

Village Board Meeting
Minutes for the Annual Organizational and Regular Board Meeting
April 19, 2016

Attendees: Bob Kneaskern, Trustee Diego Ruiz, Attorney Chad Hayden, Trustee Dawn Locastro, Trustee Marion Case, CEO Howard Tanner, Mayor Bud Shattuck, Clerk Joanne Fleming, Supervisor DPW Jeff Weaver, Absent Bill Boyd, Jr.

From the Public: Jim Jeffers and Jason Barnes

Pledge to the Flag, meeting called to order at 6:00pm

6:05PM Public Hearing on the Budget for the 2016-2017 fiscal year. Motion to open made by Trustee Case and 2nd by Trustee Ruiz

2015-2016 Budget

Discussion of proposed budget.

Review of proposed 2016-2017 Budget & Salary Schedule

Review of Tax Rate of \$ 4.23 per thousand of assessed valuation for 2016-2017 Budget

Tax Rate for the 2015-16 fiscal year was \$4.20 per thousand dollars.

ANNUAL ORGANIZATIONAL MEETING

Motion to open the Annual Organizational Meeting entered by Trustee Ruiz and 2nd by Trustee Locastro.

OFFERED FOR CONSIDERATION BY TRUSTEES:

APPOINTMENTS

One Year Term for the following:

Village Attorney	Chad R. Hayden
Village Tax Collector	Joanne Fleming
Village Deputy Clerk	Jean Lanning
Chestnut Hill Cemetery Registrar	Joanne Fleming
Historian	Jean Lanning
Registrar of Vital Statistics	Deborah Waldron
Code Enforcement Officer	Howard Tanner

NOTATION OF CURRENT TWO YEAR TERM for the following:

Village Clerk/Treasurer	Joanne Fleming	Term expires 4/17
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OFFICIAL NEWSPAPER, BANK & MEETING NIGHT

Newspaper	The Citizen
Meeting Night	Third Tuesday
Official Bank	Cayuga Lake National Bank

Official Undertakings: Pursuant to Village Law, the Village Clerk/Tax Collector/Treasurer, and Deputy Clerk are bonded as per NYMIR contract up to \$360,000 less a \$250 deductible, cost to be paid by the village.

ESTABLISH THE DATE OF THE NEXT VILLAGE ELECTION: Tuesday, March 21, 2017.

ESTABLISH THE DATE OF THE NEXT ANNUAL ORGANIZATIONAL MEETING:

April 18, 2017.

Dates the Village Office and the Dept. of Public Works will be closed in 2017:

Jan. 1, 2017 New Year's Day

Jan. 16, 2017 Martin Luther King

Feb. 20, 2017 President's Day

March 14, 2017 Good Friday

May 29, 2017 Memorial Day

July 4, 2017 Independence Day

Sept. 4, 2017 Labor Day

Oct. 9, 2017 Columbus Day

Nov. 11, 2017 Veteran's Day (Saturday)

Nov. 23 & 24, 2017 Thanksgiving Day

Dec. 25, 2017 Christmas Day

Motion to approve made by Trustee Case, 2nd by Trustee Locastro. Passed.

AGREEMENTS WITH THE TOWN OF SPRINGPORT

The Village of Union Springs will participate with the Town of Springport in the Youth Program and the Mayor shall be authorized to sign a contract with the Town and make application to the NYS Division for Youth for matching Youth Program funds, and the Village will administer the Youth Program;

PROCUREMENT POLICY

Adopt the new procurement policy. Motion to approve made by Trustee Case and 2nd by Trustee Ruiz. Passed.

EMPLOYEE HANDBOOK

Personnel Committee updated the existing employee handbook and approve the policy that all employees (elected and appointed) sign the employee handbook annually in May. The following policies have been incorporated into the revised employee handbook.

Cell Phone Use Policy

Code of Ethics Policy

Internet Use Policy

Sexual Harassment Policy

Workplace Violence Prevention Policy

Vehicle Use Policy

Policy to include the addition of NYS Retirement for Tier 5 & 6

AGREEMENT TO ASSIST OTHER MUNICIPALITIES

Authorize the Superintendent of Public Works to render such assistance to other municipalities and to receive such assistance from other municipalities, as he deems necessary.

IMPLEMENTATION OF POLICIES

Whereas the board of trustees has determined to authorize payment in advance of audit claims for public utility services, postage, freight and express charges; and

Whereas all such claims must be presented at the next regular meeting for audit; and

Whereas the claimant and the office incurring or approving the claim are jointly and severally liable for any amount the board of trustees disallows.

NOW THEREFORE BE IT RESOLVED:

Advance Approval of Bills – Bills for postage, freight, utility payments, revolving credit accounts, express charges, attendance of Mayor, Trustees, Clerk, and Deputy Clerk at Cayuga Co. Assoc. of Villages monthly meeting, Blue Cross/Blue Shield premiums, NYCOM Fall Training School attendance, and NYS DOT highway work permit deposit shall be deemed to have been pre-approved for payment by the Board of Trustees.

Mileage Allowance Reimbursement – The Mileage Reimbursement rate for officers and employees using their personal vehicle while performing the official duties on behalf of the Village at the current rate adopted by the U S Internal Revenue Service as amended by the IRS from time to time. As of January 1, 2016, the rate is \$.54 per mile. Motion to approve entered by Trustee Case and 2nd by Trustee Locastro. Passed.

ATTENDANCE AT SCHOOLS AND CONFERENCES:

Pursuant to General Municipal Law §77-b, municipal officials and employees may attend schools, conferences, and seminars conducted for the benefit of the local government. However, attendance not authorized by the Board cannot be reimbursed, unless the board of trustees approves of the attendance in advance. This would include such meetings as NYCOM’S Annual Meeting and Training School, the NYCOM Fall Training School for Fiscal Officers and Municipal Clerks, The NYCOM Public Works School, etc.

Whereas there is to be held during the coming official year a)the New York State Conference of Mayors Annual Meeting and Training School; b) the New York State Conference of Mayors and Fall Training School for Fiscal Advisors and Municipal Clerks; c) the New York Conference of Mayors Public Works School, d) the following county association meetings; etc. and

Whereas attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality;

NOW THEREFORE BE IT RESOLVED:

Section 1. The following officers and employees are authorized to attend schools: All Trustees, Mayor, Superintendent of Public Works, Clerk, Treasurer, WWTP Operator.

Section 2. This resolution is effective immediately.

APPOINTMENTS BY MAYOR

Deputy Mayor	Marion Case	2017
Water Commissioner	Bill Boyd, Jr.	2017
Sewer Commissioner	Diego Ruiz	2018
Park Commissioner	Marion Case	2017
Street Commissioner	Dawn Locastro	2018

Both ZBA and Planning Board will consist of five member boards with staggered 5 year expiring terms. Each Board member must obtain a minimum of four hours of annual training.

ZONING BOARD OF APPEALS:

Chris Zippel	Term expires 2018
Vacant	Term expires 2017
Jason Guy	Term expires 2016
Angela Kneaskern (Chair)	Term expires 2020
Romayne LaBaron	Term expires 2019

PLANNING BOARD:

Dale Katovitch	Term expires 2018
Vacancy	Term expires 2017
Chris Yorkey	Term expires 2016
Sidney Wolff (Chair)	Term expires 2020
John Becker	Term expires 2019

**Minutes of the April 19, 2016 Regular Village Board meeting @ 6pm
Open Public Hearing on the 2016-17 Budget @ 6:05 pm**

Hearing will be kept open until the end of organizational meeting.

No one from the public spoke concerning the public hearing for the 2016-17 budget.

Discussion of the **Budget** which calls for a tax rate of **\$4.23** per thousand dollars of assessed value. Last year's rate was adopted at \$4.20 per thousand. Budget adjourned until Adoption meeting on April 29th at 12:30pm.

Public: Barnes asked if a 2x2 sign on the north end of his driveway advertising Frontenac Fowlers would be permitted. It is not permitted.

Mr. Barnes requested to remove a tree that obstructs his view of the lake. The tree in question is on village property. The village does not have an appropriation to remove such a large tree. If Mr. Barnes hires someone to remove it they must possess proper insurance.

Barnes left meeting at 6:08 pm

Code Enforcement Report

April 2016

Permits:

1607 = Richard Sullivan – 63 Center Street (fence)
1608 = Ann Wallace – 2 Schobey Street (fence)
1609 = Christine Cummings – 66 grove Street (shed)

Orders To Remedy:

Larry Wolfe – Grove Street cleanup
Eric Rosenkrans = corner of Rt. 90 and Factory Street = soffit needs to be repaired

Certificate of Occupancy

Certificate of compliance

18 Basin Street shed

Parking Tickets:

Richard Moon = parking boat on sidewalk

Fire Inspections:

Court Appearance

Larry Wolfe May 2 nd

Updates:

2016 ICC codes will go into effect October 3, 2016

Respectfully submitted 4/18/16
Howard Tanner

Approved minutes of the 3/22/16 board meeting, motion to approve by Case 2nd by Locastro. ..

Clerk/Treasurer's Report: Financial reports and budget modifications Tabled. Clerk Fleming and Trustee Case attended a webinar on Code of Ethics and Procurement Policy.

Gearing up for **Tax Collection**. Clerk Fleming to verify the Tax Roll provided by Cayuga County. Water/Sewer bills unpaid as of 5/15/16 to be added to Village tax bill by Resolution at the May board meeting. Tax Bills will then need to be printed by Cayuga County and mailed by the Village. Target date for mailing is May 26th. Collection begins June 1.

Audit of the Bills, Abstract #11:

General Fund: Vouchers #509-550 for \$15,922.79

Water Fund: Vouchers #511-551 for \$26,699.31

Sewer Fund: Vouchers#512-548 for \$7,067.18

HK Capital Project #135 for \$528.00

Trust & Agency: #523-549 for \$7,952.94

Motion to pay the bills as presented on the abstract made by Trustee Case and 2nd by Trustee Ruiz.

Procurement Policy: Once adopted by board it is in place it becomes effective 4/20/16. If not adhered to; village could be fined by State Comptroller. If Department Head is unsure about making a purchase it's best to speak with the Mayor first.

Employee Handbook meeting on Monday, May 2 @ 2:30pm. Once adopted by the Board, each employee will receive a copy of the handbook, sign the Code of Ethics. The signed "COE" will be filed in each personnel file.

Mayor Shattuck informed the Board that Bob Kneaskern is still an employee but not full time. Jeff Weaver is the Supervisor of Public Works. Mayor Shattuck is still in need of names for Planning Board and Zoning Board of Appeals members.

Howard Tanner said there is a court date for Larry Wolfe's properties is on 5/4/16 to address the fuel tanks. Howard is working with Dollar General in another municipality; he is trying to get them to take a look at Union Springs as a potential store location.

Mayor Shattuck attended the U.S. Chamber meeting along with Trustee Case, Eric Rosenkrans, Chamber President Andy Rindfleisch. The group has a developer from S. Carolina. They would buy the block, demolish the properties, and sketch plan secure HUD financing. Housing would be for 55+ market rate, 150-200 units, 50-1bedroom units, design plan, feedback, and façade similar to rest of main st.

This is a 2 year project. Trustee Ruiz asked about compliance with Zoning Law. Store fronts will be located on the first floor, Community room, 35 foot height limit. Ambitious thought, encouraged that someone is willing to move forward with such a plan. There is a great need in this community for senior citizen housing.

Saxton Electric, Brian is renovating part of his building for office space.

Mayor Shattuck referenced NYCOM's recent bulletin on use of drones-need to regulate, license to operate.

Howard Tanner mentioned **short term rentals**; Village of Skaneateles recently won their case. Mayor commented that at a minimum the village needs to get residents to register their rental properties with the Village. This would apply to all zoning districts. Concern over noise, trash, parking, drunken disorderly behaviors. First step is a Village wide notice to all Village property owners. Punitive for non-registration by a certain deadline.

Start a local law for short term rentals.

Attorney Hayden and CEO Tanner will bring language for rentals prior to next board meeting.

Mayor's Report:

Jim Willis has retired as of 4/29/16, Evan Tyler left employment on 4/15/16. The DPW has one part time employee who is a college student work for the Dept. of Pub. Works. They are all extremely busy. Currently advertising for a full time laborer and seasonal laborer(s). Anyone wanting to sit in on interviews let Bud know. Need experienced people. Local preferred. Right personalities is of utmost importance.

Met with Denny Zach on **solar power**. DPW solar panels on roof, enough power to run businesses and residents. The cost is \$.08 vs. \$.14. Great savings in energy cost to be realized.

Printer at DPW is no longer working, purchase 2 new printers; one goes to the DPW Garage, one to the Mayor's office. DPW has created a binder with photos of water/sewer lines, meters, etc.

Committees of Need: Mayor is looking at appointing Committees of Need rather than Commissioners. Each committee would have tasks assignments. Each committee will need 2 Trustees to form committee, size.

Town Board discussed fees for **boat launch**. Free launching will also be extended to Town of Springport residents. Set public hearing to amend LL#3 of 2016 to allow Town residents at May 19, meeting @ 6:05 pm.

Discussion about increasing pavilion rental fees then ensued. **Jorgensen** family has first choice of pavilion schedule. Third Sunday in August, no time limit for any of the descendants of Marge Jorgensen. Pavilion discussion continued: Shattuck no property taxes support the park, reservation fee is a "clean up" fee.

Move to vote to increase pavilion fees:

Case	no
Locastro	no
Ruiz	yes
Boyd	absent

Vote failed 2-1. Pavilion fees will not change.

Village Attorney's Report:

Sewer EDU's purchase flow meters, install, observe the activity. No action taken.

Trustee Diego Ruiz will be leaving once home is sold and closed. Certificate of Appreciation presented by the Mayor.

Mill Pond: Nico Aguliar has a sign to be installed at the Mill Pond 2x3 made of resin material to be placed by the benches on the nature trail.

Town Board conversation with NYS on reimbursing \$50k for legal fees \$25 from the town. At this time no ruling from the State on Section 10 reimbursement.

Trustee Ruiz commented on the aesthetics on the **signboard** in the parking lot by the boat launch. Less in more, try to keep it uncluttered and have a uniform look.

Jason Barnes would like to put advertising for his business in the sign board.

Easement for cell tower on Grove St. Right of Way, Verizon construction for access to the water tower.

Trustee's Reports:

Case Procurement Policy/Reviewing Handbook defibrillator free, needs replacement every 3-5 years. Locations to be considered; DPW garage, concession stand, lifeguard station.

Locastro: Meeting @ TUCC on Thursday, need to know Chamber's expectation for the Bassmaster Elite Tournament

Ruiz: Airport outside of the Village, emergency landing spot. Questions with the FFA. Concern over the duck blind in the lake near the park.

Old Business:

Water Meter Upgrade Project: Approximately 87 commercial & residential properties are left to be converted. Project is moving along ahead of schedule.

Mill Pond: Walk around meeting with the NYS DEC on 4/27/16 @2pm with Weaver, Kneaskern, NYS Dam Inspector, Shattuck.

Boat Launch User Fees: Utilizing paper notices on launch users to increase awareness of LL#3 of 2016. The 2016-17 Budget calls for revenues of \$17k from the boat launch. Funds received will be used to make improvements at the launch site.

Dept. of Public Works Supervisor's Report:

DPW Supervisor: Spring Clean Up Day went well. BOCES has set 5/21 9-2pm as date for electronics collection. Donation of \$10 per TV, \$20 for consoles and projection TVs. Tire round up is set for 6/11 8:30am – noon at County House Road. Collection fee of \$1.50 per tire. Tires 31"-36" in height are \$5.00 each.

New Business: from Dean Tanner Memorial Day Committee request for sound system at Park Gazebo on 5/30. Closure of boat launch during the ceremony. Motion by Ruiz and 2nd by Case. Notice to be posted on website, Citizen, and Village Office

CCAV dinner meeting will be hosted by Union Springs on 8/23/16 consortium for health insurance informational meeting. Towns and villages anticipate a 4% increase in health insurance premiums. Bud will discuss at the April meeting next week and introduce the program. Currently the cost to cover 1 employee on the family plan's cost is \$20+k.

Close Public Hearing on the budget at 8:52pm by Ruiz and 2nd by Locastro.

Budget 16-17 Highlights

Cost of electronic gate at DPW taken out of appropriations.

Employee wages increase @ 3%

Benefit package premiums for liability insurance, retirement contribution, etc. are based on previous year's payroll.

\$200k to pay off 2 USDA loans

\$200k to put into water reserve account.

Need to increase sewer rates, using too much fund balance to balance the sewer fund budget.

Sewer rates were decreased a few years ago, increased Fall 2012, not increased enough and now with a new debt service payment, rates will need to be increased Fall 2016.

Misc. Correspondence:

Minutes reviewed from the Cayuga Co. Association of Villages reviewed and are on file.

Motion to Adjourn @ 8:53pm by Ruiz 2nd by Locastro.

Budget Adoption meeting Friday, April 29 @12:30pm

Respectfully Submitted,

Joanne Fleming

Village Clerk