

**VILLAGE OF CANASTOTA  
MINUTES  
June 21, 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 and Douglas Gustin; Village Administrator Jenn Farwell; Code Enforcement Officer Mike Adsit; DPW Foreman Mark Maxwell; Fire Chief TJ Tornatore; Sgt. Sean Barton; Recreation Leader Nichole Boston; Dan Cunningham of NWT (7:07 p.m.); and Bruce Burke of PAC 99.

**ABSENT:** Trustees Bill McDade (via webex).

Motion by Trustee Watkins, seconded by Trustee Carpenter, to approve the minutes of the May 17, 2021, meeting. Passed 4 to 0.

Motion by Trustee Carpenter, seconded by Trustee Warner, to approve the minutes of the June 7, 2021, Joint Meeting. Passed 4 to 0.

Motion by Trustee Gustin, seconded by Trustee Watkins, to approve the following budget transfers for the 20-21 fiscal year: \$521.78 from 19904.01 (Contingency) to 11304.01 (Court Contractual). Passed 4 to 0.

Motion by Trustee Carpenter, seconded by Trustee Watkins, to approve the May 31, 2021, General Fund Abstract in the amount of \$28,915.73. Passed 4 to 0.

Motion by Trustee Watkins, seconded by Trustee Gustin, to approve the May 31, 2021, Sewer Fund Abstract in the amount of \$20,439.61. Passed 4 to 0.

Motion by Trustee Gustin, seconded by Trustee Carpenter, to approve the June 21, 2021, General Fund Abstract in the amount of \$113,570.13. Passed 4 to 0.

Motion by Trustee Watkins, seconded by Trustee Gustin, to approve the June 21, 2021, Sewer Fund Abstract in the amount of \$29,761.08. Passed 4 to 0.

**Public Comments.**

None.

**Department Heads.**

Nichole Boston, Recreation Leader, advised the Board that the Book Walk was up but the displays have been pulled out and the Town has found some of them. She will have to find a better way to do this. The rec department is working with the Y to put together fitness classes. The Board discussed where to move the Book Walk.

Code Enforcement Officer Mike Adsit asked the Board if they had any questions on his report. He talked about the permit application he has received. Mr. Adsit talked about what he is seeing in the community. He is hoping that the newsletter getting out to people is helpful.

Sgt. Barton is still working on backgrounds for 3 potential hires. They are almost done with the training at the academy. Sgt. Barton is hoping to have everything back by the end of the week.

Fire Chief Tornatore advised the Board that the painting of the ceiling should be done this week. Truck 124 is still out - they are troubleshooting the problem still. Chief Tornatore is going out there tomorrow. The Mayor asked about the FEMA grant for the other truck. The Mayor advised that Company President Doug Chandler advised that he is already making plans to apply next year if it does not come in this year. Chief Tornatore stated that they are working on how to get people to show up. Trustee Watkins asked about the training request further down the agenda. He wants to know if the people we are sending are active. Chief Tornatore confirmed that they are. The training dates were discussed. Chief Tornatore advised that there will be a Pump Operators' Class starting soon. There is also ladder training that will start soon.

DPW Foreman Maxwell referred to his report. He advised that the pool is doing okay. He is working with the State for permits to work in their street to repair some manholes on Peterboro Street. Friday afternoon into Saturday night they had to repair a sewer main. (Foreman Maxwell's comments were adjourned for the public hearing scheduled at 7:15 p.m.).

**7:15 Public Hearing on June 21, 2021, regarding a proposed Local Law to amend Chapter 230 (Zoning) of the Code of the Village of Canastota with regard to Special Use Permits.**

The Mayor opened the public hearing at 7:15 p.m. and read the Notice of Public Hearing aloud. Mayor Warner asked if anyone was here to speak for or against the Local Law. Mayor Warner asked a second and third time if anyone would like to speak for or against the Local Law. Receiving no response, Trustee Watkins moved to close the public hearing at 7:17 p.m. Trustee Carpenter seconded. Passed 4 to 0.

Review of Short Environmental Assessment Form - Parts 1 and 2 regarding the proposed Local Law to amend Chapter 230 (Zoning) of the Code of the Village of Canastota with regard to Special Use Permits. The Mayor asked the Board if they had any questions or comments about the SEQRA.

Motion by Trustee Watkins, seconded by Trustee Gustin, to approve the attached Resolution Adopting a Local Law to amend Chapter 230 (Zoning) of the Code of the Village of Canastota with regard to Special Use Permit. Passed 4 to 0.

**Department Head Comments (continued).**

DPW Foreman Maxwell stated that if we are moving forward with the new plow truck, we will not see anything until March or April of next year. We need to move quickly and there has been a price increase since the last quote. The Board discussed the financing and if it would like to proceed with the purchase. Trustee Watkins asked about the trucks that we are auctioning. Administrator Farwell advised that pictures will be taken soon by the company and Foreman Maxwell advised that they came today and did that. The Board discussed what was being sold as surplus. Foreman Maxwell noted that the price of the chipper has also climbed - he will get the pricing and suggest possibly putting it out to bid to get a better price. The Board talked about paving. Foreman Maxwell noted that the companies are pushing work into September now and advised the Board that we need to move forward. He stated that if we are using hot mix, we should eliminate Prospect Street and add Third Street and add Hickory Street from High Street to Peterboro Street, moving Prospect Street to next year. He noted that Third Street needs to have something done. The new cost was discussed - \$185,000 for 3-inch mill and top coat. Foreman Maxwell advised that we will also take Douglas Heights out and move it to next year. This will bring us under our CHIPS funding and build out a new road. The Board and Foreman Maxwell discussed where on Hickory Street the repairs are proposed. It is East Hickory Street from Peterboro to Delano. The Board and Foreman Maxwell talked about Douglas Heights and what needs to be done with it. Foreman Maxwell wants Douglas Heights to be engineered because of some of the problems they have with it. (Foreman Maxwell's comments were adjourned for the public hearing scheduled at 7:30 p.m.)

**7:30 Public Hearing regarding a proposed Local Law to Amend Chapter 216 (Vehicles and Traffic) of the Code of the Village of Canastota with regard to parking on Diamond Street.**

Mayor Warner opened the Public Hearing at 7:32 p.m. and read the Notice of Public Hearing aloud. The Mayor asked if there was anyone to speak for or against the proposed local law. She asked a second and third time. Having received no response, Trustee Watkins motioned to close the public hearing at 7:34 p.m., seconded by Trustee Carpenter. Passed 4 to 0.

Motion by Trustee Gustin, seconded by Trustee Watkins, to approve the attached Resolution Adopting Local Law to amend Chapter 216 (Vehicles and Traffic) of the Code of the Village of Canastota. **Discussion:** Trustee Watkins asked if this was brought up by the residents of that area. Mayor Warner said that it was the residents. Trustee Watkins is concerned if the residents know that if they have company and guests, all of them need to move their cars every two (2) hours. Administrator Farwell noted that she spoke with the residents on Diamond Street and they understood the intent of the law. Trustee Watkins asked Sgt. Barton how it would be enforced. Trustee Carpenter noted that the problem of enforcement was discussed in the Codes Committee. The Board discussed bringing this to the residents to make sure that this is what they want. The Board discussed the issues with parking in this area.

Motion by Trustee Watkins, seconded by Trustee Gustin, to table the vote on the motion until the next meeting. **Discussion:** Administrator Farwell asked what the Board is looking for before the next meeting. Trustee Watkins is looking for clarification that the residents are good with 2-hour parking on the east side of the street. Passed 4 to 0.

**Department Head Comments (continued).**

Foreman Maxwell will reach out to the three (3) manufacturers to see if there is a better price on the plow. The Board discussed the price increases. Trustee Watkins asked about the life span on the new chipper and talked about putting the purchase off until the fall when hopefully the price will be different. Foreman Maxwell will do some research and bring information back to the next meeting. The Mayor asked the Board what it wants to do with the roads. The Board discussed which streets will be under and which method to use to keep our cost under the CHIPS allocation. They talked about doing a 3-inch mill and fill to keep everything matching. This will be a late paving year, but it will give the DPW a chance to do the repairs. Foreman Maxwell noted that with hot mix, we do not have to do anything - the company will take care of everything. The Board discussed hot mix with 3-inch milling, 1 ½ inch base and 1 ½ top coat process. Foreman Maxwell will reach out and put us on a schedule if the Board is in favor of moving forward. It was noted that the prices are from the County bid with Ulster Paving. Administrator Farwell advised the Board that we will have a contract at the July meeting for the Board to approve. Foreman Maxwell advised the Board that he is starting to have some issues with the SCADA - it is not recording certain processes. He has been talking with tech support for help and is having trouble with the level transducer on the tank - he will work on that some more tomorrow.

Dan Cunningham of New Water Technologies reviewed their report on the Waste Water Treatment Plant. He noted that the solids are a bit higher than normal and they are trying to level out what they are taking to the landfill. The Board discussed the trend in the solids hauled last year. The Mayor asked about any problems. Mr. Cunningham noted that they had a problem with one of the pumps and they are getting quotes on the part to help fix it. The Mayor noted that she has a meeting tomorrow with Tim O'Hara, Jim Cunningham and Administrator Farwell on the report submitted by Tim O'Hara.

Mayor Warner advised Recreation Leader Nichole Boston that we are looking for some activities for the teens. Ms. Boston is hoping that the Rec Board can put some things out there for the teens.

Motion by Trustee Watkins, seconded by Trustee Gustin, to approve an ACH transfer to USDA on June 20, 2021, from the Sewer Fund for interest (97107.02 Interest on Debt Service) in the amount \$7,875.00 and principal (97106.02 Debt Service) in the amount of \$13,000.00 owed on the 2003 Interceptor Pipe Project. Passed 4 to 0.

Motion by Trustee Watkins, seconded by Trustee Carpenter, to approve Training Request from Fire Chief Tornatore in the amount of \$1,810.00 to send Fire Department Members Stephen Lyman, Travis Wheatley, Samuel Hatch, Stephen Perry, Jr., and Jessee Polisse to training sponsored by the NYS Association of Fire Chiefs to be held at the OnCenter, Syracuse, New York from July 14, 2021 - July 17, 2021, at a total cost of \$1,810.00. **Discussion:** Clerk/Treasurer Williams asked if this is for reimbursement to the Fire Company or do we need to do a Purchase Order. Fire Chief Tornatore noted that we need a Purchase Order. Passed 4 to 0.

Motion by Trustee Watkins, seconded by Trustee Gustin, to authorize the Village to go out to bid for Concrete for the 2021-2022 fiscal year and approving the attached Information for Bidders and Legal Notice. Passed 4 to 0.

Discussion regarding the Standard Workday requirements for Mayor Warner and Trustees Carpenter and Watkins' positions for retirement purposes. Mayor Warner has presented a Record of Activities for review and Trustee Carpenter has re-certified his Record of Activities, previously submitted. Trustee Watkins has not submitted a Record of Activities. Standard Workday options for any employee or elected official are a minimum of 6 and maximum of 8. Currently, the Mayor and Trustees' positions are set at 6. Clerk/Treasurer Williams explained that the Record of Activity results need to be accepted by the Board when we move forward with the resolution.

Motion by Trustee Watkins, seconded by Trustee Gustin, to set the Standard Workday to 6 hours for Mayor Warner, Trustee Carpenter and Trustee Watkins; to confirm the Record of Activities result for Mayor Warner as 19.03 days per month and to confirm the Re-certification of the Record of Activities for Trustee Carpenter at 2.2 days per month. Passed 4 to 0.

Motion by Trustee Watkins, seconded by Trustee Carpenter, to approve payments totaling \$3,003.87, from the General Fund to MBI for health insurance debit card transactions from May 1, 2021 - May 31, 2021. Passed 4 to 0.

### **Correspondence.**

- Tree letters from Robert Wales of 137 East Chapel Street, Dennis Borland of 206 First Street, Sharon Stoner of 104 Ball Avenue and David Swierczek of 401 North Main Street. The Mayor noted that these are part of the list of trees from Foreman Maxwell. Administrator Farwell advised the Board that we will be asking for written quotes from the companies that we have been talking with recently and handle this in full for the 2021-2022 fiscal year. There are 15 trees on the list - 25 including stumps. Administrator Farwell will also send this list to the County to see if there is a shared service arrangement that we can make with them. The Mayor believes that we can visit the stumps later and just wants to get the trees down. She thinks we need to be safe and then if we have money left, we can work on the stumps.

- Letter from Excellus regarding a proposed increase in our health insurance premiums. The Board discussed the proposed increase for next year.
- Thank you card from Janice, the Court Clerk for the Town of Lenox who recently retired.

**Administrator.**

As a follow up from the last meeting, Administrator Farwell has provided the Board with a sample survey on the marijuana law.

Lenox Highway Superintendent Tornatore spoke about the playground and noted that the volunteers will be assembling the equipment. The company that it was purchased from is sending out someone to help. The cost will be \$650.00 for one day and he feels that we can do it in one day. Superintendent Tornatore will work on the volunteers but does not know when it will be. Drainage for the playground will be the next step. Superintendent Tornatore explained what will be done. Administrator Farwell advised that Dutchland will give four (4) slides to the playground. The Town has given a culvert pipe and Administrator Farwell explained how they will be set up. She also advised that the Town is putting in their Dog Park behind the Skate Park along the Rail Trail.

Administrator Farwell noted that Code Enforcement Adsit's car came in and the NYSERDA Grant covered the cost. Code Enforcement Officer Adsit has been driving it and we figured out how to use the charger. The car was used as the pace car for the Nate Race. Administrator Farwell spoke about the chargers - we have two (2) chargers now but one is down. The people who installed it are coming to look at it. If they can update the software they will or they will replace it.

Administrator Farwell advised that tomorrow is the Open House for the Canal project at the corner of Commerce and North Canal Street, or at the Museum meeting room if it is raining. The architect will be here with renderings for the public to view. People can also give comments and they can leave written comments if they want. The Open House is 3:30 p.m. - 7 p.m.

Administrator Farwell referenced the Agreement with EDR that would allow them to do a CFA application for us - the cost is \$3,000.00. She talked about what the grant could possibly be for. She asked the Board if they have any questions about the Agreement.

Motion by Trustee Watkins, seconded by Trustee Gustin, to accept the EDR Agreement for the 2021 Funding Agreement at a cost of \$3,000.00. Passed 4 to 0.

Administrator Farwell noted that the CFAs are open and she will work on the application for Waste Water and talked about what we are looking to do and what the process will be. The award won't be announced until the week of Christmas. Mayor Warner advised that she spoke with Jim Cunningham of New Water Technologies and asked him to prioritize things in Tim O'Hara's report.

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The Mayor advised that Mr. Cunningham believes that the main trunk line that goes under the New York State Thruway would be his main concern. The Mayor doesn't know a lot about how they grant these, but since the pipe goes under the Thruway, and it will affect them, our application may receive more credit.

Administrator Farwell advised that our phones came in on Friday and they are programmed. The phones were tested - we need to make some adjustment to our firewall and the phones are good to go - possibly by Thursday they will be functioning. Administrator Farwell advised that there will be a training window.

We will need executive session tonight regarding personnel. No action will be taken after.

**Mayor.**

The Mayor will send the Board an email with information.

**Trustee Comments.**

Trustee Gustin has nothing tonight.

Trustee Watkins has nothing tonight.

Trustee Carpenter has nothing tonight.

Trustee McDade has nothing tonight.

Motion by Trustee Gustin, seconded by Trustee Watkins to enter executive session at 8:36 p.m. regarding personnel. Passed 4 to 0.

Motion by Trustee Gustin, seconded by Trustee Carpenter, to come out of executive session at 9:03 p.m. Passed 4 to 0.

**Adjourn.**

Motion by Trustee Gustin, seconded by Trustee Carpenter, to adjourn at 9:04 p.m. Passed 4 to 0.

Respectfully submitted,

*Catherine E. Williams*

Catherine E. Williams  
Clerk/Treasurer