

VILLAGE OF CANASTOTA  
MINUTES  
July 18, 2016

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

PRESENT: Deputy Mayor Scott Rapasadi; Trustees Rosanne Warner and Jeffrey Carpenter; Village Administrator Larry Carpenter; Fire Chief Lyle Chafee; Village Historian David Sadler; Bill Buchan and Dean Merritt of Operations & Maintenance, Inc.; and Bruce Burke of PAC 99.

ABSENT: Mayor Carla DeShaw.

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

**Presentation by Operations & Maintenance, Inc. regarding a proposed modification to the billing procedure for Queensboro Farm Products, Inc.**

Bill Buchan, of Operations & Maintenance, Inc. presented the Board with a packet consisting of a proposed local law to modify our billing formula for the operations portion of the industrial sewer billing. Bill explained that the proposal would give the Village more flexibility in budgeting and would allow us to set an annual surcharge amount to reach the amount required under our budget. He feels that this is a simpler way to do our billing and budgeting. This will not change the way that OMI does their work. Bill and the Board discussed other communities who use this type of formula for industrial user billing and they talked about how the new billing matches up with our current budget and what we are currently budgeting. The industrial user and residential user billing processes were discussed. Trustee Haddad is concerned about making sure that there is a minimum amount that can be billed each quarter even if production by an industrial user is decreased. The Board would like an electronic copy of the proposed local law. OMI will not move forward until they hear back from us. The Board asked if this revised billing method has been discussed with Queensboro Farm Products. Bill Buchan stated that they did not do that and will not do that until the Village is ready to move forward. Dean Merritt explained the formula used to convert liters into gallons as it pertains to this matter. Administrator Carpenter asked if this is the same formula that other communities are using. Bill Buchan advised that the language was taken from the Town of Orangetown and that Onondaga County uses a similar formula. Deputy Mayor Rapasadi thanked Bill and Dean for their time and work on this.

Motion by Trustee Warner, seconded by Trustee Haddad, to approve the following budget modifications to the 16-17 Budget: Increase 36504.01 (Demolition of Unsafe Structures) by \$1,350.00; Increase 1570.01 (Charges for Demolition of Unsafe Structures) by \$1,350.00. (Note: This is for expenses incurred regarding the 218 James Street property. Any costs will be billed to the property owner and assessed against the 17-18 taxes if not paid.) Increase 51124.01 (CHIPS) by \$20,612.56; increase 3501.01 (CHIPS) by \$20,612.56. (Note: This is for the additional CHIPS

funding from NYS for fiscal year 16-17.) Passed 4 to 0.

Motion by Trustee Warner, seconded by Trustee Haddad, to approve the following budget modification to the 16-17 General Fund Budget for the 15-16 Encumbrance Carryovers: Increase 34102.01 (FD Capital) by \$567.50; increase 34104.01 (FD Contractual) by \$8,368.00; increase 39894.01 (Codes Contractual) by \$505.00; increase 51124.01 (CHIPS) by \$31,015.48; increase 54104.01 (Sidewalks) by \$1,600.00; increase 73104.01 (Recreation Contractual) by \$165.46; increase 85104.01 (Beautification) by \$500.00, for a total of \$42,721.44. (See the attached Encumbrance Report for details.) Passed 4 to 0.

Motion by Trustee Haddad, seconded by Trustee Carpenter, to approve the following budget modification to the 16-17 Sewer Fund Budget for the 15-16 Encumbrance Carryovers: Increase 81304.02 (WWTP Contractual) by \$16,013.78 (See the attached Encumbrance Report for details.) Passed 4 to 0.

Motion by Trustee Carpenter, seconded by Trustee Warner, to approve the General Fund Abstract in the amount of \$129,088.69. Passed 4 to 0.

Motion by Trustee Haddad, seconded by Trustee Warner, to approve the Sewer Fund Abstract in the amount of \$52,147.53. Passed 4 to 0.

Motion by Trustee Haddad, seconded by Trustee Carpenter, to approve payment from the General Fund as follows for the 15-16 Encumbrance Carryovers: \$42.00 to Canastota Publishing Co., Inc. from 73104.01.112; \$505.00 to Corcraft Products from 39894.01.40; \$68.50 to HARC from 34102.01.83; \$499.00 to HARC from 34102.01.84; \$1,868.00 to HARC from 34104.01.93; \$6,500.00 to Pulverenti & Son G.C. from 34104.01.92; \$123.46 to Walmart Community from 73104.01.112. Passed 4 to 0.

Motion by Trustee Warner, seconded by Trustee Haddad, to approve payment from the Sewer Fund as follows for the 15-16 Encumbrance Carryovers: \$9,013.36 to Cortland Pump & Equipment, Inc. from 81304.02.46; \$2,765.42 to Collins Niagara from 81304.02.46. Passed 4 to 0.

**Delegations.**

None.

**Department Heads.**

Fire Chief Chafee asked about the Chief's car. Administrator Carpenter advised that he has been working on that matter and will be bringing something to the Board. Chief Chafee will give Administrator Carpenter the information that he has been asking for. Chief Chafee asked if Clerk/Treasurer Williams received an email regarding reinstating two (2) old members. Clerk/Treasurer Williams has not. Administrator Carpenter asked for an update on Community Day. Chief Chafee stated that it will go on. The committee has had a couple of meetings and they will be having another soon. Chief Chafee gave the Board an update on the work that was performed at the fire house. The fire escape and interior doors have been replaced. Chief Chafee stated that the fire house is in real good shape and thanked the Board for their support. He advised that we are still in the running for the fire grant and our application has not been rejected yet. Chief Chafee is hoping to have our ISO fire rating dropped from a 5 to a 4. They did flow testing on certain hydrants as required and they all passed. The Chief believes that we should be able to have the rating dropped. Chief explained to the Board the testing that they performed.

Historian David Sadler is catching up on some things since his trip across country.

Trustee Haddad gave a report from Recreation Director Steve White. Steve is putting activities together around leisure activities and will have more information after the next Recreation meeting.

Motion by Trustee Haddad, seconded by Trustee Carpenter, to approve the attached Request for the Use of a Village Facility from the Canastota Fire Department authorizing use of the pole barn by Andrew and Jo-Vanna Collins on August 6, 2016, for a graduation party. Passed 4 to 0.

Motion by Trustee Warner, seconded by Trustee Haddad, to authorize a wire transfer in the amount of \$5,923.89 to be sent to M&T Bank from the Sewer Fund (97107.02 Interest on Debt Service) for payment of interest owed on the 2004 EFC Phase 3 and 4 bonds. Passed 4 to 0.

Motion by Trustee Carpenter, seconded by Trustee Warner, to modify the 2016-2017 Tax Warrant as follows at the direction of Rebecca Marsala, Deputy Treasurer-Delinquent Taxes and Real Property Department Supervisor for Madison County: decrease Sewer Debt Unit Charges by \$356.25 representing the charges erroneously levied against property assessed to the Oneida Indian Nation.

**Discussion:** Trustee Warner asked if this was for just one property. Clerk/Treasurer Williams advised that this was for multiple properties. Passed 4 to 0.

Motion by Trustee Warner, seconded by Trustee Carpenter, to approve a correction to the tax bill for property bearing tax map number 36.79-1-83, assessed to Stephen Colegrove and known as 319 Tuttle Avenue, decreasing the code violation charge from \$1,375.00 to \$1,120.00, and authorizing a refund to be issued in the amount of \$255.00 for the amount overpaid. **Discussion:** Trustee Warner asked why this is being reduced. Clerk/Treasurer Williams advised that it is due to a

typographical error - the wrong amount was sent to the County. Passed 4 to 0.

Motion by Trustee Haddad, seconded by Trustee Warner, to approve payments totaling \$1,235.59 from the General Fund to MBI to health insurance debit card transactions from May 1, 2016 to May 31, 2016. Passed 4 to 0.

Motion by Trustee Warner, seconded by Trustee Haddad, to authorize an interfund transfer of \$100,000.00 from the General Fund to the Capital Projects Fund for payment of expenses incurred as part of the Downtown Enhancement Project. Passed 4 to 0.

Motion by Trustee Haddad, seconded by Trustee Warner, to authorize payment to Delta Engineers from the Capital Projects Fund (51102.05.000.42 Downtown Enhancement Project) in the amount of \$103,706.37 for engineering expenses related to the project. **Discussion:** Trustee Warner would like an update of the amounts paid to Delta. Administrator Carpenter advised that these payments will trigger an update to that document.

Motion by Trustee Haddad, seconded by Trustee Warner, to approve the attached Training Request from Debra DiGeorge, Clerk to the Justice, to attend the NYS Association of Magistrate's Court Clerk's Annual Training School in Binghamton, NY from September 25, 2016 - September 28, 2016, at a total cost of \$681.40, including meals and lodging. Mileage at the approved rate of \$.54/mile is also authorized. Passed 4 to 0.

Motion by Trustee Haddad, seconded by Trustee Warner, to approve payment in the amount of \$40.00 to NYSAMCC, Inc. from 11304.01 (Court Contractual). (Note: This is the registration fee for the annual court clerk's training school for Debra DiGeorge.) Passed 4 to 0.

Motion by Trustee Warner, seconded by Trustee Haddad, to approve the attached Agreement between the Village and the Canastota Central School District for the School Resource Officer for the 2016-2017 school year, and to authorize the Mayor and Police Chief to execute the same. Passed 4 to 0.

Motion by Trustee Warner, seconded by Trustee Carpenter, to approve the attached Agreement with the International Boxing Hall of Fame in the amount of \$8,000.00 for promotion of the Village of Canastota during fiscal year 2016-2017 and to authorize Deputy Mayor Scott Rapasadi to execute same. Clerk/Treasurer Williams is also authorized to make payment to the International Boxing Hall of Fame in said amount upon receipt of a fully-executed Agreement. Passed 4 to 0.

Motion by Trustee Warner, seconded by Trustee Carpenter, to approve the attached Contract with the International Boxing Hall of Fame for use of the pavilion for the Village's Summer Concert Series for fiscal year 2016-2017 and to authorize Deputy Mayor Scott Rapasadi to execute same. Passed 4 to 0.

Motion by Trustee Warner, seconded by Trustee Carpenter, to approve the attached Agreement with Canastota Canal Town Corporation in the amount of \$10,000.00 for support of their historical buildings during fiscal year 2016-2017 and to authorize Deputy Mayor Scott Rapasadi to execute same. Clerk/Treasurer Williams is also authorized to make payment to the Canastota Canal Town Corporation in said amount upon receipt of a fully-executed Agreement. Passed 4 to 0.

Motion by Trustee Haddad, seconded by Trustee Warner, to approve the attached Agreement with Canastota Canal Town Corporation in the amount of \$2,000.00 for promotion of the Village of Canastota during fiscal year 2016-2017 and to authorize Deputy Mayor Scott Rapasadi to execute same. Clerk/Treasurer Williams is also authorized to make payment to the Canastota Canal Town Corporation in said amount upon receipt of a fully-executed Agreement. Passed 4 to 0.

Motion by Trustee Carpenter, seconded by Trustee Warner, to accept the attached letter from Officer Paul M. Gayring, dated July 7, 2016, notifying the Village of his intent to retire with his last day of employment being July 11, 2016. Passed 4 to 0.

#### **Correspondence.**

- Tree letter from the owner of 120 Stroud Street. This has been turned over to the DPW.
- Letter from Charter Communications regarding their takeover of Time Warner.

#### **Administrator.**

Administrator Carpenter was asked by Code Enforcement Officer Adsit to mention to the Board that the local laws that were distributed a couple of months ago will require a public hearing to be scheduled at the next meeting. Administrator Carpenter asked the Trustees to reach out to CEO Adsit with questions or comments before the next meeting.

Administrator Carpenter is working on a grant for separation of the storm and sanitary sewers on State Street, Commerce Street and part of Center Street. This grant, and a CFA grant are both due on July 29, 2016. Administrator Carpenter will have both applications in by that time. He is also working with the Office for the Aging on the Community Mile to encourage walking. They will set up a mile walk in the Village and encourage people to walk. It will start at the Main Street intersection with Canal Street and go south to Rasbach Street and back. They will put up some signs designating the route. Trustee Warner asked if we would want to encourage the walkers to walk through the downtown. Administrator Carpenter explained that Peterboro Street was considered, but because of the upcoming construction project, the Main Street route was chosen. Administrator Carpenter gave the Board an updated time line for the construction project. He spoke about his discussions with National Grid about the replacement light poles and advised that National Grid may

be replacing all of the wiring. The Board discussed the construction schedule. Administrator Carpenter stated that they are still working on details due to the changes that occurred that were not anticipated. The Board discussed the issues with design on the corner of Center and Peterboro Streets and about the utility poles on the corner of Canal Street and Peterboro Street. Administrator Carpenter advised the Board that they are talking with the owners of the poles about making some changes while we are doing this project.

Administrator Carpenter advised that the paving project started today - they are working on milling. Paving will start tomorrow. The Village is repairing 22 catch basins but we are having trouble getting the parts. Trustee Carpenter asked about the sewer separation project and the modification to include this building. Administrator Carpenter advised that this building is included in the project for which he is writing the CFA grant. He explained what we are doing right now to take care of some of these problems.

Administrator Carpenter advised the Board that the BOCES kids are working on the landscaping in the park. Deputy Mayor Rapasadi asked if they will be working on the packets for distributing the brown leaf collection bags. Administrator Carpenter advised that the bags will be going out probably next week.

Administrator Carpenter gave a proposed contract to the Board for the sale of 5 black walnut trees for \$1,500.00. These are smaller trees than before, so they are offering us less money. Administrator Carpenter noted that this is the same contract that was previously approved by the Board.

Motion by Trustee Haddad, seconded by Trustee Carpenter, to approve the contract to cut down 5 black walnut trees. Passed 4 to 0.

### **Trustee Comments.**

Trustee Haddad reminded the Board that the summer concerts have started - Thursdays at 6:30 at the International Boxing Hall of Fame. Joe Whiting will play this week and Tony Regulbuto will play next week.

Trustee Warner asked if we had a plan to replace the sidewalk in front of the PD garage. Administrator Carpenter stated that it was not on the radar at this moment. Trustee Warner spoke with Joe Stagnitti today and he is suggesting that we paint the doors in the building. Joe cleaned the conference room carpets recently. The Board discussed the condition of the carpets. Joe is recommending that we replace the carpets. Administrator Carpenter is suggesting that a commercial grade cleaner be used first.

Trustee Carpenter thanked Officer Gayring for his service and wished him well on his retirement.

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Motion by Trustee Haddad, seconded by Trustee Warner, to adjourn at 8:10 p.m. Passed 4 to 0.

Respectfully submitted,

*Catherine E. Williams*

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Clerk/Treasurer