

VILLAGE OF CANASTOTA
MINUTES
April 5, 2021

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

PRESENT: Mayor Rosanne Warner; Deputy Mayor Jeffrey Carpenter; Trustees Jeffrey Watkins (via Webex); Bill McDade (via Webex) and Douglas Gustin; Village Administrator Jenn Farwell; Village Historian David Sadler; and Bruce Burke of PAC 99.

ABSENT: None.

Motion by Trustee Carpenter, seconded by Trustee Gustin, to approve the following budget transfer: transfer \$16,775.90 from 31202.01 (PD Capital) to 97856.01 (Installment Principal); transfer \$1,007.75 from 31202.01 (PD Capital) to 97857.01 (Installment Interest). (Note: this is to accommodate the lease payment for the new PD vehicle.) Passed 5 to 0.

Motion by Trustee Carpenter, seconded by Trustee Watkins, to approve a loan from the General Fund to the Capital Project Fund in the amount of \$876.50 for architectural fees for the LWRP designs. **Discussion:** The Mayor noted that this is for the Erie Canal Design Project. Passed 5 to 0.

Motion by Trustee Gustin, seconded by Trustee McDade, to approve the attached General Fund Abstract in the amount of \$52,091.54. Passed 5 to 0.

Motion by Trustee Carpenter, seconded by Trustee Gustin, to approve the attached Sewer Fund Abstract in the amount of \$31,337.30. Passed 5 to 0.

Motion by Trustee McDade, seconded by Trustee Watkins, to approve the attached Capital Funds Abstract in the amount of \$722.00. Passed 5 to 0.

Motion by Trustee Gustin, seconded by Trustee Carpenter, to appoint John Langey, Esq. as the Village Attorney. Passed 5 to 0.

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

Catherine E. Williams	1 Year Records Officer
Catherine E. Williams	1 Year Receiver of Taxes
Peter Finocchiaro, Esq.	1 Year Associate Village Justice
Jennifer Farwell	2 Years Village Administrator
David Sadler	1 Year Village Historian
Robert Napoli	1 Year Fair Housing Officer
Steve DiVeronica	5 Years Planning Board
Emily Sorbello	5 Years Recreation Board
Jim Caldwell	3 Years Housing Authority
Sena Clarke	3 Years Housing Authority

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Joyce Gustin	2 Years Housing Authority
Pamela Yorton	2 Years Housing Authority
Mark Nowakowski	4 years Planning Board
Susan Evans	4 years Zoning Board of Appeals

Passed 4 to 0 to 1 Trustee Gustin abstaining.

Motion by Trustee Gustin, seconded by Trustee Carpenter, to appoint the Oneida Daily Dispatch as the official newspaper. Passed 5 to 0.

Motion by Trustee Gustin, seconded by Trustee Carpenter, to hold regular meetings on the 1st and 3rd Mondays of each month at 7:00 p.m., except as follows: Monday, September 6, 2021, to Wednesday, September 8, 2021; Monday, January 17, 2022 to Wednesday, January 19, 2022; Monday, February 21, 2022 to Wednesday, February 23, 2022. **Discussion:** Trustee McDade asked about the July meeting. Clerk/Treasurer Williams advised that this meeting is typically canceled so it was not put on the schedule. Trustee Watkins noted that he cannot make the meetings if they are moved to a Wednesday. The Board discussed what to do with the meeting schedule due to Trustee Watkins' schedule. Passed 5 to 0.

Motion by Trustee Watkins, seconded by Trustee Carpenter, 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 5 to 0.

Motion by Trustee Gustin, seconded by Trustee Watkins, to set next Organizational Meeting for April 4, 2022. Passed 5 to 0.

Motion by Trustee Carpenter, seconded by Trustee McDade, to authorize the Mayor as the appointing officer for all budgeted and authorized positions. Passed 5 to 0.

Motion by Trustee Watkins, seconded by Trustee Gustin, to adopt the attached Depository Resolution naming Community Bank as the official depository of the Village. Passed 5 to 0.

Motion by Trustee Gustin, seconded by Trustee McDade, to adopt the attached Audit Resolution. Passed 5 to 0.

Motion by Trustee Gustin, seconded by Trustee Carpenter, to adopt the attached Mileage Resolution. Passed 5 to 0.

Motion by Trustee Gustin, seconded by Trustee Watkins, to adopt the attached Training Resolution. Passed 5 to 0.

~~Motion by Trustee Carpenter, seconded by Trustee Gustin, to approve a \$300 per day meal reimbursement for all Village employees and volunteers who are traveling for Board-approved purposes. Discussion: Trustee McDade believes that \$30/day is measurably low for someone staying in a hotel. Clerk/Treasurer Williams advised that most travel is for conferences that include meals as part of the conference fees. The Board talked about the cost and the Mayor noted that Clerk/Treasurer Williams and the Mayor would be most likely to be impacted. Passed 5 to 0.~~

Motion by Trustee Gustin, seconded by Trustee McDade, to authorize Clerk/Treasurer Catherine E. Williams, Mayor Rosanne Warner and Village Administrator Jennifer Farwell, as signatories on all Village accounts. Passed 5 to 0.

Motion by Trustee Carpenter, seconded by Trustee Gustin, to appoint Ken Taylor-Roher as Deputy Foreman for the period April 1, 2021 - March 31, 2022. **Discussion:** Trustee Watkins asked under whose recommendation that was. The Mayor advised that it is from Foreman Maxwell. Trustee Watkins would like the liaison to be part of the discussion and recommendation for next year. Passed 5 to 0.

Public Comments.

Village Historian David Sadler spoke with the Board about a historical marker for the Liberty Party Presidential Convention that was held in Canastota in 1852 because of a cholera outbreak in Buffalo. This was held at the site where the grange was located on Center Street. Historian Sadler advised that there is also an opportunity for a Canal marker

Motion by Trustee Gustin, seconded by Trustee McDade, approving wire transfers sent to Chase Bank from the General Fund on April 1, 2021, in the amount of \$33,067.50 for payment of principal (97106.01 Debt Service) in the amount of \$30,000.00 and interest (97107.01 Interest on Debt Service) in the amount of \$3,067.50 owed on the 2009 Bruno Road Infrastructure bond. Passed 5 to 0.

Motion by Trustee Gustin, seconded by Trustee Carpenter, to approve payments totaling \$1,935.03 from the General Fund to MBI for health insurance debit card transactions from March 1, 2021 - March 31, 2021. Passed 5 to 0.

Motion by Trustee McDade, seconded by Trustee Gustin, ratifying the attached Memorandum of Agreement by and between the Village of Canastota and the Civil Service Employees Association, Inc. for period June 1, 2021 - May 31, 2026. Passed 5 to 0.

Motion by Trustee Carpenter, seconded by Trustee Watkins, to schedule a Public Hearing for the approval of a Cable Television Agreement between Spectrum Northeast, LLC and the Village of Canastota, to be held on Monday, April 19, 2021, at 7:15 p.m. Passed 5 to 0.

~~Motion by Trustee Gustin, seconded by Trustee Williams, to accept the attached Proposal for Professional Services from Johnson Controls for preventative maintenance of the control panel in the Municipal Building for period June 1, 2021 through May 31, 2022, at an annual cost of \$1,391.00. (Note: this cost is to be shared with the Town of Lenox.) Passed 5 to 0.~~

2020-2021 Budget Update.

The Mayor noted that the Budget Update was included with the packet and asked the Board if they had any questions. The Mayor believes that we would be able to put some money into fund balance. The Mayor noted that spending needs approval from Administrator Farwell prior to purchase.

Introduction of a proposed Local Law to amend Section 230-68 of the Code of the Village of Canastota with Respect to Site Plan Review along with GML review from Madison County. Trustee Carpenter advised that this is to send certain matters to the Code Enforcement Officer instead of sending it to the Planning Board for Site Plan Review. The Mayor has some reservations about this matter. The Board reviewed and discussed this proposed local law. The Mayor would like this to be sent to the Planning Board for their review at their next meeting.

Introduction of a proposed Local Law to amend Section 230 (Zoning) of the Code of the Village of Canastota with Respect to Consideration of Special Use Permit Applications along with GML review from Madison County. The Board talked about the background of this proposed local law. It was noted that by going to the Planning Board for the Special Use Permit you would be able to go to the ZBA if the Special Use Permit were denied. Trustee McDade is in favor of giving the ZBA more rather than less power. He spoke about his experience on the ZBA and how they viewed and acted on applications before that Board. Clerk/Treasurer Williams suggested that this also be sent to the Planning Board for their input.

Motion by Trustee Gustin, seconded by Trustee McDade, to accept the attached Proposal for Professional Services from Timothy P. O'Hara, P.E., PLLC, for engineering services to evaluate and make recommendations for improvements to the Headworks Facility and the Wastewater Treatment Plant located on North Main Street in the Village of Canastota in the amount of \$3,500.00, and authorizing the Mayor to execute same. Passed 5 to 0.

Correspondence.

- Letter regarding Canal Cleanup on April 24, 2021, at 10:00 a.m. This is an annual event.
- Request from Pop Warner for the Village to purchase 60 helmets. The Mayor noted that this is very price and although we do assist them through Recreation, it is not our program. Trustee Watkins asked if there would be a presentation at the next meeting. Administrator Farwell noted that if the Board is interested in entertaining this, the Recreation Director could

~~gathering the Board and what is in the Trustee Wainak's office~~
this letter was also sent to the Towns of Lenox and Lincoln. The Mayor noted that Lenox Recreation is run through the Village. The Board discussed how the payments to the partner programs work.

Mayor's Comments.

The Mayor asked the Board if there were any questions regarding her update that she provided last week. The Mayor will get a copy to Clerk/Treasurer Williams for the record. Mayor Warner gave the Board an update regarding the request from Rep. Claudia Tenney's Office for projects to be funded by grants from Rep. Tenney's office. She talked about the projects that were discussed and considered. The resurfacing of our tennis courts was discussed. The Board talked about how to use the current court space at the Village Recreation Park. The Board talked about incorporating a handicap inclusive court that might make this project more attractive. The Mayor talked about publishing a Village Newsletter that can be shared on-line to get how information to our residents.

Administrator's Comments.

Administrator Farwell reached out to the department heads regarding the interoffice newsletter for all of our departments. The Board can be cc'd if they would like. Administrator Farwell reviewed her intent and ideas with the Board. This will also give the opportunity to introduce new employees to all departments and employees.

Administrator Farwell advised the Board that we need to set a meeting to adopt the budget. After discussion, it was determined that this can be done at our April 19 meeting.

Administrator Farwell has set up a meeting with Soil and Water to start looking at the creeks in the Village - there will be more information coming on this matter.

Administrator Farwell advised the Board that Graziano's has come down and they are removing the concrete and making it a grass area. She advised the Board that we have a resident that is interested in a summer internship with us. Administrator Farwell spoke to the Board about her plan to use the intern.

Administrator Farwell noted that CSEA was asking how the Christmas Holiday schedule will work this year. The Board discussed options.

The Mayor noted that we received a verbal from the DEC on the extension of the UV project. Mayor Warner gave an update as to the possibility of the PILOT program. Administrator Farwell advised the Board that EFC will hold the funding for us until 2024 also as long as the DEC is on board.

The Board discussed an MOU for the unions regarding the Chris

Trustees Comments.

Trustee Gustin advised the Board that the Easter Egg Hunt was very successful and well-attended.

Trustee McDade has nothing further this evening.

Trustee Watkins has nothing tonight.

Trustee Carpenter noted that Spectrum has increased its band width - it is double now.

Administrator Farwell discussed the Skate Park with the Board. She advised that the Town Supervisor would like the Village to take over operation of the Park. The Town is willing to pay for the summer personnel but wants it to run through the Village. The Mayor would like to have more conversation with the Town if we are interested. Mayor Warner also suggested that we could go over and look at the Park and inspect the equipment. The Mayor asked Administrator Farwell to set up a Joint Meeting with the Town. Trustee Watkins asked why Supervisor DiVeronica does not want to operate or run the Skate Park.

Adjourn.

Motion by Trustee McDade, seconded by Trustee Watkins, to adjourn at 8:42 p.m. Passed 5 to 0.

Respectfully submitted,

Catherine E. Williams
Clerk/Treasurer