

VILLAGE OF CANASTOTA
MINUTES
June 18, 2012

Mayor DeShaw called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

PRESENT: Mayor Carla M. DeShaw; Trustees Margaret Peters, Bill Haddad and Rosanne Warner; Village Administrator Larry Carpenter; Police Chief James Zophy; Fire Chief John Massarotti; 1st Assistant Fire Chief/DPW Foreman Antonio Tornatore; Richard Rossi; and Kathy Stagnitti.

ABSENT: Deputy Mayor Scott Rapasadi.

Motion by Trustee Haddad, seconded by Trustee Peters, to approve the minutes of the previous meeting. Passed 4 to 0.

Motion by Trustee Peters, seconded by Trustee Haddad, to approve the budget transfers/modifications to the 2011-2012 Budget: transfer \$5,310.92 from 19904.01 (Contingency) as follows: \$1,165.76 to 16204.01 (Village Hall Contractual); \$959.25 to 51824.01 (Street Lighting) and \$3,185.91 to 81604.01 (Refuse/ Garbage). **Discussion:** Trustee Peters asked if this is to balance the accounts that were overdrawn. Clerk/Treasurer Williams confirmed that it is. Passed 4 to 0.

Motion by Trustee Peters, seconded by Trustee Haddad, to approve the May 31, 2012, General Fund Abstract in the amount of \$31,461.40. **Discussion:** Trustee Peters asked if this completed the last fiscal year. Clerk/Treasurer Williams advised that anything left will be an encumbrance carryover. Trustee Warner asked about the cost to paint the curbs. DPW Foreman Tornatore advised that that cost was for everything including paint and labor for no parking areas on Peterboro Street, Canal Street and Center Street and was the same cost as if we did it ourselves. Trustee Haddad noted that while the overall cost was the same, the labor was not an expenditure. Administrator Carpenter noted that it is his opinion that hiring the work makes the most sense because of the time of the year. Trustee Haddad asked about the cost of the paint. Foreman Tornatore advised that it is about \$500. It is special reflective paint. The vendor has a machine to apply the paint - the DPW has to roll it or use a brush. The machine works better. Passed 4 to 0.

Motion by Trustee Peters, seconded by Trustee Haddad, to approve the May 31, 2012, Sewer Fund Abstract in the amount of \$36,383.50. **Discussion:** Trustee Peters asked if this is it. Clerk/Treasurer Williams advised that it is except for the encumbrance carryovers. Passed 4 to 0.

Motion by Trustee Warner, seconded by Trustee Peters, to approve the June 18, 2012, General Fund Abstract in the amount of \$16,287.63. Passed 4 to 0.

Motion by Trustee Peters, seconded by Trustee Warner, to approve the June 18, 2012, Sewer Fund Abstract in the amount of \$817.38. Passed 4 to 0.

Motion by Trustee Peters, seconded by Trustee Haddad, to approve the June 18, 2012, Waste Water Treatment Plant Project in the amount of \$153,008.29. **Discussion:** Trustee Peters asked if this is the project at the plant and if it is almost done. Administrator Carpenter advised the Board that we

have some things left, not many. Trustee Peters asked if we know if we received the money for the extra projects. Administrator Carpenter does not know yet. Trustee Peters asked what items we were looking for. Mr. Carpenter stated that it was vehicles. Trustee Peters asked where the vehicles would be housed - the DPW or at the plant. Mr. Carpenter stated that they would be housed at the plant. Trustee Peters asked about the other items from our list. Administrator Carpenter advised that EFC picked these and gave the vehicles more priority than the other items on our list. Passed 4 to 0.

Motion by Trustee Haddad, seconded by Trustee Warner, to approve payments totaling \$899.89 from the General Fund to MBI for health insurance debit card transactions from May 31, 2012 - June 14, 2012. Passed 4 to 0.

Motion by Trustee Peters, seconded by Trustee Haddad, to approve the wire transfer in the amount of \$1,000.00 sent to Hasler, Inc. on June 6, 2012, from the General Fund (16204.01.59 Postage) for postage. **Discussion:** Trustee Warner wanted to know what is Hasler. Administrator Carpenter noted that it is the company that rents us the postage meter. Passed 4 to 0.

Motion by Trustee Haddad, seconded by Trustee Peters, to approve the request of the Canastota Volunteer Fire Department to approve Tara Foster and William Hans Stuy as members of the Canastota Volunteer Fire Department. (Note: Copies of the applicants' drivers licenses have been provided to the Clerk's office.) **Discussion:** Trustees Peters and Warner asked if Hans Stuy is the son of the Hans Stuy that works for OCWA. Chief Massarotti stated that he is. Passed 4 to 0.

The Board discussed with Chief Massarotti how the Fire Department decides to give a member membership in the Department. Chief Massarotti advised that every member receives a vote of the social membership after two (2) years of probationary membership. The social membership voted not to give Mr. Leonelli permanent membership. After further discussion, the Board will address the personnel matter in executive session at the end of the meeting.

Motion by Trustee Peters, seconded by Trustee Haddad, to authorize the Mayor to execute the Artist Performance Contracts with the following performers for the Village Recreation Program's Summer Concert Series: Michael Bullock for Matt Chase and Thunder Canyon in the amount of \$500.00; Paul Davie for The Fab 570 in the amount of \$500.00; Janice L. Wilson for Smokin' in the amount of \$500.00; Joseph P. Donelan for Pappa Joe Band in the amount of \$600.00; and Joe Angerosa in the amount of \$600.00; and to authorize Clerk/Treasurer Williams to issue payment to said performers in said amounts pursuant to the terms of said Artist Performance Contracts. **Discussion:** Clerk/Treasurer Williams noted that there will be two (2) more contracts to be approved that have not yet been returned. Trustee Peters asked if this was in the budget. Mayor DeShaw advised that they are budgeted and that we are under budget right now unless we add more performers. Trustee Haddad asked if there was a fee to use the Boxing Hall of Fame. Mayor DeShaw advised that there was not. Passed 4 to 0.

Motion by Trustee Peters, seconded by Trustee Warner, to authorize Canastota Kid's Day to use the firemen's pole barn on Hickory Street on August 11, 2012 for its annual Canastota Kid's Day Festival. **Discussion:** Trustee Peters asked if the Firemen okayed this. Clerk/Treasurer Williams advised that the letter from the Firemen approving the use is in the agenda packet and that we have the insurance also. Passed 4 to 0.

Newsletter - Mayor DeShaw explained that this item was placed on the agenda in anticipation of putting out a newsletter. She wants each Trustee to have something for the liaison corner. Ideas were discussed. The Mayor asked the Trustees to check with the Department Heads about what they would like to get out in the newsletter. Trustee Peters asked who she should contact from Recreation. The Mayor told her to contact Mark Arner. Trustee Haddad asked who his contact would be for Housing. Mayor DeShaw suggested that he contact Deb Doig at Stoneleigh Apartments. Trustee Warner asked about the deadline for information for the newsletter. The Mayor would like to have the information by June 29 with a publication date in the 2nd week of July. She asked the Trustees to send their information to Administrator Carpenter and she asked the Trustees if they would like pictures and an introduction of themselves for the newsletter. It was determined that a group picture would be taken at the next Board meeting. Trustee Haddad asked if there was a welcome kit for new residents. Clerk/Treasurer Williams advised that the Chamber has given out kits in the past - unsure if it is still being done. Mayor DeShaw noted that the Chamber is going through some changes right now. The idea of a welcome committee was discussed and who should be responsible for it. Trustee Peters asked if the Mayor was going to address the new committees in the newsletter. Mayor DeShaw will introduce the new committees and would like the Trustees to mention these in their comments also.

Role of Liaisons - Mayor DeShaw wanted to address the role of liaisons before the Trustees get started. The Mayor noted that the role of a liaison is not a supervisory roll - that is the Administrator's job. The liaison role is that of a communicator back to the Board and will work with Administrator Carpenter and the Department Heads on a strategic plan. The Mayor gave some suggestions as to how the liaisons will work with the Department Heads. She described how the liaisons will help align the goals of the departments with the goals of the Board and put that into place with budgeting and strategic planning for the future. Trustee Peters noted that this will make the Trustees more knowledgeable for a resident as a group. The Mayor noted that it will keep the residents better informed as well. Trustee Haddad asked if we had a PR policy for the Village regarding events - would it be the Mayor or Administrator's responsibility to make the public aware of upcoming events? Mayor DeShaw noted that there needs to be coordination of Village events and feels that it was sad to see so few people out on the parade route for the Memorial Day Parade. Administrator Carpenter noted that service organizations are having trouble getting people to participate. Trustee Peters noted that years ago the children from the school participated with the American Legion and VFW for the Memorial Day Parade carrying banners with the names of residents who were killed in action. She would like to see the school more involved as would the Mayor. The Mayor asked the Trustees to contact Administrator Carpenter if they have an issue with anything and to respect the Department Heads and do some research before coming to a conclusion.

Correspondence.

- Tree letter from Ellen Meeks regarding property at 330 North Peterboro Street. The Mayor noted that this has already been turned over to the DPW. The Mayor asked DPW Foreman Tornatore to contact the homeowner.
- Tree letter from Manny Marji regarding property at 114 New Boston Street. This has also been turned over to the DPW. The Mayor asked the DPW Foreman Tornatore to contact the homeowner.

Administrator.

Administrator Carpenter reported that at the last meeting there was a question regarding firemen driving personal vehicles to pushball. He spoke with our insurance company and the Village is not responsible for someone's personal use. At the last meeting there was also concern about the horse traveling around the Village. Chief researched this and she can ride the horse on the streets but not on the sidewalks and does not have to pick up after the horse, adding that unless the horse droppings interfere with traffic, there is nothing we can do.

Administrator Carpenter advised that since the reconstruction of Peterboro Street by the State, there has been standing water on Elm Street. We had asked the State during the project to put a catch basin in there. They are now putting in two (2) catch basins and 140 feet of pipe with construction beginning on July 9. Trustee Peters asked if there will be a catch basin on Elm Street. DPW Foreman Tornatore advised that the catch basins are going on the other side of the street. Currently there is an open man-hole cover on Elm Street that lets storm water drain into the sanitary sewer.

Trustee Peters asked Administrator about the minitors. Administrator Carpenter is waiting to hear from Darrin Ball. Trustee Warner spoke with Joe DeFrancisco who stated that the County believes that they minitors belong to the County and if someone should benefit from them, the County should. Administrator Carpenter believes that the County wants to make sure that if we say we need 75 minitors, we currently have 75 minitors. Trustee Warner thinks that the County might be using the money from the sale of the existing minitors to offset the cost of the new minitors. Chief Massarotti noted that the Chiefs' Association is looking for a cheaper way to service the minitors after the two-year service period expires. Administrator Carpenter will follow up with the County.

Department Heads.

Chief Zophy advised that there were 24 arrests all together relating to meth and stated that there was great cooperation between many agencies including the State Police, Oneida PD and the Village. There were 2 arrests in the Village but they were not Village residents, they were staying with people here. Administrator Carpenter noted that the reason we have so many arrests in the area relating to meth is because of the great work that the police department does to find it - Onondaga County is

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not looking for it. Trustee Haddad asked if we were seeing an increase in the use of bath salts here. Chief Zophy said that we were not, but that CPS is getting a lot of calls. Mayor DeShaw thanked the police for all of their hard work on Boxing Hall of Fame Weekend, noting that there were not too many incidents. Chief Zophy stated that the concession stand at the Recreation Park did get broken into that weekend.

DPW Foreman Tornatore is all set. Mayor DeShaw asked Foreman Tornatore to pass along her thanks for the great clean up work that the DPW did before and after the Boxing Hall of Fame Weekend, the Memorial Day Parade and the canal area before the Fishing Derby.

Mayor.

Mayor DeShaw attended many of the Hall of Fame events over the weekend and received a lot of nice comments from people coming into the Village - they were very supportive. She did receive one negative comment and that was about the sidewalks going south towards McDonald's. The events were well-attended. She would encourage everyone to get to some of the events next year. The Mayor witnessed community members helping out in many ways over the weekend. She is very proud to be the mayor of a town where so many people volunteer and help out - it is amazing.

The Mayor has received a request from Dave Malbouf for a kick ball tournament to be held at the Recreation Park as a benefit for the Rinaldo and Simmons girls. It is scheduled to be held on Sunday, July 1, 2012. The Mayor is concerned about insurance. Administrator has spoken with Dave Malbouf - they would also like to use the concession stand. Trustee Haddad noted that Little League will run the concession stand for this event. Mayor DeShaw asked who was insuring the tournament. Administrator Carpenter stated that the participants will be required to sign a registration form and waiver. Mayor DeShaw understands that there is insurance needed and permission from the Village. The tournament is already being marketed and there are teams signed up. She is in favor but wants to make sure that we are following the same procedure for all events. The Board continued to discuss this matter including the Recreation Commission's involvement in the process. Trustee Peters would like to enter executive session on this matter tonight to discuss a personnel issue. Mayor DeShaw noted that we will enter executive session and will address this at that time.

Mayor DeShaw advised that the Side Hill Farmers and Upstate Packers and Growers Association are down to about 3 sites, one of which is the Barlow Street site in Canastota. The CFA grant applications are due July 16. There is also Food Hub money out there - the Mayor is trying to connect this to the project for Barlow Street. There is the potential to tie in several projects which could potentially include the packaging/freezing plant, a regional market, park area - the groups involved are trying to decide who will apply for which grant. There are 12 - 13 funding opportunities in the CFA - she is looking to see what fits this project. Empire State Development seems impressed - Ag business is the number one priority according to ESD. The Mayor stated that Side Hill Farmers are excited about this, too. She believes that the Barlow Street location is a good

facility for them. Canastota is in the middle of the Upstate Packers and Growers area - they go from Baldwinsville to Herkimer. Side Hill Farmers is a group of 5 farmers with a lot of potential. If this project comes through, the Mayor is looking at more development in that area. She also talked about how the canal path to BeeBee Bridge Road and the area behind the Business Park can be developed with this project. This would make a nice walking and biking area, but we need money to make it happen. Trustee Peters asked the Mayor if this could be talked about in the newsletter. The Mayor will wait until the grant awards come out in September. Trustee Warner asked if this has been proposed to the Planning Board yet. The Mayor noted that the project is not at the point yet. She is waiting for the group to determine that the Barlow Street site is the site. If that happens, then they will talk with the Planning Board.

Mayor DeShaw advised that the concerts have been set up. The last concert will be Tony Regulbuto and his Vegas Style Show Band. The band usually charges \$4,000 - \$6,000 for the show. Being a Canastota native, he wants to give back to the Village. We are only being charged \$750. The Mayor noted that the costs to get the bands for the concerts keeps going up and she is concerned about the cost for next year.

Mayor DeShaw has asked Boxing Hall of Fame Executive Director Ed Brophy to come in and review the weekend for the Board.

The Board would like to have a joint meeting with the Town of Lenox - the Mayor asked Administrator Carpenter to send options to the Town for dates. We would like to meet as soon as possible.

Trustee Comments.

Trustee Peters noted that she, Mayor DeShaw and Administrator Carpenter measured the sidewalk areas that they felt needed to be replaced on both sides of Main Street. There is about 1.3 miles that need to be replaced or 6,990 lineal feet. The cost estimate is about \$35,000, taking into consideration the homeowner and Town contributions. Trustee Peters stated that Supervisor DiVeronica is still on board to help the Village with this project and that she contacted Doug Fusillo about using his forms - she is waiting to hear back from him. Trustee Peters believes that we should be able to get Main Street done, but that we need to schedule this around Village and Town paving schedules.

Trustee Peters would like to see us put a crosswalk in down by the Recreation Park and the diner before the big curve so that children can cross while they are still very visible. Mayor DeShaw asked Chief Zophy where he thinks the crosswalk would be the safest. Chief is not sure that there is a need without knowing about numbers - he suggested putting it down by Wilson Avenue as he believes that there are very few children walking or riding bikes down Elm Street. Administrator Carpenter explained that there is a problem with where the sidewalk ends on the east side of Main Street. Chief Zophy believes that they should stay on the west side of Main Street if the sidewalk is going to be

continued. Mayor DeShaw noted that many people walk that area and loop around from Peterboro Street to Main Street. Chief Zophy believes that Wilson Avenue is the safest place to walk. Trustee Peters was surprised that there were so many linear feet. Mayor DeShaw stated that they decided that Code Enforcement Officer Mike Adsit has to go out and do the actual measuring and assign the areas needing replacement to the homeowner. The Mayor wants to have a letter developed before the measuring is started. Mayor DeShaw asked the Board if they reviewed the information on sidewalks. She has reviewed the code with Trustee Peters and Administrator Carpenter - the Board needs to figure out a per square foot cost for the sidewalks. That will determine what the homeowner cost will be. This cost should include what the costs are for all materials and labor. The Mayor asked if there are any questions about sidewalks that need to be discussed. Trustee Haddad asked if the 6-month time frame for the homeowners to pay is moveable. Administrator Carpenter believes that there are state regulations that controls this. Trustee Haddad asked what the typical cost to a homeowner would be. Administrator Carpenter noted that the per square foot cost would have to be determined to calculate that, but if the homeowner did the work themselves, then the Village would pay for the concrete. Trustee Peters is concerned about uniformity of the sidewalks replaced by the homeowners. Administrator Carpenter noted that this is a project that will be overseen by the Village from start to finish. The Mayor added that we will work with people on the route to make sure that it is taken care of. She would like to revisit this at the next meeting. She would like the Code Enforcement Officer to get a blueprint for level 3 started - we need to get that data and talk about the letter for the residents and meet with the Code Officer about a script so that the answers to residents will be consistent. The Mayor has Administrator Carpenter working with DPW Foreman Tornatore on identifying the per square foot cost to determine what the homeowner cost will be. Trustee Haddad asked where in the code does it say that the homeowner can do this on their own. Administrator Carpenter advised that this is in our policy. Clerk/Treasurer Williams explained the process that occurs when a resident requests a sidewalk replacement. Mayor DeShaw advised that information on the sidewalk replacements will be given in the newsletter. She wants us to figure out the residents' side of this - paperwork, policy, etc.

Trustee Peters asked DPW Foreman if someone from the Town was also attending the Bridge and Culvert Maintenance Expo. He does not know.

Trustee Peters suggested having residents sign the sidewalk letter if they want a response. The Mayor will put that in the newsletter.

Trustee Peters is concerned about trees blocking the view for traffic at the corner of Wilson and Spencer Streets. DPW Foreman Tornatore has spoken with the homeowner about this several times. The Mayor asked Administrator Carpenter to contact the homeowner before we involve the police department.

Trustee Warner asked Clerk/Treasurer Williams how many people were on the ZBA. Clerk/Treasurer Williams advised that there are four (4) members on the ZBA. Trustee Warner asked Clerk/Treasurer Williams if the Village has a comprehensive plan. Clerk/Treasurer Williams

advised that we do not. The Board discussed the purpose of a comprehensive plan and the need for the Village to develop one. Trustee Warner asked about the overgrown evergreens on Howard Street. Administrator Carpenter will contact the homeowner. Trustee Warner asked about the overgrowth around the fence over the creek on Main Street near ZEMS. The Mayor noted that this has been taken care of.

Trustee Haddad would like to welcome all Little League All Stars - we are hosting players from all over this weekend. He noted that the Boy Scouts cleaned up the canal bank before the Fishing Derby. Trustee Haddad is concerned that private organizations are having events, like the Fishing Derby and Boxing Hall of Fame Parade, that cost the Village money. The Mayor noted that these are non-for-profit organizations. Trustee Haddad noted that Canal Street was filthy at 4:00 after the Fishing Derby. DPW Foreman Tornatore provides a dumpster and barricades for the event - he has not been asked for garbage cans. They can take the street sweeper through there going forward and he can also put some extra garbage cans down there. The Mayor would like to talk with the organizers of that event about cleaning up afterward.

Trustee Haddad believes that the Village should send a strong letter to tell the State that we oppose an increase in tolls on the Thruway. Trustee Haddad believes that the increase in tolls will cause an increase in traffic in the Village and that it may hurt us and any future business coming here because of the expense of using the Thruway. The Mayor will check with her contacts about the proposed increase.

Delegations.

Kathy Stagnitti is pleased that the Village is working on the sidewalks. She asked how many new jobs will the new project bring. The Mayor advised that there is no exact number now - that depends on many things. The Mayor explained the proposed project.

Richard Rossi asked if the Village was willing to consolidate with the Town at the Village DPW site. The Mayor stated that we are and that there is enough room. She has met with Supervisor DiVeronica and Superintendent Bragan about this. The discussions between the Village, Town and School regarding the possibility for certain shared services was discussed. Richard Rossi asked if the salt shed was big enough for the Town and Village. The Mayor advised that there is room for another salt shed and also to expand. A study will need to be done.

Motion by Trustee Peters, seconded by Trustee Haddad, to enter executive session at 9:12 p.m. regarding personnel matters of the Fire Department and the request for a kickball tournament. Passed 4 to 0.

Chief Massarotti was asked to stay. Mayor DeShaw advised the delegations that the Board will address one more matter after executive session.

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Motion by Trustee Haddad, seconded by Trustee Warner, to exit executive session at 9:51 p.m. Passed 4 to 0.

Motion by Mayor DeShaw, seconded by Trustee Haddad, to approve the July 1, 2012, kickball tournament request and to authorize the Rec Park for the purpose of a benefit to honor and provide donations to the Rinaldo and Simmons families. **Discussion:** Trustee Peters thinks that we should have some sort of insurance. Mayor DeShaw is not aware that we have requested insurance for other events. Administrator Carpenter will do some research on this matter and how other communities handle such things. Passed 4 to 0.

After discussion in executive session, the Board will not take any action on Mr. Leonelli's membership as this is a fire company matter and not a Village Board matter.

Motion by Trustee Peters, seconded by Trustee Warner, to adjourn at 10:00 p.m. Passed 4 to 0.

Respectfully submitted,

Catherine E. Williams/s

Catherine E. Williams
Clerk/Treasurer