

VILLAGE OF CANASTOTA  
MINUTES  
April 6, 2015

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

PRESENT: Mayor Carla DeShaw; Trustees Bill Haddad, Rosanne Warner and Jeffrey Carpenter; Village Administrator Larry Carpenter; Village Historian David Sadler; Justine Mulford; and Bruce Burke of PAC 99.

ABSENT: Deputy Mayor Rapasadi.

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

Motion by Trustee Haddad, seconded by Trustee Warner, to appoint Gustafson & Wargo, CPAs LLP as the Village Auditor. Passed 4 to 0.

Motion by Trustee Carpenter, seconded by Trustee Warner, to appoint James Stokes, Esq. as the Village Attorney. Passed 4 to 0.

Motion by Trustee Haddad, seconded by Trustee Carpenter, to appoint the following:

Catherine E. Williams	1 Year Records Officer
Catherine E. Williams	1 Year Receiver of Taxes
Lawrence R. Carpenter	2 Years Village Administrator
Steven White	1 Year Recreation Director
Herbert T. Kissell	1 Year Acting Village Justice
David Sadler	1 Year Village Historian
Robert Napoli	1 Year Fair Housing Officer

Passed 4 to 0.

Motion by Trustee Carpenter, seconded by Trustee Warner, to appoint the Oneida Daily Dispatch as the official newspaper. Passed 4 to 0.

Motion by Trustee Warner, seconded by Trustee Haddad, to hold regular meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month at 7:00 p.m., except as follows: Monday, September 7, 2015 to Wednesday, September 9, 2015; Monday, January 18, 2016 to Tuesday, January 19, 2016; Monday, February 15, 2016 to Tuesday, February 16, 2016. Passed 4 to 0.

Motion by Trustee Warner, seconded by Trustee Haddad, to set Village office hours as 8:00 a.m. to 4:00 p.m., Monday thru Friday, except holidays; window hours are 8:30 a.m. to 4:00 p.m. Passed 4 to 0.

Motion by trustee Carpenter, seconded by Trustee Haddad, to set next Organizational Meeting for April 4, 2016. Passed 4 to 0.

Motion by Trustee Warner, seconded by Trustee Carpenter, to authorize the Mayor as the appointing officer for all budgeted and authorized positions. Passed 4 to 0.

Motion by Trustee Haddad, seconded by Trustee Carpenter, to adopt the attached Depository Resolution naming Oneida Savings Bank and NBT Bank as the co-official depositories of the Village. Passed 4 to 0.

Motion by Trustee Haddad, seconded by Trustee Warner, to adopt the attached Audit Resolution. Passed 4 to 0.

Motion by Trustee Carpenter, seconded by Trustee Haddad, to adopt the attached Mileage Resolution. Passed 4 to 0.

Motion by Trustee Haddad, seconded by Trustee Carpenter, to set the daily per diem rate at \$30.00 for meal reimbursement for all Village employees and volunteers who are traveling for Board-approved purposes. Passed 4 to 0.

Motion by Trustee Warner, seconded by Trustee Haddad, to authorize Clerk/Treasurer Catherine E. Williams, Administrator Carpenter and Mayor Carla M. DeShaw as signatories on all Village accounts. Passed 4 to 0.

Mayor DeShaw congratulated Village Historian David Sadler on his reappointment and thanked him for doing everything that he does.

Motion by Trustee Haddad, seconded by Trustee Warner, to approve the following budget transfer: move \$2,522.00 from 51421.01 (Snow Personal Services) to 51102.01 (Street Capital). (Note: This is for the purchase of a replacement part for the street sweeper.) Passed 4 to 0.

Motion by Trustee Haddad, seconded by Trustee Warner, to approve the General Fund Abstract in the amount of \$35,063.52. Passed 4 to 0.

Motion by Trustee Carpenter, seconded by Trustee Haddad, to approve the Sewer Fund Abstract in the amount of \$14,718.78. Passed 4 to 0.

Motion by Trustee Warner, seconded by Trustee Haddad, to approve a wire transfer sent to The Depository Trust Company on March 31, 2015, 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 Bond.

Passed 4 to 0.

Motion by Trustee Carpenter, seconded by Trustee Warner, to approve a wire transfer sent to The Depository Trust Company on March 31, 2015, in the amount of \$25,000.00 from the General Fund (97106.01 Debt Service) for payment of principal owed on the 2009 Bruno Road Bond. Passed 4 to 0.

Motion by Trustee Haddad, seconded by Trustee Carpenter, to make the following modification to the Schedule of Salaries for the 15-16 Tentative Budget: Increase Pool Instructors to \$9.85/hour. **Discussion:** The Mayor asked if anyone without a WSI certification can be an instructor. Clerk/Treasurer Williams and Administrator Carpenter stated that they cannot. Trustee Haddad asked about the effect of this change on the budget. The Mayor stated that the salaries will increase about \$675.00. Administrator Carpenter noted that if we do need to make a change, we can make it at the end of the year. The Mayor advised the Board that she met with the Pool Director, Marge Morgan, and Marge did not feel the need to change her budget. Passed 4 to 0.

Motion by Trustee Haddad, seconded by Trustee Carpenter, to set the following fee schedule for the Municipal Pool for the 2015 season: Daily Swim - \$1.00/residents, \$2.00/non-residents; Summer Pass Single - \$30.00/resident, \$60.00/non-resident; Summer Pass Family - \$50.00/resident; \$90.00/non-resident; Swim Lessons - \$15.00/resident, \$40.00/non-resident. **Discussion:** Trustee Haddad asked if this should be tabled until we have a discussion about non-resident fees. The Mayor stated that we have always had non-resident fees at the pool and she does not think that tabling this is necessary. The Board discussed current fees and the proposed changes. Trustee Haddad amended his motion to include the following: Swim Team - \$30/residents, \$60/non-residents. Seconded by Trustee Carpenter. Passed 4 to 0.

Mayor DeShaw thanked the Board for making the changes to the swim fees and stated that our Pool Director, Marge Morgan, wants to get a letter out to people to signed up for swim lessons in the past.

The Mayor asked the Board if they wanted to make any changes to the budget before we set the public hearing. Trustee Haddad asked about the additional training that was referenced in the Clerk/Treasurer's budget, noting that the line had gone down from the previous year. The Mayor noted that it is just training and includes the new person in the Clerk/Treasurer's office. Trustee Haddad asked about the budget for elevator maintenance, noting that it has doubled from the previous year. Administrator Carpenter advised that we have not had a contract for maintenance in a couple of years and added that we share this expense with the Town of Lenox. Trustee Haddad noted that the budget for street signs has gone down as has the budget for road work, noting that some of our streets are in tough shape. Administrator Carpenter advised that we do not have many street signs to replace this year and stated that with the new product that we are using on our streets, the cost of repairing the streets has gone down. Also, the streets that have been repaired using the

slurry seal are holding up well. We can repair more streets with less money using the new product and process. Trustee Haddad noted that his comments were not meant as a complaint, he just wanted to make sure that we have enough money to do the job. Administrator Carpenter believes that we will be fine. The Mayor stated that we are really trying to keep the tax increase down. She will consider any recommendations that the Board members may have. Mayor DeShaw has met with all of the department heads and they are okay with the changes to their budget requests. She spoke about her discussions with the Fire Department regarding grant opportunities and the budget. The Board discussed the concrete work that needs to be done at the fire house. Mayor DeShaw explained how she is trying to keep the tax rate low, referring to her narrative that she attached to the budget.

Mayor DeShaw reported that Community Chest funding is right on - they intend to give us \$3,000.00.

Motion by Trustee Carpenter, seconded by Trustee Haddad, to schedule a public hearing on the tentative budget to be held on Wednesday, April 15, 2015, at 6:30 p.m. in the courtroom of the Municipal Building. **Discussion:** Trustee Haddad would like department heads to attend the public hearing. The Mayor will try to have them here. Passed 4 to 0.

Motion by Trustee Carpenter, seconded by Trustee Haddad, to authorize the Mayor to execute the attached Undertaking For the Benefit of The New York State Department of Transportation In Connection with Work Affecting State Highways. Passed 4 to 0.

Motion by Trustee Carpenter, seconded by Trustee Warner, to approve the use of the Fire House by Steven Perry on April 19, 2015. (Note: Proof of insurance has been received). **Discussion:** The Mayor asked if this was for a party. Clerk/Treasurer Williams read the request and confirmed that it was for a birthday party. Passed 4 to 0.

Motion by Trustee Warner, seconded by Trustee Haddad, to approve the request of the Canastota Fire Chief John Massarotti (copy attached) for Assistant Chief TJ Tornatore, Past Chief Rick Stagnitti, Captain Frank McFall, Lt. Matt Freund; Lt. Ron Tallman, Jr., Firefighter Tim Cowan and Firefighter David Hamilton to attend the National Fire Academy in Emmitsburg, MD from April 10, 2015 - April 12, 2015, and to use the van 125-1 for transportation thereto. Passed 4 to 0.

### **Correspondence.**

- Letter from the NYS Thruway Authority/Canal Corporation regarding voluntary donations to the fire department for expendable items that are consumed during a response by the fire department to a call on the NYS Thruway. Mayor DeShaw advised that we have provided a copy of this letter to the Fire Department. The Board discussed what is meant by "items that can be reimbursed through insurance". The Mayor would like Administrator Carpenter

to check on this.

- Letter from Loran Crosby, the Media and PR Director for Canastota Little League, inviting the Board to opening day on April 25, 2015. The Mayor will be out of town on that day and would like someone there to represent the Board. Trustee Haddad will be there. Trustee Carpenter will be out of town, also. Trustee Warner will be there. Administrator Carpenter does not know if he will be able to be there. Mayor DeShaw asked Trustee Haddad to have Little League submit a street closure request at our next meeting for this event.

#### **Administrator Comments.**

Administrator Carpenter advised that the DPW is changing from winter to spring operations. Brush pick up will begin on May 1, 2015. The street sweeper will be out tomorrow. They are repairing catch basins on Lewis and Main Streets. Administrator Carpenter reported that there may be an issue with the bridge over the creek on Main Street - it may be deteriorating. The Town is aware and they were going to look at it today. Trustee Carpenter noted that there is a resident whose driveway is filled with water because of the bridge. Administrator Carpenter will check on that. Trustee Warner asked if we could ask the Town to look at all of the bridges in the Village as that is probably not the only one that needs to be fixed. Administrator Carpenter advised that we can ask the Town about that.

#### **Mayor's Comments.**

Mayor DeShaw reported that she had a good discussion with Jeff Bristol today. He has had some surgery recently and has had another company helping him out. Considering all of the changes, the new contract and the increase in tipping fees, the Mayor spoke with him about improving Village services. The Mayor is looking to use the newsletter to put in a page about recycling and garbage pick up. She spoke about getting people to recycle. Residents are not doing as much as they could and some are not doing it at all and some are not using clear bags. The landfill does not take dark or not clear bags. Jeff Bristol advised the Mayor that rather than leaving bags behind, they have been taking dark and not clear bags and ripping them open before placing them in the truck. They cannot continue to do this if the number of black or not clear bags increases. The County has stickers that can be placed on the non-compliant bags of garbage and recycling by Bristol's workers in an effort to correct what is wrong. The Mayor would like to start this after the newsletter comes out. Having our residents properly recycle will help to keep out tipping fees down. The Mayor has also spoken with Chief about people bringing garbage into the Village from out of the Village. Chief has identified who is doing this. The Mayor stated that we will be enforcing this again. The Mayor and Jeff Bristol talked about how other areas are limiting the amount of garbage that can be put out. The Mayor would rather not put a limit on the amount of garbage that our residents can put out - she would rather tackle the recycling and non-resident dumping. Administrator Carpenter believes that

we have a limit currently on the amount of trash that can be put out. He believes that it is three (3) 33-gallon containers per single-family residence. The Mayor is going to check with the local grocery stores regarding the availability of clear garbage bags as they seem to be difficult to locate in the Village. The Mayor and Jeff Bristol spoke about the co-mingling of recyclables and garbage - it does not happen any more. The Mayor stated that it looks like Bristol will continue to be our hauler. Administrator Carpenter is working with the county to see if we can customize the recycling guide to include our information for the Village. The Board would like the customized guide to be placed on our website and on the Village FaceBook page. The Board talked about our FaceBook page and whether we are ready to make this an official page. Trustee Haddad is concerned about garbage pick up times for high-traffic areas in the Village, such as Peterboro Street. The Board discussed the restrictions on when the haulers can pick up garbage from high-traffic areas. Administrator Carpenter noted that the Contract limits pick up times to between 9:00 a.m. and 2:00 p.m. on Peterboro Street.

Mayor DeShaw reported that Pool Director Marge Morgan sends her contained thank you for the support. The lesson schedule is all done. The pool is scheduled to open on June 13, 2015, and close September 4, 2015. The Mayor and Marge re working to collaborate the open swim with the summer program.

The Mayor would like to know if anyone wants to go to the NYCOM Annual Meeting from May 3 - 5, 2015, in Saratoga Springs. The Mayor would like the Board members to let her know by the next meeting if they would like to attend.

Mayor DeShaw reported that Community Chest will level fund us at \$3,000.00. We had asked for \$8,000.00, but they lost two (2) big donors.

The Mayor reminded the Board members that Saturday, May 16, 2015, at the Rusty Rail, GLAS will hold its annual banquet. Social hour is at 5:30 p.m. and dinner is at 6:30 p.m. There will be a DJ after dinner. The Mayor noted that the invitation asks that we RSVP by May 1, 2015, and let them know the name of any guest that the Trustees may be bringing with them. Mayor DeShaw updated the Board on the meeting she attended on March 11, 2015, at GLAS. GLAS wants an increase in the contract to serve the Village. The Mayor received a letter from GLAS stating why they want the increase, but did not send the information that was requested. The information they sent is unclear and the Mayor will be reaching out to them. They have asked for an inflationary increase of 4%. The Mayor does not believe that there is enough information for this year. She is looking for next year. GLAS is also asking for an increase of 2% every year after that. The Mayor does not feel comfortable making a decision without the backup that was requested.

Mayor DeShaw advised that she has been working with Mary Rouse and June Clarke, the school superintendent, regarding children's and youth programming for the summer. The Mayor has been

working on putting information together on what to offer for the summer. The Children's Council is having problems putting people together and getting members. They are having a meeting to try to get this organization moving forward. The Mayor, Mary and June have identified two (2) people, Alison Forth and Stephanie Emmerich, to work with the Mayor on putting a program together. The Mayor reported that these ladies are very talented and interested in working with our summer program and that this would be a partnership between the Village, the school and the Children's Council. Mayor DeShaw has asked the girls to put together information on 24 course options for the summer. The Mayor has spoken with the Madison County Public Health Department and reported that there are many regulations for operating an all day, all week camp. The regulations require an RN to be on site all day, certain ratios need to be maintained, staff credentials are required, etc. The Mayor noted that the RN requirement is expensive and difficult and has put a lot of camps out of business. The Mayor will put the narrative together and do the leg work with Stephanie and Alison and will need to put a budget together. They will offer something this summer, but the Mayor doesn't know to what extent that will be. The Mayor is meeting every Tuesday in April with the girls to discuss programming. Superintendent June Clarke will be letting us know what the school can contribute. Mayor DeShaw asked the Board for suggestions for members for Children's Council.

Mayor DeShaw spoke to the Board about her discussions with Estelle Patane regarding the trash that blows into her yard from Tops and the lack of care that Extreme Auto has regarding the buffer between the properties. The Mayor will go up to Extreme tomorrow to look at it and talk with the owners of Extreme. The Mayor explained that this has been going on since before 1991. She talked about where the garbage is coming from.

Mayor DeShaw commented that the Fire Department banquet was nice and they did a great job and publicly thanked the Fire Department for all of their volunteerism and for the great job that they do. She noted that special awards were given out at the banquet for years of service.

Mayor DeShaw advised that the Mitchell family gathering was set up for Louise Bruno Mitchell to celebrate her 105<sup>th</sup> birthday. The Mayor and Clerk/Treasurer Williams prepared a proclamation and the Mayor presented it to Mrs. Mitchell who was very surprised that she was being recognized as our first centenarian. Mayor DeShaw advised that April 10, 2015, will be Louise Bruno Mitchell Day in the Village. Mayor DeShaw contacted the National Centenarian Awareness Project in the United States and spoke with Mrs. Adler. Mrs. Adler will mail a national certificate to Louise Bruno Mitchell and will add her name to a national registry. Mrs. Adler also advised the Mayor that through the Project's website, you can request that the President send a letter to a centenarian. For the upcoming newsletter, the Mayor would like to button up the criteria for recognizing centenarians. Mayor DeShaw shared with the Board a picture from her phone which she took on the day that she gave the proclamation to Mrs. Bruno.

**Trustees Comments.**

Trustee Haddad is all set tonight.

Trustee Warner asked for an update on the yogurt plant. Mayor DeShaw reported that Lenox Supervisor Pinard spoke with the owners recently and they are still on track to begin operating in August. The Mayor will follow up with them. Administrator Carpenter reminded the Mayor that we need to speak with them regarding their waste issues. The Mayor will contact them.

Mayor DeShaw advised the Board that Subaru made it through they planning board process. They are closing on the purchase of the Jumo Building on April 15, 2015. Subaru is putting in a regional training center for mechanics for all of their northeast operations. The Mayor is also helping Subaru establish a relationship with Morrisville College and Madison-Oneida BOCES and they are all very excited about this anticipated partnership. There will be 12 - 15 Subaru employees per week staying in the Village and eating in the Village.

Trustee Carpenter noted that all of his questions have been answered already.

**Delegations.**

Justine Mulford asked about the no truck sign that used to be on Rasbach Street - it is gone. Administrator Carpenter will check on that tomorrow. The Board discussed the no truck areas in the Village. Administrator Carpenter will do some research on this.

Motion by Trustee Warner, seconded by Trustee Haddad, to adjourn at 8:33 p.m. Passed 4 to 0.

Respectfully submitted,



Catherine E. Williams  
Clerk/Treasurer