

17 East Main St. Cuba, New York 14727 www.cubany.org

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James Barnes - Mayor Steven Raub-Deputy Mayor Elizabeth Miller- Trustee Morrison- Trustee Thomas Taylor- Trustee Corine Bump- Clerk/Treasurer
Lori Sweet- Deputy Clerk
Kris Krzos DPW Superintendent Jason
Kevin Margerum- Code Enforcer
Roman Cavalletti - Operator- STP
Randy Snyder- Deputy DPW Super.

2/20/2024 Village of Cuba, NY BOARD OF TRUSTEES MONTHLY MEETING at 39 East Main St. Cuba Circulating Library Meeting Room Cuba, NY 14727 6:00 p.m.

PRESENT: Mayor Jim Barnes, Deputy Mayor Steven Raub, Trustee Tom Taylor, Trustee Jason Morrison

ALSO, PRESENT: Corine Bump Clerk/ Treasurer, Kristopher Krzos DPW Superintendent, Roman Cavalletti Operator- STP and Resident Cindy Colley.

EXCUSED: Elizabeth Miller employment engagement

GUESTS: N/A

MINUTES: TRUSTEE RAUB MADE A MOTION TO APPROVE THE MINUTES FROM JANUARY 15, 29TH, AND FEBRUARY 12 TH MEETINGS- TRUSTEE MORRISON OFFERING A SECOND. ALL IN FAVOR AND THE MINUTES WERE APPROVED.

APPROVAL OF CLAIMS AND BILL PAYMENT: Prior to the authorization of the 2.20.2024 abstract, reports were emailed and printed copies made available to the Board for in-person review and signoff.

Clerk Bump is working on the entries for the Water Improvement project with Nicole from Singer and Lewak on Wednesday 2.21.24.

TRUSTEE RAUB MADE A MOTION TO ALLOW PAYMENT OF THE FEBRUARY 20, 2024 ABSTRACT IN WHOLE WITH A SECOND OFFERED BY TRUSTEE MORRISON, ALL IN FAVOR AND THE BILLS WERE PAID.

A Fund- \$68,002.47 \$F Fund-\$51,875.60 G Fund- \$ 32,566.89 = \$152,444.96

POLICE REPORT: Chief Burch emailed the report, and it is on file. Mayor Barnes stated he was very impressed and thankful with all the handlings of the Town of Cuba Police report, he is amazed at how inundated with calls the Cuba PD is.

BUILDING INSP./CEO: Kevin's annual report was circulated. He has been working very closely with Mayor Barnes with the 17 East Main St. Village Hall mold situation.

CLERK/TREASURER REPORT: Clerk Treasurer Bump gave the Board The Clerk's Report in person due to previous illness and the State of Emergency with the building. She made the entry to budget line F008320-4 with the Board allowing F Fund Balance to pay the Water Improvement portion of invoices to keep the invoices paid. The first draw has corrected the lines. Clerk Treasurer Bump asked to proceed with the USFCR Contractor renewal for the DUNNS number with the same company as the decade prior.

TRUSTEE RAUB MADE A MOTION TO CONTINUE WITH USFCR WITH TRUSTEE MORRISON OFFERED A SECOND, ALL IN FAVOR THE MOTION CARRIED.

Clerk Treasurer Bump has been working with Kelly Lathan from Fiscal Advisors- the Form E has to be turned over to USDA and EFC- Kelly has stated if I can get her all the vouchers for this abstract by tomorrow at noon- there should be a second draw/ wire on 2/29.

Kris provided meter changeouts and we think we are down to around 90 meters to change out. SPW Krzos provided Clerk Treasurer Bump with a notice that CINTAS has bought out Paris Uniform Company.

A check was received from Ben Weitsman from the scrapped water meters \$3,181.92 and it was deposited into the general fund water portion of the bank account. A water pump will be purchased that was voted on by the board previously.

Timothy McGill has agreed to be bond counsel, Mayor Barnes stated this is for the waster water project, so hold off on submitting anything to McGill's office.

As previously told to the Board- The K Fund needs updating. This is part of the Annual Financial Reporting. This is the Village's Assets and must be updated for the fiscal year 23.24 K Fund- Land, Buildings, Equipment, Inventory etc. In speaking with Trustee Morrison prior to tonight, he suggested seeking an outside firm that is non-biased. Trustee Morrison stated that based on the Village's fund balance policy, and fund balances- this is a way some of the funds should be spent to get an accurate and non-biased report to satisfy the NYS OSC requirements and be compliant. Trustee Morrison stated that would take the burden off the staff with the heavy work load and short staffing.

Trustee Taylor had asked Clerk Treasurer Bump to ensure the utilities are minimized inside the Clerk's Office with it being closed. This brings to mind- the postage meter and the printer- They are held up and not accessible in the Clerk's Office. Will work with ACME to decide placement for both machines. In the meantime, the board agrees The Clerk's office can purchase rolls of stamps.

The BABA (Billed America Back Again) document was signed by Mayor Barnes and submitted. This will mainstream the Water Improvement documents as a waiver.

Election Site Change- Baptist Church documents will be submitted to rent the facility for the Election on 3/19/24, however The Village has verbal permission from Claudia Little to use the hall. Access will be on Spring ST. as that is where the ADA compliant entry is. The Town and County Election is switching to this location this year also, so this should help with that transition. Clerk Treasurer Bump stated the fee is under \$300 according to the rental document fee schedule. The Election budget will need an amendment. The Election law requires prior mailing to all registered voters of the change to the site location, postings etc. The election Inspectors are Mary Lindquist and Mary Raymond.

TRUSTEE TAYLOR MADE A MOTION TO AUTHORIZE THE PAYMENT TO THE CUBA FIRST BAPTIST CHURCH FOR THE 3/19/24 ELECTION USING A FUND BALANCE WITH TRUSTEE RAUB OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.

The state of emergency document with a date of 2.12.24 will be scanned in and sent to Allegany County (Bonnie and Jeff). It will need to be re-addressed in March. Lori and Corine will create a mass mailer notifying of the change of location for voting, the temporary location of the Clerk's Office inside 15 Water St. and the water project kicking into action. Corine will email the Olean Times Herald "news" and it is on the website.

Trustee Raub mentioned some of the Village related items/ mail/ invoices that are continuing to come in addressed to Diane Wilson- and asked why. Corine stated she has repeatedly reached out to all of these companies with a paper trail to prove it, and the companies say they will make the change and they do not. She and Lori even worked with a Staples rep for a two hour training with the new purchase procedure through Staples- and the system was changed- yet the emergency purchases on 2/12/24-reflect Diane Wilson as the Account Holder.

WASTEWATER PLANT REPORT: Roman gave his report-The DMR was sent in for December and everything was within the limits. He stated he sent out UV info to the Board- Four, but one of them couldn't get the bulb but everything was the same. Livingston Micrographics, UV Bulbs LLC, Z and M Enterprise. Clerk Treasurer Bump inquired which quotes he was referring to now? The quotes he emailed after the January Board Meeting or the quotes he emailed today, because they are all different and he stated- you said you wanted the quotes to be equal, and Clerk Treasurer Bump stated, that is what is required by law and the NYSOSC for use of municipal funds. He states he has all proper quotes now- and an additional quote that came in for \$9,200. He said Livingston Micrographics came in the cheapest. Trustee Taylor and Trustee Morrison inquired, as to whether the quotes were all the same life expectancy, and wattage, and Roman said yes, the only difference between Livingston Micrographics is LM patented their own bulbs. Trustee Morrison asked if they had a longer life expectancy and Roman stated the Village's permit only allows the bulbs to be installed for eleven hundred hours. He stated it doesn't even matter. It's a year and a quarter, and they need replaced. Mayor Barnes stated the bulbs lose their efficiency. Trustee Morrison inquired how long the bulbs run, and Roman answered 24-7. There was confusion with the math because 100 hours is equivalent to 48 days. Roman didn't have the manual with him to confirm the run times of the bulbs, but around a year and a quarter or a year and a half. Trustee Taylor asked if the amount was budgeted, and if shipping is included, and he said yes, estimated shipping is quoted, and he hopes in comes in less. Trustee Morrison asked why Livingston was quoting Trojan 300, and there was another quote for Trojan 3,000 and Roman didn't know, but it was who bought from the last time he purchased with no issues. He stated he didn't call Trojan for a quote because their prices are ridiculous. He wants to purchase from Livingston, and coordinate with Kris for help to change them as he thinks he will need help changing.

TRUSTEE RAUB MADE A MOTION TO PURCHASE THE BULBS THROUGH LIVINGSTON MICROGRAPHICS WITH THE QUOTE PROVIDED OF \$5,481.60 (24 BULBS @\$96.50 =\$2,316.00 WITH 15 TROJAN WIPER ASSEMBLY KIT @ \$75.94= \$1,139.10 2 REPLACEMENT BALLASTS @\$675.00 AND SHIPPING AND HANDLING AT \$676.50 WITH TRUSTEE MORRISON OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.

Roman discussed sludge hauling- to haul out from the drying bed so he can make room. He does not know what or how much is in there. He stated he called around to haulers today- CYRCO is \$155 an

hour, and then there is a tipping charge on top of that, LaForge charges \$180 an hour plus tipping fee, and Casella \$550 per load, one hour of live load with anything over that is \$150 an hour and \$45 for liners. He stated he does not want to go through Casella, and he said he has another quote for \$135 an hour with Maybee Enterprises who is now Lacey's. Roman stated when he calls they answer Lacey's. Clerk Treasurer Bump stated that the only quote she has received at this time is from Maybee Enterprise and they are listed on the sludge hauling permit. Roman stated he has the other quotes in emails and he will send them out when he gets the chance and stated that CYRCO is listed on the hauler's permit. Both Trustee Morrison and Mayor Barnes stated Maybee is listed as the hauler with the sludge permitted to be transported to Casella. Clerk Treasurer Bump asked to be included in any correspondence if the hauling permit changed to have on the permanent record. The Board asked again about how long and how many loads as an estimate to remove the sludge, and he stated he has no idea. It will be expensive. He stated he will have to schedule everything with Casella as they have the room to take it only so much at one time. He stated the dryer it is the less it weighs and when he wants to get rid of it. Trustee Morrison clarified that the drying beds must clear of sludge so that the digester can be emptied out so that sludge can dry out to be hauled away as well. Roman stated if he can get the sludge hauled out, he can empty the beds to receive the digester. Mayor Barnes checked the copy of the sludge hauling permit and verified, The Village of Cuba, Maybee Enterprises and Casella are the only entities permitted to haul. Roman stated he will send the quotes via email and include Clerk Treasurer Bump. Trustee Taylor asked if the wet sludge has to be hauled to Jamestown. Roman said he will put the boards up to get more sludge drying.

Clerk Treasurer Bump inquired what G Fund budget line Roman intends to use to pay for the expenditure. He stated he is unsure perhaps maybe G8130-6 Repairs- he thinks there is about \$9,000. He stated his equipment line has a lot of money left in it that could be transferred. Trustee Taylor asked Roman if there should be a line set up in the future strictly for sludge hauling and Roman said no. Clerk Treasurer Bump reviewed the revenue and expenditure report and stated he has \$23,000 remaining in G008130-4 Sewer treatment and disposal contractual, and in G008130-6 \$7,674.93 in Treatment and disposal repairs. Roman said perhaps use of funds from both lines. He thinks it will take more than a month to haul and it can be revisited at the next meeting. When he finishes emailing the quotes over to the Board and Clerk Treasurer Bump, he will get the tipping quote sent as well. Roman states since he has been doing the plant, he has it hauled once a year and he thinks the cost was around \$3,800. Clerk Treasurer Bump brought up the financial records and there was a charge for a tipping fee of \$2123.83-\$16.51 quantity plus \$42.776 per ton. He doesn't expect the charge to have gone up too much and he will get the board the emails tomorrow 2/21/24. \$11,100 in equipment, \$23,800 contractual, and 7674 in repairs- approximately \$42,000 to spend. Roman thinks it will be the next budget year before any more sludge has to haul. He wants to get the digester empty and hopes it takes a long time to fill back up. He stated again he will email the board and Clerk Treasurer Bump on Wednesday 2/21/24 to proceed for approval via email.

Roman stated he has been having problems for the relays on the secondary pump station. Jason from RAFA is supposed to send some relays at no charge. The pump station is back up and running.

The Trickling Filter internal is back up and running and Pierce Steele did an awesome job, but upon further look the outer part of the center piece has holes – it is operational but leaking and will need to be fixed. He states that on February 2, 2024 Pierce Steele came and measured it-They can cut the bottom off and rebuild it and their estimated repair is \$8,000 after measuring it for the repair. Roman stated that he will call the company that made the filter. He said it does not need to be done today and

can wait until the next budget. He is unsure how he will get a quote for the repair for the rebuild. Mayor Barnes stated he has an idea, and Trustee Taylor confirmed that can be part of the budget for 24.25. Roman stated that all of the parts for the digester have come in, he received the last box today 2/20/24. It came in and he spoke with Jim and Jason and getting out to bid labor will take time. He asked about putting the labor out to bid. Mayor Barnes is concerned with getting the solids out. Clerk Treasurer Bump asked what the plans are to pay for the expenditure of the labor and Roman said he has no idea. Mayor Barnes stated G fund balance is an option, and Clerk Treasurer Bump confirmed yes G Fund balance and reminded the board of the use of Capital Reserves for Repairs. If Capital Reserve for Repairs is used- it has to be put out to bid for thirty days and apples to apples bids received for the labor. Clerk Treasurer Bump asked what the total cost of the invoices for the digester parts are and he said he doesn't know he didn't get an invoice when the parts were delivered. Roman suggested speaking with Savonne Thompson as using one of the primaries as a holding tank. Mayor Barnes expressed concern with that route, because that debris might not come out. Roman stated that once the space is clear, the project will have to move swiftly. Trustee Morrison stated that an experienced professional will win the bid and they should have a plan in place to clear, execute, and repair the digester. He states there 300 bubblers that are suppose to be working and it's not working. Roman thinks there will need to be coordination with the Cuba Fire Department, and The Village DPW Staff to get it cleaned out. He thinks a septic truck might need to be on back up so it doesn't fill up overnight.

Trustee Morrison clarified the timeline- assuming Reserve for repair funds will be used legally, Around July or August- the repair could be made and the bid could go out now, with the schedule to be late summer or early fall. He states he has been really lucky with Savonne's involvement. TRUSTEE MORRISON MADE A MOTION TO PUT THE JOB OUT TO BID FOR THIRTY DAYS WITH THE INTENTION OF USING CAPITAL RESERVES FOR REPAIRS TO FUND THE LABOR PORTION OF THE DIGESTER WITH TRUSTEE RAUB OFFERING A SECOND, ALL IN FAVOR AND THE MOTION CARRIED. Roman stated he will figure out how he will word the bid for the labor and provide it to Clerk Treasurer Bump. Trustee Taylor asked if that will carry us through to the next board meeting (3/18/24) since the timeline will be less than thirty days, and Clerk Treasurer Bump stated there is a budget meeting scheduled for 3/28/24 where a determination could be made once she has the information to send out for legal bid.

Roman stated he would like to work with Clerk Treasurer Bump at the beginning of March- to get his paperwork, and fees submitted to sign up for his 3 A test. He spoke with the lady at NYWEA and she told Roman if he gets it in early, it will sit right on her desk until it's time to test and she can get him signed right up for the test. Trustee Taylor asked where he would go and he said he thinks Jamestown, he thinks the cost went up to \$200 to sit for the test. Roman states he will drive there for a three-hour test and then return the same day. He would like to send the information in before the board meeting.

TRUSTEE TAYLOR MADE A MOTION TO PAY THE \$200 FEE FOR ROMAN TO SIT FOR HIS 3A SEWER LICENSE WITH TRUSTEE RAUB OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.

Mayor Barnes stated he was trying to find an email where JCC was offering some classes locally and Roman stated he just took that class in Buffalo- The Basic Operations Class.

Clerk Treasurer Bump inquired on behalf of Deputy Clerk Treasurer Sweet about septage invoices as neither of them have received numbers since January for December. Roman stated he thought he emailed them to the Clerk's, however, both Sweet and Bump checked all of their mail folders with no septage numbers. He stated he will email them both on Wednesday so they may invoice the dumpers. Trustee Taylor inquired about the people coming at night and dumping and Trustee Morrison stated for safety reasons cameras need to be installed at the plant. Hard wired cameras are an option and can be

budgeted for. Trustee Raub stated that Jonathon Enzinna will get us some quotes. Mayor Barnes asked Roman to contact Jonathan he said he will, and Trustee Raub will follow up also. Clerk Treasurer Bump mentioned the unassigned G Fund Balance at the end of fiscal year 22.23 is \$165,781.00 and a total \$245781.00 (\$80,000 restricted capital reserve for repairs) However- the fund balance policy must be followed and while one loan is in it's last year of repayment, the other two loans go up- and the Constitutional debt limit has to be properly addressed. There are some things that are not excluded.

DPW SUPERINTENDENT REPORT:

SPW Krzos stated they repaired several water leaks, sanded and plowed streets, installed new check valve and had the new gas service installed for the bicentennial well in Chamberlain Park. He thanked the Town of Cuba and the Town of Friendship for their continued assistance, as well as the NYS DOT for there help. The Village crew appreciates all they do for shared services.

Kris stated he had another visit from PESH following up on the violations from last fiscal year – one issue was the North Well- Something needs to be put in place how a repair will be made. The fine is \$200- a day per violation, weekends and holidays included, the inspector said he will be back by the end of the month. SPW Kros stated there needs to be a plan tonight- It needs a new electric service, demo the section the structural engineer has concerns about, and put up a shed. The well was taken off line years ago but it generates a small amount of revenue when street pavers draw water off the untreated well. There is a sign that says do not enter and the current door will be removed with a new steel door installed and the electric service updated. The Genesee Parkway also requires an electrician and repair, as they caught fire in January.

TRUSTEE TAYLOR MADE A MOTION TO PROCEED WITH THE PLAN TO REPAIR THE NORTH WELL WITH TRUSTEE MORRISON OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.

The current jack hammer weighs 150 lb runs on hydraulics and is difficult to operate- He is working on getting some quotes for one of which will pair with the backhoe by BOBCAT for \$8,600.00, he has plenty of money in the budget line and there is A Fund Balance that can be used.

He also spoke with Ken Tronetti regarding trucks and chasis for the DPW. He inquired what happens if he can't find anything that fits the current machine- but he will try. Trustee Taylor said there is a concern for the repair of the Village Hall. Clerk Treasurer Bump reminded the Board there are ARPA funds for the purchase in addition to the budget.

SPW Krzos states he is looking into having some sewer lining done, and he is getting some quotes.

Trustee Morrison asked Roman about the status of the grease trap inspections- Roman stated he has not been around for a second inspection and Roman said he will open everyone's up this time, Clerk Treasurer Bump provided him the documents to officially put them on notice in November 2023. He said maybe he will proceed with a second visit by the 3/18/24 meeting.

The sewer camera is broken and taken up space, it has been broken for at least four years, it is no longer made, nor does it have parts,

TRUSTEE MORRISON MADE A MOTION TO DECLARE THE BROKEN SEWER CAMERA SURPLUS EQUIPMENT AND THROW IT AWAY WITH NO USE AND TRUSTEE RAUB OFFERED A SECOND, ALL IN FAVOR AND IT WILL BE TRHOWN AWAY.

SPW Krzos stated he will be purchasing jersey barriers to protect an outbuilding from gravel, he priced them at \$300 each and the town will haul them.

Mayor Barnes mentioned changing the code for frozen and broken water meters, and plates. There has been no movement at this time.

Trustee Taylor asked to have the holiday wreaths in the upstairs of the Clerk's Office to be removed because it is now Lent. They will be removed.

Trustee Taylor asked what roads will be repaved this coming year. SPW Krzos stated North Branch will be resurfaced. There will not be paving due to the wide area the water improvement project will cover. Both Chapel and Maple St will be dug up the center as an example. There is a pile of dirt in Chamberlain Park that needs to be spread out to level the ground, but they are short staffed and there have been so many water leaks, they haven't gotten to it yet but he hopes to get to it soon.

COMMITTEE REPORTS: Trustee Taylor wanted to ensure Jerome Swift is invited to the budget hearings as he is running for a trustee position.

Personnel and Travel Conference Policy- Advertise for a full time staff member- laborer. Clerk Treasurer Bump will send an ad to the paper.

Infrastructure—Remediation people came on 2/19/24, Mayor Barnes stated the whole second floor has to go, but there is no quote yet. There was discussion as to whether the building is even viable. The insurance inspector came out on 2/20/24 to look at it. The entire ceiling is moldy, the entire second floor, has to be torn out as it is covered with mold. Mayor Barnes suggested selling the building because private owners could repair it themselves a lot less costly and the building could go back on the tax roll. The Board will wait for the remediation cost comes in at. The contents of the building will need to be stored off site, and removed in order to complete the repair. It's assessed at \$77,000.

7:53 p.m. Roman Cavalletti left the meeting.

The Board will pursue grant wise, or insurance for document recovery and transitioning to paperless.

Trustee Taylor asked where the Veteran's Banners are- they are in cardboard tubes in the back of the building, and can be moved. There is a possibility to use the old Lake District Office for storage. Trustee Taylor does not want to see the building rot.

Clerk Treasurer Bump read an emailed correspondence letter from The Village of Barker, NY Mayor Shawnna Corwin Bradley wrote to the Board to offer any assistance they could provide because they had a fire, and suggested asking the insurance company about document recovery. Both Lori and Corine are trying to reduce the printing due to the situation.

MAYORS REPORT:

TRUSTEE MORRISON MADE A MOTION TO APPROVE THE TRAVEL AND CONFERENCE POLICY, AND THE EMPLOYEE TRAINING POLICY WITH TRUSTEE RAUB OFFERING A SECOND, ALL IN FAVOR AND THE MOTION CARRIED.

Mayor Barnes stated that the Village Attorney Ron Hull is scaling back his practice and will not be the attorney for the coming year. There will need to be a search for an attorney.

The Village Historian submitted his report.

At this time Mayor Barnes does not feel the Village should pursue the wastewater project as it is not feasible at this time.

Both Matthew Zarbo and Andrew Meyerhofer are leaving Barton and Loguidice and will no longer be a part of the Water Improvement Project.

The Elm St. Academy Invoice needs revisited with Neptune, and Tisales as well as the Village. Clerk Treasurer Bump will schedule a conference call with all to determine the an updated bill.

Discussion about the EV Charging Stations- Trustee Taylor is concerned with the cost and the issue of the repairs at the Village Hall. The Chamber of Commerce is willing to contribute half of the cost \$10,000.

TRUSTEE MORRISON MADE A MOTION TO DETERMINE A LOCATION TO INSTALL THE EV CHARGING STATIONS WITH TRUSTEE RAUB OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED. THE BOARD WILL DETERMINE A LOCATION BEFORE PROCEEDING FURTHER.

There is an old heater at the Village Hall. TRUSTEE MORRISON MADE A MOTION TO DECLARE IT SURPLUSD EQUIPMENT AND SELL TO KEVIN MARGERUM AT THE COST OF \$100 WITH TRUSTEE TAYLOR OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED. Kevin Margerum will remove it from the building.

Mayor Barnes stated with not having an office to work out of, he has a lot of documents to sign, he asked permission to have ink ordered for his home computer. Clerk Treasurer Bump will order it for Mayor.

Street Sweeper- So far the Street Sweeper is not ready for delivery. More information to come.

Clerk Treasurer Bump will speak with Jonathan Enzinna about moving Mayor Barnes desk VOIP phone to his home office for the time being.

A sandwich board needs to be placed in front of both the village hall and The Baptist Church for the election on 3/19/24 with the change of location. There will be no change to the due dates/ shut off timing at this time, The Hours are working for right now at 15 Water St. location and at this time the Budget dates are okay. Trustee Taylor suggested writing thank you letters to the Town of Cuba, Cuba Chamber, Terry and Lionel, and The Baptist Church for the help during the State of Emergency.

TRUSTEE TAYLOR MADE A MOTION TO ADJOURN THE FEBRUARY MONTHLY MEETING AT 8:38 P.M. WITH TRUSTEE MORRISON OFFERING A SECOND. ALL IN FAVOR AND THE MEETING ADJOURNED.

Respectfully Submitted,
Corine Bump Village of Cuba Clerk/ Treasurer