

TENTATIVE AGENDA – Alfred Village Board of Trustees Meeting

April 11, 2023

Meeting Convenes:

7:30 p.m.

1. Meeting Opening
2. Land Acknowledgment Statement
3. Pledge of Allegiance
4. Announcement(s)
5. Guests (5 minutes each)
6. Minutes Approval
7. New Business
 - a. Summer Employment
 - b. Summer Employment
 - c. Local Law 2023-2 Water and Sewer Service
 - d. Local Law 2023-3 Clerk-Treasurer Residency
 - e. WIIA Water Project Standardizing Control
 - f. Hillcrest Drive Weight Limit
8. Working Groups/Committees
 - a. Town Board Meeting Attendance
 - b. ACES (Alfred Committee on Equity and Safety)
 - c. Alfred Community Coalition
9. Reports
 - a. Meredith Field (Village Hall/Youth & Recreation)
 - b. Tim Nichols (Fire & Ambulance Dept/Code Enforcement)
 - c. Peter McClain (Deputy Mayor/Planning Board)
 - d. Jim Ninos (Mayor/DPW)
 - e. Paul Griffith (Police)
 - f. Laurette Guild (Economic Development/Social Media)
10. Public Comment Period (10 minutes)
11. Finance
 - a. Fiscal Summary
 - b. Adopt the 2023-2024 Budget
 - c. Bills Abstract 2023-11
12. Adjournment
13. Upcoming Meetings
 - a. Next Regular Board Meeting Tuesday May 9, 2023 at 7:30 p.m.

PROPOSED
Village of Alfred
Water and Sewer Service
Rules and Regulations
Local Law 2023-2
Water and Sewer Service, Village of Alfred, NY

Be it enacted by the Board of Trustees of the Village of Alfred as follows:

The following policy shall apply to water and sewer service in the Village of Alfred, and, where applicable, in the Town of Alfred.

1. Water Service Connection

a. Terminology

- i. Residential Service – Standard ¾” supply pipe.
- ii. Commercial Service – Any supply pipe larger than ¾”.
- iii. Corporation Valve – The water supply line valve at the main water pipe.
- iv. Curb Stop – Residential shutoff valve located at side of road.

b. Application Procedure

- i. Applications for the initiation of Village of Alfred water service may be obtained from the Village Clerk. The applicant should fill out the form and return it to the Village Clerk, who will hold it for Village Board approval. (Note: Each dwelling unit or multiple- residence shall be served by one line coming directly from the village’s water main when new connections are made.)

c. Charges

- i. Residential – Connection to the village water main for the purpose of a new water service will be done by village personnel or a village-approved utility contractor. The service specifications and a final installation inspection will be done by the village Public Works Superintendent. There is a charge of \$1,000 per connection.

d. Village Responsibility

- i. Residential – The village shall install and maintain service on the water transmission system to the curb stop (including curb stop) and will maintain the meter except as noted below.
- ii. Commercial – The Village Public Works Superintendent will specify the service requirements and make all necessary inspections.

e. Property Owner Responsibility

- i. Residential – The property owner shall be responsible for installation and maintenance for all pipe and fittings (including supply line, backflow preventer, pressure regulator, and shut off valves) beyond the curb stop and for damage to the water meter caused by freezing, fire, or mechanical abuse. A \$100 fee will be charged for frost bottoms.
- ii. Commercial – The property owner is responsible for installing and maintaining all water piping material (water main tapping sleeve, valves, service line, water meter with external reader, backflow preventer, pressure regulator and necessary shut off valves) from the village main supply line as specified by the

village Public Works Superintendent. Meters over ¾" will need to be certified by a certified technician on an annual basis.

iii. Residential and Commercial

1. The property owner shall furnish sufficient and proper space for the installation of the required meter or meters. The meter location shall be reasonably convenient and accessible. Meter locations shall be such as to offer adequate protection.
2. The property owner shall provide a suitable opening in the pipe line for the meter. When the water meter is placed more than 50 feet from the curb stop, a water meter pit must be installed in the village right-of-way.
3. Every property will have its own village water services. Owners are not permitted to extend a water line from one unit to another unit on the same property.

f. Repairs/Maintenance

- i. To ensure the integrity of the Village's water system, the Village of Alfred Public Works Superintendent must approve and inspect any repair to the water service line. A permit is required before starting any work to the water service between the curb stop and the water meter. If repairs are made and the pipe is backfilled without approval of the Superintendent, the property owner will be required to purchase the permit and uncover the pipe for inspection at their expense. Permits can be obtained from the Streets and Water Department located on Reynolds St. or from the Village Clerk located at 7 West University St.

2. Sewer Service Connection

a. Application Procedure

- i. Applications for permission to connect to the sanitary sewer may be obtained from the Village Clerk. The applicant should fill out the form and return it to the Village Clerk who will hold it for Village Board approval. (Note: Each dwelling unit or multiple- residence shall be served by one line coming directly from the village's sewer main when new connections are made.)

b. Charges – A charge of \$500 will be levied on the property owner for a new sewer service.

c. Property Owner Responsibility – The property owner shall be responsible for the construction, installation, maintenance, and repair for the full length of sanitary sewer line from the Village of Alfred property owner's house/building to the sanitary sewer mainline regardless of the fact that such lateral may extend beyond the property line and into the neighboring property(s) or the street. Any past practice or services performed by the village will not be grandfathered.

- i. A trench prepared for the sewer line connection shall be separated a minimum distance of ten (10) feet from the water line.
- ii. The size, slope, alignment, materials, intended use of the sewer line, and overall inspection are the responsibilities of the Public Works Superintendent.
- iii. Every property will have its own village sewer service. Owners are not permitted to extend a sewer line from one unit to another unit on the same property.

d. Repairs/Maintenance

- i. The Village of Alfred Public Works Superintendent must approve and inspect sewer lateral repairs. This is to ensure the integrity of the Village's sanitary sewer system. A permit is required before starting any sewer repairs. If repairs are made and the pipe is backfilled without approval of the Superintendent, the property owner will be required to purchase the permit and uncover the pipe for inspection at their expense. Permits can be obtained from the Streets and Water Department located on Reynolds St. or from the Village Clerk located at 7 West University St.

3. Billing

- a. Water bills and sewer rentals owed to the Village of Alfred shall be collected as follows: Billing for water services and termination of water services shall be effected according to the following timetable:
 - i. Within one month after the close of the quarter for which services are rendered, the Village Clerk shall send the customer a bill for water services.
 - ii. If that bill is not paid on or before the last day of the first month, during the second month the Village Clerk shall charge a \$10 penalty per account and send the customer a notice that their bill is past due.
 - iii. If that bill is not paid on or before the last day of the second month, the village Clerk shall send the customer a final past due notice.
 - iv. If the bill is not paid by the last day of the third month, during the fourth month the Village Clerk shall send the customer their current bill for the quarter just ended, a copy of the past bill due, and a notice that water services will be terminated if both the current and past due bills are not paid on or before the last day of the month.
 - v. If the current and past due bills are not paid by the last day of that, the fourth month, the Village Clerk shall direct the Village Public Works Department to terminate water service to the customer on or before the last day of the first week of the fifth month.
- b. Once the water service is discontinued and shut-off, it will not be turned on again until all water bills and sewer rents and penalties are paid in full, together with a charge of one hundred dollars (\$100.00), for turning on the said water service.
- c. Nothing hereinbefore stated shall prevent the Village of Alfred from collecting water bills and sewer rentals by adding the accumulated water bills and sewer rentals and penalties to the village taxes on the property where the water and sewer services are supplied if the Village of Alfred so desires under the pertinent sections of the village law or the other laws or statutes of New York State.

Proposed
VILLAGE OF ALFRED, NEW YORK
LOCAL LAW 2023-3
A LOCAL LAW FOR.
RESIDENCY REQUIREMENTS OF THE VILLAGE CLERK/TREASURER

Be it enacted by the Village Board of Trustees of the Village of Alfred as follows:

SECTION 1. The Village Board of the Village of Alfred pursuant to Section 3-300(A) of the Village law hereby establishes in lieu of any other residency requirements imposed by law the residency requirements of the Village Clerk/Treasurer as follows:

That the Village Clerk/Treasurer and the Deputy Clerk/Treasurer of the Village of Alfred need not be a resident of said Village but must be a resident of Allegany County, New York or an adjoining county within the State of New York.

MARCH, 2023

BURST PIPES!

I RESPECTFULLY ASK THAT THE
BOARD OF TRUSTEES CONSIDER WAIVING
THE SEWER PORTION OF THE INCLUDED
INVOICE... ALL THE WATER WENT INTO
THE GROUND.

THANKS -

Brooke Woods
Re - 17 Church St.
585-808-8207

TOTAL DUE - 5056.80
LESS SEWER - 2265.60
SEWER BONDS - 658.44

~~\$ 2132.76~~

Village of Alfred
Tentative Budget
June 1, 2023 - May 31, 2024

	2023-24	2022-23	2021-22	2020-21	2019-20
General Fund	\$ 1,512,092	\$ 1,320,346	\$ 1,357,847	\$ 1,342,753	\$ 1,253,739
Water Fund	\$ 495,126	\$ 431,778	\$ 390,608	\$ 383,462	\$ 403,900
Sewer Fund	\$ 695,980	\$ 616,583	\$ 589,438	\$ 589,657	\$ 595,529
Total	\$ 2,703,198	\$ 2,368,707	\$ 2,337,892	\$ 2,315,872	\$ 2,253,168
Taxes to be raised	\$ 569,961	\$ 551,584	\$ 539,716	\$ 528,995	\$ 522,467
Tax rater per \$1,000	16.050000	15.739991	15.440006	15.249994	14.989996
Assessed valuation	\$ 35,511,569	\$ 35,043,477	\$ 34,955,685	\$ 34,688,211	\$ 34,854,380
State Aid	\$ 201,841	\$ 201,841	\$ 191,749	\$ 201,841	\$ 201,841

Change in Taxes to be raised	3.33%	2.20%	2.03%	1.25%	1.32%
Change in Tax Rate	1.97%	1.94%	1.25%	1.73%	1.98%
Increase per \$1,000 assessed value	\$ 0.31	\$ 0.30	\$ 0.19	\$ 0.26	\$ 0.29
Taxes on \$100,000 property	\$ 1,605	\$ 1,574	\$ 1,544	\$ 1,525	\$ 1,499

Water Service (Inside)	\$ 4.27	\$ 4.07	\$ 3.95	\$ 3.87	\$ 3.44
Water Service (Commercial)	\$ 5.90	\$ 5.62	\$ 5.46	\$ 5.35	\$ 4.75
Sewer Service	\$ 6.72	\$ 6.40	\$ 6.22	\$ 6.03	\$ 4.40
Sewer Bonds	\$ 2.04	\$ 1.86	\$ 1.69	\$ 1.90	\$ 1.68
Fire Protection	\$ 1.87	\$ 1.87	\$ 1.83	\$ 1.73	\$ 1.57
Garbage Collection (monthly)	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
Water Service (Outside)	\$ 4.81	\$ 4.58	\$ 4.44	\$ 4.36	\$ 3.87

Water/Sewer/Garbage/Fire Protection					
Average quarterly bill - 15,000 gallons	\$ 253.55	\$ 242.91	\$ 235.25	\$ 232.96	\$ 196.27
Estimated Commercial Water Charges	\$ 325,447	\$ 309,950	\$ 291,634	\$ 285,916	\$ 301,244

Village of Alfred
Worksheet for budget 22-23

Tentative Budget
Jun '23 - May '24

INCOME

GENERAL FUND

A1001 Real Property Tax	569,960.68
A1081 Other PILOTS	-
A1090 Real Property Tax Interst	2,000.00
A1130 Utilities Gross Rcpts Tax	15,000.00
A1255 Clerk Fees	3,000.00
A1400 Theater Rental	100.00
A1520 Police Fees	3,500.00
A1540 Fire Dept Fees	137,500.00
A1560 Safety Inspection Fees	3,500.00
A1589 Public Safety Income	55,000.00
A1603 Vital Statistics Fees	250.00
A1740 Parking Meter Fees	1,000.00
A1789 Other Transportation Dept	2,500.00
A1940 Garbage Collection Fee	75,220.00
A2110 Zoning Fees	100.00
A2189 Other Home and Community	-
A2300 Transportation Services	-
A2302 Snow Removal Svcs, OtherG	4,000.00
A2390 Share of Joint Activity	1,000.00
A2350 Youth Recreation Services	-
A2401 Interest & Earnings	300.00
A2501 Business Permits	-
A2555 Licenses & Permits	5,000.00
A2610 Fines, Forfeits of Bail	85,000.00
A2650 Sales of Scrap, Excess Ma	500.00
A2665 Sales of Equipment	31,500.00
A2680 Insurance Recoveries	-
A2701 Refunds of Prior Year Exp	-
A2705 Gifts & Donations	74,050.00
Total A2705 Gifts & Donations	-
A2770 Oth. Unclassified Revenue	-
A3001 State per Capita Aid	201,841.00
A3005 State Aid Mtg Tax	7,000.00
A3021 State Aid Court Facilitie	-
A3089 State Aid - Other	-
A3389 State Aid, Oth Public Saf	-
A3501 State Aid/CHIPS	-
A3820 State Aid Youth Program	-
A4389 Federal Aid Public Safety	3,500.00
A4597 Transportation Capital Pr	-

A4960 Fed Aid Emerg Disaster	-
A5031 Interfund Transfer	104,826.00
A5789 Other Debt	-
A915.0418 Village Hall Improvements Rsv	-
A599 Appropriated GF Balance	124,944.09
General Fund Subtotal	1,512,091.77

WATER FUND

FX1289 Water Other Income	1,000.00
FX2140 Metered Water Sales	425,250.00
FX2148 Water Bill Penalties	1,500.00
FX2378 Water Svcs to oth Gvmts	350.00
FX2401 Interest & Earnings	50.00
FX2665 Sales of Equipment	-
FX2680 Insurance Recoveries	-
FX5789 Other Debt	-
FX599 Appropriated Fund Balance	66,976.00
Water Fund Subtotal	495,126.00

SEWER FUND

G2121 Sewer Rents	477,750.00
G2122 Sewer Bonds	146,666.30
G2130 Waste Disposal - Other	14,000.00
G2374 Sewer Svcs to Oth Gvmts	-
G2389 Other Wastewater Charges	500.00
G2401 Interest & Earnings	250.00
G2650 Sale of scrap	-
G2665 Sale of Equipment	-
G2680 Insurance Recoveries	-
G2770 Othr Unclassified Rev.	1,000.00
G3902 St. Aid Planning Studies	-
G5031 Interfund Transfer	-
G5789 Other Debt	-
G599 Appropriated Fund Balance	55,783.70
Sewer Fund Subtotal	695,950.00

Operating Revenue Total **2,703,167.77**



A10101 - Village Board Salaries	10,800.00
A10104 Village Board Expenses	1,000.00
A11101 Justice Court Salaries	22,000.00
A11102 Court Equipment	-
A11104 Justice Court Expenses	3,650.00
A11801 Court Acting Justice	500.00
A12101 Mayor Salary	7,800.00
A12104 Mayor Expenses	900.00
A13204 Auditing & Accounting	8,000.00

A13251 Clerk-Treasurer Salaries	28,000.00
A13254 Clerk-Treasurer Expenses	4,850.00
A13554 Assessment Expenses	1,500.00
A13754 Credit Card Fees	0.00
A1380 Fiscal Agents Fees	5,000.00
A14201 Attorney Fees	2,500.00
A14204 Attorney Expenses	4,000.00
A14501 Elections - Wages	750.00
A14504 Elections Expenses	100.00
A16201 Bldgs. Maint. Wages	0.00
A16202 Buildings Equipment	1,000.00
A16204 Village Hall Expenses	14,000.00
A16504 Central Communications	2,000.00
A16702 Central Print/Mail Equip	-
A16704 Central Print/Mail	3,000.00
A16802 Data Processing Equip.	2,000.00
A16804 Data Processing Expenses	5,000.00
A19104 Unallocated Insurance	25,500.00
A19204 Municipal Assoc. Dues	2,262.00
A19304 Judgments and Claims	-
A19724 Payments to Treasurer	-
A19894 Special Items - Misc.	500.00
A19904 Contingency Account	20,000.00
A31201 Police Salaries	430,000.00
A31202 Police Equipment	57,000.00
A31204 Police Expenses	49,000.00
A33202 Traffic Control Equip.	250.00
A33204 Traffic Control Expenses	3,000.00
A34104 Fire Protection Fees	137,500.00
A35104 Dog Control Fees	-
A35204 Animal Control Fees	-
A36201 Safety Inspection Salary	10,755.05
A40204 Vital Statistics Fee	100.00
A45404 Ambulance Fees	4,000.00
A50204.4400 Hwy Engineering Svc	-
A51101 General Repairs Wages	61,000.00
A51102 General Repairs Equip.	129,000.00
A51104 General Repairs Expense	54,500.00
A51122 Highway Improvements	5,000.00
A51822 Street Lighting Equip.	0.00
A51824 Street Lighting Expenses	35,500.00
A54104 Sidewalks	1,500.00
A71404 Playgrounds	1,000.00
A72704 Village Band Concerts	-
A73104 Youth Programs Expenses	-
A80101 Zoning Salaries	10,005.05
A80104 Zoning Expenses	1,000.00

A80204 Planning Expenses	1,300.00
A81402 Storm Sewers Imprvmts	2,000.00
A81602 Garbage Equipment	1,000.00
A81604 Refuse/Garbage Expense	75,219.67
A85104 Beautification	350.00
A85602 Shade Trees	1,500.00
A90108 State Retirement	18,000.00
A90158 Police Retirement	105,000.00
A90308 Social Security	45,000.00
A90408 Workers Comp.	11,000.00
A90608 Medical Insurance	85,000.00
A90898 Employee Benefits (ERIP)	-
General Fund Expenses Subtotal	1,512,091.77

FX13204 Auditing & Accounting	8,000.00
FX1380 Fiscal Agents Fees	4,000.00
FX19104 Unallocated Insurance	25,500.00
FX83101 Water Admin. Salaries	20,400.00
FX83102 Water Admin. Equipment	54,800.00
FX83104 Water Admin. Expenses	17,600.00
FX83204 Water Source Expenses	51,500.00
FX83304 Water Purification Exp.	14,000.00
FX83401 Water Distr. Salaries	89,000.00
FX83402 Water Dist. Equipment	0.00
FX83404 Water Dist. Expenses	46,000.00
FX90108 Retirement	10,500.00
FX90308 Social Security	8,000.00
FX90408 Workers Comp.	3,500.00
FX90608 Medical Insurance	22,500.00
FX962 Contingency Account	15,000.00
FX99010 Interfund Transfer	104,826.00
FX90898 Employee Benefits (ERIP)	-
Water Fund Expenses Subtotal	495,126.00

G13204 Auditing & Accounting	8,000.00
G1380 Fiscal Agents Fees	4,000.00
G19104 Unallocated Insurance	25,500.00
G19304 Sewer Judgments/Claims	-
G81101 Sewer Admin. Salary	20,400.00
G81102 Sewer Admin. Equipment	1,500.00
G81104 Sewer Admin Expenses	39,500.00
G81204 WWTP Collect. System Exp	-
G81301 WWTP Salaries	165,500.00
G81302 Sewer Treatmt Equipment	92,200.00
G81304 Sewer Treatment Expenses	139,250.00
G90108 State Retirement	13,000.00
G90308 Social Security	14,000.00

G90408 Workers Comp.	3,000.00
G90608 Medical Insurance	49,100.00
G962 Contingency Account	15,000.00
G97106 Debt Svc on Bond	71,000.00
G97107 Interest on Debt Svc	35,000.00
G97306 Debt Svc on BAN	-
G97307 Interest on Debt Svc BAN	-
G99019 Transfer to other Funds	-
Sewer Fund Expenses Subtotal	695,950.00
Operating Expenses Total	2,703,167.77