of Trustees for approval of leave without pay.

### **Gleason Center rents**

Mayor Finney explained that the rents at the Gleason Center have not been increased in many years. The offices were meant to be incubator suites for startup businesses.

This past year, the Village updated the internet equipment and are hiring a professional cleaning company to clean the common areas. Four years ago, the Town of Salina Assessor taxed the areas of the building that are for profit. The taxes are approximately \$9,000 a year. The Board of Trustees decided that the rents will be \$1.25 a square foot, with all utilities included.

The new leases will take effect May 1<sup>st</sup>, with a letter to the tenants at least 6 weeks to 8 weeks advising them of their new rents.

Motion was made by Mayor Finney, seconded by Trustee Cassidy, to raise the rents to \$1.25 a square foot, all utilities included. Motion Passed.

### **Authorization for Rooftop Realty Group to Rent Suite 1 at Gleason Center as of May 1<sup>st</sup>, 2024**

Mayor Finney stated that Rooftop Group would like to rent Suite 1 at the Gleason Center as of May 1<sup>st</sup>. They would like to start moving in mid- April, if possible.

The Village Board agreed that if they move in mid-April, they would need to have a signed lease in place with the required insurance.

Motion was made by Trustee Cassidy, seconded by Trustee Devendorf, to approve Rooftop Realty to move in mid-April with a signed lease. Motion passed.

### **Meeting room request from Liverpool Republican Committee for GOP Caucus Thursday April 25<sup>th</sup> 2024 from 6:00 PM to 8:00 PM**

Motion was made by Mayor Finney, seconded by Trustee Cassidy, to approve the request to use the Village Hall Meeting Room for the Republican Caucus Thursday April 25<sup>th</sup> from 6:00 to 8:00PM. Motion passed.

### **Status of current Capital Projects**

Village Clerk Sims presented the status of current capital projects for budget purposes.

### **Call special meeting for March 24<sup>th</sup> at 4:00 PM**

Motion was made by Trustee Devendorf, seconded by Trustee Cassidy to call a special meeting for March 25<sup>th</sup> at 4:00 Pm for the purpose of a public hearing on Community Development five year plan and the 2024 Community Development Application. Motion passed.

**Police – STATS**

Trustee Devendorf presented the following STATS for the Police Department for the month of February:

- 317 Traffic Stops
- 271 Tickets issued
  - 1 DWI arrests
- 04 Accidents Investigated
- 20 Parking Tickets issued
- 39 Residential Property checks
- 343 Business checks
- 791 Incidents/ Calls for Service

The Liverpool Police Department arrested a total of 51 individuals this month with 55 charges filed.

**Codes STATS**

Trustee Cassidy read the following Codes Stats for the month of February:

- 10 New Project application reviews
- 4 Permits approved or extended
- 8 Construction inspections
- 4 Certificates of compliance
- 2 Fire Code Inspections
- 6 Rental Dwelling Inspections
- 15 Violation inspections/re-inspections
- 36 Letters/ notices/citations
- 3 Signs removed from Village Property
- 34 Miscellaneous Recorded actions

**DPW STATS**

Trustee LaMontagne read the following STATs for the month of February:

Yard Waste- picking up bags and Christmas Trees

UFPO Request Ten for the month of February

Sewer Maintenance Calls- Twenty sewer house calls were handled by the County for the month of February

Sewer Repairs- 107 Alder

All of the requests listed below were approved:

Approve use of Johnson Park for Desantis Orchestra concert Monday August 19, 2024 7-900 PM

Approve use of Johnson Park for Community Bands Jubilee Concert September 14<sup>th</sup>, rain date September 15<sup>th</sup> from noon to 6:00 PM

Approve use of Johnson Park for outdoor Zumba May 28<sup>th</sup> to October 15<sup>th</sup> on Tuesdays and Thursdays from 5:30 to 6:30 PM

Auction- Authorization for Truck # 19 2010 International Dump to go to Auctions International is approved by the Board of Trustees.

**Financial – Approve Abstracts**

Motion was made by Trustee Cassidy, seconded by Trustee Lamontagne, to approve the following abstracts: General fund, claim # 628-680 in the amount of \$64,060.48, Sewer Fund G fund claim # 678-679 in the amount of \$80,176.50 and Trust and Agency fund TA claim # 677 in the amount of \$423.00

Roll Call Vote:

- |                    |         |
|--------------------|---------|
| Trustee LaMontagne | Yes     |
| Trustee Cassidy    | Yes     |
| Trustee Devendorf  | Yes     |
| Trustee Ciotti     | Excused |

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Mayor Finney                      Yes  
Motion Passed.

**Transfers**

Motion was made by Trustee LaMontagne, seconded by Trustee Cassidy, to approve transfers 1-26.  
Motion Passed.

**Monthly Report of Treasurer**

Monthly report of current bank balances was distributed to the Board

**Committee Reports**

Mayor updated Communications Reports and Trustee Devendorf updated the  
Pedestrian Safety Committee reports and activities

**Adjournment**

Motion was made by Trustee LaMontagne, seconded by Trustee Cassidy, to adjourn the meeting.  
Meeting was adjourned at 8:13 PM. Motion Passed.

Respectfully submitted,

Mary Ellen Sims, Village Clerk