



BOARD OF TRUSTEES
 DON WILSON, JR., MAYOR
 SHANE ELLIS, TRUSTEE
 CHELSEA HEATH, TRUSTEE
 DIANE DONNELLY, TRUSTEE
 JEFF BEDELL, TRUSTEE

VILLAGE BOARD OF TRUSTEES REGULAR MEETING APPROVED MINUTES 07/12/2023

Present: Mayor Don Wilson, Jr, Deputy Mayor Shane Ellis, Trustees Chelsea Heath, Diane Donnelly, Jeff Bedell

Staff: Clerk Jen Ogburn, Treasurer Lisa Schiminske, Code Enforcement Officer Kevin Foster, DPW Superintendent Dan Patterson

Public: none

1. **Mayor Wilson call to order:** Mayor Wilson called the meeting to order at 7:00pm with the Pledge to the Flag.
 - 1.1. Mayor Wilson asked that we take a moment to recognize Ron Erickson who served the Village of Cayuga for 17 years.
2. **Changes/Additions to Agenda:**
 - 2.1. Move Approval of Vouchers before Executive Session.
3. **Presentations:**
4. **Public Comment:**
 - 4.1. Mrs. Slack letter
 - 4.1.1. Mayor Wilson spoke with Sheriff Schenck – he has deputies in the Village when they are available. Does not have a contact for State Troopers.
 - 4.1.2. The Village would need DOT approval for a speed tracker due to it being placed on a State Road.
5. **Approval of Vouchers:**
 - 5.1. Abstract #2 Total Claims \$84,477.39

Abstract # 2	
A	\$74,474.70
G	\$6,756.68
TA	\$3,246.01
TOTAL	\$84,477.39

Motion to approve Abstract # 2 with claims totaling \$84,477.39 made by Trustee Bedell. The second was made by Trustee Heath. 5/0 approved.

6. **Executive Session:**
 - 6.1. Employment
 - 6.1.1.1.1. **Motion to enter Executive Session to discuss Employment at 7:06pm made by Trustee Heath. The second was made by Trustee Bedell. 5/0 approved.**

6.1.1.1.2. **Motion to exit Executive Session at 7:15pm made by Trustee Heath. The second was made by Trustee Bedell. 5/0 approved.**

6.1.1.1.3. **Motion to hire Applicant Jeff Weaver for the Full-Time DPW Laborer position made by Trustee Bedell. The second was made by Trustee Heath. 5/0 approved.**

7. **Announcements:**

7.1. There are 2 important dates coming up for the NY Forward/DRI

7.1.1. Monday, July 17, 2023, at 6:00pm with Dan Kolinski from NYS Empire State Development, along with CEDA, County Planning, Village of Aurora, Village of Union Springs and Village of Cayuga.

7.1.2. Wednesday, July 19, 2023, at 6:30pm is Open to the Public for NY Forward/DRI

7.1.2.1. Seeking Private Property Investment Ideas can include façade, Business Revitalization.

7.1.3. Waterfront Festival is in a few weeks – Saturday, August 5, 2023.

8. **Approval of Minutes:**

8.1. Approval of June 14, 2023, Board Meeting Minutes

8.1.1. **Motion to approve the Board Meeting Minutes from July 14, 2023, made by Trustee Heath. The second was made by Trustee Bedell. 4/0 approved, 1 abstained.**

9. **Correspondence:**

9.1. Lead Agency Solicitation Notice – Town of Aurelius – Comprehensive Plan

9.2. Lead Agency Solicitation Notice – Town of Aurelius – Zoning Law

10. **Village Departmental Report(s):**

10.1. **Village Treasurers Report(s):** Lisa Schiminske – See Treasurer’s Report

10.1.1. The year closed at the end of June.

10.1.2. Starting the AUD – due July 31, 2023.

10.1.3. No rush to schedule the Audit, we just received the Audit Results back from our last Audit.

10.1.3.1. Treasurer will look into quotes for Audit – Full Audit vs Financial Audit Prep

10.1.4. The mower will be under ARPA Code

10.1.5. Haylor, Freyer, & Coon – Mayor Wilson will ask them to come to the next Village Board Meeting to do a Presentation on the Village Policy/expenses.

10.1.5.1. The Waterfront Festival is covered under our Policy.

10.1.5.2. Reaching out to NYMIR for quote for next year.

Motion to approve Treasurers Report made by Deputy Mayor Ellis. The second was made by Trustee Bedell. 5/0 approved.

10.2. **Codes:** Kevin Foster

10.2.1. INHS Permit has been issued.

10.2.1.1. INHS did pay the \$100 administrative fee.

10.2.1.2. INHS would like the permit to be 14 months instead of 12 months.

- The renewal of a permit is 50% of the original permit cost per year – needs to be in the Village Zoning. Mayor Wilson will reach out to the Village Attorney regarding the wording.

10.2.2. Keys for Salato Garden

- 10.2.2.1. Salato Garden is looking into a Knox Box instead of the current box. The current box only Cayuga Fire Department has a key for.
- 10.2.2.2. The Code Enforcement Officer requires a key for the following:
 - 10.2.2.2.1. Check yearly to ensure the key is in working order.
 - 10.2.2.2.2. Any Complaints that are made – The Code Enforcement Officer is responsible for Enforcement of Village Zoning & Inspections.
 - 10.2.2.2.3. Inspection of the Property – this is done every 3 years.

July 2023 Code Office Report

- June 14 Complaint Lake Street Noise
- June 15 Contacted regards plumbing requirements Wheat Street Project
Spoke with Chau about Wheat Street
- June 16 Questions about pool permit
- June 19 Review final submission of plans for 255 Wheat Street
Issued OTR's
 - INHS – Gavras Center Lawn at School
 - Sally Botelio Lawn
 - KFNY 0405 LLC Lawn
 - Wallin Trust Lawn
 - Aubriot Lawn
 Send letter Aurelius Property Management RE Short Term Rentals
Let Hertronics in for video work.
- June 20 Mail OTR's
- June 23 Office Hours
Spoke with Mr. Powers 6357 Willow Drive
Issue Permit 23-10 Willow Drive Deck off rear of House
Spoke with Mr. Aubriot about cutting grass
He states gas line has caused water problem advised the grass must be cut.
Spoke with Council about letter for Aurelius P.M. send second letter to original address.
Advised Chau must pay full price for Permits when filed.
Meet with Rodger from Beacon Bay Bathroom Building pass on to planning and zoning.
Received electrical inspection for 6341 Willow Drive
- June 27 Spoke with Fred at Salato Garden Apartments Keys for facility.
- June 29 Review Zoning request for Lake Street
- June 30 Office Hours
Inspection Lake Street Project
Issue Permit 23-11 Building #1 101-131
Issue Permit 23-12 Building #2 201-206
Issue Permit 23-13 Building #3 301-304
Issue Permit 23-14 Building #4 401-406
Issue Permit 23-15 Building Demo old Gym
Spoke with Mr. Marks regarding Zoning question.
- July 7 Office Hours

- Spoke with James from Gavras Center to mow lawn at old school
- 2nd Complaint issued OTR Annin Street
- Prepared Letter for ZBA and Planning Board
- July 10 Email from INHS asking to extend permits to 14 months?
- July 11 Email Spring Street Community Care requirements for 6200 Center Street
- July 12 Text message about a pool permit on Wheat Street
- Complete Report for Meeting.
- 10.3. **WWTP:** Bob Kneaskern
 - 10.3.1. Grant Opportunity for \$50,000.00 with a 20% match to get the whole sewer system gone through with cameras and see where the system stands.

July Report

The plant has been running well. We have been working on preventative maintenance throughout the plant. While researching options for sewer main preventative care we have come across an opportunity to apply for a grant that would be extremely beneficial. The grant is for a maximum of \$50,000 with a 20% match (village cost). B&L has offered to help us with the application free of charge. It would allow for surveying and cleaning of sewer mains. We will keep you informed of the progress. If you have any questions or concerns, please feel free to contact us. Thanks.

10.4. **DPW:** Dan Patterson

Streets

- Leaf and Brush
- Clean out culverts.
- Town mowed Water Street
- County mowed their section.

Cemetery

- Maintenance
- 1 Burial
- Another call to Cranebrook
- Will reach out to L Moore Tree Company if Cranebrook cannot remove trees by the end of July.

Parks

- Camps down at Harris Park – cleaned up
- Docks/ramp still at Park will be moved to DPW

*Mower was picked up on Monday, July 10, 2023

*Final Dumpster was removed from Village Clean-up Day.

- Dead Ash Tree – is down. If the tree stump can be ground prior to the Waterfront Festival
- Broken bench on trial – repair if it can be or remove if it cannot be repaired.
- Back fill boardwalk/ Trip Hazards taken care of prior to Waterfront Festival.

10.5. **Fire Department:** Chief Stefan Szozda

- 10.5.1. The village approves the line members after each election, member approval is done annually.

10.5.1.1. The Village has not received the line members yet this year for approval – Mayor Wilson will reach out to the Fire Chief.

June 2023 Report

The department was called to a large multi-agency mutual aid fire in the Town of Sennett. E-1 and TP-1 both responded with crews. The department personnel helped with both fire suppression and water supply. Good job was done by all.

I have gotten a few quotes to have the firehouse pressure washed and sprayed with bug guard.

We have a lot of issues with spiders and mosquitoes. They have been a cleaning issue and have been blocking the photo eyes for the outside lighting. I will present these at next month's meeting (August) for review.

The department annual physicals are coming up. Looking to solicit bids for this service. I have tasked member Steve Orchard with the job of this.

The department did the semi-annual changing of the pass alarm batteries in the SCBA's.

There were ten (10) alarms for the month of June. We had two (2) EMS and one (1) call for service in the village. We had five (5) mutual aid EMS, one (1) mutual aid MVA call. The Department had logged one hundred (100) total man-hours of training for the month of June, portable tool maintenance and training, portable pump training, driver training on A-1 and E-1, monthly apparatus and SCBA inspections. The department logged forty-four (44) man hours on calls for the month.

I encourage each of you to stop up at the firehouse some Monday night. If there are any questions, feel free to call my cell phone.

10.6. **Waterfront Committee:** Chelsea Heath

10.6.1. The Waterfront Festival is Saturday, August 5, 2023.

10.6.2. Food Vendors are booked. Currently there are 10 Vendors booked.

10.6.3. Set up Bass Pro Shop to register children for the Youth Fishing Derby.

10.6.3.1. Youth Fishing Derby can be registered at Bass Pro Shop, Village Office -Cayuga, and the Tackle Shop in Union Springs.

10.6.4. Kari from Cayuga County Planning will be set up with a table at the Waterfront Festival.

10.7. **Rec:** Chelsea Heath

10.7.1. Trustee Heath has spoken to AJ Smith Principal Shelia LaDouce regarding a program being held after school. Union Springs Superintendent Jarett Powers and AJ Smith Shelia LaDouce are currently discussing a before and after school program – have received complaints from parents of no program. The Village is waiting on the decision about the school before and after school program prior to proceeding with a program.

10.8. **Village Clerk:** Jen Ogburn

-Busy month collecting Taxes – as of 7/12/2023 \$240,892.01 has been collected. (92.65%)

-\$92.056 has been collected in penalties for a total of \$240,984.06

-22 parcels have yet to be paid for a total of \$19,107.94.

-Quarterly Tax Survey.

-Herrtronics installed the camera system.

-New Glass was installed on the door.

-Quality Home & Maintenance came out for a service call for the AC/Furnace.

-Tax Searches.

11. Old Business:

11.1. **LWRP** – no update

11.2. Joint Water Agreement

11.2.1. Payments for Water Bills are to be mailed or dropped off to Generations Bank in Union Springs. Checks are still to be made out to the Town of Aurelius.

11.2.2. Water Bill increased – possibly a processing fee for the bank processing payments.

11.2.3. Will schedule an IMA meeting for August.

11.2.3.1. Mayor will email Village Attorney.

11.2.3.2. Clerk will make a Facebook post on Water bill to pay at Generations Bank in Union Springs.

11.3. NY Forward/DRI:

11.3.1. Monday, July 17, 2023, at 6:00pm with Dan Kolinski from NYS Empire State Development, along with CEDA, County Planning, Village of Aurora, Village of Union Springs and Village of Cayuga.

11.3.2. Wednesday, July 19, 2023, at 6:30pm is Open to the Public for NY Forward/DRI

11.4. Possible Grant Opportunities for 2023 –

11.4.1. WWTP – Sewer Grant

11.5. Procurement Policy -Tabled from June 14, 2023

11.5.1. The Village Board reviewed the Procurement Policy that was returned from the Village Attorney. The red indicates changes that were made.

11.5.1.1. Change the wording to less than \$10,000.00.

11.5.2. **Motion to approve Procurement Policy with changes that were discussed made by Trustee Heath. The second was made by Trustee Bedell. 5/0 approved.**

11.6. Dog Law – Tabled to August 9, 2023

11.7. 6200 Lake Street -Tree

11.7.1. The Village Board reviewed the email from the Village Attorney regarding the Tree.

11.7.2. Mayor Wilson will email Mr. Heindle with the response from the Village Attorney with the result of the that is on file that shows the tree is on his property.

12. New Business:

12.1. New Employee: Clerk will have the new employee paperwork available to be picked up and filled out.

12.1.1. Rate of pay was discussed under Executive Session.

12.1.2. Health Insurance: if the new employee would like health insurance both the Village and the employee are responsible for paying 50% of the health insurance.

12.2. PILOT

12.2.1. PILOT for Salato Gardens (Cayuga Development) – Clerk will look into the PILOT, contact Real Property.

12.3. Solar Energy Law

12.3.1. Solar Energy Law draft was issued to the Village Board in June for review.

12.3.2. August 9, 2023:

12.3.2.1. Public Hearing regarding Solar Energy Law is scheduled for 7:00pm. This will run concurrently with the Village Board Meeting.

12.3.2.2. SEQRA – Part 1 is complete and has been submitted to Cayuga County Planning for GML 239 review.

12.4. Cemetery

12.4.1. Have received 2 quotes regarding the Shed/entryway. Quotes are from Feocco and Bell Construction.

12.4.2. Shed on the West side needs work – approximately \$6500.00. The shed is used to store forms and a mower. If the shed is taken down, it needs to be checked for asbestos prior to demolition.

Motion to approve quote from Bell Construction for \$4,000.00 for cemetery shed and entryway monument using funds from the Cayuga Foundation made by Deputy Mayor Ellis. The second was made by Trustee Bedell. 4/0 approved. 1 abstained.

12.5. Village Office: Painting outside of Building.

12.5.1. Have received 1 quote from Ferro for \$35,000.00 to repaint the outside of the Village Office.

12.5.2. There is currently \$18,800.00 left from the Cayuga Foundation money after the new roof was put on.

12.5.3. Table for August 9, 2023 – Mayor Wilson will reach out and discuss with Samantha McIntosh.

Motion to approve quote from Bell Construction for \$4,000.00 for cemetery shed and entryway monument using funds from the Cayuga Foundation made by Deputy Mayor Ellis. The second was made by Trustee Bedell. 4/0 approved. 1 abstained.

13. Comments by Trustees:

14. Adjournment:

Motion to adjourn at 9:08pm was made by Trustee Heath. The second was made by Trustee Bedell. 5/0 approved.

Respectfully Submitted by

Jen Ogburn

Village Clerk