

Village of Union Springs Board of Trustees
Minutes for October 18, 2016
Meeting took place at the Frontenac Museum

In Attendance:

Trustees: Case, Cornell, Locastro, Boyd Absent. Mayor Bud Shattuck, Village Attorney Chad Hayden, Code Enforcement Officer: Howard Tanner, Clerk/Treasurer: Joanne Fleming, Deputy Clerk-Treasurer: Sharon Russell. Dept. of Public Works Supervisor: Jeff Weaver, DPW Special Projects Coordinator: Bob Kneaskern.

Mayor Shattuck called the meeting to order @ 6pm beginning with the pledge to the flag. He welcomed all in attendance and thanked the Frontenac Museum staff for allowing the Village to hold their board meeting there. The Museum staff gave tours and provided refreshments for all to enjoy.

Hear from the Floor Next the Mayor invited members of the public to speak; there were several Springport Cove Rd. residents that attended, they asked for follow up from the September board meeting where the issue of modifying trash collection was discussed.

Mayor Shattuck remarked that he had been in touch with We Care Waste & Recycling. He was told that there was no reason known by the company that is preventing their trucks from collecting trash and recyclables on the Cove Rd. The Company Representative would do some additional investigating on his end and find is there was a reason for the trucks to not drive down Springport Cove Rd. The residents were then told that there would be no change in how trash/recyclables are currently being collected. There is however, a need for a turnaround for the We Care trash service and that it would need to be kept plowed during the winter months.

At that point, the Mayor invited the Cove residents to stay for the remainder of the meeting if they wished to. The majority of them exited the meeting at 6:30 pm.

Report of Annual Update Document AUD

Presented by Rich Ward from Cuddy and Ward:

The report given was for fiscal year June 1, 2015 through May 31, 2016. Mr. Cuddy commented that this was not an audit of the financials. This report is required to be filed with the State Comptroller's Office annually. He reviewed the General, Water, and Sewer Funds, provided adjusting journal entries where necessary to the Clerk/Treasurer. Mr. Ward also compared the budget numbers to the actual.

He commented that the **Water Fund** is in good condition. He did a five year look back; there has been continued improvement in the fund. The small steady rate increases have ensured the positive balance in the fund.

The **Sewer Fund** is also in good shape, however, there is new debt payment and an increase in equipment expense, sewer rental rates should be adjusted to absorb these costs.

The General Fund has seen a reduction of approximately \$20k in expenses building contractual and transportation. There has been an increase in refuse collection expense in the amount of \$17k and an increase in highway department expense.

Overall Mr. Cuddy gave a positive report on the Village's financial position. Continue to look for revenue sources and keep spending under control.

A question about an annual audit was asked; he said that Towns who have debt must have an independent audit. Villages are not required to have annual audits, it is recommended to have an independent audit every 3-5 years. The Village's last audit was in 2014. He would put together a proposal for the Village. It would be more cost effective to quote for the AUD and an audit at the same time.

Minutes of Previous Meeting

Review/Approve 20, 2016 Minutes. Motion entered by Trustee Case and 2nd by Trustee Locastro accept the minutes. Passed.

Clerk/Treasurer's Report

2016 Property Taxes to be relieved to Cayuga County 10 properties for \$5628.56 plus penalty \$450.29 Total \$6,078.85. Village to be made whole by Cayuga County in April 2017. Motion to relevy made by: Locastro 2nd by Case. Passed.

Legal notice for Trustee terms expiring March 21, 2017. There are 3 Trustee positions and the Mayoral position that will be on the ballot for the next Village general election. Trustees: Case, Boyd, and Cornell's terms are set to expire. Trustee Case asked if the Village should consider changing the terms from 2 years to 4 years for Trustees commenting that it takes 2 years just to become familiar with the responsibilities of a local government official. Mayor Shattuck remarked that this would need to be put to a vote at the next village election as a referenda item. No further action was taken on this item.

Audit of Bills (Abstract #5)

General Fund: Vouchers #229-276 for \$32,168.86

Water Fund: Vouchers #233-275 for \$3,240.06

Sewer Fund: Vouchers #234-271 for \$12,863.91

Trust & Agency: Vouchers #243 for \$133.24

Motion to pay bills as presented made by Trustee Locastro and 2nd by Trustee Case.

Code Enforcement Officer Report:

Howard Tanner distributed his written report to the Trustees. He then added his remarks: As of 10/3/16 a new ICC code is in effect regarding inoperable vehicles, this includes boats and campers.

Property maintenance expenses may take form of a lien.

He will not be available on 10/24/16.

NYS DOT says that it is the Village's responsibility to maintain the culvert that was repaired in 2015.

A brief discussion about obtaining a quote for clean-up of the Wolfe property on Grove St. There is still 90% left to clean up. A decision was not rendered at the meeting.

**Union Springs Code Enforcement report
October 2016**

Permits:

1622 = southern Estates new mobile home
1623 = Scott Biter 103 Cayuga Street (carport)
1624 = Chris Burtless 29 Homer Street (shed)
1625 = David and Marsha Chitamber (new Home)
1626 = Amy Penird 25 Center Street (shed)

Order to Remedy

Certificate of Occupancy

Fire Inspections

Certificate of compliance

Appearance Tickets

Updates

Larry Wolfe case
Out of Town on September 24

Respectfully submitted 10/15/16
Howard Tanner

Dept. of Public Works Report given by DPW Supervisor, Jeff Weaver

Frontenac Harbor on Basin St., no place for water to go, floods their parking lot. At end of Basin St. NW to Zach property divert water by putting culvert pipe to creek. Weaver to ask Halverson Excavation about cost of French drain for Frontenac Harbor.

Town of Springport has reported some discrepancies in meter readings as consumption of water usage appears to have doubled. The DPW staff is monitoring the meters and taking pictures of the meter readings weekly. An adjustment to a future Town of Springport bill may be in order. A meeting with the Town Supervisor along with a representative from the engineering firm of MRB Group Inc. will further explore useage/billing issue.

Village road work is complete for 2016.

Surplus equipment to Tietsworth for auction: salters and tractor will be included.

Lloyd Dropkin from Springport Cove Rd. paid the DPW staff a complement for how well they maintain the Village streets.

Mayor's Report:

The Right of Way where the **Chitamber's** are building their new home is in need of a street name per Cayuga County Address Assignment and 911 service. The Chitamber's suggested calling the right of way Maple Lane. The Clerk will contact the County tomorrow with the suggested name.

Property Assessments and Revaluation. Mayor met with representatives from **Seventh Day Adventist Church**. **Burchman Drive** properties will be taxed by the Village in 2017, the properties are rental properties and do not meet exemption criteria.

The SDA is appealing the assessment of such properties. They will need to go through the grievance process; burden of proof is on the property owner.

Mayor commented that the **revaluation** may not happen for another year. Agricultural Districts are not exempt from fire or library taxation.

Wastewater Trainee Operator, Jim Jeffers has passed his 3A License. Mayor Shattuck suggested naming him as the **Chief Operator** and to raise him to a salary of \$50k effective with the 1st pay period in November.

A motion to appoint Jim Jeffers to WWTP Operator and compensate him with a salary of \$50k was entered by Trustee Case and 2nd by Trustee Cornell.

Boyd: Absent

Case: Aye

Cornell: Aye

Locastro: Aye

Shattuck: Aye

Motion Passed.

DEC stipulates that the Village is required to have a 2A licensed Operator as well.

Mayor Shattuck recommends hiring a trainee.

We can still use **Yaw Environmental** in name for a small amount of money. Dan Albright from the DPW staff has expressed interest in making a lateral move to Trainee in the WWTP.

This would leave a vacancy again in the **DPW**; Mayor will go back through the list of applicants that applied earlier this year as there were some good candidates that previously applied.

New Air Stripper: Pre construction meeting.

Verizon: water tower cell lease. Right of Way must be approved by School Board at their next board meeting.

Solar: Local Law – Planning Board – Mayor to contact Planning Board Chairman, Sid Wolf on this item.

Bids for Generator (back up) for the WWTP:

Nov. 15, 2016 Board Meeting

Bid(s) for the replacement generator (150kW) at the WWTP, in alphabetical order:

	Diesel	Natural Gas
* Cummins	30,866.79	41,746.91
Kinsley	32,960.00	38,380.00
Martin	34,606.00	52,609.00
Milton	33,400.00	34,950.00

Motion to award bid to Cummins made by Trustee Locastro, and by Trustee Case. Passed
Bid for rebuild of current generator

Martin 48,905.23

Bid(s) for transfer switch

* Cummins	2,623.30*	Same as above
Kinsley	1,400.00*	
Martin	2,455.00*	
Milton	3,175.00*	

Josanne Fleming
Village Clerk/Treasurer

Motion to award bid to Cummins made by Trustee Locastro and 2nd by Trustee Case. Passed.

Intermunicipal Organization-Cayuga Lake Watershed: Mayor Shattuck expressed concern over the fact that Hydrilla has been found in Cayuga Lake near Aurora. If Hydrilla reaches Union Springs it will have a very serious impact, with a good possibility that the Village would have to close the boat launch. The Mayor recommended the Board rejoin the IO; dues offered would be \$500.00. The IO organization will work to secure state grants for watershed protection. A motion was entered by Trustee Case and 2nd by Trustee Cornell to expend \$500 from the 16-17 budget and rejoin the IO. Passed.

Village Attorney's Report Attorney Hayden spoke about the litigation against the **Cayuga Indian Nation**, went from state court, then to federal court cost thus far \$50k. It is now time for the Village officials to decide how they want to pursue. The Town of Springport is willing to share in the legal expense.

Tabled until the 11/15/16 meeting since there was not a full board in attendance.

Trustee's Report(s)

- **Boyd(Water Commissioner): Absent**
- **Case (Park Commissioner): Create Friends of Frontenac Park NFP, Merry Go Round Playhouse Production for 2017. Lock Box 2-3 weeks timeline.**
- **Cornell (Sewer Commissioner):** Generator remarks.
- **Locastro (Street Commissioner):**

Old Business:

LWRP next meeting Nov. 2 Go over surveys
Springport Cove Rd.

New Business

Fall clean up date: 10-29-16 at the DPW 7am-10am.

Tree Lighting Ceremony: Dec. 3, 2016 @5:30pm

- Motion to APPROVE RELEVY OF VILLAGE TAXES TO CAYUGA COUNTY. See handout. Ten properties: \$6078.85. Motion entered by Trustee Locastro and 2nd by Trustee Case.
- Cayuga County Association of Villages in Cayuga County dinner meeting Tues., Oct. 25, 2016 @ The Sunset, speaker, Sue Van Epps, Director of SCAT Van service for Cayuga County. Mayor Shattuck and Trustee Boyd plan to attend.

Miscellaneous Correspondence

NYCOM Bulletin for Trustees and Mayor.

Cayuga Lake Watershed meeting, Mayor discussed becoming an active member of the Organization once again. Protecting the water quality of Cayuga Lake is of utmost important.

Any Other Business to Come Before the Village Board: None

Motion to adjourn @ 9:15pm made by Trustee Locastro 2nd by Trustee Case.

Next Meeting: November 15, 2016 @ 6:00pm Public Hearing at 6:05pm.

Respectfully Submitted,

Joanne Fleming

Village Clerk/Treasurer

Attachment: Sign In Sheet