



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 9/14/2022

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

Excused: WWTP Josh Kneaskern, WWTP Bob Kneaskern, Code Enforcement Officer Kevin Foster, Fire Chief Stefan Szozda

Absent: Trustee Jeff Bedell

Staff: Clerk Jen Ogburn, Treasurer Lisa Schiminske

Public: Patty Hanford, Roger Mills

1. **Mayor Wilson call to order** – Called to order with Pledge to Flag at 7:04pm.
 - Mayor Wilson called for a moment of Silence for Tom Walczyk
2. **Changes/Additions to Agenda** – none
3. **Public Comment** –
 - Patty Hanford – has heard from residents and agrees that the community needs to have a change and be back to the days where we had community events, and everyone gathered as a community. Suggests a Pancake breakfast carved pumpkin contest for Sunday, October 30th to be held at Village Office to help gather the community together. She would get the supplies -seeking a donation from Wegmans as they are very generous when it comes to helping out small communities with events like this. She would also do the cooking for breakfast, and responsible for getting the permit from the health department.
 - Approximate cost would be \$8.00/adult, \$4.00/child, if you bring a carved pumpkin, you get a free breakfast (1 pumpkin/family).
 - Any profits would be donated to local Boy Scouts or Girl Scouts
 - Provided everything for the event can be put together marketing for the event would be the Village Newsletter, Facebook Page, Website – deadline for the newsletter is September 28th
 - Roger Mills – mentioned the hill as you enter Railroad Street to come down to the Village be better maintained. Does not give a very welcoming image for the Village when it is not maintained.
4. **Executive Session** -
5. **Announcements** –
6. **Presentations**-
7. **Approval of Minutes** -
 - Approval of August 10, 2022, Minutes-
 - **Motion to approve the minutes from August 10, 2022, made by Trustee Heath. Second made by Trustee Donnelly. 3/0 approved, 1 abstained.**
8. **Correspondence** –

- Cayuga County Office for the Aging Meals Program Letter – requesting contribution towards the program (\$250). They are also seeking volunteers.
- Tobacco free CNY – letter explaining law regarding smoking of tobacco & cannabis in outdoor public areas
- NYSIF – Credit of \$46.43 being applied to our account balance
- Proposal withdraws from Bond Schoeneck & King, PLLC
- CCAV Dinner September 27th
- Boyle & Anderson – Breakdown of the sale of the Hall
- Thank you from Adrianna & Sandy for allowing Adrianna to do her Gold Award in the Village

9. **Village Departmental Report(s)** –

a. **Village Treasurers Report(s)** – Lisa Schiminske - See Treasurer’s report

- Cayuga Memorial Hall Funds
*Need a Resolution to put the Reserves from the Hall Funds - The Hall currently has \$11,381. It can go to DPW or the Fire Dept.
*Clerk will email Gemcole – regarding NYSEG needing to be transferred out of the Village’s name. If it is not done by Friday, September 16, 2022, NYSEG will have to be shut off.
- NYCLASS – Treasurer will send information out to the Board for next meeting
- **Motion to approve the Treasurers report made by Deputy Mayor Ellis. Second made by Trustee Heath. 4/0 approved.**
- **Motion to approve a new laptop for the Treasurer not to exceed \$1500.00. Motion made by Deputy Mayor Ellis. Second made by Trustee Heath. 4/0 approved.**

b. **Codes** – Kevin Foster

August 9 – message from Dan 6161 Court Street

August 10 – Spoke with Dan 6161 Court Street Reference to OTR

August 12 Office Hours

OTR 6161 Court Street OTR has been corrected

Call from Ms. Parker regarding questions on Lake front property water and sewer.

August 19 – Office Hours

Contact Mr. Walczyk about OTR on Lake Street Property

Secure New Office Keys in Lock Box for Fire Department

August 23 – Email from Chau Pham regarding meeting on Wheat Street Project

Answer email for 6047 Lake Street

August 26 – Inspection for final 6216 Lake Street

Email Victoria set up virtual meeting Monday 10:30

Office Hours

Email with information to close permit for 6216 Lake Street

August 29 – Meeting on Wheat Street Project discussed permit process and contract with TYLin must be signed by Village so all documentation will come to the village an estimated amount for service. Similar to an escrow account for the Village to draw on. On the conference call was Andrew from TYLin, Chau and Victoria from INHS and Jared from Beardsley Design.

August 31 -Email regarding questions on Pass through fees answered

September 1 – Message from resident about fences

September 2 – Meet resident at 273 Genesee Street about fences

Received Email with Truss certification for project Wheat Street

Follow up on Outstanding OTR's

September 6 – Email complaint 220 Genesee Street and Annin Street

Also was questioned about Dog complaints and who could help with issue

September 9 – Office Hours

Received emailed proposal from TYLin for Village to Sign for Wheat Street Project

Prepare report for Mayor on Salato Gardens improvements including permit fees cost of construction and square footage of project

Issued Operating permit to Cayuga Fire and EMS Inc. for Tent and mass gathering at McIntosh Park on 9-10-2022

OTR issued for complaint at 177 Annin Street

I am unable to attend this month's meeting as I will be in Kentucky for the annual ICC codes conference voting on proposed changes to the Fire and Building Codes. I will try to be available for questions by phone if needed or email me and I will make every effort to answer you.

I have received no questions on last months proposed Fee changes and believe given the time to review them it could be approved so we know what rate to set for the Wheat Street Project as they are proposing submittals before the end of the year.

Several months ago, I presented a sample resolution to the board to update our local law to comply with the department of state executive law and part 1203 to ensure proper enforcement. This should be completed before the end of the year to keep the village law current.

- Permit Fees – Tabled from 8-10-2022
- **Motion to accept new permit fee schedule as presented. Motion made by Deputy Mayor Ellis. Second made by Trustee Heath. 4/0 approved.**
- TYLin Agreement – Agreement allowing TYLin to work with Kevin on the Wheat Street Apartments. The Village signs into the Agreement with TYLin and INHS will be responsible for paying the invoices for TYLin per the Village Zoning Laws
- **Motion for the Mayor to sign the TYLin Agreement. Motion made by Deputy Mayor Ellis. Second made by Trustee Donnelly. 4/0 approved.**

c. **WWTP** – Bob Kneaskern

The plant is running well. We have serviced the UV lights and have scheduled service for the pumps at the pump station later this month. We had to replace two grinder pumps as well as a steady stream of DIG tickets that needed to be marked out. As always please don't hesitate to reach out if you have any questions or concerns.

d. **DPW** – Dan Patterson

Streets

- Leaf and Brush – picking up as needed, supposed to be every 1st and 3rd Wednesday – it seems to be put out whenever.
- Maintenance on Salt Spreader

Parks

- Mowing

- Swim is done
 - Raft is at the shed
 - Dock will be coming out soon

Hall

- 2- loads of trash have been taken out
- Asked the Trash truck to start stopping at the Hall now that the building has sold

Cemetery

- Burials
- Foundations are all caught up
- ❖ Signs are here – poles should be here next week
- ❖ Have about ½ a year of salt
- ❖ There have been about 3 or 4 recalls on the Plow Truck that should be all taken care of by the time snow hits

e. Fire Department – Chief Stefan Szozda

- Win-a-Ton went well

The department hosted a Battalion 3 Water Rescue drill at Harris Park. There were 3 stations, Stop the Bleed seminar, prop entanglement demonstration, and Union Springs FD demonstrated their ROV and Flir technology. It was well received and attended by 50+ from Aurelius FD, Montezuma FD, Aurora FD, and Fleming 2 FD.

We received the remaining turnout gear from MES. All is accounted with the exception of some boots that were the wrong size. Currently working with our sales rep to get those exchanged. I would like to thank Assistant Chief Eric Wilson for submitting the grant and helping out to see it thru. The TP is still on schedule for the week of October 9th to go in the paint shop. While Jerome has the truck, we are going to have them do the pump service and some other misc. things that have been needed to be done. This will also save us some in travel costs versus them doing it at our firehouse.

There were twenty (13) alarms for the month of August. We had two (2) EMS calls the village. We had nine (9) mutual aid EMS and two (2) MVA call. The Department had logged one hundred thirty-five (135) total man-hours of training for the month of August, Battalion 3 water rescue drill, new turnout gear fitting, driver training, and vehicle and station maintenance. The department logged thirty-four (34) 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.

f. Waterfront Committee – Chelsea Heath

- Took the month of September off – starting to plan again in October

g. Rec – Chelsea Heath

- Had a Ribbon Cutting Ceremony for Adriana Swartz for all the work she did on the Rec Trail with fixing it up

- Happenings of Union Springs Facebook page plans to do a miniseries of the Rec Trail

h. **Village Clerk** – Jen Ogburn

- Total collected in Taxes so far is \$208,268.06
- 14 unpaid tax parcels totaling \$9,330.78
- Need a motion to destroy records that according to NYS Record Retention we no longer need – List provided to the Board. These are records that were in the hall.

Motion made by Deputy Mayor Ellis to destroy the items provided to the Board per NYS Record Retention. Second made by Trustee Heath. 3/0 approved. 1 – Abstained.

10. **Approval of Vouchers** –

- Abstract #4 Total Claims \$55,119.68

<u>Abstract #4</u>	
<u>A</u>	<u>\$46,086.19</u>
<u>G</u>	<u>\$6,030.55</u>
<u>TA</u>	<u>\$3,002.94</u>
<u>TOTAL</u>	<u>\$55,119.68</u>

11. **Old Business** –

- Water Street Property** – Flannigan’s lawyer has contacted Mike Quill
- Veterans Memorial Hall** – SOLD last week of August 2022
- Playground** –
 - Kids in the village feel we should keep it as opposed to gifting it back to the school – not much to do in the village besides the playground/rec trail
 - Ash Trees are a liability need to be removed – Dan will talk to Cranebrook when they remove the Tree from the Cemetery
- LWRP**
 - Congratulations to Greg – he and his wife just had a baby.
 - No State meeting this month
 - By November they hope to pick back up in our favor. Hopeful for the first part of next year the State will get back to us.
 - After Consistency Review and Legal will be a Final, Final Draft – if we decide to adopt it, we start the 60 days for SEQRA. Should be early spring which is about 8 months from the time the State got their copy.
- Village Sign**
 - Pilat Graphic Design – signs are in waiting for the Poles to come in
- Hazard Mitigation Plan Adoption Resolution**
 - **Motion to adopt the Hazard Mitigation Resolution made by Deputy Mayor Ellis. Second made by Trustee Heath. 4/0 approved.**
- Lawn Mower Quotes** – Tabled from July 14, 2022
 - LandPro – John Deere X590 Select Series -48
 - M&R Sports and Mower Inc. – JDW X350 -48

Remove for now and start fresh next year as these quotes have expired
- Attorney proposal**– Tabled from July 14, 2022

- Board of Trustees reviewed Proposals from Goldberger and Kremer, Boylan Code Attorneys at Law, Bousquet Holstein PLLC, Law Offices of J. Justin Woods, PLLC, Underberg and Kessler, Boyle and Anderson, and Blair Law Firm, PLLC.
 - **Motion to approve Boylan Code proposal and authorize Mayor Wilson to sign a contract between Boylan Code and the Village of Cayuga based on the Proposal provided to the Village Board of Trustees September 14, 2022, Motion made by Trustee Heath. Second made by Deputy Mayor Ellis. 3/0 approved. 1- abstained.**
- i. **Harris Park** – Bath house roof quote
 - Remove until Spring – too late in season
 - j. **EMS Charts** – Contract – Update - Tabled
 - k. **Lakeview Cemetery** – Rules & Regulations – need updating - Tabled
 - l. **Joint Water Agreement** –
 - District 3 has \$437,507 in Reserves
 - Just by looking at what can be seen from trial balances and past budgets/current budget it appears that they are underestimating the expenditures and having to adjust them at the end of the year from what can be seen from the documents available.
 - There should be a specific reason for one water district to borrow from another water district – should not happen every month.
 - Request a Joint Water Meeting after the next meeting – follow up from the previous meeting that was held in May 2022.
 - m. **Railroad PILOT**
 - Remove until 2024 – PILOT expires in 2025 – look into more then. Find out who we send our Right of Way Check to.
 - n. **NY Forward/DRI** – Public Meeting @ 6:00pm prior to meeting
 - Any changes to the application need to be to Kari by Wednesday, September 21, 2022.
 - **Motion to send an application for NY Forward with changes made by Mayor Wilson and Cayuga County Planning Senior Planner Kari Terwilliger made by Deputy Mayor Ellis. Second made by Trustee Heath. 4/0 approved.**
12. **New Business**
13. **Comments by Trustees**
14. **Adjournment**
Motion to adjourn at 9:27pm made by Deputy Mayor Ellis. Second by Trustee Heath. 4/0 approved.

Respectfully submitted by
Jen Ogburn
 Village Clerk