

## Board Meeting Minutes June 14, 2016

### In attendance:

Village Attorney Chad Hayden	Trustee Bill Boyd, Jr.
CEO Howard Tanner	Trustee Marion Case
Clerk Treasurer Joanne Fleming	Trustee Dawn Locastro
Public Works Bob Kneaskern	Mayor Bud Shattuck
DPW Supervisor Jeff Weaver	

**From the Public:** Andra Case, Master Sgt. Brian Bennett, Jodie Nickerson, Rebecca Lewis, and Zach Trufant

**Master Sgt. Brian Bennett:** Disaster Preparedness. He is working with the state on disaster preparedness. Reach out to community and show communities how to make a plan and prepare for a potential disaster. He is available to offer free sessions to those who are interested. Mayor has Master Sgt's contact information.

Exited meeting at 6:07pm

**Jodie Nickerson and Andra Case** representing the Southern Cayuga County Little League (SCCLL). The SCCLL is hosting a district tournament during the week of July 5-13. 6-7 teams will play 2 games per night. Games will be played at 5:30pm and 8pm Lights will be on @ 8:15 for 2 ½ hours. Made request for extra trash cans around concession stand and ball field. Request to have a tent put up with tables, location of tent is undecided at this time. Teams will be coming in from Geneva, Seneca Falls, Jordan-Elbridge, Cato, Auburn and Southern Cayuga. Andra and Jodie thanked the board for their ongoing support of the Little League.

**Rebecca Lewis:** Feral Cat TNR (Trap, Neuter, Release Program Initiative). Rebecca discussed the Go Fund Me Project that she started up to help reduce the feral cat population located by the municipal parking lot. Traps will be set the night of June 16, transport cats and kittens on Friday. Cornell Vet and vet students will spay and neuter, hopefully some will be rehomed. The plan is to reduce the size of the colony. If successful, another TNR will be lined up in the fall.

**Zach Trufant:** on behalf of Jackson Logging asked for permission to place some of the brush that he is clearing and place it behind the village's pumphouse. He's been in contact with Jeff Weaver and Mr. Weaver recommended that he come before the board and make an official request. Mr. Trufant said that the job would be completed by Monday, June 20<sup>th</sup> at the latest. The board asked for a copy of his Certificate of Insurance. Mr. Trufant will follow up and email it to the Village Clerk.

**Minutes of the previous board meeting** (May 17, 2016) were reviewed. No changes were made. Motion to approve by: Case 2<sup>nd</sup> by Locastro. Passed.

**Code Enforcement Officer's Report:** Howard Tanner provided a written report and followed up with further discussion. He will be attending required training last week of September. He was asked about the enforcement of the \$30 parking fee fines and what kind of revenue can the Village anticipate. Currently fines are going to the Township rather than the Village. Village Attorney Hayden will work to file with New York State and have the fines directed to come back to the Village. Mr. Tanner remarked that the tents used by the Bass Elite organization are in need of inspection. Mr. Tanner then exited the meeting at 6:30 pm.

**Clerk's Report:** CCAV minutes from May meeting. Fleming announced that Union Springs is the host village for the month of August. Need venue, speaker, and menu. Would anyone from the Board like to help with the planning? Date will be Tuesday, August 23.

**Boat Launch Permits issued:** Village residents: 15  
Town residents: 12  
Annual passes sold: 5

**Tax payment collection** is @ 27%. A Large number of residents pay right before penalty is imposed.

**Pavilion rentals** are at peak; most weekends in July and August are at capacity.

**Bass Tournaments:** None registered for July, several weekends registered in August.

**Water meter conversion/billing:** Initial training session complete with the DPW staff, done in test mode. Ti-Sales and DPW staff drove through the village to capture meter readings. Took approximately 1 ½ hours to obtain most of the readings. Some “bugs” still need to be worked out. Clerk is targeting the week of June 27 to have the billing printed and in the mail.

**Treasurer:** Revenue results for General, Water, and Sewer. Also provided the Board with the budget modifications required to zero various ledger accounts out. The modifications will be an attachment to the minutes will be made as part of the permanent record. Motion to accept Treasurer's Report made by Trustee Boyd and 2<sup>nd</sup> by Trustee Case. Passed.

**Audit of the Bills,** Abstract #12 for the 15-16 fiscal year.

General Fund: \$17,953.06  
Water Fund: \$16,874.84  
Sewer Fund: \$28,009.40  
T & A (Payroll): \$5,636.62

Due to the board meeting being moved up one week, a few monthly bills had not been received. Clerk/Treasurer Fleming asked for approval

BCBS health insurance approximately: \$4,305.74

BCBS dental insurance premium: \$133.24

NYS Retirement Contribution approx. \$662.00

Motion to approve payment of the bills made by Trustee Locastro and 2<sup>nd</sup> by Trustee Boyd. Passed.

**Dept. of Public Works:**

**DPW Supervisor's Report:** Jeff Weaver reported that the new hires, Joe Smith and Dan Albright are doing well. New sign is up at Chestnut Hill. The sign was built using materials already on hand. The DPW will be working on repairs to fire hydrant that was recently damaged, some of the expenses such as the cost of excavation can be charged back to the Village's insurance company. Village can also charge back for employee time. DPW will also begin ditch prep work. Repairs to take place when Jeff returns from vacation on July 5<sup>th</sup>. Jeff is working with Bill Boyd and Cayuga County Health Dept on dump station at the US Academy site. Dump station is used 2 weeks per year.

Weaver recommended placing surveillance camera on the shed that Owasco Paddles will be leasing from the Village.

**Village Attorney's Report:** Chad is waiting to hear back from NYMIR on the construction of the GE project. Need for legal language, risk that needs to be covered.

**Verizon Cell Tower lease/ROW** can't give access through Village's easement co-tenants with school district. Hayden commented that they are hard to deal with inflexible multi year lease. 2% escalator built in to lease revenue fees. Unresolved issues with Verizon. They want contract signed on this Friday. Mayor would like to authorize attorney Hayden to move forward. Once lease is signed, Village will begin receiving lease payments upon commencement of construction.

**Trustee's Reports:**

**Locastro:** Fund raising event for Frontenac Museum, she remarked that the sign for Doug's Fish Fry was stolen.

**Boyd:** Mill Pond has been reclassified by the DEC, project has been assigned to Bill. Work on outflow from spring, clear ditches. Village is prohibited from digging in the water or on the far side of Pond.

Would like to hold a Public Meeting on status of **Mill Pond/Stone Mill**. Inform public of what the DEC is mandating the Village to do to the Pond. DEC wants all brush to be removed.

**Case: Merry Go Round Playhouse** free performance at the Park on 7/8/16. She will be having knee replacement surgery on 7/26 will be out for 2-3 weeks. Met with Lifeguards. Trustee Case and Mary Jump from Cayuga County Health Dept. submitted Park Safety Plan to the Health Dept.

**Premiere Payrolls**, their cost will be approximately 1200 per year. They will be able to do Direct Deposit, file quarterly reports with the IRS and NYS, pay payroll taxes when due, complete w-2s at year end and track employee benefit time. Target date will be mid July.

**Mayor's Report:** Jason Barnes approached Mayor about removing tall blue spruce pine tree at the end of his driveway. Fish ladder – property of village, donation to village. Tree is actually on Village property, cannot be removed, cost prohibitive, would set precedent.

**Action Items:**

**Verizon lease agreement:** Board authorized Mayor to execute Verizon Contract. Motion by Trustee Case, 2<sup>nd</sup> by Trustee Locastro. Passed.

**Premiere Payroll Contract** for payroll processing services, motion by Trustee Boyd 2<sup>nd</sup> by Trustee Case. Passed.

**Modifications to Employee Handbook**, request for vacation to be made in writing 60 days in advance submitted to Mayor for approval. Motion by Boyd, 2<sup>nd</sup> by Case. Passed.

**Hiring of Wastewater Treatment Plant Operator** Mayor asked for authorization to negotiate salary and benefits. Motion by Locastro, 2<sup>nd</sup> by Boyd. Passed.

**Health Insurance Consortium** analysis of plan motion by Boyd, 2<sup>nd</sup> by Locastro. Passed.

Owasco Paddles will set up after the breakdown of the **Bass Elite Tournament**. Signage will say, "Coming Soon."

Mayor will attend Village of Cayuga's board meeting to discuss **shared services for WasteWater Treatment Plant operators**.

**LWRP** met last Friday to go over initial plan. Kick Off meeting is on the same date as The Lions Club's Deuce, may have impact on attendance. The LWRP's timeline has been reduced

from 2 and half years to 2 years. Mayor Shattuck has addressed the Lions Club about giving the Village Officials advance notification for events happening on municipal property.

**Senior housing:** Factory St to Basin St. block HUD sponsored 55+ market rate working on demographics, go as high as 5 stories. This project is being worked on by (Members of the local chamber of commerce) Andy Rindfleisch, Bill Heary, and Eric Rosenkrans. The Village Board will be an integral part of project. Moving forward August.

Signs entering Village from the north and south end were vandalized. Service Organization signs received most of the vandalism. DPW was able to remove some of the paint on the signs.

**Set Public Hearing at 6:05pm to raise minimum sewer rate from \$83.00 to \$88.00 effective 9/1/16 billing.**

**Handbook :** 2 changes to be made, use of comp time – allow it to be used in a quarter rolling 3 months. Vacations Supervisor oks all vacations. All vacations must be approved by Mayor 60 days in advance of vacation. Coverage in all departments is the key.

**Tompkins County Consortium for health insurance.** BCBS annual increase has been running at 14%. Consortium's increase has a high of 5%. Need consensus of Board, waiver of enrollment. Must be in plan for 2 years. Consortium needs to know by September at the latest.

**Deputy Clerk Treasurer Position,** Mayor would like to offer Sharon Russell the position, start immediately at \$15 per hour. Motion to allow Mayor to offer position made by Trustee Locastro and 2<sup>nd</sup> by Trustee Case. Jean Lanning will continue to work as the Village Historian. She will also participate in the training for daily duties and cemetery administration.

**CCAV dinner meeting** Village of Fair Haven is host village for June. Steak out at Fair Haven Beach State Park.

Union Springs is host village in August. Mayor will work on securing speakers for the program. Clerk will look into potential locations.

**Old Business: Mill Pond:** Sign made by Nico Aguilar has been placed at the Mill Pond. The sign has pictures of the migrating birds and their descriptions.

**Bass Elite Tournament:** Village Office will be closed to the Public.

**Meter Conversion/upgrade, training & testing**

**New Business: HGTV Lakefront Bargain Hunt,** filming to take place on Cayuga Lake, Burger boat and Owasco Paddles will be featured.

**Executive Session:** to discuss personnel matters. Entered exec. session at 9PM. Exited exec. session at 9:43pm

**Motion to Adjourn @ 9:45pm made by Trustee Boyd and 2<sup>nd</sup> by Trustee Case. Passed.**

**Next Meeting July 19, 2016 @ 6pm**

**Respectfully submitted,**

**Joanne Fleming  
Village Clerk/Treasurer**

Attachments:  
CEO Report  
Budget Modifications