

**Village of Union Springs**  
**Minutes Board of Trustees for January 17, 2017 6pm**  
**Continuation of Public Hearing adjourned from December 20, 2016 meeting**  
**regarding removal of trees on Cayuga St. (Route 90) in the downtown area. @**  
**6:05pm.**

**In Attendance:** Mayor Bud Shattuck, Trustees: Boyd, Case, Cornell, and Locastro., Clerk/Treasurer Fleming, Deputy Clerk/Treasurer Sharon Russell, Village Attorney: Chad Hayden, Code Enforcement Officer: Howard Tanner, Department of Public Works Supervisor: Jeff Weaver.

**From the Public:** Jim & Bonnie Francis, Claude Tompkins, Karen & Paul Luziani, Lynne Hopson.

**Pledge of Allegiance** Led by Mayor Shattuck, Mayor Shattuck then wished everyone a Happy New Year.

Each of the board members and Village Counsel introduced themselves to those in attendance.

Re-Opening of the Public Hearing from the December 20, 2016 regarding the removal of the trees in the downtown area.

Several residents attended the meeting to hear about the Village's plan for removing the trees in the downtown area.

**Street Commissioner/Trustee Locastro** commented that she has been working with Dickman Farms and the Department of Public Works on a plan for downtown. She said some of the trees are split, road salt has damaged them and they are in need of replacement. Plan will be to remove the **trees** when the DPW has time available. Long range plans call for not only removal of the trees but sidewalk replacement and new water valves. Mayor Shattuck is working with a grant writer to secure grant money for a project of this magnitude. A project of this size would require state and/or federal money.

The removal of trees could be handled by DPW staff and it would phase 1.

**Hear from the Floor** Some of the residents suggested reaching out to ESF students, Cornell Urban Planning and BOCES students to work on this project. No one else from the public spoke about the tree removal.

Motion to close the Public Hearing at 6:30 pm was made by Trustee Cornell and 2<sup>nd</sup> by Trustee Boyd,

**Minutes of Previous Meeting**

Motion to approve the January 17, 2017 minutes with 1 edit on page #4. Motion made by Trustee Boyd and 2<sup>nd</sup> by Trustee Case.

**Code Enforcement Officer Report –**

**Union Springs Code Enforcement report  
January 2017**

**Permits:**

1629 = La Johnson for Bonnie Quay 173 Cayuga Street (kitchen remodel).

**2016 permit summary**

- 3 new homes
- 6 Additions
- 3 fireworks permits
- 4 sheds /garages
- 2 commercial projects
- 29 permits total

**Order to Remedy**

131 Cayuga street (bed bugs, cockroaches)  
Southern Estates (unlicensed motor vehicles)  
Southern Estates (trailer number 3 excessive storage of newspaper creating a fire hazard).

**Certificate of Occupancy**

None

**Fire Inspections**

None

**Certificate of compliance**

None

**Appearance Ticket**

7 new parking tickets issued

**Updates**

Academy fire  
Yearend reports  
2017 fire inspections

Respectfully submitted 1/10/17

Howard Tanner

After giving his report, Howard suggested to the board that they pass a Resolution to hire a towing company. A motion was then entered by Trustee Locastro and 2<sup>nd</sup> by Trustee Case. The towing will apply to repeat offenders of illegal parking. Trustee Boyd would like to set a cap for the amount of the tow charge.

**Clerk/Report:**

**2017 Payroll Schedule** (Handout)

**2017 Master Calendar** (Handout)

Resolution to for Appointment of Election Inspectors, Alternates and Rate of Pay for March 21, 2017 election:

Sue Harshberger; Alternate: Chris Zippel

Pat Kimber, Alternate: John Kimber

Incentive award for adoption of solar permit for \$2500. To be received in early February \$2500. Incentive award for adoption of electric vehicle supply permit to also be received in early February.

**Treasurer's Report :**

December budget modifications:

**General Fund**

\$434.66 from A1410.1 (Clerk personal services to A1325.1 Treasurer Personal Services)

\$123.37 from A5110.1 (Streets personal services to A5110.4 Streets Contractual).

**Water Fund**

\$256.00 from F8320.41 (Srce of supply, pwe&pmpng contractual-U to F1990.4 Contingent acct.)

**Sewer Fund**

\$1,740.00 from G8130.4 (Disposal Plan Contractual to G8110.4 Sewer Administration Contractual)

\$1,096.42 from G8130.4 (Disposal Plant Misc. Contractual to G8130.44 Sewage Treatment& Dispo Sludge)

\$307.21 from G8130.4 (Disposal Plant Misc. Contractual to G8130.45 Sewage Treatment& Dispo

Motion to accept Treasurer's Report and to approve budget modifications by Trustee Boyd and 2<sup>nd</sup> by Trustee Cornell.

**Audit of the Bills Abstract #8:** handout @ meeting. During the review of the abstract a discussion ensued about the lack of insurance coverage on the treatment plant's backup generator. Trustee Boyd felt that the Village should re-submit with other documentation. He would like to review the village's policy. Clerk will make the insurance binder available to him. Trustee Boyd then entered a motion to pay the bills and Trustee Cornell 2<sup>nd</sup> the motion.

**Dept. of Public Works:** Department Supervisor Jeff Weaver said that his staff was unhappy with the health insurance. He said that he did not know what the level of coverage was or any information on the prescription plan. Excellus BCBS was experiencing a backlog due to open enrollment period. Late November through the first of the year is the heaviest volume period.

**Mayor Shattuck:** remarked that prescription cards should be received by the employees any day now. Coverage is tiered at \$7/35/70. Board moved to cover the deductible amount as the same level as 2016 which was set at \$4,200 per employee.

Jeff also reported that the staff is working on maintenance of equipment when they are not snow plowing. He remarked that many residents are placing brush and leaf bags at curbside. He would like to have a communication piece sent to residents reminding them that collection of **brush and leaf bags** is discontinued after November of each year. Mayor Shattuck will communicate this in his next blog on the website. Clerk Fleming will also send an email notice to e-notice subscribers.

Search for new **DPW Laborer**, a candidate has been interviewed. He would like until Jan. 20<sup>th</sup> to decide.

**Village Attorney's Report:** Mr. Hayden informed the board that the Village has been named in a lawsuit brought by the 7<sup>th</sup> Day Adventist church over their property taxable status. Village is named in the suit because the Village is a taxing entity. Mr. Hayden will update the board when he knows more information about the suit.

Awaiting approval of **Section 10** for reimbursement of legal fees over the litigation against the Cayuga Indian Nation. A discussion of the direction the Village will take going forward then ensued.

**State of NY** is stating that it is the Village's responsibility to clean up **stream** behind Gillespie's. However, Mr. Hayden's research shows no easements for the Village to perform the clean out. Mr. Hayden wants authorization to send letter for culvert accessibility. He would like direction from Board on how to proceed. No further action taken.

**Solar Law:** Need **Solar Law** template, Village needs Local Law for Solar, he will see if he can obtain Geneva's and prepare to discuss at 2-20-17 meeting.

**Lakeview Sr. Development:** Dave Schenck meeting on Friday, sewer design, cleanouts, chemicals, curb boxes. To be discussed.

**Mayor's Report:**

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**IN THE MATTER**

**OF**

**Village of Union Springs ESTABLISHING ENERGY  
BENCHMARKING REQUIREMENTS FOR  
CERTAIN MUNICIPAL BUILDINGS**

**RESOLUTION 2017-1**

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The Union Springs **BOARD OF TRUSTEES OF THE Village of Union Springs**, in the County of Cayuga, State of New York, met in regular session at the Municipal Building, located at 26 Chapel St., in the Village of Union Springs, County of Cayuga, State of New York, on the 17<sup>th</sup> of January at 6 pm.

The meeting was called to order by Mayor Shattuck, and the following were present, namely:

Trustee Boyd  
Trustee Case  
Trustee Cornell  
TrusteeLocastro

The following resolutions were moved, seconded and adopted:

**WHEREAS**, buildings are the single largest user of energy in the State of New York; the poorest performing buildings typically use several times the energy of the highest performing buildings—for the exact same building use; and

**WHEREAS**, collecting, reporting, and sharing building energy data on a regular basis allows municipal officials and the public to understand the energy performance of municipal buildings relative to similar buildings nationwide, and equipped with this information the Village of Union Springs is able to make smarter, more cost-effective operational and capital investment decisions, reward efficiency, and drive widespread, continuous improvement; and

**WHEREAS**, the Village of Union Springs Board of Trustees desires to use Building Energy Benchmarking, a process of measuring a building’s energy use, tracking that use over time, and comparing performance to similar buildings, to promote the public health, safety, and welfare by making available good, actionable information on municipal building energy use to help identify opportunities to cut costs and reduce pollution in the Village of Union Springs; and

**WHEREAS**, as such the Village of Union Springs Board desires to establish procedure or guideline for Village of Union Springs staff to conduct such Building Energy Benchmarking; and

**NOW THEREFORE, IT IS HEREBY RESOLVED AND DETERMINED**, that the following specific policies and procedures are hereby adopted and imposed as active and affirmative financial internal control procedures of the Village of Union Springs;

**BUILDING ENERGY BENCHMARKING POLICY/PROCEDURES**

**§1. DEFINITIONS**

(A) “Benchmarking Information” shall mean information generated by Portfolio Manager, as herein defined including descriptive information about the physical building and its operational characteristics.5

### **Mayor's Report Continued:**

Discussed moving forward with the acquisition of the **Zach property**. Mr. Zach is responsible for core testing of the soil. Support of the acquisition is coming from multiple sources. Zach property would be an extension of Frontenac Park.

Surplus asset list from **WWTP** such as water bath, instruments, 1979 generator, Mayor asked for board's authorization to put items up for auction. Trustee Boyd made the motion and 2<sup>nd</sup> by Trustee Locastro.

**2<sup>nd</sup> Air Stripper Project:** Engineers for the project, O'Brien and Geer cannot make any changes without the approval of the New York State Department of Health.

Items from **Comp Alliance's** recent walk through, most of the items have been remediated, reminder about the annual **mandatory safety training** for all staff at the firehouse on February 9, 2017. The afternoon session is at 1-3:30pm and the evening session 6-8:30pm.

Mayor and Jeff Weaver met with school officials to address their concerns about water pressure at **AJ Smith** when they begin their renovations. They will need to consider installing pressure reducing valves.

Mayor Shattuck also discussed the Governor's plan for **consolidation** of local governments. Counties stand to be awarded \$50k for reduction of government duplication of services and promotion of shared services.

### **Trustee's Report(s)**

**Boyd:** Bill gave an update on the fire at the Academy, obtaining estimates for rebuilding. Investigators determined the source of the fire. School and church are operating; gym should be operating by end of February. Publicly thank Howard Tanner for all of his time spent answering phone calls and meeting with school officials.

**Case:** Park updates, Doug's Fish to Go fundraising event all set for Jan. 25<sup>th</sup>, a 2<sup>nd</sup> event has been scheduled in February. She will be meeting with the American Legion, Masons and Lions Club and ask for their financial support for playground equipment improvements.

**Cornell:** backup generator at Wastewater Treatment Plant is installed.

**Locastro:** Streets, no additional information to share. Everything was previously discussed during the public hearing.

**Old Business:** **Local Waterfront Revitalization Plan** – public meeting will be held at the Union Springs High School Auditorium at 7pm. Survey results, inventory and boundaries will be discussed.

### **New Business**

### **Any Other Business to Come before the Board**

**Miscellaneous Correspondence:** NYCOM Bulletin.

**Next Budget Training and Workshop** meeting: Jan. 31, 2017 @ 6pm. Begin working on expenses for the General Fund and priority list.

**Next Regular Board Meeting:** February 21, 2017 @ 6 p.m., 2<sup>nd</sup> Budget workshop/meeting  
February 28, 2017 @ 6pm.

**Motion to Adjourn:** Made by Trustee Cornell and 2<sup>nd</sup> by Trustee Boyd at 9:15 pm.

**Respectfully Submitted,**

**Joanne Fleming  
Village Clerk/Treasurer**