

VILLAGE OF CANASTOTA

MINUTES

June 2, 2014

Mayor DeShaw called the meeting to order at 7:15 p.m. The Pledge of Allegiance was recited.

PRESENT: Mayor Carla DeShaw; Trustees Rosanne Warner and Jeffrey Carpenter; Village Administrator Larry Carpenter; Rick Stevens; and Rick Stickels and Diane Karan of Oneida Savings Bank

ABSENT: Deputy Mayor Scott Rapasadi; Trustee Bill Haddad (joined meeting at 7:17 p.m.)

Motion by Trustee Carpenter, seconded by Trustee Warner, to approve the minutes of the May 19, 2014, regular meeting. Passed 3 to 0.

Motion by Trustee Carpenter, seconded by Trustee Carpenter, to approve the minutes of the May 19, 2014, special meeting. Passed 3 to 0.

Motion by Trustee Warner, seconded by Trustee Carpenter, to approve the following transfers for the 2013-2014 General Fund Budget: \$7,430.64 from 51421.01 (Snow Personal Services) as follows: \$.04 to 12101.01 (Mayor Personal Services); \$296.72 to 13251.01 (Administrator Personal Services); \$520.08 to 14101.01 (Clerk Personal Services); \$5,805.73 to 31201.01 (Police Personal Services); \$209.86 to 39891.01 (Codes Personal Services); \$598.17 to 51104.01 (Street Contractual); and \$.04 to 80101.01 (Zoning Personal Services). Passed 3 to 0.

Motion by Trustee Warner, seconded by Trustee Carpenter, to approve the May 23, 2014, General Fund Abstract in the amount of \$4,846.20. Passed 3 to 0.

Trustee Haddad joined the meeting at 7:17 p.m.

Motion by Trustee Carpenter, seconded by Trustee Warner, to approve the May 23, 2014, Sewer Fund Abstract in the amount of \$1,528.97. Passed 4 to 0.

Motion by Trustee Haddad, seconded by Trustee Carpenter, to approve the June 2, 2014, General Fund Abstract in the amount of \$3,781.63. Passed 4 to 0.

Motion by Trustee Warner, seconded by Trustee Haddad, to approve the Capital Fund Abstract in the amount of \$3,550.79 (Note: These are expenses for Founders' Park.) **Discussion:** Mayor DeShaw asked Administrator Carpenter when the granite will be delivered. Administrator Carpenter is expecting it June 12 - 13. Trustee Haddad asked about costs for the project. Administrator Carpenter advised that we may be a little over - everything has been delivered and invoiced. The Fire Department will cover the extra costs.

Delegations.

Rick Stevens addressed the Board regarding the proposed local law on sandwich board signs. Rick stated that he understands what we are trying to do. He uses sandwich board signs for his business and they are very effective in directing traffic to his location, but the signs are off-premises signs

which are not allowed under the proposed law. Rick also commented that the proposed local law only allows one sign per business. His business uses more than one sign. He commented that the not-for-profit businesses such as the Farmers' Market, Great Swamp Conservancy and Opportunity Shop that advertise their events in the Village will be affected. The Mayor stated that these businesses can still have their signs. Rick stated that with no off premises signs allowed under the proposed law, the not-for-profits cannot put up their signs because they don't have businesses here. Rick is also concerned about the increased costs to his business for the application fees and required insurance. Mayor DeShaw stated that we had only one person attend the public hearing on this matter and she gave some good comments that were taken into consideration. We may make some changes based on her comments. If changes are made, we will need to hold another public hearing. Mayor DeShaw believes that the codes should be developed by the people of the Village of Canastota, adding that the more feedback we can get, the better the change that the code will be written in a way that is business-friendly. This is not to raise revenue, but to have a consistent, professional sandwich board signs. The Board discussed with Rick the process for letting the public know about the public hearings. Mayor DeShaw asked Rick to talk with people from the Farmers' Market and not-for-profits to have them come to the next public hearing. The Mayor advised that this proposed local law is in response to the first business meeting - business owners wanted the Village to address signs and signage. Administrator Carpenter noted that the Board of Trustees sets the fees and we did talk about not-for-profits not paying a fee. Rick commented that this is one more burden for small businesses and suggested that we put up a business district sign with names of business. Mayor DeShaw commented that she likes sandwich board signs for communities. Rick agrees if they are done right. Mayor DeShaw asked, again, to have people come to the next public hearing and if they can't come, have them call Administrator Carpenter or CEO Mike Adsit. Mayor DeShaw thanked Rick for talking with businesses and not-for-profits about the proposed local law so that we can work these things out before the law is adopted. Rick and the Mayor discussed whether or not he should continue to put up his signs until this is resolved.

Discussion regarding Farr Building - Presentation by Diane Karan and Rick Stickels of OSB.

Mayor DeShaw updated the Village Board on what is going on with the project. The architect was here last week to get the information that he needs for the report that must go with the grant application. Mayor DeShaw attended Oneida Savings Bank's meeting a couple of weeks ago when this proposal was discussed. She asked Rick and Diane to give a formal presentation to the Board and to have a discussion so that we are all on the same page. Rick advised that board that Oneida Savings Bank had no intention to sell the property - this came up as a possibility after a conversation with Mayor DeShaw and Administrator Carpenter. There is currently a tenant in the building whose lease expires at the end of July. Rick would like to know soon so he can help the tenant find another place. Oneida Savings Bank bought the "Farr" property and 2 other parcels in 1998 - they wanted to be in the Village of Canastota. Their original intention was to take the building down. When they contacted SHPO to get clearance to build the new bank, they learned that this building was an historical site and could not be taken down. OSB has worked with SHPO before at other locations. With the State Bank of Chittenango property they did a similar project and that building is now used as the Sullivan Free Library. Rick advised that there is a banking law that does not allow banks to

hold property for speculation meaning that if there is another purpose for the property it should be used that way. Rick talked to the Board about how the sale and donation would work. The property would be sold for \$125,000.00 and they would donate back \$65,000.00. The foundation would work with Canal Town Corporation and donate another \$50,000.00 and the cost to the Village would be \$15,000.00. This is very similar to what they did with the Village of Chittenango. Rick stated that Canal Town was open to this - they like the location. Oneida Savings Bank has worked with Canal Town previously on other projects - they are known to OSB's Foundation. OSB is in the process of other projects for redevelopment in other communities. Rick and OSB would love to see this building brought back to life. They do not have anything to put in the building and would like to work with the Village. Mayor DeShaw advised the Board that there is another arm to the REDC grants that involves canal tourism that we can go after now, as well. There is one consolidated application so they decide which funding streams we can go for. We have to write the application so that we can use more than one source. Trustee Haddad does not understand the concept and asked how OSB can do this and not plan to make any money on this. Rick stated that the Bank always wants to take care of the communities that they are in. He explained the company's philosophy and noted that there are plenty of things they do to make money - they don't need to make money on this building. Also, their foundation must grant out money every year. They like to give the most money in Madison County even though they are larger than that. Rick talked about other projects that they foundation has going on in other communities. Trustee Carpenter appreciates their time coming in tonight. Mayor DeShaw advised that Madison County Tourism is still very interested in this project. The name on the grant is "The Northern Madison County Erie Canal Gateway Center". The Mayor is excited about the project. She is waiting for new numbers from the architect on the cost of the project. The Mayor talked about deciding how to move forward if we get the grant and if we do not.

Motion by Trustee Carpenter, seconded by Trustee Warner, to authorize the Mayor to execute the attached Annual Software Support Contract with Williamson Law Book Company in the amount of \$544.50 for Building & Code Enforcement support for the period June 1, 2014 - May 31, 2015, and to authorize payment in said amount to Williamson Law Book Company. Passed 4 to 0.

Motion by Trustee Warner, seconded by Trustee Haddad, to authorize the Mayor to execute the attached Annual Software Support Contract with Williamson Law Book Company in the amount of \$363.00 for Tax Collection support for the period June 1, 2014 - May 31, 2015, and to authorize payment in said amount to Williamson Law Book Company. **Discussion:** Clerk/Treasurer Williams advised the Board that we now also have the ability to look taxes up on our website. This is an additional service available through Williamson Law Book Company. There will be an additional one time charge of \$250.00 for this service and an additional annual fee of \$120.00. Passed 4 to 0.

Motion by Trustee Warner, seconded by Trustee Haddad, to authorize the Mayor to execute the attached Artist Performance Contracts for the 2014 Summer Concert Series. **Discussion:** Trustee Warner is glad that Tony Regulbuto is coming back this year. The Mayor noted that this is his third year.

Motion by Trustee Warner, seconded by Trustee Carpenter, to authorize payment in the amount of

\$587.50 from 73104.01.134 (Program Development) in the 13-14 Budget for the second installment of the amount owed for the bounce house rides for the Title Town Festival. **Discussion:** The Board discussed the need for volunteers for the Title Town Festival. Mayor DeShaw asked to have anyone interested in volunteering to call Larry. Passed 4 to 0.

Motion by Trustee Warner, seconded by Trustee Haddad, to accept the attached Proposal from Elan Planning, Design, Landscape Architecture, PLLC dated May 22, 2014, to Submit a Grant Application in the June 2014 Consolidated Funding Application to Create a Visitor Center in the Village of Canastota, at a cost not to exceed \$3,500.00, and to authorize the Mayor to execute the same. **Discussion:** The Mayor advised that this is the same firm that we used for the TEP grant. She is very happy with this firm and is hoping to get a draft before June 16, 2014. Passed 4 to 0.

Motion by Trustee Haddad, seconded by Trustee Carpenter, to approve the use of the Canastota Fire House by Joe Stagnitti on June 28, 2014, for a wedding reception, pursuant to the recommendation of the Canastota Volunteer Fire Department. (Note: Proof of insurance is attached.) Passed 3 to 0 to 1. Trustee Warner abstained.

Discussion regarding a recording secretary for the Recreation Commission. Mayor DeShaw attended the Recreation Commission meeting last Monday. It was a great meeting - there was a full board. They talked about their mission, goals and strategies and areas they are interested in developing in the Village. One discussion was that no one had time to do the secretary job. The Mayor spoke with Administrator Carpenter about this. We have a secretary for the Planning Board and ZBA and the Village Board. The Mayor thinks it makes sense to have a secretary similar to the ZBA. Mayor DeShaw told the Rec Board that she would consider it so that members would not have to take notes when trying to participate in the meetings. The Mayor thinks that this would be a nice supportive position for the Rec board. The Mayor would like opinions on this so she can get back to the Rec Board on this. She is looking for support from the Board. Trustee Warner would like to know what the position would pay. The Board talked about what the salary should be and about the "job description" for the position. The Mayor polled the board members regarding the position. Trustee Carpenter is in favor. Trustee Warner is fine with it. Trustee Haddad supports the position not necessarily the money. He thinks it should be a per meeting fee. The Mayor was on the Rec Board for a long time and has seen it cycle - she is excited about the current Board. Trustee Haddad likes the idea of a per meeting fee for the secretary. The Mayor would like Administrator Carpenter to look around and see what other communities are paying for this service. Trustee Warner asked where it would be paid from. The Board discussed what part of the budget this would be paid from.

Discussion regarding rental of portable toilets for Title Town Festival. Administrator Carpenter made some calls to see who had portable toilets for rent. The best price that he could get is \$175 from Smitty's Portable Toilet Rentals. This is the company that the Great Swamp uses.

Motion by Trustee Warner, seconded by Trustee Carpenter, to approve the rental of portable potties for Title Town Festival. **Discussion:** Trustee Haddad would like to see this as part of the budget next year. Administrator Carpenter stated that next year, if we are going to support this festival, we

need to decide to put money into this. Administrator Carpenter is going to ask Scotty's for help with the rides for this year. Passed 4 to 0.

Correspondence.

None.

Clerk/Treasurer Williams received the corrected invoice from Excellus BCBS for June Health Insurance premiums today. They need to be paid before our next meeting. She would like the Board to authorize payment.

Motion by Trustee Warner, seconded by Trustee Carpenter, to authorize payment to Excellus from the General Fund in the amount of \$18,580.33 and from the Sewer Fund in the amount of \$1,475.42. Passed 4 to 0.

Administrator.

Administrator Carpenter has received bids for 2 of the 3 vehicles that we placed for sale on Auctions International. The 2009 Dodge Durango has a high bid of \$2,600.00 and the 1996 John Deere loader has a high bid of \$32,100.00. The Administrator would like a motion accepting both bids.

Motion by Trustee Warner, seconded by Trustee Carpenter, that we accept the bid in the amount of \$2,600.00 for the 2009 Dodge Durango and the bid in the amount of \$32,100.00 for the 1996 John Deere Loader. Passed 4 to 0.

The Mayor explained why the third vehicle was not on the auction yet. The Board discussed the plan for cleaning catch basins after the sale of the old vehicle. The City of Sherrill will help us and our street sweeper can have an attachment that will clean catch basins. We will look at which option will be the best for us. Administrator Carpenter explained that the plan is to clean catch basins in the winter because summer is so busy.

Administrator Carpenter has bills for the WWTP Capital Project. Hubbard Construction for \$52,273.94; Hubbard Construction for \$2,608.06; Ridley Electric for \$97,452.25; and Edward Joy for \$47,479.10.

Motion by Trustee Warner, seconded by Trustee Carpenter, to approve payment to Hubbard Construction, Ridley Electric and Edward Joy as requested by Administrator Carpenter .

Discussion: The Mayor asked if these were final payments. Administrator Carpenter stated that these were not final payments, but noted that there is only \$63,000.00 left in the budget. Passed 4 to 0.

Administrator Carpenter noted that there is a lack of volunteers for bouncy rides for the Title Town Festival. He has covered 2 rides all day long and needs to hire one of Scotty's employees at

\$25.00/hour from 10:00 a.m. - 5:00 p.m. for a total of \$175.00.

Motion by Trustee Warner, seconded by Trustee Haddad, to approve the expense of \$175.00 to Scotty's for one employee for 7 hours at \$25.00/hour for the Title Town Festival. **Discussion:** The Mayor is okay with this - if we don't have volunteers we need people to do the rides. The Board discussed possibilities for volunteers. Passed 4 to 0.

Administrator Carpenter would like to go to a conference. There is a \$22.00 registration fee. The conference is Where Canal Meets Commercial Corridor and is in Buffalo. He is asking the Board for approval.

Motion by Trustee Haddad, seconded by Trustee Warner, to authorize the Village Administrator to attend the conference Where Canal Meets Commercial Corridor in Buffalo at a cost of \$22.00 and to allow him the use of the administrative vehicle. Passed 4 to 0.

Administrator Carpenter asked for a motion from the Board to close Canal Street from South Main Street to South Peterboro Street on June 8, 2014, from 8:00 a.m. to 6:00 p.m.

Motion by Trustee Warner, seconded by Mayor DeShaw, to close Canal Street from South Main Street to South Peterboro Street on June 8, 2014, from 8:00 a.m. to 6:00 p.m. Passed 4 to 0.

Administrator Carpenter noted that the Board had asked CEO Adsit to do research regarding sizes for sandwich board signs. Mike checked with 3 vendors and all 3 make any size sign that is desired and each gave a different size for what is most popular - 24 x 36; 27 x 46 and 25 x 45. Trustee Warner noted that there was a sign on Route 5 in Clark Park that was a 7' chicken.

Mayor.

The Mayor updated the Board on the car thefts. The Police Department caught the people responsible. Mayor DeShaw thanked Officer Preuss, the third shift officer, for the good work. Trustee Carpenter asked if we communicated with residents about things like this going on in the Village. Mayor DeShaw suggested that Trustee Carpenter speak directly with Chief Zophy about that.

Mayor DeShaw reviewed what has been discussed at the meeting so far. She will be attending the Boxing Hall of Fame festivities this weekend beginning on Thursday. The Mayor asked the Trustees to be visible at events this weekend.

Mayor DeShaw got a lot of great feedback on the Memorial Day Parade festivities. There were more people on the streets and more people at the park. The Legion and VFW did a great job coming together this year. The Mayor will be sending a letter to both organizations thanking them. Administrator Carpenter noted that there will be a meeting in the next week or two to talk about next year's parade and ceremony.

Trustee Comments.

Trustee Haddad thinks we need to continue to monitor what Village property gets used and how it gets used by different groups and how they leave our parks and property at the end of the event. Trustee Haddad likes a lot of events and is not sure that all events are a benefit to our community at the end if there are not people to take care of cleaning up after it. He spoke with Lyle Malbouf about the Fishing Derby - he is concerned about garbage cans up and down Canal Street if the Village did not bring them in. Trustee Haddad does not believe that it is the Village's responsibility to have police officers directing traffic on Main Street all day for the Fishing Derby as it costs the Village money to do that - we make a donation to that event. He also noted that the Boxing Hall of Fame is a not-for-profit organization that makes money on their event. Trustee Haddad believes that they should cover the cost to the Village. The Boy Scouts cleaned the area along the Canal last year - if the Boy Scouts did not do this then the DPW would have to clean it. The Board discussed the need for garbage cans at the Fishing Derby. This is the last year that the Village will provide a dumpster for the Fishing Derby. Mayor Deshaw discussed the need for a community event checklist and application suggesting that maybe this is something that should be going to the Recreation Commission. Trustee Haddad would like us to call Bill Buchan of OMI regarding locks on the TNT communication boxes as there aren't any currently.

Trustee Warner asked if we found out who is robbing people on Stroud Street. The Mayor does not know. Trustee Warner noted that the State flag on the front of the building is shredded. Administrator Carpenter will talk with Jay Cowan about that. Trustee Warner asked for an update on the Canal Street property. Administrator Carpenter does not know any more. Trustee Warner asked about Founders' Park. Administrator Carpenter advised that the granite should be here on June 12 or 13. The flag poles were installed today - anticipate completion by the end of June. Trustee Warner asked if there will be a ribbon cutting. Administrator Carpenter stated that there would be.

Trustee Carpenter asked if there would be curbing around the park. Administrator Carpenter advised that there will be some curbing. Trustee Carpenter is concerned about the gap between the road and sidewalk. Trustee Warner asked if the sidewalk at the old Masonic Temple would be done before the parade. Administrator Carpenter advised that it was the homeowner's intention to have it done before the parade.

Trustee Warner asked if there were any plans to repair the catch basins. Administrator Carpenter noted that the DPW had done a number of them already and they are working on the rest. Trustee Warner asked if we were doing any paving this year. Administrator Carpenter advised that we are - we are finishing last year and doing the Fire Department, East Center Street and the parking lot at the Fire Department. The quotes were outrageous - he asked DPW Foreman Tornatore to scale the project down. The problem is that there is no base under the blacktop at the Fire Department - it will be very expensive to do this right as we will have to box it out and redo the whole thing. Trustee Warner asked if we were doing any additional roads. Administrator Carpenter is hoping to have

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enough money for 4 - 5 streets for the same process as last year. We are also going to do the concrete at the Fire Department - 2 out of 3 pads.

Trustee Carpenter noted that the Memorial Day Parade was a nice event and that it was great to see everyone there. Mayor DeShaw thanked Trustee Carpenter for doing the candy for the parade.

Motion by Trustee Haddad, seconded by Trustee Warner, to adjourn at 9:07 p.m. Passed 4 to 0.

Respectfully submitted,

Catherine E. Williams

Clerk/Treasurer