

**VILLAGE OF CANASTOTA
MINUTES
July 19, 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 Bill McDade 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; Former Police Chief Jim Zophy; Recreation/Beautification Board Member Emily Sorbello; NYS Assemblyman John Salka; Isaac Smith; Tim O'Hara; and Bruce Burke of PAC 99.

ABSENT: None.

Motion by Trustee Watkins, seconded by Trustee Carpenter, to approve the minutes of the June 7, 2021, meeting. Passed 5 to 0.

Motion by Trustee McDade, seconded by Trustee Gustin, to approve the minutes of the July 5, 2021, Special Meeting. Passed 5 to 0.

Motion by Trustee Watkins, seconded by Trustee McDade, to approve a loan from the General Fund to the Capital Project Fund in the amount of \$5,936.75 for architectural fees for the LWRP designs. Passed 5 to 0.

Motion by Trustee McDade, seconded by Trustee Carpenter, to approve the following budget modification: increase 51124.01 (CHIPS) by \$87,533.86 to \$198,300.00; increase 3501.01 (CHIPS) by \$87,533.86 from \$110,766.14 to \$198,300.00 (Note: this adjustment is being made to accommodate the available CHIPS funding as advised by the State in the attached correspondence.) Passed 5 to 0.

Motion by Trustee Gustin, seconded by Trustee McDade, to approve the following budget modifications for the 20-21 Encumbrance Carryovers to the General Fund: increase 16204.01.46 (Village Hall Parts & Repairs) by \$911.68; increase 16204.01.58 (Village Hall Publications) by \$80.00; increase 16204.01.68 (Village Hall Landscaping) by \$109.20; increase 31204.01.40 (Police Supplies) by \$4.22; increase 31204.01.77 (Police Uniforms) by \$2,232.81; increase 31204.01.78 (Police Ammo) by \$2,763.01; increase 34102.01.80 (Fire Dept Hand Lights) by \$575.27; increase 34102.01.81 (Fire Dept Air Pack Bottles) by \$10,747.00; increase 34102.01.84 (Fire Dept Turn Out Gear) by \$9,905.66; increase 34104.01.73 (Fire Dept Vehicle Maintenance) by \$1,814.26; increase 34104.01.89 (Fire Dept Cascade Air Pack Maintenance) by \$1,137.50; increase 34104.01.92 (Fire Dept. Fire House Repairs) by \$7,420.00; increase 34104.01.98 (Fire Dept. Physicals) by \$1,455.00; increase 39892.01 (Codes Contractual) by \$32,207.50; increase 51104.01.40 (DPW Supplies) by \$728.91; increase 51422.01 (Snow Capital) by \$4,245.20; increase 51424.01.40 (Snow Supplies) by \$1,144.46; increase 71104.01 (Parks Contractual) by \$302.10; increase 73104.01.112 (Recreation Swimming Pool) by \$11,565.75; increase 73104.01.113 (Recreation Repair to Grounds) by

\$6,660.54; increase 76204.01 (Adult Recreation) by \$1,500.00 for a total General Fund modifications of \$105,870.45. Passed 5 to 0.

Motion by Trustee Carpenter, seconded by Trustee Watkins, to approve the following budget modifications for the 20-21 Encumbrance Carryovers to the Sewer Fund: increase 81204.02.46 (Sewer Parts & Repairs) by \$798.75; increase 81304.02.40 (WWTP Supplies) by \$9,637.83; increase 81304.02.52 (WWTP Engineering) by \$3,500.00; for a total Sewer Fund modifications of \$13,936.58. Passed 5 to 0.

Motion by Trustee McDade, seconded by Trustee Gustin, to approve the attached General Fund Abstract in the amount of \$155,993.23. Passed 5 to 0.

Motion by Trustee Watkins, seconded by Trustee Carpenter, to approve the attached Sewer Fund Abstract in the amount of \$43,553.60. Passed 5 to 0.

Motion by Trustee McDade, seconded by Trustee Gustin, to approve the attached Capital Fund Abstract in the amount of \$5,936.75. Passed 5 to 0.

Recognition of Chief James A. Zophy, III.

NYS Assemblyman John Salka presented former Police Chief James A. Zophy, III, with a citation from the Assembly. Assemblyman Salka stated that this is one of the most favorite parts of his job.

Mayor Warner read the Proclamation from the Village Board to Former Chief Zophy. Former Chief Zophy thanked everyone.

Presentation by Tim O'Hara on Preliminary Assessment Report of the Headworks Station.

Tim O'Hara referenced the report that he gave to the Board previously and asked them if they had any questions for him. He gave the Board a table that he prepared with the project cost estimates. Mr. O'Hara reviewed the report with the Board. He talked about what needs to be done now and what can possibly wait, as well as new technology that exists that will make some of the suggested repairs easier. It is his recommendation that we begin talking now with property owners and agencies that will be affected. Mr. O'Hara reviewed the alternate repairs that he suggested as well - Alternate #3 is the list of repairs that Mr. O'Hara feels needs to be done at a minimum and as soon as possible. Trustee Watkins asked what the life expectancy would be if we went with Alternate #2. Mr. O'Hara explained what he believes the life expectancy would be. Trustee Carpenter asked if there is anywhere that repairs could be made on the force main if we could not do all of it at once. Mr. O'Hara stated that he is more concerned about where any break would be more catastrophic if it were to occur. If we are going to piece it out, he recommends doing the part under the Thruway first. Mr. O'Hara also explained the potential issues when going under the Canastota Creek. He

suggests starting at the pump station and going under the creek and under the Thruway first. The Mayor stated that we are applying through the CFA for a WQIP for the force main. Mayor Warner asked if Mr. O'Hara was confident that the figure he gave for replacing the main was a good number. Mr. O'Hara talked about how he arrived at the figure and is confident with the figure. He did say that if we had to do open trench instead of directional drilling, the cost will be higher. Mr. O'Hara noted that he would still like to see us try the pilot system for odor control as he believes the technology is sound and could take care of some other problems for us. The Mayor thanked Mr. O'Hara for the information. Mr. O'Hara and the Board discussed the overflow monitoring options. He advised that we will need internet service at the plant for the monitoring systems. Mr. O'Hara explained that we do not need the "control" part of SCADA - we really only need the monitoring part of the system. He noted that he has never seen a system on a cellular service - it has always been a land line or internet based.

Public Comments.

None

Department Heads.

Recreation Leader Nichole Boston talked to the Board about the programs that Recreation is currently working on - summer programs, the Craft Fair and programs with the YMCA. She talked about the events that they are planning - a basketball tournament, kick ball tournament and dye dash. They have reached out to find referees for the basketball tournament and put in for school use for the craft fair on the Sunday before Thanksgiving. They also reached out to the school to see if we can hold the basketball program this year and advised that the school cannot give us an answer right now because they cannot give an answer without knowing what the school is doing. They are hoping to get dates set soon. St. Agatha's center is interested in working with us but is working on getting it approved. They have a yoga instructor who wants to work with them.

Motion by Trustee Gustin, seconded by Trustee Watkins, that the Rec Commission does the Kickball Tournament on August 14, 2021, with a rain date on August 15, 2021, at the Canastota Recreation Park. Passed 5 to 0.

Trustee Watkins asked about moving forward with the basketball tournament.

Motion by Trustee Gustin, seconded by Trustee McDade, that the Recreation Commission do a Basketball Tournament at the Recreation Field pending approval of the referees. **Discussion:** The Mayor noted that they are looking for funds to help with the surface at the basketball court. Clerk/Treasurer Williams asked about the cost of the referee fees and income projected. The Board discussed the costs and revenues anticipated for this event. Passed 5 to 0.

The Board discussed the dye dash.

Motion by Trustee Watkins, seconded by Trustee Carpenter, for the First Annual Dye Dash to be held September 18, 2021, Canastota Recreation Park starting at 9:00 a.m. **Discussion:** The Mayor wants to make sure that there will not be any problems with Little League and the condition of the field. Passed 5 to 0.

Motion by Trustee Watkins, seconded by Trustee Gustin, to the Recreation Board to volunteer for the Shane Pinard Future Fisherman to be held on the Canal pending approval from the Canal Corp on August 29, 2021. Passed 5 to 0.

Trustee Watkins thinks that Recreation is doing a fantastic job - we have more activities over the last 6 months and more participation at the Rec meeting. Trustee Watkins asked how the fields have been maintained over the season. Recreation Leader Boston advised that it is hard now with the rain - they would like it mowed more but the rain has hurt. The softball field needs more drainage if possible. The adult leagues have not been able to play as much as they would like. Trustee Watkins went down during Family Day. He advised that the field where the boys play is a better field. The Board talked about the field conditions of the boys' fields vs. the girls fields. The Board discussed with Foreman Maxwell the situation with field maintenance arrangements with Little League. The Board discussed the history of the maintenance of the ball field and Rec Park. The Mayor would like to have the Rec Board get together with Foreman Maxwell to talk about a plan for field improvements. Administrator Farwell asked about the status of the batting cages. Recreation Leader Boston advised that Little League is waiting for something from Kimes. The costs increased significantly and they are waiting for the cost to come down.

Emily Sorbello reported that Beautification is meeting tomorrow at 6:00 p.m. They will be cleaning up some of the parks again and they are working on the Santa House and other projects to determine costs.

Code Enforcement Officer Adsit asked the Board if they have any questions on his report. CEO Adsit has been working on some unsafe structures. The owner of the house on Canal Street that burned is working on a demolition permit. CEO Adsit reported that there have been many work orders for mowing - people have not been taking care of their properties. The Board and Mike discussed how the rain has affected mowing. CEO Adsit talked about some of the properties that were cited for mowing and junk vehicles and the problems with finding the owners and getting the work done. Trustee Watkins asked about the time table for removing the house on Canal Street. CEO Adsit talked about the status of the asbestos review. He believes that it should be about another two (2) weeks. The Board would like an update before our next meeting in case we need to make a motion.

Fire Chief Tornatore talked about the problems with T-124 and the numbers of calls that they have had lately. Trustee Watkins asked about the total losses. On the report he asked to have the number of man hours fixed and corrected if necessary. The Board talked about T-124 and the cost of repairs. Trustee Gustin asked if there are any rules regarding the time to change tires on vehicles. DPW Foreman Maxwell advised that NFPA recommends every seven (7) years the tires should be changed. This is a recommendation and the tire manufacturer does not agree that it should be done every seven (7) years.

Sgt. Barton advised that the four (4) new hires and trainees are at the $\frac{1}{2}$ way point and coming along. He also advised that everyone has qualified at the range. Trustee Watkins asked if we received any new candidates. Sgt. Barton has received one (1) but has not looked at it yet. Trustee Watkins asked how many part-time officers will we have after our FTOs are done. It was determined that we will have seven (7) part-time officers. Mayor Warner was contacted by a former investigator that said he would be willing to come in on a part-time basis.

DPW Foreman Maxwell noted that he was hoping that Jim Cunningham from NWT was going to be present tonight. He is concerned that the SCADA system is hardly functioning - they are having modem problems now and corrupted software. The operating system is not supported. The priority is for some kind of monitoring system and it should not be windows based. He believes that both he and NWT should be able to get into it remotely. Foreman Maxwell advised that we were close to overflow several times lately because of the rain. Staff has had to go down and monitor the headworks and the plant. Foreman Maxwell talked about some of the issues that they have had. He noted that if we have to continue to push the flows at the plant and it lasts for a long time, we could have problems with the force main. He also noted that personnel must be there when it is raining at all times of the day and night. Foreman Maxwell talked about some of the recommendations from Tim O'Hara's report. He noted that when the DPW took on the pump station maintenance, they did not intent that 3-4 of his staff members would need to be down there. Foreman Maxwell talked about the source of some of the water that is infiltrating into our treatment system. He advised that the pool has been doing good. Trustee Carpenter asked if we are good with the leak at the pool now. Foreman Maxwell noted that we are good for now but it will be repaired when the pool closes down. Trustee Watkins asked what repairs have been made from the 2020-2021 list of repairs that were submitted. Foreman Maxwell reviewed what had been done so far. After reviewing the list, only the repair of the discharge pipe needs to be done. Foreman Maxwell did note that getting chemicals has been challenging. He advised that they are still making repairs in anticipation of road repairs. He has spoken with the schools. The repairs at South Side School were discussed. Foreman Maxwell talked about the sewer main on Main Street and the repairs that need to be made. He described the repairs that were made - 340 feet of replacement and 5 taps and man holes. He advised that if the DPW did the work it would take 2 - 2 $\frac{1}{2}$ weeks. They would need to take five (5) feet of road and box it out and replace it as well as involve National Grid with their poles. The cost would be \$18,000 - \$22,000. There is no labor in that figure. Trustee Watkins asked if we could ask the Town for assistance. Foreman Maxwell noted that we could - they could help us with equipment.

Foreman Maxwell talked about the timing of the repairs and working with OCWA to see if there is anything that they need to do while the road is open to replace lead pipes and any other problems to avoid having to open the road once the asphalt is replaced. The Board talked about the exact location of the problems with the sewer main on North Main Street - corner of Wilson Avenue to Lewis Street involving five (5) houses. The Mayor would like us to look at the budget at the next meeting to see if we can find some money. The Mayor asked Foreman Maxwell for pictures and asked them to send them to the Administrator for distribution to the Board.

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 June 1, 2021 - June 30, 2021. Passed 5 to 0.

Motion by Trustee Watkins, seconded by Trustee McDade, to approve the position of Clerk Part Time for the police department pursuant to the attached New Position Duties Statement. Passed 5 to 0.

Motion by Trustee Carpenter, seconded by Trustee McDade, authorizing a wire transfer to be sent to M&T Bank in the amount of \$4,384.80 from the Sewer Fund (97107.02 Interest on Debt Service) for interest on the 2004 EFC Phase 3 & 4 Bonds. Passed 5 to 0.

Motion by Trustee Watkins, seconded by Trustee McDade, to accept the following high bids on the following equipment: \$860 to Ridgewiz for the 2010 Chevy Impala; \$1,025 to Pdbcraf for the 2004 Ford Crown Vic Police Interceptor; \$830 to pete580 for the 2011 Ford Crown Vic Police Interceptor; \$2,325 to shaggy for the 2500 Chevy Silverado 2005HD Pick Up; \$1,625 to homerball for the 1991 International 2574 Dump Truck; \$2,025 to backwell for the 1997 International 2574 Dump Truck with Plow; \$920 to 1994 for the 1997 Ford F350 XL Pick up Truck with Plow and to authorize Mayor Warner and/or Administrator Farwell to execute the documents necessary to effect the transfer of said equipment to the noted purchasers. **Discussion:** Foreman Maxwell asked where this was posted. Administrator Farwell advised that it was posted on Auctions International. Trustee Watkins asked what other vehicles we have that will be sent to auction. Foreman Maxwell noted that there are other vehicles being sent to auction. Administrator Farwell noted that it is a 2500 Chevy Silverado, not a 2005. The motion was corrected. Passed 5 to 0.

Motion by Trustee McDade, seconded by Trustee Carpenter, to approve the attached Training Request from Clerk to the Justice Debra DiGeorge, to attend the Clerk Magistrates' Conference from September 12, 2021 - September 15, 2021, in Albany, New York, at a cost of \$883.00 for meals and lodging plus mileage reimbursement at the approved rate. Passed 5 to 0.

Motion by Trustee Watkins, seconded by Trustee McDade, to approve the use of the Firemen's Pole Barn by Craig Wheatley for a benefit on August 7, 2021, based on the attached request from Chief Tornatore. (Note: The required proof of insurance has been received.) **Discussion:** Mayor Warner

asked if this was a Fire Department member. She was advised that Craig Wheatley is not but his son is. Passed 5 to 0.

Motion by Trustee McDade, seconded by Trustee Gustin, to declare 6 laptops from the police department as no value and to properly recycle them. **Discussion:** Mayor Warner asked how this process works. The Mayor would like a list of serial numbers and makes for the laptops being recycled. The Board discussed checking with the County as to who they belong to before we destroy them. Failed 0 - 5.

Motion by Trustee Watkins, seconded by Trustee McDade, to declare the 22 Inter-Tel telephones as surplus and to list them for resale. **Discussion:** The Mayor asked if they would go on Auctions International. Administrator Farwell will do that. Passed 5 to 0.

Motion by Trustee Watkins, seconded by Trustee McDade, accepting the attached Re-Revised Price Quote from Dolomite Products Company, Inc. for the V/O Canastota - 2021 Paving #3A, dated July 14, 2021, in the amount of \$179,931.00, and authorizing the Mayor to execute same. Passed 5 to 0.

Motion by Trustee McDade, seconded by Trustee Carpenter, authorizing the Mayor to execute the attached Agreement between the Village of Canastota and the Civil Service Employees Association, Inc. Local 1000 AFSCME, AFL-CIO for the period June 1, 2021 to May 31, 2026, which terms were previously presented as Memorandum of Agreement and approved by the Board on April 5, 2021, **Discussion:** Trustee Watkins asked what we are approving. The Mayor talked about the prior discussion and that this is just the new terms put in the whole Agreement. Trustee Watkins did not know why we are doing this again. Passed 5 to 0.

Motion by Trustee McDade, seconded by Trustee Carpenter, to approve the attached Resolution to Apply for Funding 2021 Consolidated Funding Application (CFA) NYS Canalways Grant for Revitalization of the Old Erie Canal in Canastota Downtown. (Note: This requires a roll-call vote.) **Discussion:** Administrator Farwell noted that the budget was not filled in because she was waiting for a budget. It was received at 4:21 p.m. today. The Board discussed the budget and the cost of this project and where we would get the money to do this project - the Village share would be \$50,000.00. Trustee Watkins is concerned about the infrastructure under the Canal project. The Board discussed the project budget and the Village share. The Board is concerned about how we would be able to pay for this. A roll call vote was taken: Trustee Carpenter - Nay; Trustee Gustin - May; Trustee McDade - Nay; Trustee Watkins - Nay; Mayor Warner - Nay. Motion failed 0 - 5.

The Mayor would like to have the grant application forwarded to the Board members.

Motion by Trustee Watkins, seconded by Trustee McDade, to approve the attached Resolution to Apply for Funding 2021 Consolidated Funding Application (CFA) Water Quality Improvement Program (WQIP) New York State Department of Environmental Conservation (NYS DEC) for the Force Main Under NYS Thruway Replacement Project. (Note: This requires a roll-call vote.)

Discussion: Administrator Farwell noted that Tim O'Hara suggested that we include 25% contingency which is not in the budget. She would like the 25% contingency added to the application and noted that we have a 25% match. Trustee Watkins asked if there is a limit on what we can request. He asked if we should apply for more money if we can do other projects. The Board discussed with Administrator Farwell if other projects should be included. The Mayor noted that we are still getting COVID money that can be used for sewer repairs. The budget was set at \$1,250,000.00. A roll call vote was taken: Trustee Carpenter - Aye; Trustee McDade - Aye; Trustee Gustin - Aye; Trustee Watkins - Aye; Mayor Warner - Aye. Passed 5 to 0.

Motion to confirm the Standard Workday at 6 hours for Trustee Jeffrey Watkins as set by motion of the Board on June 21, 2021, and to confirm the Record of Activities result for Trustee Watkins as 1.85 days per month. Passed 4 to 0 to 1 Trustee Watkins abstained.

Bid Results - Concrete Bid

The Board talked about the bids that were received and reviewed the bid results. Trustee Watkins asked about opening the bids at the meeting.

Motion by Trustee Watkins, seconded by Trustee McDade, to accept the Hanson bid at \$116 a yard. Passed 5 to 0.

Correspondence.

- Letter from Boy Scouts of America regarding a day camp.
- Tree letter regarding 114 Caroline Street. This has gone to the DPW.
- The Mayor received a letter from a student in Mrs. Ormond's class about the landfill and how to decrease the amount of stuff going to the landfill and how to get people to recycle more. The Mayor responded to the letter and sent some materials. The Mayor talked about the problems the County has been having regarding a market for the recycling products.

Administrator.

Administrator Farwell advised that the summer kids from BOCES start next week. They will be painting the pool and the underpass. They will also be doing some landscaping and trail clean up. We only get them for four (4) days this year. Administrator Farwell advised that the quotes came back for the trees - we received three (3). \$25,225 was the lowest quote that we received. The highest was over \$47,000. The budget was only \$17,000 for the trees. Administrator Farwell asked

the Board if they wanted to make a budget modification. Trustee Carpenter asked about the county's assistance with trees. The Board discussed the County's help. The Board discussed the necessity for a budget modification and what trees are included - \$8,225 will need to be moved. Trustee Carpenter asked about the time frame as to when they can get to the work. The low bidder was Helmer's from Durhamville. Trustee Watkins asked if this went out publicly for bid. The Board discussed the criteria for competitive bidding and Administrator Farwell read the quotes for the Board.

Motion by Trustee McDade, seconded by Trustee Watkins, to move \$8,225 from contingency to tree removal. Passed 5 to 0.

Motion by Trustee Gustin, seconded by Trustee Carpenter to go with Helmer's the low bidder at \$25,225.00. Passed 5 to 0.

Administrator Farwell advised the Board that we have a license with ASCAP to play music. Trustee Watkins feels that this protects us. The Board talked about what we should do with this. It was determined that we will keep the contract. Administrator Farwell advised the Board that there was an air brake failure on one of the fire trucks and we are working on taking care of the damage to the building that was hit as a result. The new phone system was installed in the building - it is done and completed. Administrator Farwell advised that the server in the police station is in the process of failure. The police station has not been under contract. Our IT person is getting us a figure for replacement. The Mayor is getting quotes also. Administrator Farwell advised that we need to make a decision if the Board was interested in the plow truck. The Board talked about the status of the decision on the plow truck and the timing of waiting on a new truck or taking the 2021 that is ready to be built.

Motion by Trustee Watkins, seconded by Trustee Gustin, that we purchase the ready plow truck. Passed 5 to 0.

Mayor.

The Mayor reported that Joel Arsenault will probably come to the next meeting to talk about the parking lot. Mayor Warner talked about the planning board members and will revisit this at the next meeting.

Trustee Comments.

Trustee McDade - none.

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Trustee Carpenter asked about the status of the trees downtown. The Mayor asked Administrator Farwell about the status of the trees that she asked her about last week. The Board discussed these trees and what should be done about them.

Trustee Watkins - nothing tonight.

Trustee Gustin - nothing tonight.

Executive Session regarding personnel.

Motion by Trustee Watkins, seconded by Trustee McDade to enter executive session at 9:52 p.m. regarding personnel. Passed 5 to 0.

The Mayor does not anticipate activity after executive session. Everyone but the Mayor and Board of Trustees were excused.

Motion by Trustee Gustin, seconded by Trustee McDade, to come out of executive session at 11:21 p.m. Passed 5 to 0.

Adjourn.

Motion by Trustee Gustin, seconded by Trustee Carpenter, to adjourn at 11:22 p.m. Passed 5 to 0.

Respectfully submitted,

Catherine E. Williams

Catherine E. Williams
Clerk/Treasurer