

MINUTES
REGULAR MEETING
09/8/2022

PRESENT: Mayor: Jason Breton
Trustees: Matthew Grimes and David Newton
Clerk: Danielle Riggs
Supervisor: Troy Robbins
Matthew Mahaney
Sean McPhee

The meeting was opened with the Salute to the Flag at 7:00 PM.

Motion to approve: Meeting Minutes of the 08/11/2022 meeting by Trustee Grimes, seconded by Trustee Newton.

Motion to approve: Treasurers Report for Month ending 8/31/2022 by Trustee Grimes, seconded by Trustee Newton.

Motion that bills on Warrant #6 for month ending 09/30/2022 be paid made by Trustee Newton, seconded by Trustee Grimes.

General Fund	\$2,997.70	vouchers # 55A - 62A
Water fund	\$913.36	vouchers # 23F - 25F
Sewer Fund	\$858.97	vouchers # 31G – 34G

RESOLUTION NO. 8/2022

DATED: September 8, 2022

The following Resolution No. 8/2022 was proposed by Trustee David Newton, seconded by Matthew Grimes at the September 8, 2022, meeting of the Alexander Village Board.

Motion was made to adopt the Section 504 Grievance Procedure:

SECTION 504 GRIEVANCE PROCEDURE

It is the policy of the Village of Alexander not to discriminate on the basis of disability. The Village has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of the Village Clerk-Treasurer, 3350 Church Street, Alexander, New York 14005, (585) 708-4167, who has been designated to coordinate the efforts of the Village to comply with Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the Village to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure:

- Grievances must be submitted to the Section 504 Coordinator within 10 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.

- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records the Village relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Village Board of Trustees within 15 days of receiving the Section 504 Coordinator's decision. The Village Board of Trustees shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

The Village of Alexander will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

RESOLUTION NO. 9/2022

DATED: September 8, 2022

The following Resolution No. 9/2022 was proposed by Trustee David Newton, seconded by Matthew Grimes at the September 8, 2022, meeting of the Alexander Village Board.

Motion was made to adopt the Minority and Women-owned Business Enterprises-Equal Opportunity Policy Statement:

**MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES –
EQUAL OPPORTUNITY POLICY STATEMENT**

M/WBE AND EEO POLICY STATEMENT

The Village of Alexander, the awardee, agree to adopt the following policies with respect to the project being developed or services rendered for Office of Community Renewal Community Development Block Grant (CDBG)

MWBE:

This organization will and will cause its contractors and subcontractors to take good faith actions to achieve the M/WBE contract participations goals set by the State for that area in which the State-funded project is located, by taking the following steps:

1. Actively and affirmatively solicit bids for contracts and subcontracts from qualified State certified MBE's or WBE's, including solicitations to M/WBE contractor associations.
2. Request a list of State-certified M/WBE's from Agency(ies) and solicit bids from them directly.
3. Ensure that plans, specifications, request for proposals and other documents used to secure bids will be made available in sufficient time for review by prospective M/WBE's.
4. Where feasible, divide the work into smaller portions to enhance participations by M/WBE's and encourage formation of joint venture and other partnerships among M/WBE contractor to enhance their participation.

5. Document and maintain records of bid solicitation, including those to M/WBE's and the results thereof. Contractor will also maintain records of actions that its subcontractors have taken toward meeting M/WBE contract participation goals.
6. Ensure that progress payments to M/WBE's are made on a timely basis so that undue financial hardship is avoided, and that bonding and other credit requirements are waived or appropriate alternatives developed to encourage M/WBE participation.

EEO:

- (a) This organization will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability or marital status, will undertake or continue existing programs of affirmative action to ensure that minority group members are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force contracts.
- (b) This organization shall state in all solicitation or advertisements for employees that in the performance of the State contract all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.
- (c) At the request of the contracting agency, this organization shall request each employment agency, labor union, or authorized representative for a statement that it will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of this organization's obligations herein.
- (d) Contractor shall comply with the provisions of the Human Rights Law, all other State and Federal statutory and constitutional non-discrimination provisions. Contractor and subcontractors shall not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.
- (e) This organization will include the provisions of sections (a) through (d) of this agreement in every subcontract in such a manner that the requirements of the subdivisions will be binding upon each subcontractor as to work in connection with the State contract.

RESOLUTION NO. 10/2022

DATED: September 8, 2022

The following Resolution No. 10/2022 was proposed by Trustee David Newton, seconded by Matthew Grimes at the September 8, 2022, meeting of the Alexander Village Board.

Motion was made to:

Accept the proposal from EFPR Group, CPAs for an audit on the schedule of expenditures of federal awards (schedule) of the Community Development Block Grant for the year ended March 31, 2022.

RESOLUTION NO. 11/2022

DATED: September 8, 2022

The following Resolution No. 11/2022 was proposed by Trustee David Newton, seconded by Matthew Grimes at the September 8, 2022, meeting of the Alexander Village Board.

Motion was made to:

Accept the proposal from Municipal Solutions, Inc. in connection with the Village of Alexander's Wastewater Treatment Plant project.

This proposal is divided into the following parts:

- I. CDBG Monitoring
- II. Conflicts of Interest and Other Required Disclosures
- III. Miscellaneous

I. CDBG Monitoring

The following items will be completed under this portion of the contract:

- 1) Assist the Village in completion of various forms, notifications, publications, or other paperwork as required by the NYS Homes and Community Renewal to satisfy all Community Block Grant regulations.
- 2) Attendance at all monitoring visits of the NYS Homes and Community Renewal personnel.
- 3) Assist Village in gathering data and setting up files for the project per CDBG guidelines. Coordinate & compile documents requested by OCR for monitoring in a timely manner.
- 4) Assist in transmitting required documentation to the agency for review.
- 5) Provide one electronic copy of all CDBG files for retention at the Village per CDBG guidelines.
- 6) Advise the Village and the project engineer on OCR requirements for monitoring.
- 7) Provide other financial consulting services as may be requested by the Village.

CDBG Monitoring will be billed at the current hourly rate of \$152 plus reimbursable expenses.

If there are services performed beyond the scope of the project, or if the project ceases for any reason, an invoice for work completed will be due at the current hourly rate plus expenses.

The fees may be adjusted annually based on the U.S. Bureau of Labor and Statistics Consumer Price Index – All Urban Consumers.

Invoices will be submitted periodically. Payment is expected within 45 days of the invoice date.

II. Conflicts of Interest and Other Required Disclosures

Rule G-42 of the Municipal Securities Rulemaking Board requires us to provide you with certain disclosures regarding conflicts of interest and other required disclosures (the "Disclosures"). Those Disclosures are attached hereto in Appendix A. We further covenant and agree to provide to the Village updated Disclosures as required by Municipal Securities Rulemaking Board Rule G-42 to the extent any arise after the date of this letter. The Disclosures, and each delivery thereof, as provided from time to time, shall be incorporated by reference as of the date thereof into this letter to the same extent as if set forth herein.

We at Municipal Solutions, Inc. operate with a core value of honesty and integrity in all aspects of our business. We pride ourselves in our competent and friendly staff and our services go above and beyond what our contracts call for. We do our very best to keep costs down and pass any savings back to our clients. If you have any concerns that are not addressed in this contract, we would be happy to discuss them with you at your convenience.

III. Miscellaneous

Municipal Solutions, Inc., agrees to comply with the funding agency requirements of the New York State Environmental Facilities Corporation related to M/WBE participation.

Upon acceptance of this proposal, please execute and return one copy to our LeRoy office located at 62 Main Street, LeRoy, NY 14482 following the next Board meeting. The terms set forth above are subject to change

if we do not receive a signed contract within 30 days. This contract will remain in effect until terminated by either party. You have the right to terminate this contract for any reason at any time.

Matthew Mahaney spoke to the Village Board regarding the pending court case with Mr. Dominick. He informed us of the procedures that he must follow to prepare for the next step in the case. He made it clear that the case is not over.

Discussion regarding parking on the Village streets during the daytime hours because of a situation that the school is going to enforce. There are a limited number of parking spaces allowed for students because of the capital project that is taking place at the school.

Local Law No. 3 of the year 1988

The parking of vehicles is hereby prohibited in any of the following location:

**On School Street between the hours of 7:00 AM and 9:00 AM Monday thru Friday
on days when school is in session.**

Motion for adjournment made by Trustee Newton, seconded by Trustee Grimes.
Time: 7:59 PM. Carried.

Respectfully submitted,

Danielle Riggs
Clerk Treasurer