

Village of Union Springs Board of Trustees

Minutes for November 21, 2017

In Attendance:

Trustees: Marion Case, Bill Boyd, and Dawn Locastro

Mayor: Bud Shattuck

Village Attorney: Chad Hayden

Deputy Clerk: Sharon Russell

Clerk/Treasurer: Joanne Fleming

Code Enforcement Officer: Howard Tanner

Public Works: Jeff Weaver

Excused: Trustee Brian Cornell

Pledge to the Flag: Mayor Shattuck began with the Pledge at 6pm. He commented that he could not start the public hearing until 6:0pm as that is the time that was advertised. He took the few minutes to announce the “sign up” brochures for Reverse 911 emergency. He then mentioned signing up for emails via the Village Clerk. The Clerk has approximately 120 residents that she can send an email notification in the event there is an emergency in the Village. The forms for the Reverse 911 service will be sent along with the quarterly water/sewer bills that will be mailed in late December or early January. Reverse 911 is a free service to residents. The form is also available on the Village’s website.

Kelly Wade, Sr. VP from Cayuga Lake National Bank dropped off a tray of refreshments, calendars, pens, etc. as a token of appreciation for the Village’s customer relationship with them. Due to a scheduling conflict, Mrs. Wade was unable to attend the meeting in person. The Board members then shared the refreshments with members of the public.

Opened the Public Hearing on Short Term Rentals @6:05pm

Village Attorney Chad Hayden read the Local Law draft to those in attendance. A question and answer period followed. Mayor Shattuck remarked that the local law is not meant to be punitive. The objective is to ensure that there are local property managers/agents who can take quick action and respond to issues/complaints whether they are centered around noise, excessive trash, and parking issues.

Hear from the Public:

Many of the residents in attendance extended their appreciation to the board and they commented that this is a good start. They asked when the local law would be enacted. Mayor Shattuck said if there are no further changes to the draft, the law could be passed at the January board meeting, pending law would be filed with the Dept. of State. Generally speaking the

process takes 6-8 weeks before it is enacted. It was recommended by the board to send notification about the Local Law in the quarterly billing that is mailed in April.

Public Hearing motion to close at 6:45pm entered by Trustee Boyd and 2nd by Trustee Locastro. Motion passed.

Rich Ward, Cuddy and Ward: Presented the Mayor and the Board of Trustees with copies of the firms audit finding for the period ending May 31, 2017. Overall, the 3 major funds (general, water, and sewer) are in good shape. The Village is now in a much better position to fund its Reserves for infrastructure needs. In past years the Village was unable to do so. Mr. Ward also commented that the Village has done a good job of ensuring sound internal controls, approval of invoices, no fraud detected, good oversight in daily operations.

Mr. Ward highlighted the General Fund's performance: Revenues were down, expenses were up largely due to hiring of Deputy Clerk (more hours and more training expense noted). Village had no drastic changes, conservative in spending. Because of the good cash flows in the 3 major funds, the Village was able to pay off two high interest rate loans one year in advance in the Water Fund. And a loan in the Sewer Fund was recently paid off over the summer. Water and Sewer billing audit test resulted in proper billing; relieved accounts were properly recorded and submitted to the County. Water and Sewer rates are at a level where they are keeping up with the operational cost. An audit test of Payroll is more intensive. Cuddy and Ward performed a basic test of payroll, no issues were detected.

Mayor Shattuck asked Mr. Ward if there is a trend for municipalities to have annual audits performed. He remarked that it can be a costly undertaking for the Village; his suggestion was to perform a bi annual audit. The board discussed the pros and cons of hiring an accounting firm and determined that a bi annual audit would be sufficient. Trustee Boyd entered a motion for a bi annual audit and the motion was then second by Trustee Case.

Minutes of Previous Meeting

Review of the October 2017 Minutes, additions, corrections, etc. Deputy Clerk Sharon Russell did a great job of taking the minutes while Joanne was on vacation. Motion to accept made by Trustee Case and 2nd by Trustee Boyd. Passed unanimously.

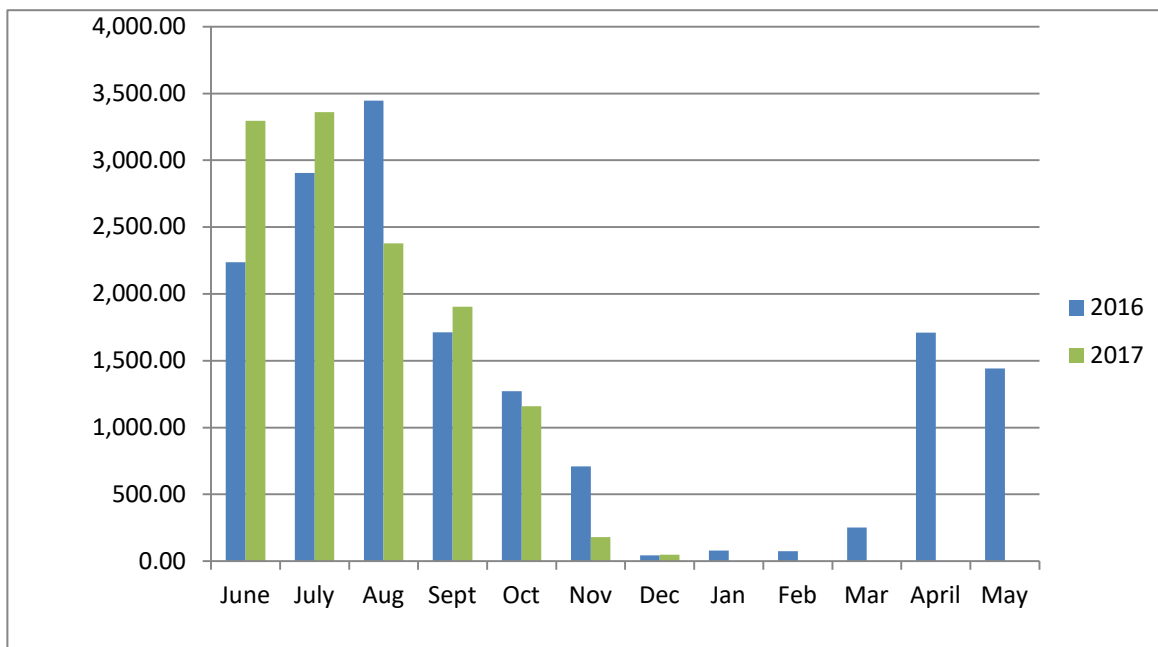
Clerk/Treasurer's Report:

Financial Report for October	Balance at 9/30/17	\$1,675,317.40
	Revenues:	207,024.44*
	Less Expenses:	<u>139,341.14</u>
	Balance as of 10/31/17	\$1,743,000.70

Boat Launch
Revenues

Previous Year
Comparison

	2016		2017
June	2,236.50	\$	3,295.75
July	2,905.27	\$	3,361.31
Aug	3,446.95	\$	2,377.38
Sept	1,713.60	\$	1,904.02
Oct	1,271.50	\$	1,159.25
Nov	708.58	\$	181.00
Dec	43.50	\$	48.00
Jan	79.00		
Feb	75.00		
Mar	253.00		
April	1,711.00		
May	1,442.10		
	<u>\$15,886.00</u>	\$	<u>12,326.71</u>



Clerk Fleming distributed the **Tax Enforcement Notice** received from the County. The property owners have until March 2, 2018 to bring Village taxes current and/or enter into

a satisfactory repayment arrangement with the County otherwise properties will be sold as tax foreclosed properties.

New York State and Local Retirement System (NYSLRS) is migrating to an on-line inquiry and reporting system for Employers and Members in the Spring of 2018.

Clerk Fleming distributed a 2018 board meeting schedule for the Mayor and Trustees.

2018 Village Elections: Legal notice for Trustee terms expiring March 20, 2018. Two Trustee positions: Cornell and Locastro. Date of Elections fall on the same day as the March Village Board meeting. The board decided to move the meeting to one week earlier. Village Board meeting to March 13, 2018.

Joanne and Sharon are looking into a software enhancement “**Tax Glance via Williamson Law Book software.**” This enhancement will allow property owners to view their Village Tax bill online. Banks/Escrow Companies/Attorneys will also be able to use the online system. There is also an online bill pay feature available. Service fee for residents is roughly 3-4% of the amount of the transaction.

Budget Modifications:

Motion to approve the Budget Modification was made by Trustee Boyd and 2nd by Mayor Shattuck. Passed

General Fund

\$62.64 from A1410.4 (Clerk Contractual to A1325.4 (Treasurer Contractual)

\$62.64.

Copies of bank reconciliations for October in the General, Water, and Sewer Funds were given to the Board for their review.

Audit of Bills Abstract #6

General Fund: Vouchers: #291-313 \$55,139.70

Water Fund: #270-317 \$16,026.79

Sewer Fund: #271-317 \$16,355.31

Park Exp. Project # 288-299 \$13,986.75

Trust & Agency: #272-3 \$1,1340.11

Motion to accept and authorize payment of vouchers on Abstract #6 made by Trustee Boyd and 2nd by Trustee Case.

Resolution 2017-14 Identifying Polling place and hours for Village Elections on March 20, 2018 made by Boyd and 2nd by Case. Passed.

Code Enforcement Report:

Union Springs Code Enforcement Report

November 2017

Permits:

1724 = Richard Sullivan -63 Center Street (pole barn)

1725 =Amy Penird – 25 Center Street (shed)

Order to Remedy

James McDonald -21 Center St. (cock roaches)

James Mc Donald – 21 Center St. (junk and rubbish on property)

Certificate of Occupancy None

Fire Inspections None

Certificate of compliance None

Updates

Larry Wolfe he is almost compliant with the court ordered clean-up for his Grove St. property

Short term rentals

Water bills for Janet Grow property, Mrs. Grow contacted Mayor Shattuck concerning reduction in w/s units at her 131 Cayuga St. rental. Her tenants have moved out and she does not plan to rent the property again as her building is one that NYSDOT plans to remove in 2018-19. She would like to have the billed units changed from 3 to 2 units. Board was in favor of the reduction in units. The clerk will make the adjustment to the next quarterly billing cycle.

Respectfully submitted 11/16/17

Howard Tanner

Certificate of compliance. 21 Center St.put on notice, new owner wanted to cut down trees/brush and use for firewood. He was not given permission to burn any trees in the Village.

Clint Halftown has given permission to perform fire inspections on Cayuga Nation owned properties.

Dan Cerro and Steve Case Jr. want to install a catch basin on Howland St. due to drainage issues. Board members are willing to permit as long as Mr. Cerro and Mr. Case work with Jeff Weaver from DPW on this project.

Dept of Public Works:

Approval given to decrease the number of water/sewer units at the Tata property, 87 Cayuga St.

Mr. Weaver would like to have thank you letters sent to the municipalities who assisted with the paving project this past fall.

Trustee Reports:

Trustee Boyd: No report given.

Trustee Case: Playground project will be recognized at the Lions Club's Christmas Party on December 12 at the American Legion. Several community members have been invited to attend. The video that Mrs. Case prepared for the Community Build has been shared with the Lions Club at the International level. The video may also be viewed on the Village's website under the Frontenac Park page.

Trustee Locastro: Trash on Cayuga St.(downtown) continues to be a problem from some of the tenants.

Mayors Report:

Received a request from Jim Jeffers, WWTP Operator to replace black top that was torn up in July 2017 to repair a pipe under the sludge holding tank, estimated cost of repair is \$1,940. Mr. Jeffers submitted a quote from Upstate Paving he also asked for funds to enclose a portion of the Treatment Plant estimated cost of \$4,800. The labor will be completed by the WWTP/DPW staff. A motion to approve expenses up to \$6,700 was made by Trustee Case 2nd by Trustee Boyd.

Mayor met with Bob Kneaskern and Jeff Weaver, Cayuga County Sewer and Water. The Mayor asked the engineering firm of MRB Group to give cost estimates for scope of work, drawings, new meters, hydrants. Insertion valves, locate shut offs, mapping, GIS mapping. Sidewalks for school aged children. Major capital project, engineering for professional services, Mayor asked for Board's permission to expend \$5,500 for professional services through MRB Group. Motion made by Trustee Boyd and 2nd by Trustee Case. Motion passed.

Cayuga County Sewer and Water is a County wide project. Should the county consolidate water and sewer, they will have money to spend.

Village Tree Lighting will take place on Saturday, December 2 @5:30pm.

Three area Girls Scouts completed a community service project by building picnic tables. Mayor Shattuck will send letters acknowledging their efforts. Clerk will prepare personalized certificates for each of the girl scouts.

Eagle Scouts – Mayor Shattuck has been formally invited to their banquet and he plans to attend, he will write congratulatory letters and the Clerk will prepare personalized certificates.

Mayor wants his next Blog on the topic of Homeland Security; look out for neighbors, to protect yourself and your personal property.

Met with **Dave Smith from NYS DOT**, pump/pipes are rented by the state, needed to be moved. Capped off behind Gillespie. State will bring back and reinstall them before the Spring rains come.

The state is awaiting the second part of the environmental study on the deconstruction project with a 2019 timeframe. Purchase of the buildings by NYS will not happen until summer 2018.

Payroll Service looking at product by Williamson Law Book as they now have a service to perform the payroll function with integration to the Accounting Software. If service is utilized, employee benefit time can be automated, tracked, monitored and displayed on the employee's paystub. This is currently done in a manual fashion. The Clerk and Deputy Clerk have created spreadsheets for all full time employees, beginning with the next pay period, each employee will receive the spreadsheet showing what they have used in benefit time and accruals for sick time/comp time, etc. Each FT employee will be given the opportunity to meet with the Mayor if they feel there are any discrepancies. Cost of WLB handling the payroll is roughly \$1700 annually.

Zach Property/Roto Salt: Delay due to Mr. Zach being out of town. Kenton Foulke is the seller's attorney; he is currently looking for the Zach's original will. Village is moving forward with the acquisition of the Zach property.

LWRP: Good turnout at the Union Springs High School. Clark, Patterson, Lee Landscape Architects will take feedback from the Public Meeting and make changes. The next public meeting will be February 2018 in the auditorium of the high school. Village website is now linked with the LWRP's website.

Village Attorney's Report: Mr. Hayden will make revisions to the proposed Local Law for the Short Term Rental Law and share it at the December meeting.

New Business: Budget preparation will commence after the holidays. Mayor is working on 18-19 fiscal year budget and also putting a 5 year plan together.

Miscellaneous Correspondence: None

Any other business to come before the board. None

Motion to Adjourn at 9:06pm made by Trustee Boyd and 2nd by Trustee Case, motion passed.

Next Meeting: December 19, 2017

Respectfully Submitted,

Joanne Fleming
Clerk/Treasurer