

# Village of Union Springs Board of Trustees

## *Minutes for December 15, 2015*

**In Attendance:** Mayor Wade, Trustees Marion Case, Dawn Locastro, Trustee Ruiz, Deputy Mayor Bud Shattuck.

Clerk Fleming, Treasurer Kate Heath, Code Enforcement Officer Howard Tanner, Dept. of Public Works: Jeff Weaver, Attorney Chad Hayden.

From the Public: Bill Boyd, Schobey St. resident

**Meeting called to order at 6:04 pm by Mayor John Wade.**

**Hear from the Floor:** No one from the public spoke.

### **Minutes of Previous Meeting**

Approve November 17, 2015 minutes, motion to approved made by Trustee Case and 2<sup>nd</sup> by Trustee Locastro. Passed.

### **Code Enforcement Officer Report:**

**Union Springs Code Enforcement report  
Nov/Dec 2015**

#### **Permits:**

1535 - JK construction=27 Hillview (bathroom remodel)

1536 –ED Kalet = 65 Grove Street (enclose Patio)

1537 – Halverson Excavating = Demo 47 Cayuga Street

#### **Order to Remedy**

#### **Certificate of Occupancy**

#### **Fire Inspections**

Union Springs\_Academy

#### **Certificate of compliance**

Chris Tanner (Shed) Seminary Street

Aaron Jackson (fence) 6 Anthony Street

#### **Appearances Ticket**

Meranda Szozda 12 Arnold street (rubbish and Trash) new court date of December 2, 2015

#### **Update**

- **Academy sign**
- **Code Enforcement Shared services**

Respectfully submitted 12/9/15

Howard Tanner

An Intermunicipal Agreement with Town of Springport for shared services of the Code Enforcement Position is moving forward with the Town and the Village. The Town has the IMA on the agenda item for their next town board meeting. The Village will pay the CEO a salary of \$10,000. For the calendar year, Village will invoice the

Town on a quarterly basis plus half of all costs for benefits such as social security, worker's comp, attendance at conventions, conferences, and schools for public officials. As a part time employee, no medical insurance coverage will be given.

Mr. Tanner went onto discuss the issue of assessing inspection fees for Not-for-Profit entities in the Village. NYS has now pushed the responsibility of fire inspections on local municipalities. He asked the Board if they would want to set a fee for hourly, flat, etc. Cayuga County assesses by square footage. Trustee Ruiz was in favor of charging a minimum fee of \$25. An inventory of buildings needing a fire inspection should be put together so that the Board has a better idea of how long it will take the CEO to perform the inspections. He commented that fire inspections for all of the buildings owned by Union Springs Academy will take at least 6 hours could be more depending on his findings.

Mr. Tanner will survey other municipalities to see what they are charging in their respective communities.

No further action was taken on this topic during the meeting.

The Academy's sign next to the North Mill Pond is being updated. The sign will look similar to the one at Fox Sr. Apts. upon its completion.

**Clerk's Report:** Joanne Fleming

- Clerk Fleming reported that the Village has received the Town's annual contribution for Frontenac Park in the amount of \$6,200.
- Clerk Fleming commented that some residents had asked if a sign for the Mill Pond gazebo would ever be installed. The sign would serve as an acknowledgement for the Eagle Scout who built it. Board Members felt that signage for this could be part of the Local Waterfront Revitalization Grant Program.
- Office of NYS Comptroller Seminar for Local Officials the Clerk distributed PowerPoint presentation(s) from the seminar.
- NYMIR Risk Management Bulletin of 11/2015 describes how NYMIR had a large loss due to an improperly maintained municipal snow plow. NYMIR will be adopting more structured Vehicle Maintenance and Inspection review procedures during field visits.
- Several Bass Fishing Tournaments are schedule for 2016 with the month of June nearly filled. The Clerk remarked that the Bass Elite Group has not submitted their application for 2016. Trustee Locastro will follow up with the local Chamber on this issue.

**Treasurer's Report:** Kate Heath

Treasurer Heath provided the Board members with a newly formatted Treasurer's Report. If Board Members would like more detailed information from General, Water, and Sewer Funds, she can make the reports available.

**Budget modifications:** Tabled until January 2016

A motion to approve Treasurer's report made by Member Shattuck and 2<sup>nd</sup> by Member Locastro. Passed.

**Audit of Bills:** Clerk Fleming distributed the audit of the bills to be paid as listed on Abstract #7

**General Fund:** Vouchers: 334-376 for \$58,070.29

**Water Fund:** Vouchers: 337-375 for \$13,337.03

**Sewer Fund:** Vouchers: 337-375 for \$23,124.85

**Trust & Agency:** Vouchers: 355-372 for \$6,957.27

A motion was entered by Member Locastro and 2<sup>nd</sup> by Member Case to approve payment. Passed.

### Dept. of Public Works:

- Mr. Kneaskern was absent for the meeting, however, Deputy Mayor Shattuck spoke on his behalf. He discussed the report from MRB on the Mill Pond dam classification. MRB Group gave a proposal for their engineer's report for an estimated cost of \$15,000. An additional \$20-\$25k may need to be expended to make the required changes to meet the DEC's specifications. Dam is currently classified as Class B, would like to have the dam reclassified as Class A, lower classification.
- Need for "Request for Proposals" RFPs at least 3 bids, formal, write the specifics. What does the Board want to do?
- Invite DEC to come and perform dam inspection, GPS depth grid, shallow, lower hazard, ask Inspector to meet with the Board.
- One option would be to do nothing. Mayor Wade will follow up with Bob Kneaskern on this issue.
- Water meter upgrade project, Steve Lehtonen has begun to install some meters. Notification about the upgrade is being mailed with the upcoming billing. Project could take up to one year to get all households and businesses switched over.
- Additional signs for no parking have been installed.

### Mayor's Report:

- Appointment of ZBA Member. No names available at this time.
- Appointment of Planning Board Member: Lynn Hopson is being considered.
- Mayor Wade to follow up with Tom Irwin from NYSYS, they are using water tower for cell service.
- Village resident has requested speed limit signs on Creager Rd. A Local Law would first need to be passed. No further action taken in this matter.

### Village Attorney's Report:

Attorney Hayden will be out of town Dec. 18-28 but he can be reached by phone and email.

Attorney Hayden discussed the recent activities between Cayuga County and the Cayuga Indian Nation stating at the last minute the item was removed from the agenda. A Special Meeting will take place in late December. The meeting topic is payment of back taxes on CIN owned properties and payment of services going forward.

Attorney Hayden then spoke about payment to the Village's outside counsel of O'Connell and Aronowitz. O & A would like their payment by year end. They originally quoted \$50k; the Village has paid approximately \$31k thus far. If the Village pays the outstanding balance of \$18,618.70 by year end, their bill would then would be considered paid in full. The Board authorized Clerk Fleming to add the \$18,618.70 to Abstract #7. The payment will come from: A1620.4 \$10,000 and A5182.4 \$8,618.70. There is still no word from the State as to the status of Section 10 for reimbursement of legal fees.

### Trustee's Report(s)

- **Locastro (Park Commissioner):** Member Locastro has been attending the local Chamber's meetings. She said the Chamber has about \$23,000 raised for the "Fish Festival" so far. She also stated that Andy Rindfleisch will make sure the proper paperwork is on file for the Bass Elite Tournament and all fees will be paid.
- **Case (Street Commissioner):** Member Case is asking for all staffing to be available during the Bass Elite Tournament, the Employee Handbook has been reviewed and updated with the new health insurance premiums. The Handbook is essentially good to go. Each employee will be given a copy. Code of Ethics to be signed by every employee with a signed copy in each employee's file. In the future, employees would be given an updated copy of the Handbook at the Annual Organizational meeting in April.
- **Ruiz (Sewer Commissioner):** No Report given
- **Shattuck (Water Commissioner):** Member Shattuck updated the Board members on the LWRPG. He also commented that Tompkins, Cayuga and Seneca Counties will be benefiting from Blueway Trail Grant money. The Blueway Trail Grant will provide signage for the park, a kiosk, and canoe/kayak storage.

### Old Business:

Local Law No. 1 2015 relating to Motor Vehicle parking Violations. Motion to adopt made by Member Locastro, 2<sup>nd</sup> by Member Shattuck. Passed. Resolution to change fees for the LL 2015 made by Member Shattuck, 2<sup>nd</sup> by Member Locastro. Passed.

Resolution Establishing Amount of Parking Fines and Charges

Whereas, the Village has adopted Local Law # 1 of 2015 relating to Motor Vehicle Parking Violations and Charges, and

Whereas, the Village must establish from time to time the amount of the fines and charges for violation of said Local Law,

Now therefore be it resolved:

1. The fine for each violation of the Local Law relating to Motor Vehicle Parking Violations shall be Thirty Dollars (\$30.00).
2. The charge for release from immobilization pursuant to the Local Law relating to Motor Vehicle Parking Violations and Charges shall be Forty Five Dollars (\$45.00)
3. This resolution shall be effective as of the date of adoption by the Board of Trustees.

Motion by Trustee Locastro, 2nd by Trustee Shattuck, p

**New Business:**

- Election Resolution place and hours, moved to 1/5/16 meeting.
- Board reviewed November meeting minutes from Cayuga County Association of Villages.
- Resignation of ZBA member Melinda Kostreva. Accepted. Need someone to replace.
- Copy of Springport Free Library 2016 Budget, reviewed and on file.
- Local Waterfront Revitalization Project Grant "LWRPG". Kari Terwilliger to attend a joint Village/Town board meeting in early 2016 meeting.

**Miscellaneous Correspondence:** None

**Any Other Business to Come Before the Village Board:** None

**Executive Session (if needed):** N/A\

**Motion to Adjourn:** The motion was entered by Member Shattuck and 2<sup>nd</sup> by Member Locastro @ 9:08 pm

Respectfully Submitted,

Joanne Fleming  
Village Clerk

**Budget Training/Workshop Meeting:** January 5, 2016 @ 6pm

**Next Meeting:** January 19, 2016 @ 6pm