

VILLAGE OF CANASTOTA

MINUTES

October 6, 2014

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

PRESENT: Mayor Carla DeShaw; Deputy Mayor Scott Rapasadi; Trustees Bill Haddad, Rosanne Warner and Jeffrey Carpenter; Village Administrator Larry Carpenter; Fire Chief John Massarotti; Village Historian David Sadler; Residents Estelle Patane, Justine Mulford, Joe Capparelli, Roger Clark and Carolyn Clark; Lenox Councilman Tony Palamara; CCS Superintendent June Clarke and CCS BOE Member Peter Palamara.

ABSENT: None.

Motion by Trustee Haddad, seconded by Trustee Carpenter, to approve the minutes of the previous meeting. Passed 5 to 0.

Motion by Trustee Haddad, seconded by Trustee Rapasadi, to approve the following budget modification: Increase 54104.01 (Sidewalks) by \$2,996.90. Passed 5 to 0.

Motion by Trustee Carpenter, seconded by Trustee Warner, to approve the General Fund Abstract in the amount of \$29,787.02. **Discussion:** the Mayor asked Trustee Warner if all her questions were answered. Trustee Warner responded that they were. Passed 5 to 0.

Motion by Trustee Rapasadi, seconded by Trustee Haddad, to approve the Sewer Fund Abstract in the amount of \$32,361.08. Passed 5 to 0.

Motion by Trustee Warner, seconded by Trustee Rapasadi, to approve the Sewer Capital Abstract in the amount of \$12,500.00. **Discussion:** Trustee Haddad asked Administrator Carpenter what this was for. Administrator Carpenter explained that it was for the recent leak near the Waste Water Treatment Plant. Passed 5 to 0.

Delegations.

Estelle Patane addressed the Board regarding her concerns over the buffer area between her property on Prospect Street and Extreme Services on Route 5. This is something that she has been dealing with since 1991. Mrs. Patane does not believe that the owner of Extreme Services is maintaining the buffer according to Local Law and the Planning Board's direction. Mrs. Patane stated that the ordinance requires a landscaped buffer 15 feet wide between Extreme Services and the adjoining residential properties. She would like the ordinance followed and to have something done. Mayor DeShaw will look at this herself. Trustee Rapasadi confirmed that this has been an ongoing problem. The Mayor will get some action on this tomorrow and will contact Estelle Patane. Mayor DeShaw thanked Mrs. Patane for coming and stated that she wants residents to come in if they have a problem.

Joe Capparelli approached the Board asking that they consider a revision to the off street parking ordinance. He suggested that if the Board stopped on-street parking on October 1 and continued it through May 1 it would give the DPW the opportunity to do a better job cleaning up leaves before

the snow and cleaning the streets after the snow. Now the street sweeper has to go around so many cars and leave a lot of leaves and debris behind - this looks bad and plugs up the catch basins. If there were no cars on the streets, the sweeper could do a better job of cleaning up. The Mayor stated that we can look at that. Mr. Capparelli is also concerned about residents mowing their lawns and blowing the grass and leaves into the streets. Mayor DeShaw stated that we are taking care of this already and that we are getting notices to people.

Village Historian David Sadler asked for an update on the yogurt plant. The Mayor stated that they are moving slower than they expected, but they are still moving forward. Mayor DeShaw advised that it is the design of the equipment for the building that is taking more time than anticipated.

Motion by Trustee Carpenter, seconded by Trustee Haddad, to approve payments totaling \$4,121.25 from the General fund to MBI for health insurance debit card transactions from September 1, 2014 - September 30, 2014. Passed 5 to 0.

Motion by Trustee Rapasadi, seconded by Trustee Haddad, to authorize Village Administrator Larry Carpenter to attend the NYCOM 2014 Public Works School in Saratoga Springs on October 20, 2014, at a cost of \$155.00 for registration fees. Meals will be reimbursed in accordance with Village policy. Authorization to use a village vehicle is also granted. **Discussion:** The Mayor has asked Administrator Carpenter to attend because she wants more information. Passed 5 to 0.

Motion by Trustee Haddad, seconded by Trustee Warner, to approve the creation of a competitive part-time police officer position and to authorize the Mayor to execute the attached New Position Duty Statement dated September 15, 2014, and certified by Madison County Personnel Officer Eileen Zehr. (Note: this is to correct the motion made during the September 15, 2014, Village Board meeting creating the position of School Resource Officer. During discussion, it was intended that the position be changed to a part-time competitive police officer assigned the duties of School Resource Officer. The motion was inadvertently not amended.) Passed 5 to 0.

Motion by Trustee Carpenter, seconded by Trustee Haddad, to appoint Robert L. McCormick to the position of competitive part-time police officer effective September 22, 2014, at a salary of \$20.83/hour. (Note: This is to correct the motion made during the September 15, 2014, Village Board meeting appointing Robert L. McCormick to the position of School Resource Officer.) Passed 5 to 0.

Motion by Trustee Rapasadi, seconded by Trustee Warner, to approve the creation of a competitive part-time police officer position and to authorize the Mayor to execute the attached New Position Duty Statement dated September 24, 2014, and certified by Madison County Personnel Officer Eileen Zehr. Passed 5 to 0.

Motion by Trustee Warner, seconded by Trustee Rapasadi, to approve the creation of an Office Assistant II position and to authorize the Mayor to execute the attached New Position Duty Statement dated September 24, 2014, and certified by Madison County Personnel Officer Eileen

Zehr. **Discussion:** Mayor DeShaw advised the Board that when Chrissy left, Chief Zophy, Mayor DeShaw and Administrator Carpenter reviewed the position and it was re-classified as a result. Trustee Haddad asked if we needed to eliminate the Office Assistant I position or just don't fill it. The Mayor explained that there is a list of titles for different Villages. Personnel Officer Eileen Zehr suggested that we keep it. Passed 5 to 0.

Motion by Trustee Warner, seconded by Trustee Carpenter, to approve the wire transfer sent to the Depository Trust Company on September 30, 2014, in the amount of \$6,541.25, from the General Fund (97107.01 Interest on Debt Service) for payment of interest owed on the 2009 Bruno Road Infrastructure Bond. Passed 5 to 0.

Motion by Trustee Rapasadi, seconded by Trustee Warner, to approve the request of Chief Zophy for the following road closures on October 9, 2014, for the Canastota Central School Homecoming Parade: Railroad Street from South Peterboro Street to South Main Street for the Parade lineup at 5:30 pm until 6:30 pm; Peterboro Street from James Street to Lewis Street; and Roberts Street from Bruno Road to Peterboro Street at 5:55 pm until 7:00 pm. Passed 5 to 0.

Motion by Trustee Haddad, seconded by Trustee Warner, to approve the request of Chief Zophy for the following road closures on October 11, 2014, for the Canastota Kids Day Corporation 5k run: North Main Street from the Village line south to Rasbach Street; Rasbach Street from South Main Street to Stroud Street; Stroud Street from Port Street to James Street; Belleview Drive from Stroud Street; James from Stroud Street to South Main Street; and Wilson Avenue from North Main to Peterboro Street beginning at 9:30 am until 11:30 am. Passed 5 to 0.

Motion by Trustee Rapasadi, seconded by Trustee Haddad, to approve the attached Resolution Establishing the Standard Work Day and Reporting Days for Certain Elected and Appointed Village Officials. Passed 5 to 0.

Motion by Trustee Warner, seconded by Trustee Haddad, to authorize the Mayor to execute the attached Agreement with Canastota Pop Warner, in the amount of \$2,375.00, for fiscal year June 1, 2014 - May 31, 2015, and authorizing payment to Canastota Pop Warner in said amount upon receipt of a fully-executed Agreement. (Note: A copy of their request and budget is attached and proof of insurance has been received.) **Discussion:** Trustee Haddad asked if the equipment belonged to the Village. The Mayor does not believe that it does based on her time as Recreation Director. Trustee Warner does not believe that we are supposed to be paying for this. She believes that if and when an audit happens, the Office of the State Comptroller will have an issue with this. The Mayor would like us to discuss this with our auditor. Mayor DeShaw suggested that Trustee Warner reach out to NYCOM and ask for their feedback for changes to the contract. Trustee Haddad reminded the Board that Little League does not take the Village's money. Trustee Haddad asked if we should hold the money until we have an answer from NYCOM. The Mayor does not see any reason for holding the money. Trustee Warner does not want anyone to think that she is not in favor of this program - she just wants to make sure that we are doing this the right way. Passed 4-0-1. (Trustee Haddad abstains as he is a part of this program as a coach.)

Motion by Trustee Rapasadi, seconded by Trustee Warner, to approve the special Halloween Event for Zumba to be held on October 24, 2014, from 6 pm - 8pm in the Dimao Gym at the Canastota High School. **Discussion:** Trustee Warner asked if the school had everything that it needed. The Mayor believes that Chrissy did it. Passed 5 to 0.

Motion by Trustee Rapasadi, seconded by Trustee Haddad, to approve the membership of Morgan A. McFall into the Canastota Fire Department, based upon the attached request from Chief Massarotti and contingent upon the following: receipt from the Canastota Fire Department of proof that her membership was approved by the Company on October 7, 2014; and a copy of her driver's license to be received in the Clerk's Office not later than October 8, 2014. (Note: The Fire Department is making the request so that Morgan can participate in the NYS Firefighter I Course being offered at the Canastota Fire Station beginning October 8, 2014.) Passed 4-0-1. (Trustee Warner abstains - she is related to the applicant.)

Motion by Trustee Warner, seconded by Trustee Rapasadi, to approve the attached request of the Canastota Volunteer Fire Department for use of the bus to attend a football game at the Carrier Dome on October 11, 2014. Passed 5 to 0.

The Mayor asked Chief Massarotti if he had anything for the Board. Chief Massarotti advised that the Fire Department will be at the school's bonfire on Thursday and they will be attending the fire prevention event on October 11, 2014, in Whitelaw. Mayor DeShaw commented that the floors in the fire house look good.

Correspondence.

- Letter of resignation from Chrissy Palamara. Chrissy's last day of work was September 30 and October 13 is her last day of employment. Mayor DeShaw commented that Chrissy will be missed - she did a great job. Mayor DeShaw is excited for her at the County. Chrissy will remain as our president of recreation.
- Letter from CCS Athletic Director regarding Homecoming Weekend. The Mayor reviewed the activities for the weekend.
- Letter from Canastota Community Band thanking the Board for its continued support of the group.

Administrator.

Administrator Carpenter is still working on the closeout of the EFC Rural Development funding for the Waste Water Treatment Plant project - we are in good shape. He reported that leaf pickup is in full swing. The Street sweeper is going out 3 times weekly. We are still down 1.5 people at the DPW and hoping that Tom DiGaspari will be back soon. Our mechanic is now doing both MEO and mechanic work.

Administrator Carpenter reported that they are starting work on the barn on Prospect Street and hoping that it will be down soon. Also starting on the house on Canal Street - it should be down soon.

Administrator Carpenter advised the Board that he and the Mayor would like to pay someone to act as the secretary for the Recreation Commission. Deputy Clerk Karen Bombard agreed to be secretary for the Recreation Commission for \$50.00 per meeting. The Mayor asked if this were in line with other clerking - Administrator Carpenter stated that it was. The Recreation Board was very thankful. They meet about 8 times per year. Administrator Carpenter noted that this will be outside of her current Deputy Clerk duties.

Motion by Trustee Rapasadi, seconded by Trustee Carpenter, that we pay Karen Bombard to be the secretary of recreation at \$50.00 a meeting for this year. **Discussion:** Trustee Haddad is not thrilled that we are paying someone to be a secretary for a volunteer board. The Mayor stated that this is in line with the Planning and Zoning Boards. Trustee Warner asked how long the meetings last. The Mayor stated that the last meeting was about 2 hours. Administrator Carpenter noted that she will be doing this outside of her regular duties. Mayor DeShaw advised the Board that it is not just attending the meetings - she will be doing the minutes at home and sending them to the Mayor for review and approval and then making corrections. Passed 5 to 0.

Mayor.

Mayor DeShaw reported that we should be hearing on the REDC application for the Farr Building within the next month. It is listed as a priority project on the website. The CNY board scored it to be a regional project and it is in competition with the other regions in Albany.

The Food Hub project is not dead. The Mayor received a phone call from the group that was working on the project about a week ago. She met with Bea Tollman who is the primary contact for the group. They met for a couple of hours on the project and why a different site was chosen and what the future looks like for the project. The Mayor has put calls into Jim Fail at the Regional Economic Development Council and Kip Hicks and is confident that they are on the right road. It was an environmental problem which caused issues with the last project. The group has researched many properties in Madison County and have chosen the Pyrotech site in our Industrial Park. It will be very similar as before - cold storage - processing no slaughtering and no retail. They have grown their interested parties that want to have products. There will be an incubator kitchen. Mayor DeShaw is happy that they are staying in Canastota. She noted that retail is something that may happen in the future and that we have many downtown storefronts that could be considered in the future. The Mayor also noted that they are moving slow - the closing is scheduled for November. The Village will have to do a resolution for one of their grants and the Mayor needs to write a support letter. Mayor DeShaw will keep the Board as up to date as possible. She asked the Trustees to let her know if they get phone calls on any of these projects. Bea will come to one of our meetings to give an overview. Kip Hicks called the Mayor regarding a PILOT request on the project. The Mayor does not believe that a PILOT is necessary until they can convince her. The cost of the

building is less than market value and there is a lot of grant money attached to the project. The Mayor would need more information before she would consider a PILOT.

The Mayor advised that we have been interviewing for the DPW mechanic's position. Interviews were conducted last week. They finalized the list to three (3) candidates. They are all good, but one really stands out. Administrator Carpenter is checking references. The Mayor believes that we will have concluded the process by next meeting.

The Mayor informed the Board that Kelly Gardner Williams will be helping with the newsletter and providing some services at a very reasonable rate for her services. She has started working on the newsletter. Kelly lives in the Town of Lenox and is part of the public relations team at SUNY Morrisville. She called the Mayor and wanted to do something for her community. Trustee Warner asked how many issues of the newsletter will be published. Mayor DeShaw noted that our calendar will be October, February and June for the newsletters.

Mayor DeShaw advised that the Interagency Council is meeting again on Wednesday at 9:00 a.m. at the library. The meeting will be on the structure of the council - what they want the council to be doing and how many times they will be meeting. Trustee Haddad asked if perhaps every third meeting could be in the evening. The Mayor noted that not many people could come at night, but the suggestion is still on their list.

Trustee Comments.

Trustee Rapasadi noted that the Mayor had covered everything he had on his list. Mayor DeShaw asked about the Belleview sewer. Administrator Carpenter advised that they are working on it right now.

Trustee Warner noted that when we get to budget season, she has spoken with the Fire Department and they want to talk about replacing the ladder truck. In 2019 the truck will be 30 years old. It will be expensive to replace. Trustee Warner asked about a trade-in value for the current vehicle as a new ladder truck will run about \$1 million. The Mayor asked if we needed a ladder truck. Trustee Warner believes that we do with the houses on Peterboro Street and Stoneleigh apartments - and there are other houses. Other fire departments do have ladder trucks but it takes time to get here. Administrator Carpenter has been advised that the Fire Department has formed a committee to take a look at this and some of the committee members think they do need one and some think that they don't. Trustee Haddad has also heard that the firemen are not all in agreement as to whether or not it is needed. The Mayor believes that the first step is to decide if we need the ladder truck. If we don't, how do we provide for services to the community? If we do, how do we fund it? The Mayor wants us to put all of the information together before we make a decision. Trustee Rapasadi asked if the ladder truck still rolls on all fires. Lenox Councilman Anthony Palamara advised that it rolls on all confirmed structure fires. Mayor DeShaw asked if the committee would include anyone from this Board. Councilman Palamara believes that they are first deciding among themselves. The Mayor would like Administrator Carpenter to get clarification on the existence of the committee.

Trustee Warner asked if the Town of Lenox had received a copy of the recreation budget as they requested. Administrator Carpenter stated that it was sent to them.

Trustee Warner asked for an update on the Miller sidewalk. Administrator Carpenter met with him last week. The contractor will be doing it - they are busy until the middle of October.

Trustee Warner asked for an update on the sandwich sign boards. Administrator Carpenter advised that we will be looking at it again.

Trustee Warner asked for an update on the Business Revitalization Committee. The Mayor advised that there is nothing scheduled right now.

Trustee Warner asked where we put the liquid brine. Administrator Carpenter advised that we are buying two (2) tanks. He has visited three (3) communities that all really love this system. Trustee Haddad asked if we were trucking the brine. Administrator Carpenter confirmed that we are for now - we can buy it very cheaply. Trustee Warner asked about the cost to convert the trucks. Administrator Carpenter stated that we only need one truck. We will be running with water now to see how long it will take us to cover the Village. The tanks should be here within a week. He explained that you put down the brine before it snows. We are thinking that we can do it with just one truck. Trustee Rapasadi stated that it is about 1/3 the cost of salt. Administrator Carpenter was told that as well. Trustee Warner asked about the cost of the tanks. Administrator Carpenter advised the Board that the cost of everything is about \$10,000.00. Our current cost for salt is \$80,000 - \$100,000 per year. Trustee Warner asked if we are buying the brine mix from Hamilton. We are - administrator Carpenter described the process.

Trustee Warner asked for an update on the TAP Grant. Administrator Carpenter noted that we have to hire an engineer. He is putting an RFP together. The Mayor advised that we should be hearing from TEP soon.

Trustee Warner asked about the liaison positions - she did not receive anything. The Mayor advised that she and Administrator Carpenter are still discussing this.

Trustee Warner asked about the shared calendar that Deputy Clerk Bombard sent out - it has the Holiday Decorating for the whole month of November. Administrator Carpenter advised that we are putting dates together for this. Trustee Warner did not see Lou Buttino's viewing on the calendar. Administrator Carpenter will have Deputy Clerk Bombard put it on there.

Trustee Haddad advised that the Exchange Server proposal will be here tomorrow on a hosted basis. This could require moving all of our emails - he will let us know. Trustee Haddad asked about the orientation of the no parking sign in front of Head Start - is there a reason that it is parallel with the road instead of perpendicular to the road? The Board discussed the placement of the sign. Trustee Haddad would like it to be oriented the same way that the other no parking sign are oriented. Administrator Carpenter will check on this tomorrow.

Village of Canastota

October 6, 2014

Page 8 of 8

Trustee Haddad reminded the Board that there is a presentation tomorrow night at the school on the budget vote - next Tuesday is a meeting for public comments and October 21 is the vote. Trustee Haddad is speaking tomorrow night at 7 p.m. The public comment session on the 14th will be in the forum room.

Trustee Carpenter asked about the light posts along Peterboro Street - the bases are covered in rust. Mayor DeShaw noted that replacement of those lights is part of the TAP project. Administrator Carpenter advised the Board that National Grid has not done any maintenance of these poles over the years which is why we are replacing them with the TAP grant. The Board discussed the replacement of the lights.

Motion by Trustee Haddad, seconded by Trustee Rapasadi, to adjourn at 8:24 p.m. Passed 5 to 0.

Respectfully submitted,

Catherine E. Williams

Clerk/Treasurer