

# Village of Union Springs Board of Trustees

## *Minutes for February 16, 2016*

**In Attendance:** Mayor Wade, Trustee Bud Shattuck, Trustees Marion Case, Dawn Locastro & Diego Ruiz, Treasurer Kathryn Heath, Attorney Chad Hayden, Superintendent of Public Works Bob Kneaskern, Assistant Superintendent Jeff Weaver, CEO Howard Tanner, Village Clerk Joanne Fleming

From the Public: Steve Hodges

Meeting called to order at 6:09 pm by Mayor John Wade.

**Hear from the Floor:** David Nelson had planned on attending the meeting on the topic of electric vehicle supply, however, due to the inclement weather, he was unable attend the meeting.

Mayor Wade then asked Steve Hodges to address the Trustees. Mr. Hodges representing the Springport Fire Dept. was invited by the Union Springs Board to discuss the benefit of installing a lock box at the Village Depot and possibly other municipal properties. The Fire Dept. would be given a special key which would give them access to the buildings. This would prevent the fire dept. from having to break into the building. Less destruction. Key to the building goes to the fire chief or Asst. Chief. Lock box is purchased through Fire Dept. Kidde Safe, cost is approximately \$125.00.

Mr. Hodges recommended installing one at WWTP and one at the DPW garage also.

Mr. Hodges left the meeting at 6:30pm.

### **Minutes of Previous Meeting**

The motion to approve the January 19, 2016 minutes was made by Trustee Dawn Locastro and seconded by Trustee Bud Shattuck. Passed.

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

#### **Union Springs Code Enforcement report Jan/Feb 2016**

#### **Permits:**

1602= John Langler -24 Oak Drive (shed)

1603= Doug Degraw- 7 Oak Drive remodel house

1604= Brian Rindfleisch – Basin Street – (Rebuild Barn)

#### **Order to Remedy**

Larry Wolfe –Junk and vehicles on property

#### **Certificate of Occupancy**

#### **Fire Inspections**

147 Cayuga Street (bakery) = emergency lighting not working

Fox Senior Apartments = no violations

## Certificate of compliance

### Appearance Ticket

#### Updates

- Fire inspection letters sent out
- Lock box on village hall
- Cabins at Union Springs Academy

Respectfully submitted 2/9/16  
Howard Tanner

Mr. Tanner also reported that the Cayuga County Health Dept. wants an inspection of the cabins owned by the Union Springs Academy. At a minimum the cabins will be required to have smoke detectors and carbon monoxide detectors. A new NYS law goes into effect 7/27/16 detectors must be hard wired cannot be battery operated. Penalties are set at \$1,000 per day for non-compliance. Discussion of how Howard's time will be charged back to the property owner ensued.

Mr. Tanner reported that the Village of Marcellus is looking to have the owners of vacant property register their properties with their respective Village.

Trustee Shattuck is in favor of registering all rental properties along with any short term rental that are rented less than 30 days.

#### Treasurer's Report:

Kate Heath informed the Board that she has accepted a position with Monroe County BOCES effective 3/21/16. She will try to be available through the Village's budget process through the end of the Village's 5/31/16 fiscal year.

Clerk's Report: Clerk Fleming provided board members with 2 different types of reports for the monthly abstract; the consensus is to have the report provided by Department.

She also reported that almost every weekend in June has a registered fishing tournament. Pavilion reservations activity is in full swing.

#### Audit of Bills:

**General Fund:** Vouchers: #424-457 for \$19,141.71

**Water Fund:** Vouchers: #425-455 for \$35,244.04

**Sewer Fund:** Vouchers: #426-460 for \$60,242.65

**Trust & Agency:** Vouchers: #423-456 for \$7,020.56

A motion was entered by Trustee Locastro and seconded by Trustee Case to approve the payment of the bills. Passed.

**Dept. of Public Works:** GE remediation project to get underway in August 2016. Must be approved by New York State Health Dept.

MRB Group Engineers want the size of 2<sup>nd</sup> air stripper tower to be 1 size larger as national averages are increasing, continuous monitoring is necessary.

There has been little communication between EPA and NYS Health Dept.

Discussion of EDUs (Equivalent Dwelling Unit) with the **Town of Springport**. The Village needs to measure the flows, this is necessary to properly determine the number of EDUs the Village can give to the Town before any additional development.

Action: Rent portable flow meters to track inflow and infiltration.

Adopt formula

Get cost of flow meters/purchase/lease

Adjust pricing per unit to outside users if necessary.

**Village Attorney's Report: RESOLUTION #16-4** Resolution for payment of \$750 fine imposed by NYS DEC for the improper application of pesticides.

Motion to pass resolution made by Trustee Shattuck and 2<sup>nd</sup> by Trustee Case, Mayor Wade to sign the letter of acceptance on behalf of the Village.

**Mill Pond Dam:** Mr. Hayden will invite a DEC dam inspector to attend May's board meeting and discuss the status and options for the village.

**Cayuga Indian Nation** litigation: Mr. Hayden continues to work with County Legislative Chairman, Keith Batman on the Village's request for reimbursement of legal expenses under Section 10. Mr. Batman has asked Mr. Hayden to provide a chronologic order of the Village's actions when the CIN reopened the gaming facility in the village.

## **Trustee's Report**

**Case:** She is working on updating the **Village's Procurement Policy**. Dugouts at Frontenac Park's baseball field to be painted purple and white. Paint and labor will be donated.

**Locastro (Park Commissioner):** She is working on having the Lions Club do a fundraiser for new playground equipment. She is also looking at the possibility of sponsorship to pay for lifeguard certifications. The certifications can be very cost. This could be a barrier making it difficult in recruiting lifeguards. She has scheduled Doug's Fish Fry for 2 Friday nights: June 17<sup>th</sup> and July 22. She is also working on some entertainment for those dates.

Trustee Locastro brought up an issue about the **Village credit card**. She wanted to know why Jeff Weaver did not have a card issued in his name so that he could make purchases for the DPW. Trustee Shattuck addressed the issue. General Municipal Law and Procurement Policy prohibit credit cards from being issued in the name of an employee. The Village Clerk is the Official Record Keeper; the credit card in question is issued in the Village name. Accounts are established at Staples, Home Depot, Lowe's, Tractor Supply, and Parts Plus. A card is not needed at these locations. These vendors have the Village's Tax ID, sales tax exemption certificate and billing information on file. Mayor Wade gave an example of how credit card purchases are handled at Wells College. First he must ask for the card from his Supervisor, once the purchase is made, the card is immediately returned to the Supervisor.

**Employee Handbook:** Trustee Locastro would like to have a meeting with all of the employee's to answer any questions or concerns they may have prior to the Board adopting the handbook.

Shattuck: Lead Agency for electric vehicle supply. Set public hearing SEQR/Zoning at 6:05 at the March 22 board meeting. Village will receive \$2500 in grant funds for completing application. Motion made by Trustee Case and 2<sup>nd</sup> by Trustee Shattuck. Passed.

Fishing Tournaments: for consideration to tier the “registration fee” based on the number of boats participating. Set public hearing at 3/22/16 meeting at 6:10 pm to establish fee for boat launch fees and access. Motion made by Trustee Case and 2<sup>nd</sup> by Trustee Locastro. Passed.

**Old Business:** water meter upgrade, ongoing. DPW continues to install the meters. Will be reading and recording meter readings from the old meters and the new meters until all residents have been converted.

**New Business:** CCAV dinner meeting, host village is Weedsport at Old Erie Restaurant on 2-24-16; Seneca Co. Code Officer is the speaker. Trustee Shattuck will attend.

**Miscellaneous Correspondence:** None

**Motion to Adjourn:**

The motion was entered by Trustee Shattuck and seconded by to Trustee Locastro adjourn the meeting. Passed. The meeting was adjourned at 9:20 pm

Next budget workshop/meeting Thursday, Feb. 25 @ 6pm. Regular board meeting moved to Tuesday, March 22, @ 6pm.

VILLAGE ELECTIONS, TUESDAY MARCH 15, 2016, POLLS OPEN NOON-9PM.

Respectfully submitted,

Joanne Fleming  
Village Clerk