



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
Jason Morrison- Trustee
Thomas Taylor- Trustee

Corine Bump- Clerk/Treasurer
Lori Sweet- Deputy Clerk
Kris Krzos DPW Superintendent
Kevin Margerum- Code Enforcer
Roman Cavalletti - Operator- STP
Randy Snyder- Deputy DPW Super.

2/12/24 VILLAGE OF CUBA, NY EMERGENCY BOARD OF TRUSTEES MEETING at 5 West Main St. Cuba, NY 14727

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

ALSO, PRESENT: Corine Bump Village Clerk/ Treasurer, Lori Sweet Village Deputy Clerk/Treasurer, Village Residents Doug Clayson, Lynette Clayson, also Village Resident, and County Legislator John Ricci

Mayor Barnes opened the emergency meeting at 5:02 p.m., there was no American Flag present.

Mayor Barnes declared an emergency in the Village due to the Village Hall is not habitable due to the results of environmental testing and the results of toxic levels of two kinds of black mold- *stachybotrys memnoniella* and *aspergillus penicillium*. The tests were taken on 2/6/24 with results returned late in the afternoon on 2/8/24 from the Lab. Code Enforcement Officer Kevin Margerum received the report and spoke with Mayor Barnes and the Allegany County Health Department. Full reports on File.

Clerk Treasurer Bump sent the information along once received with Mayor Barnes approval to Bonnie Van Housen at Allegany County and she brought Jeff Luckey up to speed with the situation on Thursday 2/8/24- via email, and telephone call from Clerk Treasurer Bump. (They will discuss with Carissa Knapp County Administrator) (CB sent an email reminder of the Emergency Plan in place to all Board Members as well as the lab report)
The Village's Insurance company has been notified and the report was sent as well.

Due to this – Emergency Procurement was addressed at the meeting. The following items were determined to be an emergency and necessary to deviate from the procurement policy.

In order to continue operations and serving the public- A new location for the Clerk's Office to temporarily serve the public is needed, remediation of the mold, decontamination of the mold, urgent office supplies to continue operation, and costs incurred to continue operation.

TRUSTEE MORRISON MADE A MOTION TO AUTHORIZE MAYOR BARNES WITH THE PURSUIT AND TO ENTER IN A CONTRACT FOR EMERGENCY REMEDIATION OF THE MOLD FROM THE SPACES AT 17 EAST MAIN ST WITH TRUSTEE RAUB OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.

TRUSTEE MORRISON MADE A MOTION AUTHORIZING MAYOR BARNES TO PURSUE AND OBTAIN DECONTAMINATION AND STORAGE FOR THE BUILDINGS CONTENTS WITH TRUSTEE TAYLOR OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.

TRUSTEE MORRISON MADE A MOTION TO AUTHORIZE THE PURCHASE OF EMERGENCY OFFICE EQUIPMENT AND SUPPLIES TO ALLOW THE CLERK'S OFFICE TO SERVE THE PUBLIC. (Clerk Bump received emailed quotes for a printer from The Village's IT dept.) Continuing needs to be revisited at the 2/20/24 monthly board meeting.

Mayor Barnes, Trustee Taylor, Trustee Morrison, Clerk Treasurer Bump and Deputy Clerk Treasurer Sweet toured three locations today as possibilities to set up temporarily to serve the public. An office space on East Main St., \$325 a month for one office, and \$415 a month for a second with a \$100 discount for taking both, or entering into a one year lease for a lesser fee is an option at one site- however, the access for the public lacks the ADA compliancy required for a municipality, and the office would require an additional space to house both staff. An office space on Genesee St. was also toured and while at no charge- also lacks ADA compliancy required by a municipality and might interfere with the acting business operations due to the flow of the public for the Village, with a third office space on Water St. inside the Town Hall looked at. While the board was thankful for the opportunities of the two spaces on East Main St and Genesee St.- it was determined the space offered by the Town of Cuba as a shared service is the best option at this time. Deputy Clerk Sweet, and Clerk Treasurer Bump can set up temporary space and work out of a shared office with the Town Clerk pending Town Board approval. Deputy Clerk Treasurer Sweet can continue receiving payments in person and via mail, and Clerk Treasurer Bump has the ability to work remotely from an alternate location pending spatial availability as business allows, keeping the integrity of cash management procedures in place.

TRUSTEE MORRISON MADE A MOTION TO SETUP TEMPORARY OFFICE SPACE AS SOON AS A SITE HAS BEEN DETERMINED AND ALSO ALLOWING THE SETUP OF A REMOTE OFFICE FOR CLERK TREASURER BUMP WITH A SECOND OFFERED BY TRUSTEE TAYLOR. ALL IN FAVOR AND THE MOTION CARRIED. A sign will be placed in the Village Hall Window directing residents to a new location as soon as one has been determined, as well as on The Village's FACEBOOK social media, and the Village's website. (IT has been contacted and phones will be set up at each location and forwarded as needed- to allow for internet access, IP addresses, utility access, banking, retirement, and daily business)

Clerk Treasurer Bump and Deputy Clerk Treasurer Sweet spoke with Barbara Broughton last week after the tests in the office just in case- from the Allegany County Board Elections about

the possibility of having to change the location of the upcoming 3/19/2024 Village Election for two trustees. The County can help with a mail list merger to get word out to the public that there is a need to change the location of the election. The Clerk's called and spoke with Claudia Little from The Baptist Church. An application can be picked up on Tuesday to fill out to use the Fellowship Hall with small fees for the election, and Ms. Little made the determination to approve the rental pending Village board approval to change the location. A sandwich board outside both the old election site, and the new election site is required, but there is time to make the changes. (May need to find boards to purchase or have loaned)

TRUSTEE RAUB MADE A MOTION TO MOVE THE 3/19/2024 VILLAGE OF CUBA ELECTION TO THE CUBA FIRST BAPTIST CHURCH (17 South St) FELLOWSHIP HALL ACCESSING FROM SPRING ST. AND THE CHARGES ASSOCIATED WITH THE RENTAL WITH TRUSTEE TAYLOR OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED. (Clerk's will secure documents to rent the space/ prepare payment/ notify election inspectors)

Clerk Treasurer Bump called the Cuba Post Office on Thursday 2/8/24 around 1:15 p.m. after approval from Mayor Barnes to have the Post Office hold all mail delivery until further notice so as not to miss anything that could be placed in the drop slot and become not accessible. She also asked SPW Krzos to duct tape the drop slot at the Clerk's Office closed removing access to the public dropping off payments until further determination of the situation. Should the need arise- a small PO Box can be rented for an annual fee of less than \$120 for a small box and a large PO Box can be rented for less than \$300 annually. TBD. She also inquired with the Post Office about what could be done with alternate carriers such as UPS and FEDEX- and it was suggested to change the Village's Delivery address at this time to Village of Cuba, NY – Post Office 40 Water St. to continue delivery of goods and prevent the possibility of theft having items left at the Clerk's Office door.

TRUSTEE MORRISON MADE A MOTION TO TEMPORARILY CHANGE THE DELIVERY ADDRESSES WITH COMPANIES AND CONTINUE HAVING THE MAIL HELD AT THE POST OFFICE WITH CLERK TREASURER BUMP OR DEPUTY CLERK TREASURER SWEET AS THE ONLY EMPLOYEES AUTHORIZED FOR PICK-UP UNTIL FURTHER NOTICE TO THE VILLAGE OF CUBA, NY 40 WATER ST. POST OFFICE- (to be addressed at the march 18, 2024 board meeting.)

Mayor Barnes stated the DPW has approval to move out hard surface items after decontamination.

TRUSTEE MORRISON MADE A MOTION TO SETUP TEMPORARY OFFICE SPACE AT 15 WATER ST. INSIDE THE TOWN HALL PENDING APPROVAL FROM THE TOWN OF CUBA BOARD ON TUESDAY 2/13/24 AND RE-OPENING TO THE PUBLIC SERVING ALL VILLAGE RESIDENTS ON 2/14/24- ADDITIONALLY ALLOWING THE SETUP OF A REMOTE OFFICE FOR CLERK TREASURER BUMP WITH A SECOND OFFERED BY TRUSTEE TAYLOR. Many thanks to the other two businesses willing to offer up some kind of temporary solution.

Trustee Raub asked if there should be consideration given to extending the due date due for water and sewer invoices prior to shut off for non payment due to the Village being down on Friday 2/9, Monday 2,12, and Tuesday 2/13. Clerk Treasurer Bump stated she felt that was not necessary at this time, however it is a Board Decision, and Deputy Clerk Sweet agreed- payments can be made in person again on Wednesday, via mail, or online with shut off date not until the first week of March. Clerk Treasurer Bump reminded the Board that this is the billing that has the possibility of being re-levied on the Village tax and there are deadlines for the County that need to be considered as well. The Board will re-assess the due date at the 2/20/24 monthly meeting.

The Board Meetings will continue at The Cuba Library as previously planned for the 2024 year with the next meeting scheduled for Tuesday 2/20/24 at 6:00 p.m. to align with the Village Operating Schedule as Monday is Holiday (President's Day CBA).

TRUSTEE TAYLOR MADE A MOTION TO CONTINUE CASH MANAGEENT PROCEDURES AS USUAL WITH THE EXCEPTION OF THE DROP SLOT AT THE CLERK'S OFFICE, AND ENSURING CONTINUITY- VILLAGE RELATED BUSINESS REMAINS VILLAGE STAFF OPERATED AND TOWN RELATED BUSINESS REMAINS TOWN STAFF OPREATED WITH TRUSTEE RAUB OFFERING A SECOND. ALL IN FAVOR THE MOTION CARRIED. (Many Thanks to the Town Board for their consideration of shared services especially at this time)

The Village hours were discussed, and it was determined to try to remove Thursday hours open to the public at this time and keep the rest of the hours the same. The Town hours are different from the Village with Town Court scheduled on Tuesday evenings as well as Town Board Meetings, with scheduled space use by Allegany County Probation on Thursdays also at the Town Hall.

TRUSTEE TAYLOR MADE A MOTION TO REMOVE THURSDAY HOURS FROM OPEN TO THE PUBLIC TO ALLOW FOR TIME TO COMPLETE WEEKLY PAYROLL REQUIREMENTS AND CONTINUE VITAL BUSINESS WITH TRUSTEE RAUB OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED. (notice will be posted- and topic revisited at 2/20/24 monthly meeting.)

The upcoming budget dates and meetings were discussed and at this time they will continue as planned except be moved to the Cuba Chamber of Commerce Building 2/29, 3/12, and 3/29 6:00 p.m. (to be re-addressed at the 2/20/24 board meeting)

TRUSTEE MORRISON MADE A MOTION TO HOLD THE BUDGET HEARINGS AT THE CUBA CHAMBER OF COMMERCE BUILDING 5 W MAIN ST WITH TRUSTEE RAUB OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.

Clerk Treasurer Bump made a call to the banking facility with concerns of the safe banking procedures in place and access. She will inquire further tomorrow, as there has been specific procedures in place previously for log in access to prevent fraud.

TRUSTEE MORRISON MADE A MOTION TO ALLOW CLERK TREASURER BUMP, DEPUTY CLERK TREASURER SWEET AND MAYOR BARNES TO PROCEED WITH UPDATING BANKING PROCEDURES TO CONTINUE FIDUCIAL BUSINESS ACCURATELY, EFFICIENTLY, AND SAFELY ONLINE AND IN PERSON WITH TRUSTEE RAUB OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.

The Board discussed the schedule for the coming week-

Code Officer Margerum has helped locate a remediation company to come and inspect the 17 East Main St Location on Friday 2/16/24 pending emergency procurement approval tonight. They are tentatively scheduled for 1:00 pm.

The feasibility study company has been notified of the emergency by Trustee Taylor. There are possibilities to write for funding.

Mr. Ricci, and Mr. and Mrs. Clayson left the meeting at 5:49 p.m. with Mr. Ricci stating he was very impressed with what the Village has done for the emergency in such a short time frame, and he will update Carissa Knapp with the County.

Check with Senator Borello's Office for any funding available.

Clerk Treasurer Bump will send all information to the Allegany County Department of Emergency Management and CC The Mayor and Board of Trustees.

Trustee Taylor spoke with Sarah Phearsdorf and the Village can look at going fully paperless in 2025 with Southern Tier West's Help. (Further discussion 2/20/24 to proceed while in emergency)

TRUSTEE TAYLOR MADE A MOTION THAT THE TEMPERATURE CONTROLS AT THE OFFICE BE REDUCED TO APPROX. 55 DEGREES, AND ALL OTHER NON ESSENTIAL UTILITIES AND ACCESS BE REDUCED TO CONSERVE ON ESPENSES TEMPORARILY- CONTINUING VITAL UTILITY COSTS AND CONTINUATION OF ACCESSIBILITY WITH TRUSTEE RAUB OFFERING A SECOND, ALL IN FAVOR AND THE MOTION CARRIED. (Follow up 2/20/24 board meeting)

TRUSTEE TAYLOR MADE A MOTION TO ADJOURN THE EMERGENCY MEETING AND MOVE INTO EXECUTIVE SESSION AT 5:51 P.M. TO DISCUSS MATTERS LEADING TO THE FINANCIAL, MEDICAL, 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 RAUB OFFERING A SECOND. ALL IN FAVOR AND THE BOARD MOVED TO EXECUTIVE SESSION.

TRUSTEE RAUB MADE A MOTION TO EXIT EXECUTIVE SESSION AND REJOIN REGULAR SESSION AT 6:33 P.M. WITH TRUSTEE TAYLOR OFFERING A SECOND. ALL IN FAVOR THE BOARD REJOINED REGULAR SESSION.

TRUSTEE MORRISON MADE A MOTION TO INCREASE THE EMLOYEE STATUATORY DISABILITY BENEFIT FROM 2 TIMES TO 5 TIMES AT THE COST OF NO MORE THAN \$400 MORE ANNUALLY USING FUND BALANCE FOR THE INCREASE IN COST AT THIS TIME WITH TRUSTEE TAYLOR OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED. The board will consider future coverage with the 24.25 budget hearings, and in speaking with Dye Insurance the change can be made “mid term” for this quarter since the policy just renewed.

The Board agreed to continue with the plan to re-open to the public at the new temporary location on 2/14/24- pending Town Board approval- with both Clerk’s ready to do what they can to assist. Mayor Barnes thanked everyone for their assistance in this emergency time.

TRUSTEE TAYLOR MADE A MOTION TO ADJOURN THE EMERGENCY MEETING AT 6:34 P.M. WITH TRUSTEE MORRISON OFFERING A SECOND. ALL IN FAVOR AND THE MEETING ADJOURNED.

Respectfully Submitted,
Corine Bump Village of Cuba Clerk/ Treasurer