

**MINUTES OF THE VILLAGE OF LITTLE VALLEY**  
**REGULAR MEETING**  
**TUESDAY, MARCH 26, 2024 – 7:00 PM – MUNICIPAL BUILDING**

---

**PRESENT:**

James Bowen – Mayor  
Craig Bedell – Trustee  
Raymond Hughes – Trustee

JoElla Emborsky – Clerk Treasurer  
Kory Gross – Streets/Water Superintendent  
Kevin Pilon – Apprentice Line Worker  
John Helgager – Building & Zoning CEO  
Larry Imhoff, Sr. Line Worker

**ABSENT:**

Rory Mosher – Trustee

Todd Palmatier – Deputy Mayor/Trustee

**VISITORS:**

Christine Wrona, Kristin Case, Tammy Ruper, Jamie Baran, Tom Clauss, Tim Zimbardi, Jim Hamilton, Jeremy Keesler, and Scott Hammond

Mayor James Bowen called the regular meeting to order at 7:00 PM, followed by the Pledge of Allegiance.

**APPROVAL OF MINUTES:**

**MOTION #170, 2023-2024**

Motion made by Trustee Bedell, seconded by Trustee Hughes, to approve the minutes of March 12, 2024, regular meeting. **SO MOVED, RESOLVED.**

**AYES: Mayor Bowen, Trustee Bedell, Trustee Hughes**

**NAYS: NONE**

**ABSENT: Trustee Mosher, Trustee Palmatier**

**GUEST:** Jim Stokes, New York Municipal Power Agency, General Manager & Executive Director of Municipal Electric Utilities Association of NYS. MEUA is a trade organization, which offers workshops to line workers and office staff, and two semi-annual conferences throughout the year. NYMPA is responsible for the managing the power supply, maximizing your available hydropower from the Niagara Project, working with the markets to secure the supplemental electricity that your system needs over and above the hydropower needs supply by NY Power Authority. Some of the challenges you may be facing are in common to what others are facing. Hiring for Line Workers, Capital Planning, Asset Improving, Replacement Buildouts and Rates are all challenges in everyone's systems. We are here to help, with lots of resources available. We've observed a lot of our systems haven't applied for a rate increase in years. Again, resources are available to help.

**Barbara Burns** – "Why isn't Little Valley enforcing the Uniform Code of 1984, minimum standards of building construction and maintenance of all municipalities in New York State. In my opinion Little Valley is not safe and clean and there's no economic development going on. The Village square looks like a bomb exploded. Little Valley has been neglected for over 40 years, it has so much potential, but it's time for a change."

**MAYOR:**

- **OLD BUSINESS:**

1. Local Law 1-2024 – The committee for Local Law 1-2024 will discuss the ins and outs of it. Members of the committee will be the following: Tim Zimbardi, Jillian Crouse, Jon Mowry, and Melody Mowry.

- **NEW BUSINESS:**

1. Contractor's Pay Application for Payment #7 for period dating January 27 – March 20, 2024. JD Northrup has submitted a pay application for payment of materials purchased for the water improvements project in the amount of \$307,668.11.

**MOTION #171, 2023-2024**

Motion made by Trustee Bedell, seconded by Trustee Hughes, to approve the contractor's pay application for Payment #7 in the amount of \$307,668.11. **SO MOVED, RESOLVED.**

**AYES: Mayor Bowen, Trustee Bedell, Trustee Hughes**

**NAYS: NONE**

**ABSENT: Trustee Mosher, Trustee Palmatier**

2. Myrna Reynolds is retiring from the Assistant Recreation Director position after 47 years effective April 1, 2024. Myrna stated that it has been "47 years of fun and super kids."

**MOTION #172, 2023-2024**

Motion made by Trustee Bedell, seconded by Trustee Hughes, to approve Myrna Reynold's letter of retirement effective April 1, 2024. **SO MOVED, RESOLVED.**

**AYES: Mayor Bowen, Trustee Bedell, Trustee Hughes**

**NAYS: NONE**

**ABSENT: Trustee Mosher, Trustee Palmatier**

3. Proposed plan for NYS Oversight to resolve the backlog of Village building code enforcement issues. We need to come up with a plan and how we will move forward.
4. Sealed bids for Tree Care Services. We received one bid for the tree removal for the 3 locations that were advertised.
  - o Tree Care of NY, LLC - \$50,882.61 for the removal and pruning of trees at 3 locations.

**MOTION #173, 2023-2024**

Motion made by Trustee Bedell, seconded by Trustee Hughes, to approve the bid from Tree Care of NY, LLC in the amount of \$50,882.61 to be split between the two fiscal years. **SO MOVED, RESOLVED.**

**AYES: Mayor Bowen, Trustee Bedell, Trustee Hughes**

**NAYS: NONE**

**ABSENT: Trustee Mosher, Trustee Palmatier**

**ELECTRIC DEPARTMENT:**

Sr. Line Worker Imhoff gave an overview of what the Electric Department needs are. Both substations need 3 regulators each, a 3-phase gang switch at the metering point, 2 breakers at the 4<sup>th</sup> St. substation. The 3<sup>rd</sup> St. substation needs to be replaced and moved to a new location and needs major updates. We need to look at a backup transformer setup at the 4<sup>th</sup> St. substation, 3 transformers are needed for the water wells and possibly need a 3-phase setup for the Airbnb going in on 4<sup>th</sup> St.

1. MEUA Semi-Annual Meeting and voting delegate. The semi-annual meeting is May 21-22, 2024, in Syracuse, NY. Sr. Line Worker Imhoff would like to attend and be the voting delegate.

**MOTION #174, 2023-2024**

Motion made by Trustee Bedell, seconded by Trustee Hughes, to approve Sr. Line Worker Imhoff to attend the semi-annual meeting held on May 21-22, 2024, in Syracuse, NY and be the voting delegate. **SO MOVED, RESOLVED.**

**AYES: Mayor Bowen, Trustee Bedell, Trustee Hughes**

**NAYS: NONE**

**ABSENT: Trustee Mosher, Trustee Palmatier**

Apprentice Line Worker Pilon presented the board with a list of possible quotes for a new digger derrick that the Electric Department needs to replace the current 1996 digger derrick. The main concern to replace the old digger derrick is because it is rotted out in the back.

- Altec - \$406,387 – with radio control – wait time 24-36 months.
- Terex - \$380,000 - \$425,000 – with radio control - wait time 24 months.
- Ring Power - \$285,000 – wait time is approximately 2 months – needs lighting package.
- Custom Truck One Source - \$278,615 - wait time approximately 1-3 months.

*The Digger Derrick Proposal will be tabled until the Trustee's can review the financials.*

**STREETS/WATER SUPERINTENDENT:**

We have been changing out water meters, approximately 50 water meters in the last week. We have about 80 more to finish with residential meters. Trees are being cleared out at the well site. This is where our future water treatment building will go. We looked at the water rates and determined that an increase is needed. We figured 25¢ to the base rate and 75¢ to the per thousands.

The Sewer Department would like to purchase a generator for the pump station on Ninth Street. We have received two quotes.

- BECC Electric - \$11,310.00 – 20KW 3 phase stand by generator.
- LED Electric - \$12,200.00 – 24KW Generac.

Streets Supervisor Gross recommends the local business, stating if something goes wrong, they are right here.

**MOTION #175, 2023-2024**

Motion made by Trustee Bedell, seconded by Trustee Hughes, to approve the purchase of the generator from LED Electric for \$12,200.00. **SO MOVED, RESOLVED.**

**AYES: Mayor Bowen, Trustee Bedell, Trustee Hughes**

**NAYS: NONE**

**ABSENT: Trustee Mosher, Trustee Palmatier**

**TRUSTEES:**

**Trustee Craig Bedell:** 3<sup>rd</sup> St. substation? Where do we stand as far as moving forward and what needs to be put into motion to move forward as replacement?

Apprentice Line Worker Pilon stated we need to find a location where a substation would work and then see about availability. After that, we can move forward to the next step. Suggestions for a couple of options: Brooks Market, Old Skating Rink, Old Gramco Building, and First Street by the new softball field site.

**Trustee Ray Hughes:**

Village Board Meeting  
Regular Meeting  
March 26, 2024

***Trustee Rory Mosher:***

***Trustee Todd Palmatier:***

**CLERK TREASURER:**

1. Budget Adjustments for the Water Fund – purchase from prior year & Sewer Fund Adjustments.

**MOTION #176, 2023-2024**

Motion made by Trustee Hughes, seconded by Trustee Bedell, to approve the budget adjustments that were presented. **SO MOVED, RESOLVED.**

**AYES: Mayor Bowen, Trustee Bedell, Trustee Hughes**

**NAYS: NONE**

**ABSENT: Trustee Mosher, Trustee Palmatier**

2. Delinquent water and sewer relevy total \$28,245.20. The Class II Sewer Charges for the 2024/2025 Village taxes were presented.

**MOTION #177, 2022-2023**

Motion made by Trustee Bedell seconded by Trustee Hughes, to approve the relevy of the delinquent Water/Sewer and Class II Sewer Charges for 2024/2025 Village taxes. **SO MOVED, RESOLVED.**

**AYES: Mayor Bowen, Trustee Bedell, Trustee Hughes**

**NAYS: NONE**

**ABSENT: Trustee Mosher, Trustee Palmatier**

3. Tentative Budget for FYE 2024-2025 was presented.
4. Water Rate Increase – 25¢ to the base rate and 75¢ to the per thousands.
5. Migration Fees for the Server.
  - Tyler Tech - \$1250.00 – Project Management and Server Migration Services.
  - Tyler Tech - \$1000.00 – Basic Network Services

**MOTION #178, 2022-2023**

Motion made by Trustee Hughes seconded by Trustee Bedell, to approve the fee of \$1000 for the Basic Network Services from Tyler Technologies for the server migration. **SO MOVED, RESOLVED.**

**AYES: Mayor Bowen, Trustee Bedell, Trustee Hughes**

**NAYS: NONE**

**ABSENT: Trustee Mosher, Trustee Palmatier**

6. 5K Event Insurance – The Friends of Little Valley is asking if the Village could add extra insurance coverage for this upcoming event that is scheduled for May 5, 2024.

**MOTION #179, 2022-2023**

Motion made by Trustee Bedell seconded by Trustee Hughes, to approve the insurance required for the 5K Event that the Friends of Little Valley is putting on. **SO MOVED, RESOLVED.**

**AYES:** Mayor Bowen, Trustee Bedell, Trustee Hughes

**NAYS:** NONE

**ABSENT:** Trustee Mosher, Trustee Palmatier

**BUILDING & ZONING CODE ENFORCEMENT:**

BCEO Helgager submitted his bimonthly report. One temporary Certificate of Occupancy was issued at the Rock City Car Dealership. There are 11 existing building permits that are still open, 3 have expired, so I will be following up on them. 29 of the 47 Notice of Alleged Violations & Orders to Remedy are closed. The remaining 18 open complaints require legal action, starting with the most belligerent violators.

**PAY BILLS AND APPROVE PAYROLL REPORTS:**

Clerk Treasurer Emborsky presented the payroll for March 20, 2024, along with the accounts payable printouts for the board's approval. She also had the board review the vouchers listing for each fund and sign for their approval. The vouchers to be approved for payment are as follows:

<b><u>3/13/24 through 3/26/24 ACCOUNTS PAYABLE</u></b>			
<b><u>CHECKS:</u></b>	General Fund	#7671-7688	\$5,010.94
	Electric Fund	#7626-7638	\$133,815.71
	Sewer Fund	#5355-5364	\$2,066.49
	Water Fund	#5526-5536	\$3,703.08
	Trust Fund	#4212-4214	\$1,932.72
	Water Project Fund	#0000-0000	\$0.00
<b><u>CHECKS VOIDED</u></b>			
	<b><u>Payroll Ending 3/20/24</u></b>		
	Payroll Fund		\$0.00
	Direct Deposit		\$19,551.42
	Trust Fund	#4209-4211	\$17,853.06

**MOTION #180, 2023-2024**

Motion made by Trustee Bedell, seconded by Trustee Hughes, to pay the bills and payroll as presented. **SO MOVED, RESOLVED.**

**AYES:** Mayor Bowen, Trustee Bedell, Trustee Hughes

**NAYS:** NONE

**ABSENT:** Trustee Mosher, Trustee Palmatier

**EXECUTIVE SESSION:**

**MOTION #181, 2023-2024**

Motion made by Trustee Hughes, seconded by Trustee Bedell, to go into Executive Session at 7:58 PM to discuss the hiring of a Laborer for the Streets/Water Department and Legal issues regarding Code Enforcement. **SO MOVED, RESOLVED.**

Village Board Meeting  
Regular Meeting  
March 26, 2024

**AYES: Mayor Bowen, Trustee Bedell, Trustee Hughes**

**NAYS: NONE**

**ABSENT: Trustee Mosher, Trustee Palmatier**

**MOTION #182, 2023-2024**

Motion made by Trustee Bedell, seconded by Trustee Hughes, to come out of Executive Session at 8:38 PM.  
**SO MOVED, RESOLVED.**

**AYES: Mayor Bowen, Trustee Bedell, Trustee Hughes**

**NAYS: NONE**

**ABSENT: Trustee Mosher, Trustee Palmatier**

On the recommendation of Streets/Water Supervisor Gross, we hire Nathaniel Terhune for the Laborer position with a starting date of April 1<sup>st</sup>.

**MOTION #183, 2023-2024**

Motion made by Trustee Hughes, seconded by Trustee Bedell, to approve the hiring of Nathaniel Terhune for the Laborer position for the Streets/Water Department. **SO MOVED, RESOLVED.**

**AYES: Mayor Bowen, Trustee Bedell, Trustee Hughes**

**NAYS: NONE**

**ABSENT: Trustee Mosher, Trustee Palmatier**

**ADJOURNMENT:**

**MOTION #184, 2023-2024**

Motion made by Trustee Hughes, seconded by Trustee Bedell, to adjourn the meeting at 8:40 PM. **SO MOVED, RESOLVED.**

**AYES: Mayor Bowen, Trustee Bedell, Trustee Hughes**

**NAYS: NONE**

**ABSENT: Trustee Mosher, Trustee Palmatier**

Respectfully submitted,



JoElla Emborsky  
Clerk Treasurer

