



VILLAGE OF CUBA

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.

1/15/2024 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: Deputy Mayor Steven Raub, Trustee Tom Taylor, Trustee Elizabeth Miller, Trustee Jason Morrison

ALSO, PRESENT: Corine Bump Clerk/ Treasurer, Kristopher Krzos DPW Superintendent, Roman Cavalletti Operator- STP, Deputy DPW SPW Superintendent Randy Snyder

EXCUSED: Mayor James Barnes- Notified Village Board of Trustees- 4/1/23 of plan to be out of town approximately 1/1/24-1/19/24, and would not be present at the January 2024 Board Meeting.

GUESTS: Brandy McCaffrey, Gabrielle Brainard – Attended the Board Meeting to notify the Village Board of Trustees of the possibility of a Memorial 5K event in Memory of Gabby Kranock- a Cuba, NY teen who passed away on December 12, 2023 as a result from injuries where she was hit by a vehicle being driven by a drunk driver in September of 2022. Ms. Brainard had previously emailed Clerk Treasurer Bump asking for information on scheduling a 5K and asked to be added to the Board agenda for tonight. They would like to raise awareness of the dangers of drunk driving. They would like to take the funds generated from the 5K and donate them to a scholarship for graduating Seniors at Cuba- Rushford High School that qualify to benefit from a scholarship. Deputy Mayor Raub asked it will be a sanctioned 5K or if it will be a fundraiser. Gabrielle stated the two tentative dates for the 5K right now, are Sunday June 9 and Sunday June 16. Gabrielle spoke with Susan Herrick from the Cuba Chamber of Commerce as the

16th coincides as the same weekend as Dairy Days. Trustee Taylor inquired about the route, and Trustee Miller stated it would be nice to see the 5K in the downtown to increase awareness. The Greenway trail has also been suggested- however that is more remote and not in the public eye. Clerk Treasurer Bump emailed her a contact and Deputy Mayor Raub will send her an alternate contact as well in case they decide to go that route. They are looking to have it donation funded. They have spoken with White Imprints- and they may possibly donate tee-shirts. An idea of a Chicken BBQ after the race has also been brought up to increase funds. The Board concurred it is a wonderful idea. Clerk Treasurer Bump encouraged them both to work with The Chamber of Commerce especially if the event falls during Dairy Days- and stated if there are any road closures that will be needed inside the Village, the Board will need that information presented at the May 20, 2024 Board Meeting for road closures prior to the following June 17, 2024 Board Meeting. She also made them aware because of the sensitivity of the cause- that for many years prior the Board votes to lift the "Open Container Law" as requested by event sponsors prior Dairy Days to the event, while encouraging safe travels for all.

Kevin White- from the Cuba Chamber was scheduled to attend to discuss EV Charging Stations, in addition to the possibility of the 5 K but Deputy Mayor Raub stated he unfortunately could not attend the meeting tonight.

MINUTES: TRUSTEE MORRISON MADE A MOTION TO APPROVE THE MINUTES TRUSTEE MILLER OFFERING A SECOND. ALL IN FAVOR AND THE MINUTES WERE APPROVED.

APPROVAL OF CLAIMS AND BILL PAYMENT: Prior to the authorization of the 1.15.2024 abstract, reports were emailed and printed copies on the board room table at 17 East Main St. for in person review and signoff.

Discussion took place regarding the purchases for the water improvement project that should be re-imbursed by the closing for the release of funds first draw at the end of the week the products purchased intended to be paid for using ARPA Funds from Pow-R Mole and E.J. Prescott, and account lines over budget.

TRUSTEE TAYLOR MADE A MOTION TO AMMEND THE BUDGET LINE F8320-4 USING WATER FUND BALANCE IN THE AMOUNT OF \$35,000, f001910-4 UNALLOCATED INSURANCE \$1100.00, AMEDING THE BUDGET LINES IN THE A FUND USING A FUND BALANCEA1910-4 UNALLOCATED INSURANCE (\$2,000),

A005010 (\$200), G001910-4 UNALLOCATED INSURANCE (\$1,100) (G008120-2 ADDRESSED LATER IN MEETING) WITH TRUSTEE MORRISON OFFERING A SECOND, ALL IN FAVOR AND THE MOTION CARRIED.

TRUSTEE TAYLOR MADE A MOTION TO APPROVE A PAYMENT OF \$25.00 BY CLERK TREASURER BUMP TO THE CUBA LIBRARY FOR THE REMAINDER OF THE FISCAL YEAR 2023-2024 IF THE MONTHLY BOARD MEETINGS GO OVER THE TWO-HOUR RENTAL LIMIT WITH TRUSTEE MORRISON OFFERING A SECOND, ALL IN FAVOR AND THE MOTION CARRIED. (Trustee Taylor noted- this could be added to the Annual Organizational Meeting in April for the coming fiscal year 24.25)

TRUSTEE MORRISON MADE A MOTION TO ALLOW PAYMENT OF THE JANUARY 15, 2024 ABSTRACT IN WHOLE WITH THE PAYMENTS TO POW-R MOLE SALES LLC FOR THE PURCHASE OF THE TRACING MACHINE \$4,790.00 (G008120-2) AND E.J. PRESCOTT FOR THE METAL DETECTOR WANDS- \$1,609.42 USING ARPA FUNDS, WITH TRUSTEE MILLER OFFERING A SECOND. ALL IN FAVOR AND THE BILLS CAN BE 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 annual report, and it is on file at the Clerk's Office.

BUILDING INSP./CEO: DPW Superintendent Krzos stated- Kevin had a meeting with a property owner on Medbury today regarding the property near the intersection of Green St. A copy of the sidewalk code 173-7 was provided, and another meeting will come in the spring. Building permit- copies are being provided by USPS mail weekly to the Clerk's Office and Placed on File electronically with a hard copy back up at this time.

CLERK/TREASURER REPORT: Clerk Treasurer Bump provided the Board The Clerk's Report prior to the meeting and it is on file at the Clerk's Office. She noted in Mayor Barnes absence a letter came in from The NYS Dept. of Labor- with prior permission to open mail in his absence- the letter was opened, and it was the Official notice of PESH Violations from the May 2023 Inspection with several due dates before the end of January 2024 to remedy.

The AFR is in the final filing process- and has been working to answer the NYSOSC questions regarding the report. Clerk Treasurer Bump asked permission to sign, submit and continue the Letter of Engagement with Laura Landers.

TRUSTEE MILLER MADE A MOTION TO PROCEED AND TRUSTEE MORRISON OFFERED A SECOND. ALL IN FAVOR AND THE MOTION CARRIED. Clerk Treasurer Bump will return it via email tomorrow.

A resolution came from Allegany County- but more information is required before submitting after approval. Trustee Taylor made a motion to authorize Clerk Treasurer Bump to proceed with Resolution # 398-22 once clarification has been made.

Clerk Treasurer Bump and Deputy Clerk Treasurer Sweet have been working with the new MCSJ Payroll transition. It has been determined that there is the option of a same day ACH deposit for staff rather than printed checks if the transaction happens by 1:00 p.m. on pay day. The new program requires the purchase of different check layouts- and this option is both cost effective and a time saver.

General Code sent an estimate to update the code, but the cost is over the annual budget this year. **TRUSTEE TAYLOR MADE A MOTION TO UPDATE THE CODE AND AUTHORIZE THE USE OF A FUND BALANCE TO AMEND THE BUDGET LINE A 1989-4 WHEN PAYING THE INVOICE WITH TRUSTEE MORRISON OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.** Clerk Treasurer Bump will sign the document and submit it via email to proceed.

The Short-Term Loan closing will be coming final soon.

WASTEWATER PLANT REPORT: Full report Submitted and On File at The Clerk's Office. Roman stated he is hosing and keeping up with all work at the plant. STP- Roman stated the DMR for November was sent in and is good. He stated Pierce Steele made repairs to the Trickling Filter, and the part and bill was ready for pick up Friday January 12, 2024 same day as pick up. He asked the Board for approval for Pierce Steele to be paid now even though the invoice is not due until February. He told the Board about the second quote- from West Tech- that made the part in the first place- the cost was \$21,600 to do what Pierce Steele did for \$5,600. Trustee Raub asked if approval was given to proceed for the repair, and Clerk Treasurer Bump stated it was not- she then re-read the Board Minutes. She re-listened to a recording of the December meeting to ensure accuracy when questioned by Mayor Barnes after Clerk Treasurer Bump and Operator Cavalletti spoke on the phone Thursday December 28, 2023. Deputy Mayor Raub asked how to proceed, and **TRUSTEE TAYLOR OFFERED A MOTION TO ALLOW PAYMENT OF THE PIERCE STEELE INVOICE WITH TRUSTEE MILLER OFFERING A SECOND. ALL IN FAVOR, NONE OPPOSED AND THE BILL CAN BE PAID.** Clerk Treasurer Bump will prepare a voucher and prepare payment of the invoice to be mailed with the other payments on 1/16/24. (Two-Board signatures on the voucher for those in attendance required).

Roman stated he received all the quotes for the UV Bulbs. They are just email quotes for now, he does not know why the first two did that. (Clerk Treasurer Bump went back to the office prior to the start of the meeting to print the documents forwarded by Roman and he wants to

purchase through Livingston Micrographics- he has used them the past two years and their prices are still half the cost of other vendors with them being at \$200 apiece and Livingston is \$95 or \$94 per bulb. SPW Superintendent Krzos asked if Trojan UV is still in business- as that's where the bulbs were purchased when he worked at the plant. There was no information in the quote from 2022 however the email from Livingston Micrographics- stated the ballasts would range in cost from \$672.00 as high as \$692.00 The Trojan 3000 Plus replacement lamps are \$96.50 per lamp- with the quartz sleeves \$44.75 for the Trojan Plus. (Full email from Ryan Kubeck on File at the Clerk's Office) He states 30- are needed. Clerk Treasurer Bump stated there is \$5,500 appropriated in the budget. The board took no action at this time and will wait to decide. Roman inquired if anyone has been hired to help him at the plant.

Roman stated Savonne Thompson is coming out for an inspection this week, or within the month and that the SPDES Permit is still expired. Clerk Treasurer Bump stated the SPDES renewal came in the mail last month and the check for the renewal was cleared in November of 2023. A copy is on file in The Clerk's Office and Clerk Treasurer Bump will email him a copy in addition to the one previously provided tomorrow.

Deputy Mayor stated it has been decided at this time that another person will not be hired for extra help at the DPW garage. Roman stated some things at the Plant require extra hands for safety reasons and he would like someone from the DPW at the plant to help when those jobs need to happen. (Other staff off on medical leave)

Clerk Treasurer Bump inquired on behalf of Deputy Clerk Treasurer Sweet about the email sent to Roman and the Board on 1/5/24 pertaining to past due septage invoices with balances unpaid and Sewer revenue owed for more than six months. Roman stated those "septage dumpers" are not allowed to dump and Clerk Treasurer Bump asked again for a copy of the notices provided to the companies that remain in default for the official record.

DPW SUPERINTENDENT REPORT:

SPW Krzos thanked the Village Crew, The Town of Cuba for shred services and the Town of Friendship. They go above and beyond and their help is greatly appreciated. He stated Randy Snyder is taking an in depth look at the As Builds for the water project to find some missing aspects of the projects.

Full report on File at the Clerk's Office. SPW Krzos presented two quotes for a new Chlorometer prior to the Board Meeting and in person as required per the Procurement Policy from USA Blue Book and Core and Main. \$664 from each place and he would like two of them. There is funds in the current water budget to allow for the purchase.

TRUSTEE MILLER MADE A MOTION TO APPROVE THE PURCHASE OF THE CHLORAMETER FROM THE COMPANY OF KRZOS'S CHOICE WITH TRUSTEE MORRISON OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED. He will make the purchase and he provided the Clerk's office with copies of the quotes to attach to the voucher when it's time to issue payment.

Trustee Morrison asked questions and sparked discussion about the review of the As Builds and some of the issues that both Chief Water Operator and Deputy Superintendent Snyder and SPW Krzos are seeing in the plans. Deputy Mayor Raub offered to set up a call with a Board Member, Snyder and Krzos, and Barton and Loguidice to discuss the possible issues as soon as they are ready for a call/email. Krzos also mentioned there is a check valve that is needed so the Village stays in compliance with the Health Department. Krzos and Snyder found an available valve, but the B and L Engineers have stated purchasing it now is a problem due to the WIP. Krzos stated it is vital to find a solution for the check valve as soon as possible due to the Health Department requirements. Deputy Mayor Raub stated that they can add that to the call/email.

MAYORS REPORT: None submitted

COMMITTEE REPORTS:

Personnel and Travel Conference Policy- tabled until February.

Parks- Willow Bank and STP Cameras- Clerk Treasurer Bump emailed Southern Tier IT with no response at the meeting time. Deputy Mayor Raub stated he will speak with J. Enzinna about camera ideas.

Feasibility Study- Clerk's Office and Cultural Center- The architecture has not contacted Trustee Taylor. The Board told Clerk Treasurer Bump to proceed with requests for quotes for repair/ and testing for possible repairs. They told her to reach out to Terry and Lionel to inquire if available space exists in their building should a move be required while repairs are made. They asked The Clerk's to keep the board and Kevin in the loop. Trustee Morrison asked what was causing the build up of moisture and SPW Krzos stated the drain pipe that was leaking for several years in the building from the leaking roof on the upstairs floor and through the first floor ceiling. The ceiling has collapsed in the hallway and the

back room. Kevin suggested an air purifier and Clerk Treasurer Bump asked if she should research a purchase for one and a board member stated that probably won't help. Deputy Mayor Raub also stated while he was in the office on business he used the facilities and there seems to be an issue with the sewer when flushing the toilet. The DPW has been monitoring the situation after several calls from the Clerk's Office and other buildings in the Main Street row with no line blockages evident- "Clear to the main". Deputy Mayor Raub made mention of the boiler repair last summer and the deterioration of the chimney from the moisture and carbon monoxide gas potential being remedied.

STP- Digester quote- Clerk Treasurer Bump inquired if any updates with the quotes from Koester's has been provided as The Village of Canisteo is named- not Village of Cuba. To use the Capital Reserve for repairs funds- everything has to match. Roman stated Jim ordered the parts and submitted a signed document. Clerk Treasurer Bump stated she had been working with Mayor Barnes prior to his time away and just wanted to know if anyone had an update with the quote as she does not, A proper document needs to be on file. Operator Cavalletti stated he was unaware the quote was submitted in error. It is the first time he heard of this- however he received the same email of the quotes everyone else did. Trustee Morrison asked who will be responsible for requesting the updated/ corrected quote, and Roman told Trustee Morrison and the Board, he will call Koester's first thing in the morning tomorrow.

Infrastructure--

Parking Lot Access CCC- Deputy Clerk Sweet has been fielding people coming in or calling or stopping her in public with questions with confusion as to who is allowed to park in the Cultural Center lot being leased by the Village of Cuba for the winter months. Employees at the ACCORD building are now parking in the ALCO lot- to avoid receiving parking notices, which causes less available parking in the ALCO lot for their staff as whether as others with permission to park there. Deputy Mayor Raub stated overnight parking is allowed, the Cultural Center lot is open to the public but there is an unlicensed vehicle currently parked there- that The Cuba PD said can be towed at the cost of the Village. Clerk Treasurer Bump asked that communication be provided if that happens- to follow the process legally. Semi's are not allowed to park there. Discussion took place about the abandoned vehicle. Clerk Treasurer Bump asked that communication be provided if that happens- to follow the process legally.

Septage- Dan Shea Bob's Septic- no payment for dumping over \$700 owed- No action taken.

Elections: The March 19, 2024 Election Caucuses are scheduled for 1/24/24- Republican Party at 6:30 p.m. and Democratic Party at 6:45 p.m.

NEW BUSINESS: Budget Hearing Dates- Trustee Raub and Clerk Treasurer Bump asked the board to check schedules to schedule the Budget hearing dates for late February into March. With the Board meeting so late in February- the Departments will want to start working with the Board in February to prepare. Clerk Treasurer Bump asked Dept. heads to have numbers to her by Thursday February 15, 2024, in order to prepare and send to the Board.

OLD BUSINESS: Trustee Taylor asked about the status of water and sewer invoices- One residence was turned off for nonpayment and the other people are making payments on their arrangement. He inquired about the property on Elm St. and SPW Krzos stated data logs have been done to monitor the consumption and it looks to be mostly repaired. The bill has to be paid.

TRUSTEE TAYLOR REQUESTED AN EXECUTIVE SESSION IN MATTERS FOR MATTERS LEADING TO THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION WITHIN THE VILLAGE OF CUBA, NY., and WITH TRUSTEE MILLER OFFERING A SECOND.

7:44 p.m.

TRUSTEE MILLER MADE A MOTION TO ADJOURN EXECUTIVE SESSION AND MOVE BACK INTO REGULAR SESSION MEETING- WITH TRUSTEE TAYLOR OFFERING A SECOND 8:31 PM.

Deputy Mayor Raub stated The Employee Organizational Chart will need to be addressed at a future meeting.

TRUSTEE TAYLOR MADE A MOTION TO ADJOURN WITH MORRISON OFFERING A SECOND. ALL IN FAVOR AND THE MEETING ADJOURNED: 8:34 pm

Respectfully Submitted,

Corine Bump Village of Cuba Clerk/ Treasurer