

Village of Bloomfield Board of Trustees Meeting of August 27, 2014

Present were Mayor Mark Falsone and Trustees Dave Conklin, Francis Coleman, Scott Kimball, Clayton Barnard and Public Works Supervisor Brian Rayburn.

The meeting was opened with the pledge to the flag.

**5:30 Privilege of the floor:** none

**Minutes:** The minutes of the July meeting were approved as submitted.

**Mayor's report:**

1. Met with Mr. Stephen Martin of Canandaigua National Bank to collaborate on the purchase and installation of a decorative street clock to be located on the CNB property near the Main St. intersection. The bank is willing to collaborate but no details have been worked out yet. The clock will be funded with Rte. 444 Improvements reserve money. The board favored moving forward with this project.
2. Sales tax revenues are 2.3% lower than this quarter last year.
3. Proposed a written fund balance policy to formally acknowledge the fund balance practices utilized in developing the annual budgets. Trustee Coleman motioned, Trustee Barnard seconded and it was unanimously carried to adopt a fund balance policy such that: **Purpose** The purpose of a fund balance policy is to help ensure that there will be adequate liquid resources to serve as a financial cushion.

**POLICY STATEMENT** Village finances will be managed so as to maintain balances of the various funds at levels sufficient to mitigate current and future risks, such as revenue shortfalls and unanticipated expenditures, ensure stable tax rates and user fees, and protect the Village's creditworthiness. To assure the appropriate level, in the general, water and sewer funds, the village will maintain a minimum unrestricted fund balance of 25% - 30% of these total funds appropriations which is approximately 3 – 4 months of expenditures.

**RESTORATION OF MINIMUM FUND BALANCE** Should the general, water, or sewer fund balance fall below the target level, the Budget Officer will prepare a plan for restoration of the balance to the target level and achieve the target level as soon as practicable within the next fiscal year. The plan will be presented to the Village Board of Trustees for review and approval for implementation.

**DEFINITIONS** **Cash Balance:** The sum of cash and investment of an accounting fund.

**Unrestricted Fund Balance:** The total of the committed, assigned and unassigned fund balance.

**Fund Balance:** The difference between the assets and liabilities reported in a governmental fund. Fund balance is not the cash balance of the town, the fund balance consists of other assets such as money due from the state and federal government, taxes receivable, and accounts receivable. Fund balances are classified into various components depending on the limitations placed on the use of the funds. The hierarchy indicates the extent to which a government is bound to observe spending constraints that govern how it can use amounts reported in the governmental funds balance sheet. GASB 54 established the following classifications depicting how specific amounts can be spent:

- **Nonspendable** fund balance includes amounts that are not in a spendable form or are required to be maintained intact.

- **Restricted** fund balance includes amounts that can be spent only for specific purpose stipulated by external resources providers (for example, grant providers), constitutionally, or through laws or regulation of other governments.
- **Committed** fund balance includes amounts that can be used only for the specific purpose determined by a formal action of the Town Board (self imposed limitations set in place prior to the end of the period). Commitments may be changed or lifted only by the Town Board taking the same formal action that imposed the constraint originally.
- **Assigned** fund balance comprises amounts intended to be used by the government for specific purposes. Intent can be expressed by the Town Board, or the Budget Officer. Encumbrances that are carried forward to the subsequent year are classified in the assigned fund balance. It is the assigned fund balance that is used to reflect the appropriation of a portion of the existing fund balance to eliminate a projected deficit in the subsequent year's budget.
- **Unassigned** fund balance is the residual classification for the general fund only and includes all amounts not contained in the other classifications. (i.e., surplus) Unassigned amounts are technically available for any purpose.

**Clerk's report:**

1. The board reviewed the monthly financial reports for July.
2. Abstract #3 (vouchers 58-102, HG17) was audited and approved in the following amounts: general fund \$19,758.68, water fund \$5576.32, sewer fund \$8759.80, sewer capital fund \$5388.50 and trust and agency \$7617.15. The clerk and public works supervisor declared that all goods have been received and all services rendered. Trustee Conklin motioned, Trustee Barnard seconded and it was unanimously carried to pay the bills as presented.
3. Trustee Conklin motioned, Trustee Kimball seconded and it was unanimously carried to approve the following transfers: in the general fund \$1237 from A1990.4 to A1910.4 in the amount of \$1113 and to A6410.4 in the amount of \$124; and in the water fund \$320 from F1990.4 to F1920.4.
4. The NYS Retirement System requires the annual adoption of resolutions 90 days after the beginning of the new fiscal year, using their forms, to determine the average workday for employees and elected/appointed officials.
  - a. No change is proposed for this year.
  - b. Mayor Falsone offered the following resolutions which were seconded by Trustee Coleman: resolved that the Village of Bloomfield Board of Trustees adopt a standard work day of 8 hours for employees in public works, water and sewer operators, laborer and a standard work day of 6 hours for elected/appointed officials for the following officials in the retirements system – Kathleen Conrardt, Gail Harrington, Margaret Gochenaur, Brian Rayburn. The roll call vote was: Trustee Barnard – yes, Trustee Conklin – yes, Trustee Kimball – yes, Trustee Coleman – yes and Mayor Falsone – yes and the resolution was duly adopted.
5. The following records series were proposed for disposition as they are beyond their required retention period pursuant to the NYS Records Retention and Disposition Schedule MU-1: abstracts, vouchers, bank statements, bank deposit slips, monthly treasurer reports, subsidiary ledgers for receipts/disbursements, expenses and revenues. The records covered the fiscal years 2000/01, 2005/06 and 2006/07.
  - a. Trustee Coleman expressed concern that there may be other agencies, ie federal, that may have other records retention requirements beyond the NYS MU-1 and requests that the village attorney advise as to whether the series of records listed above are regulated by any other agencies beyond NYS.
  - b. Mayor Falsone motioned, Trustee Coleman seconded and it was unanimously carried to approve the disposition of the series of records which include abstracts, vouchers, bank statements, bank deposit

slips, monthly treasurer reports, subsidiary ledgers for receipts/disbursements, expenses and revenues for the fiscal years 2000/01, 2005/06 and 2006/07, conditioned on the approval of the village attorney.

**CEO report:** reviewed the monthly report. The board feels that the following violations should be aggressively pursued: 6 Bennett Ave. (tax map#68.13-1-40.000), 32R Main St. (tax map#67.20-2-16.100.) There has also been concern expressed for the excessive outdoor storage in the front yard of 29 Oakmount Ave. (tax map#80.08-1-22.000). The planning board should consider regulations to provide for temporary outdoor storage to be permitted behind the front line of a residential dwelling.

**Public works report:** Brian Rayburn reported:

1. The crosswalk is completed on Oakmount Ave. between the school and the recreation area and will be striped when the new sign arrives.
2. The portable radar sign will be moved to Maple Ave. before school starts. Research will be done to purchase a solar-powered portable radar sign as the current sign has a very short battery life.
3. Bids for the contracts for the sewer plant project were opened on Aug. 14. Based upon the recommendations of Chatfield Engineers, Trustee Coleman motioned, Trustee Barnard seconded and it was unanimously carried to award contract #1 for mechanical work to Wind/Sun Construction of Penfield for a bid of \$622,690 and to award contract #2 for electrical work to Kaplan Schmidt Electric of Rochester for a bid of \$151,455.
4. A water valve was repaired on Main St. This was one of three faulty valves installed during the Main St. improvement project in 1991. The other 2 valves at Main and Church Streets will be rebuilt before winter.
5. In conjunction with the NYS DOT repaving project on Rte. 444, 5 manholes have been raised on Elm St.
6. Temporary measures are in place for 8 Park Place to address storm water runoff until the Park Place improvement project can be done. A preliminary report and cost estimate are currently being prepared by Chatfield Engineers.
7. The sidewalk on Oakmount Ave. will be completed as weather permits.
8. The WOLCDC kiosk has been removed from Maple Ave. and is currently stored at the town sheds.

**Standing committees/Special Committees:** There were no committee reports this month.

Cable TV Committee – Trustee Kimball will review the proposed contract from Time-Warner.

**Unfinished business:** Annual audit of the financial records – Trustees Conklin and Kimball will audit the books in the next month or two.

**TEB meeting:** Trustee Barnard attended the EB Town board meeting where Ontario County Animal Control presented information to assist the board in their consideration of a dog leash law.

**New business:**

1. Trustee Coleman inquired as to the status of the village parcel on the corner of Hillcrest and Oakmount Ave. that used to house the old water tower. It could be offered for sale to the adjacent land owner.
2. The 5year plan adopted as part of the 2014/15 budget has been updated and amended. Mayor Falsone motioned, Trustee Barnard seconded and it was unanimously carried to adopt the revised 5 year plan as presented.
3. Bloomfield Meadows has been experiencing some difficulty in keeping its senior apartments rented. They have requested that the defined age of senior citizens be amended to include ages 55 and over.  
The following resolution was offered by Mayor Falsone and seconded by Trustee Coleman:

WHEREAS the Village of Bloomfield (the Village) recognizes its citizens as a valuable asset, and  
WHEREAS the Village has a responsibility to develop policies that encourage affordable safe housing for all of its citizens, and  
WHEREAS the Village received a Small Cities grant in 1999 for the construction of a low-cost senior housing project known as Bloomfield Meadows, and  
WHEREAS the Village entered into a loan and security agreement with Bloomfield Meadows dated June 10, 1999; and  
WHEREAS pursuant to Article V of said agreement rental shall be to seniors who are 62 years of age and older; and  
WHEREAS the Village realizes that the economy and the needs of the community have changed since the construction of the housing project; and  
WHEREAS the Village recognizes the need to balance the important service of providing affordable housing to its citizens with good fiscal planning,  
THEREFORE BE IT RESOLVED THAT the Village of Bloomfield Board of Trustees recommends that the rental policy of Bloomfield Meadows be amended to redefine its definition of senior citizens to include those individuals who are 55 years of age and older.

The roll call vote for adoption was: Trustee Coleman – yes, Trustee Barnard – yes, Trustee Conklin – yes, Trustee Kimball –yes and Mayor Falsone –yes and the resolution was duly adopted.

**Adjournment:** Trustee Barnard motioned, Trustee Conklin seconded and it was unanimously carried to adjourn the meeting at 6:40 p.m. Trustee Coleman is excused from the Sept. meeting.

Respectfully submitted,

Kathleen Conradt  
Clerk