

Village of Union Springs Board of Trustees

Minutes December 20, 2016

In Attendance:

Mayor Bud Shattuck

Trustees:

Bill Boyd Jr.

Marion Case

Brian Cornell

Dawn Locastro – Absent

Historian: Jean Lanning

Clerk/Treasurer Joanne Fleming

Supervisor, DPW: Jeff Weaver

Special Projects: Bob Kneaskern

Public Hearing on the removal of trees in the downtown business district @ 6:05 pm.

Public Hearing @ 6:10 pm to amend the Zoning Law of 2013 for permitting Electric Vehicle Supply Equipment (charging stations) in certain districts and to allow Solarization for businesses and municipalities.

Mayor Shattuck welcomed all in attendance and began with the Pledge of Allegiance. Trustee Boyd made a motion to open the Public Hearing at 6:05 pm; the motion was second by Trustee Cornell.

Resident Lynn Hopson: Asked the Mayor why only one side of the streets receives snow removal. He remarked that the Village cleans the sidewalk as a courtesy, not required to do so. Mayor will follow up.

Resident Elizabeth (Betty) Shockey complimented the Village staff on how nice the Christmas tree and the decorations looked this season.

The regular board meeting opened at 6:30pm

Hear from the Floor:

David Nelson from Cayuga County Planning Department: Mr. Nelson discussed the requirements necessary to complete the process to obtain the **Solar and the Electric Supply Vehicle Equipment** application. Once Zoning Law is amended and all of the required paperwork in on file the Village will receive the incentive payments of \$2500 for the Solar and another \$2500 for the Electric Supply Vehicle Equipment.

Motion made by Trustee Boyd and 2nd by Trustee Case to amend **Zoning Law of 2013** Solar permit fee of \$75.00. Motion passed. Electric Supply Vehicle Equipment permit fee will also be set at \$75.00.

Mayor Shattuck said that Trustee Locastro was unable to make the meeting due to illness. He informed the public that he would do his best to share with them why the Village desires to remove the trees. Paul and Karen Luziani both commented on how the trees enhance the “Americana” look. Without the trees, the street will look sterile and uninviting.

Over the years the trees have become an increasing burden for the Dept. of Public Works to maintain them. Some of them are diseased and no longer flower. Many of the residents who were in attendance asked why remove the trees without a plan for replacement. Betty and Karen Shockey had both been on a Beautification Committee for the Village, they commented that they selected trees that should be low maintenance and enhance the street. Mayor Shattuck suggested adjourning the Public Hearing until the January 2017 meeting when Trustee Locastro

could provide more information on the plans for trees. Mayor Shattuck then invited the public to return on Jan. 17 for the public hearing at 6:05 pm.

Some of the discussion then went into the direction of sidewalks. Mayor Shattuck commented that the Village does not have a Local Law or sidewalk ordinance. Sidewalks are very expensive to replace or repair. The Governor's mandated tax cap leaves very little revenue for sidewalk projects. The state owns the curbs.

Public Hearing adjourned at 6:30pm, continuation at the January 17, 2017 meeting.

Minutes of Previous Meeting

Motion to approve minutes of November 15, 2016 made by Trustee Case and 2nd by Trustee Boyd. Passed.

Historian's Report: given by Village Historian Jean Lanning @ 7:50 PM. The report will be attached to the minutes as a permanent record. There is a great need for more community involvement and more volunteers at the Frontenac Museum.

Code Enforcement Officer Report: Excused. Written report in Trustee's binders reviewed and accepted.

Clerk's Report:

- **Sharon Russell**, Deputy Clerk/Treasurer has passed her Notary Exam test, she will be able to officially notarize documents first of the year.
- **Town's** contribution to **Frontenac Park** received payment of \$6,200.
- Received September fines \$40.00.
- With the upcoming March Village Election, the Village will need to hire **2 Election Inspectors** and 2 alternates. Please let her know if you know someone who would be interested in working.
- Working on **health insurance enrollment** for employees with the Greater Tompkins Consortium and HRA vendor: Lifetime Benefit Solutions, employee debit cards should be received by employees in about three weeks.
- **Water meter conversion**, approximately 70+ meters need to be changed over to the radio read type meter. Water/sewer billing will be going out by the first of January.

Treasurer's Report

Approve Treasurer's Financial Reports for November 2016

Employee **W-2's will be prepped and mailed by Premier Payroll** by the end of January 2017. Village Clerk will mail 1099's to anyone who received a payment of \$600+ from the Village.

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 (Source of supply, power & pumping 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& Disposal-Sludge)
\$307.21 from G8130.4 (Disposal Plant Misc. Contractual to G8130.45 Sewage Treatment& Disposal-Cl

Audit of Bills: See binder. Motion to pay bills presented on Abstract 7 made by Trustee Boyd and 2nd by Trustee Case.

General Fund: \$19,383.85

Water Fund: \$15,206.02 (includes expense of \$6,093.50 for repair of air stripper control panel.)

Sewer Fund: \$10,865.59

Trust & Agency: \$936.28

Dept. of Public Works:

Bob Kneaskern, Special Projects Coordinator spoke about the three hydrants that had issues. Bob is meeting with Fire Chief Waldron to address the pressure issues. Some of the hydrants need repair or replacement altogether. Scaling of the valves has been an issue. There are 57-58 hydrants in the Village. Mr. Kneaskern, the Mayor, Jeff Weaver and Chief Waldron will work together on formulating a plan. They will also look and see if there are any grants available to help cover the cost. **Fire hydrants** that are out of order should be tagged.

Air Stripper Tower 1: The defective computer panel has been replaced; the tower went back online within 48 hours. Cost for the repair was a little over \$6,000.

Air Stripper 2: Bob has asked **Tom Capone from MRB Group** put in writing for the pad as the contractors have deviated from the plan. Concern over the temperature. Bob has telephone conferences on Thursdays with EPA and Health Dept. Completion of project is for the end of May 2017.

USCS BOE will be meeting on the construction at AJ Smith Elementary on January 9. Mayor Shattuck and Jeff Weaver will also attend. School district would like to ensure adequate water pressure at the building. School may need to install a booster pump or have water line feed from Grove St.

Mayor's Report:

Options for Health Insurance: Mayor received counsel from NYCOM about offering dollars to employees in lieu of health insurance coverage. Some employee's spouses have health insurance through their employer. If they were to go on spouses plan it could be a significant savings in health insurance expense for the Village. The Mayor suggested an amount of \$3,000. It would be taxable income for the employee, paid out bi-annually.

New hire for **DPW**, interviewed, Mayor would like the board to consider paying the candidate more if they do not take health insurance from the village.

HRA Accounts: As of first of the year the Village will change vendor from Choice Strategies to Lifetime Benefit Solutions. Debit cards will be issued to employees. Cards will be used to pay for prescriptions, co-pays etc. Expenses paid with the **debit cards** will go towards the employee's deductible amount. Mayor would like to keep the deductible amounts at same level as 2016. Motion by Trustee Case to fund the **family deductible at \$4200**, motion second by Trustee Cornell. Passed.

AFLAC: At least 3 employees must be interested in order for them to come and do a presentation to the staff. AFLAC has a variety of product offerings

Old generator/excess equipment, move forward with selling the generator, make sure perspective buyer knows that the Village will not deliver the equipment.

Meeting with NYMIR on a Workers' Comp audit on Wednesday. Auditor will do a walkthrough of municipal properties.

Elections: Mayor, Trustee Case, Boyd and Cornell are all up for the March election.

Amendments to Employee Handbook:

FLSA – Overtime/Comp. time: Beginning January 2017, the Village is mandated to offer Comp or overtime in a two week pay period when over **40 hours worked** in one week has been exceeded. Employees cannot receive comp and overtime in the same pay period.

Amend start/probationary period for DPW employee. **Dan Albright**, When Dan was hired; he was hired as an “on-call” DPW position in June. Mayor asked the Board if they would be willing to use his FT start date as June 30, 2016. The change from on call to permanent FT status on 6/30/16 would allow him to accrue benefit time now rather than waiting until June 2017. Dan has proved himself to be a versatile employee; he plans to work towards obtaining a license as a Waste Water Treatment Plant Operator. Motion made by Trustee Case to retroactively change Dan Albright’s start date to 6/30/16 the motion was second by Trustee Cornell. Passed.

Zach property: LWRP and the Planning Board are both in favor of the Village purchasing the property. Investor has increased level of contribution. Village would need to do permissive referendum for the balance of the purchase price. Current owner of the property is having soil samples tested for contaminants. In the likelihood contaminants are found the property would be eligible for Brownfield remediation.

SDA Assessment: The Village has been served by the SDA church due to the property tax assessment issue court date is late January.

Budget meeting schedule there will be extra meetings in January, February and March for the 2017-18 fiscal year. The 1st two meetings will be to go over Expenses; the 3rd meeting will be for Revenues. Clerk/Treasurer will be on vacation January 20-28; therefore, the first budget meeting will be on **January 31, 2017 at 6pm.**

Village Attorney’s Report: Excused

Trustee’s Report(s)

- **Boyd (Water Commissioner):** Update for Union Springs Academy – post fire. Trustee Boyd explained that the fire at the Academy is still under investigation. He commented on the great deal of support that the community has given to the church and to the school. There is a remediation crew of 20-40 guys cleaning the facility. They hope to be able to use the gym by the end of January.
- **Case (Park Commissioner): Year of Frontenac Park.** See letter under Trustee tab in binder. She explained that **Parkitechts** will be very helpful in adding to our existing playground equipment. Masons and the Lions Club are both willing to help. She has also reached out to Cayuga Elementary for their playground equipment. **Doug’s Fish Fry** will be in the Village for some future dates. A percentage of the proceeds will be for improvements to the playground at Frontenac Park.
- **Locastro (Street Commissioner):** Sidewalks and trees in downtown area.
- **Cornell (Sewer Commissioner):** will need to cut over from old generator to new once the new generator is installed. No impact to Village residents.

Old Business:

Letter from **We Care** reviewed re: **Springport Cove Rd.** trash collection stating they will collect trash and recycables as long as the road is maintained and a turnaround for their vehicles is provided.

New Business:

NYSDOT Resolution agreeing to terms and conditions set by NYSDOT regarding work permits. Resolution 16-10 motion by Trustee Boyd and 2nd by Trustee Cornell. Passed.

Election Resolution place and hours, Tuesday, March 21, 2017 at the Village Office, 26 Chapel St., Union Springs, NY from Noon until 9pm. Resolution was adopted on December 20, 2016 on a motion by Trustee Case and second by Trustee Boyd. Village Board will move the regular March board meeting to Tuesday, March 14, 2017.

Local Waterfront Revitalization Project Plan “LWRP”

Miscellaneous Correspondence:

Informational: **Cayuga County Resolution for Dog Quarantine** extended through 12/31/17. Dogs are prohibited from running freely at night.

Reviewed the **CCAV Minutes** 10/25/16. The Association will not meet again until February 2017.

Any Other Business to Come Before the Village Board

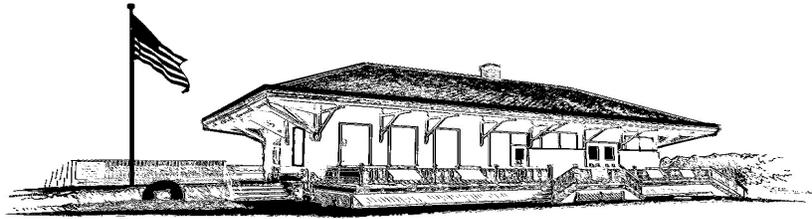
Motion to Adjourn @ 8:58 pm Motion by Trustee Boyd and 2nd by Trustee Cornell.

Next Meeting: January 17, 2017 @ 6pm

Respectfully Submitted,

Joanne Fleming
Village Clerk/Treasurer

Attachment: Historian’s Report 2016



HISTORIAN'S REPORT 2016

This report was given orally to the Village Board on December 20, 2016

On the first Saturday in May 2016 I attended an Archival Workshop in Owasco. There was much information given by an out-of-state speaker and researcher on the care and preservation of historical documents. Even though I found that the information was not something I needed for my role as village Historian, I was glad that I had the opportunity to attend the workshop.

For the past few years I have been one of the docents at the Frontenac Historical Society. The museum is open Saturdays and Sundays from 1pm to 4pm during the warm weather months. I usually volunteer twice a year. On a Sunday in June I had the pleasure of welcoming and talking to three Chinese people. They were two male Cornell College students and the mother of one of the young men. They spent quite a bit of time at the museum and said that they enjoyed the exhibits very much. After visiting with these pleasant people, one young man photographed his mother and myself. A couple of days later, the photo was in my email with a courteous note attached. My point in relaying this pleasantry is this: These people were driving around Cayuga Lake on sunny afternoon, saw the OPEN sign, and decided to visit. It is important to keep the museum available for the public to visit. One never knows who might come along and take an interest in the exhibits.

As a member of the Board of Trustees of the Frontenac Historical Society, I have been attending the monthly board meetings held on the first Thursday of the month. On the public communications committee with Dona Ross, I have assisted in placing flyers at different Village locations announcing the different events such as the six programs presented at the museum on certain Sunday afternoons from May through October. I also have assisted in writing some of the thank-you notes to the several individuals who made the Christmas tree lighting and the Christmas party at the museum a joyous event.

I baked and helped work on the bake sale when Doug's Fish Fry came to the town this past summer, a most profitable venture for the museum. Other events included handing out Halloween candy in a downtown space on Halloween, and in December, a movie day complete with refreshments which was enjoyed by A.J. Smith students at the museum. Many people working at different jobs help to keep the museum busy and a positive position in the community.

In January I researched the history of educational institutions in Union Springs and the area. I found material on Oakwood Seminary and Howland College. Judy Furness, the Town of Ledyard historian, sent me material on Ingleside, which was on the eastern side of Rt. 90, south of the Village.

On a hot summer afternoon in late June, Mayor Bud Shattuck, other speakers and I were present at the unveiling of two historical markers in the village, one on the Seventh Day Adventist Academy grounds which was the site of Oakwood Seminary, and the other at the Frontenac Historical Society of which the building was the Springport Presbyterian church. Several people attended the dedications at both locations, and it was my pleasure to give some history about these sites.

A lovely big durable banner was entrusted to the Frontenac Historical Society and other societies. This is one more way to promote our visibility in the area.

I attended my first meeting of the H3C meeting in Auburn in November with Betty Shockey and Linda Bower from our historical society. Any historians are welcome at these meetings which are held several times a year. The organization is working to make the museums and historical societies in the village in Cayuga County more prominently known and their importance tied in with the cultural sites in Auburn. Much will be done in future meeting to address this issue. The history of women's suffrage is celebrating its 100th anniversary in 2017, and the Erie Canal historical sites in the area are receiving more attention. A large building has been erected outside Port Byron containing information and exhibits about the Erie Canal. Many positive things are happening. It is a busy time for area historical societies.

Thank you for allowing me to be Village Historian for 2016 and previous years. I hope to continue as Village Historian in 2017.

Sincerely,

Jean Lanning