**Village of Aurora Board of Trustees Regular Meeting Minutes**

**July 15, 2015**

**Present:** Mayor Bonnie Bennett, Trustees Grace Bates, Janet Murphy, Alan Ominsky, and Kit Van Orman

**Others Present:** Village Clerk Ann Balloni, Village Treasurer Deborah Brooks, Planning Board Chair Pat Bianconi, Planning Board member Pat Foser, Village Historian Dr. Linda Schwab, David Brooks, Peggy Dupee, Sue Edinger, and Cal Winkleman.

**Call to Order:** Mayor Bennett called the meeting to order at 7:00 pm and all rose for the Pledge of Allegiance.

**Approval of Minutes**

**June 16, 2015:** On motion by Trustee Ominsky, seconded by Trustee Van Orman, the Village Board voted to approve the June 16, 2015 regular meeting minutes.

AYES: Bennett, Bates, Murphy, Ominsky, and Van Orman

NAYS: None

Motion carried unanimously.

**July 3 2015**: On motion by Trustee Ominsky, seconded by Trustee Van Orman, the Village Board voted to approve the July 3, 2015 special meeting minutes.

AYES: Bennett, Bates, Murphy, Ominsky, and Van Orman

NAYS: None

Motion carried unanimously.

**Changes to the Agenda:** Add Resolution #15-36: To Amend the Village of Aurora Policies and Procedures Manual.

There is no monthly report or Budget Modifications this month.

**Announcements**

**Mayor:** The Wells College Farmer’s Market opens on July18 at the Wells College Softball Field with a ribbon cutting ceremony. Deputy Mayor, Janet Murphy, will represent the Village Board.

The New York State Department of Transportation hired Traffic Databank to collect vehicle data in rural areas and a car counter is set up on Court St.

Several instances of vandalism occurred the night of Aurorafest, July 11th, and the Cayuga County sheriff was notified and will plan to patrol the village regularly.

A welcome reception for the incoming Wells president is scheduled for July 24th on campus with Symphoria providing musical entertainment followed by fireworks.

The Audit Committee completed the quarterly audit (attached) for January – April. The May – July audit will be presented at the October Village Board meeting.

**Visitor Recognition:** Peggy Dupee inquired about the Village Fitness Trail. Trustee Murphy explained that areas for running and walking through the village will be designated and sections will have exercises posted.

**Treasurer’s Report:** No reports this month.

**Bills**

**General Fund:** On motion by Trustee Van Orman, seconded by Trustee Ominsky, the Village Board voted to approve the General Fund Abstract #2 for payment.

Voucher #42-54, 57-67, 69-72, 74-76, 78, and 79

Total: $44,516.14

AYES: Bennett, Bates, Murphy, Ominsky, and Van Orman.

NAYS: None

Motion carried unanimously.

**Water Fund:** On motion by Trustee Van Orman, seconded by Trustee Ominsky, the Village Board voted to approve the Water Fund Abstract #2 for payment.

Voucher #51, 52, 71, 73, and 75

Total: $2,421.85

AYES: Bennett, Bates, Murphy, Ominsky, and Van Orman

NAYS: None

Motion carried unanimously.

**Sewer Fund:** On motion by Trustee Bates, seconded by Trustee Ominsky, the Village Board voted to approve the Sewer Fund Abstract #2 for payment.

Voucher #42, 51, 52, 55-57, 61, 68, 71, 72, 75, and 77

Total: $5,866.67

AYES: Bennett, Bates, Murphy, Ominsky, and Van Orman

NAYS: None

Motion carried unanimously.

**Park/Playground Renovation:** On motion by Trustee Murphy, seconded by Trustee Van Orman, the Village Board voted to approve the Park/Playground Renovation abstract for payment.

Voucher #67

Total: $682.85

AYES: Bennett, Bates, Murphy, Ominsky, and Van Orman

NAYS: None

Motion carried unanimously.

**Committee Reports**

**Code Enforcement:** No report

**Village Historian:** (see attached) Dr. Schwab reported that 128+ people attended the Pop Up Museum event at Patrick Tavern On July 11th and 13th.

**Buildings and Grounds:** Trustee Ominsky reported that a table at the village park was vandalized the night of Aurorafest along with the new village sign at the south end of the village. Mr. Ominsky also reported that wifi for the Village DPW is supplied by a neighboring property owner.

**Parks and Recreation:** Trustee Murphy reported that swimming at the Wells College dock was closed for two days due to inclement weather.

**Streets and Public Safety:** Trustee Van Orman acknowledged the car counter on Court St and was notified of a streetlight out on the corner of Lafayette and Rt 90.

**Water and Sewer:** Trustee Bates reported:

* The next Cayuga Lake Watershed Inter-municipal Organization (IO) meeting is scheduled for July 22nd
* The August IO meeting welcomes non-members and State representatives will be present

Mayor Bennett reported:

* 10 storm water sewer catch basins were repaired on Sherwood Road
* DPW staff is cleaning tanks
* Village fire hydrants were flushed
* The hydrant in front of McGordon House (110 Main St) is black flagged for repairs

**Old Business**

**Zoning Amendments:** Mayor Bennett recommended tasking the advisory panel with updating the Comprehensive Plan and follow the usual procedure of sending the amendments to the Planning Board and Community Preservation Panel for their input, schedule a working session for the Village Board to review, and then move forward with the public hearing.

Trustee Bates questioned the timeline for the amendments and Mayor Bennett answered “3-4 months”. Trustee Bates remarked that updating the comprehensive plan should precede amending the zoning law, but Mayor Bennett noted that the zoning amendments are a priority ahead of the comprehensive plan. Following enacting the amendments to the zoning law, any zoning issues that come up when updating the comprehensive plan can be dealt with accordingly.

On motion by Mayor Bennett, seconded by Trustee Murphy, the Village Board voted to set aside the advisory panel to work on the comprehensive plan and proceed through standard procedures for amending the zoning law.

AYES: Bennett, Murphy, Ominsky, and Van Orman

NAYS: None

ABSTAIN: Bates

Motion carried.

**New Business**

**Wallcourt Parking Plan**: Inns of Aurora General Manager, Sue Edinger, presented a concept drawing for a revised parking plan for Wallcourt. Ms. Edinger is proposing:

• Replacing the current storm sewers with wider pipes

• Widening Lafayette 10’-12’ to the north to gain 8 additional parking spaces

• Adding a sidewalk and extending the lawn on the north side of Lafayette to reflect the original layout of the property

• Remove south wall bordering Shakelton’s Funeral Home to open up all neighboring properties overseen by the Inns of Aurora to give the area an open campus feel

• Create a “complete street” concept to unite all the properties (Fargo, Taylor House, Wallcourt, and Shakeltons) with curbless roads and walkways and curved curbs for traffic calming on streets that connect to Main Street

Ms. Edinger also discussed the possibility of Shakelton’s becoming a spa and creating 10-15 parking spaces on Main St on the west side of the Shakelton property. When asked about the problem with buses for wedding guests at the Inn parking along Main St, Ms. Edinger replied that bus parking will be designated at Wells College or the Bush farm on Sherwood Road.

Ms. Edinger requested a Temporary Certificate of Occupancy be issued for Wallcourt if the permit process extends beyond the building season. Ms. Edinger was informed that that is a discussion for the Village Zoning Inspector and the Planning Board chairperson.

On motion by Mayor Bennett, seconded by Trustee Ominsky, the Village Board voted to allow the Inns of Aurora to modify and improve Lafayette St, Court St, Cherry Ave, and State Rt 90 (Main St), at their expense, in accordance with all State and Local regulations.

AYES: Bennett, Bates, Murphy, Ominsky, and Van Orman

NAYS: None

Motion carried unanimously.

**Williamson Law Books Contracts:** On motion by Trustee Bates, seconded by Trustee Van Orman, the Village Board voted to approve the payroll, accounting and water & sewer software contracts with Williamson Law Book.

AYES: Bennett, Bates, Murphy, Ominsky, and Van Orman

NAYS: None

Motion carried unanimously

**Rescind Resolution #12-47:** Resolution #12-47 to appoint the village clerk as the village Flood Plain Administrator was discovered to be in violation of the Village Zoning Law designating the Village Code Officer as the Flood Plain Administrator.

On motion by Trustee Ominsky, seconded by Trustee Murphy, the Village Board voted to rescind Resolution #12-47.

AYES: Bennett, Bates, Murphy, Ominsky, and Van Orman

NAYS: None

Motion carried unanimously.

**Resolution #15-36: To Amend the Village of Aurora Policies and Procedures Manual**

**Whereas:** the Village of Aurora Board of Trustees adopted a Records Management Policy and Procedures Manual on July 18, 2012; and

**Whereas:** the Policies and Procedures Manual does not contain procedures for record access; and

**Whereas:** record access procedures are necessary as part of a thorough Records Management Program;

**Now Therefore Be It Resolved:** that the Records Management Policy and Procedures Manual be amended as follows:

**Amendment to Records Management Policy and Procedures Manual, Adopted July 18, 2012**

**Requests for records.**

The Village of Aurora follows the guidelines of the New York State Committee on Open Government.

 The Village Clerk requires that a request be made in writing.

The Village Clerk shall respond to any request reasonably describing the record or records sought within five business days of receipt of the request.

A request shall reasonably describe the record or records sought. Whenever possible a person requesting records should supply information regarding dates, file designations or other information that may help to describe the records sought.

 If the Village Clerk does not provide or deny access to the records sought within five business days of receipt of a request, the Village Clerk shall furnish a written acknowledgment of receipt of the request and a statement of the approximate date when the request will be granted or denied. If access to records is neither granted nor denied within 20 business days after the date of acknowledgment of receipt of a request, the request may be construed as a denial of access that may be appealed.

**Denial of access to records; appeals.**

The Village Board of Trustees shall hear appeals regarding denial of access to records under the Freedom of Information Law.

Denial of access shall be in writing stating the reason therefor and advising the person denied access of his or her right to appeal to the Village Board of Trustees.

If the Village Board of Trustees fails to respond to a request within five business days of receipt of a request as required such failure shall be deemed a denial of access by the agency.

Any person denied access to records may appeal within 30 days of a denial.

The time for deciding an appeal by the Village Board of Trustees shall commence upon receipt of a written appeal identifying:

(1) The date and location of a request for records;

(2) The records that were denied; and

(3) The name and return address of the appellant.

The Board shall transmit to the Committee on Open Government copies of all appeals upon receipt of an appeal. Such copies shall be addressed to:

 Committee on Open Government

 Department of State

 162 Washington Avenue

 Albany, New York 12231

 The Village Board of Trustees shall inform the appellant and the Committee on Open Government of its determination, in writing, within seven business days of receipt of an appeal.

 A final denial of access to a requested record shall be subject to court review, as provided for in Article 78 of the Civil Practice Law and Rules.

FIRST: Trustee Ominsky

SECOND: Trustee Murphy

AYES: Bennett, Bates, Murphy, Ominsky, and Van Orman

NAYS: None

Carried unanimously.

**Adjournment:** On motion by Trustee Van Orman, seconded by Trustee Ominsky, the Village Board voted to adjourn the meeting at 8:35 pm.

AYES: Bennett, Bates, Murphy, Ominsky, and Van Orman

NAYS: None

Motion carried unanimously.

**Next meeting:** August 19, 2015

Respectfully submitted,

Ann Balloni

Village Clerk