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Michele Miller - Mayor Corine Bump- Clerk/Treasurer Steven Raub-Deputy Mayor Lori Sweet- Deputy Clerk Jim Barnes- Trustee Richard Hall- DPW Superintendent Elizabeth Miller- Trustee Kevin Margerum- Code Enforcer Thomas Taylor- Trustee Roman Cavalletti - Operator- STP

6/13/2022 Village of Cuba, NY Regular Monthly Meeting Board at 17 East Main St. Cuba, NY 14727

**PRESENT**: Mayor Michele Miller, Trustee Steve Raub, Trustee Tom Taylor, Trustee Elizabeth Miller, Trustee Jim Barnes

**ALSO, PRESENT**: Lori Sweet Deputy Clerk/ Treasurer, Operator STP Roman Cavalletti, Residents- Jason Morrison, Cindy Dutton

**VIA ZOOM:** Corine Bump

**ABSENT: N/A**

MAYOR MILLER opened the June monthly meeting with the Pledge to the flag.

Village resident Jason Morrison inquired about Armstrong Internet connection availability. He is being told by them they can’t run it in the village of Cuba. The cable franchise agreement is cable use only and does not include internet connections. He can call Armstrong and advocate to have the Internet connected in the Village.

**MINUTES:**THE MINUTES WERE CIRCULATED.

**TRUSTEE \_\_\_RAUB\_\_ MADE A MOTION TO APPROVE THE MINUTES AS SUBMITTED WITH TRUSTEE MILLER OFFERING A SECOND.  ALL IN FAVOR AND THE MINUTES WERE APPROVED.**

**BILLS:**

The bills were reviewed by Mayor Miller, Trustee Raub, and Trustee Taylor prior to tonight’s meeting.

**TRUSTEE RAUB MADE A MOTION TO APPROVE THE BILLS WITH TRUSTEE TAYLOR OFFERING A SECOND.  ALL IN FAVOR AND THE MOTION CARRIED.**

**APPROVAL OF CLAIMS AND BILL PAYMENT:**

Abstracts Voucher #’s 202200670-202200771-20230001-202300025

General Fund- A- $55,963.79, F- $8,044.63. G $97,492.52, TA- $16560.46- Total-$178,061.40

**POLICE REPORT:** N/A

**BUILDING INSP./CEO:** Kevin Margerum did not submit a report.

**WASTEWATER PLANT REPORT:** Roman emailed his report to the board and presented-

**Waste Water June 2022**

-The DMR for the month of February was sent in and all was within

limits.

- Rick Hoffman came in from Plantech and installed 4 flow meters on the

influent and effluent channels.

- On Wednesday They will be taking the contact solids tank out of service and

cleaning all of the diffusers. Tim Lafever might help with his vacuum

truck to hold some of the solids while the tank is out of service.

- Roman plans to take one tank out of service for cleaning and inspection once

per week for the next 5 weeks as he has never seen what kind of shape

that they are in.

- The mower needs a new starter I will call and get prices.

- Roman has not heard back from our energy audit.

- The motors from Ace Viking are still not completed and have an

estimated month before completion.

**SUPERINTENDENT’S REPORT:**

1. Monthly Water Test Results for E. coli/Coliform – Both “Negative.”
2. Installed skate park equipment for the summer
3. Put up “Home Town Hero” banners
4. Put flower boxes throughout “Business District”
5. Drilling holes for signs in front of “Historic Locations”
6. Basketball courts in both parks have been sealed
7. Jeff swept 3 roads for the T.O.C. (shared services)
8. A company working for B&L came and cleaned certain sewers and then took video of those sections.  All part of I&I study.
9. Installed 100’ of 24” corrugated drain line on Windsor Street
10. Resealed stamped concrete @ Genesee Pkwy.  Thanks Eric Rouse.
11. Put down black mulch in Parkway, buntings on gazebo and new flags on poles for Memorial Day celebration.
12. Put black mulch around trees on main Street
13. Planted an arborvitae at the end of the Mill St. Footbridge and put white marble stone along the walkway.
14. Mowing and weed eating
15. Randy, Jeff, Roman and Jim all attended a water/wastewater school in Big Flats.
16. Topsoil, seed and hay where leaks were, or tree work done
17. Read water meters
18. Washed vulgar chalk drawings off blacktop in W.B. Park.
19. Water Issues: service line leaks at 6 South Street.  Also 12 Orchard, but that leak was the homeowners.  Flushed hydrant on Willow St. on 1st of month per D.O.H.
20. Equipment Repairs: Replaced clutch on zero turn mower.  Replaced hyd. Cylinder on mini.
21. Thanks for allowing Kris and I to attend Highway School.

**CLERK/TREASURER REPORT:** 6/13/2022 Clerk Report

* The NYS 1, and the Retirement report all have been accepted and paid.
* We still have not received a paid in full receipt for the payoff of the water tank.
* Corine and Lori worked in depth and at length with customers in danger of shut off of their utilities.
* Lori is working on the septage invoices Roman emailed for the month of May.
* Worked with the LIHWAP Program at least 25 times to assist with ascertaining/confirming an account.
* Worked with the NYS Utility Complaint line as a woman on W Main St. called to complain that I had unfairly had her services turned off. I provided them with 7 different correspondences the Village had sent to her address that were not returned to this office. They agreed that this office had done their part above and beyond.
* As of 6.7.22-58 accounts had a balance. Five were businesses, and four customers had their services disconnected for non- payment.
* Preparing Pool credits as submitted by residents.
* Prepared the Route reads for the DPW.
* Once the routes are read, I will work to get them in the Computer and Lori will update them while I am out of the office next week.
* This office has received 80 plus phone calls for dismayed customers that received their escrowed tax bill in error. After working with the County- The County said the Assessor needs to “CODE” them in the computer. Lori and I have always used the lists the escrow companies send us and mailed them accordingly with little to no error. We even track updated transactions to ensure the bills go out as accurately as possible. This office was not given the option to send out bills. We always picked them up, after they were printed. The County outsourced the job because their folder is broken. We are asking the board to advocate on the VOC behalf to get this job back in this office. Handling 80 plus phone calls so far and angry, confused residents just make us look incompetent and sound like we are making excuses.
* Worked with Tiffany from Friendship regarding the updated recycling schedule for the rest of the year.
* USDA Rural Development staff, Brandon will be in the Village on Wednesday June 15 regarding the 1991 Serial BOND/BAN agreement between 10:30 and 11:00 am.
* Requesting Transfers and Amendments for accounts with overages.
* All employee data sheets have been updated with the fiscal year ending 5/31/2022. There are two copies one in the clerk’s office and one for the garage.
* The Printer/ copier/ scanner/ fax machine died. We have a loaner from ACME for now. It does not fax or make color copies at all.
* Requested updated Union Due amounts from Teamsters due to salary changes for the coming Fiscal Year for the third time. Finally received a response one month after requesting the information the first time.
* Spoke with TEAMSTERS rep. regarding several staff/ CBA questions.
* Spoke with Fran Porpilia from National Grid regarding an invoice the Village received stating the Village had an overdue holiday lighting account after being told the Village owes the bill, even though the Village has not been invoiced n more than 5 years for holiday lighting. Fran told me- we are correct and to look for a credit or the check to be returned.
* Worked with Verizon Wireless as the Village received an invoice and a shut off notice the same day for a bill that had been a month prior. After fifty minutes on the phone, it was determined to be a Verizon Wireless error.
* Prepared all the Summer Rec Staff information. We only have one employee’s paperwork back in the office.
* Prepared and ordered from Amazon Prime, and S&S Worldwide for Summer Rec. Two staff called to say they will be missing ten days of work each. The supervisor has been notified.
* Worked on a credit card issue with the Company, and Community Bank. Would like to change companies for the Credit card please.
* Corine missed the OSC Webinar on 5/10/22 due to an unhappy resident throwing himself in the office at lengths.
* The Village’s Outlook accounts do work correctly. This had made work very challenging the last two weeks with the combination of the printer also malfunctioning repeatedly. One minute everything prints correctly, and the next we are stuck trouble shooting for hours.
* All in all, we love our jobs and this community! Thanks to Lori, and the rest of the VOC Staff. We have a great team!

Clerk/Treasurer Bump asked the board to approve amending the budget using A, F, G fund balance- for the accounts as follows-

**TRUSTEE TAYLOR MADE A MOTION TO APPROVE AMENDING THE BUDGET USING THE PRIOR YEAR FUND BALANCE WITH TRUSTEE BARNES OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.**

The Sanitary Serial Sewer BOND/ BAN from 1991 is under review as it is just a few years away from being paid in full. Brandon from USDA will be out to the Village of Cuba Sites on Wednesday June 15, 2022 for an inspection in accordance with the BOND/ BAN somewhere between 10:30 and 11:00.

The copy machine completely stopped working with no notice on the last day of May FY 21.22. This made for a lot of patience, combined with scrambling to produce documents, for this meeting, taxes, summer rec, new hires, water sewer bills etc. We have quotes for new machines- both purchase and lease.

**TRUSTEE RAUB MADE A MOTION TO ACCEPT THE QUOTE FROM ACME BUSINESS MACHINES FOR THE A NEW PRINTER COPIER SCANNER, FAX MACHINE AND MAINTAINED FOR FIVE YEARS WITH TRUSSTEE E MILLER OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.**

There was an issue with the Village Credit Card and a payment on May 6th and May 14th, after a lengthy call with the Credit Card Company and Mayor Miller- Corine has asked to explore other avenues for a credit card option in the village. Two years of financials are required to apply. Corine would like to proceed and provide the financial institution with the Village’s Information. Corine and Lori has asked the board to advocate on their behalf to receive the taxes back in the office and prepare to mail them out. It has been one hassle after another to the tune of 80 plus phone calls and it’s been less than half a month. Nicole will plan to be here July 6th to work on the financials for AUD submission. Corine will be requesting an extension like always due to the NYS Retirement report but wants to get as far as possible as early as possible to ensure a submission by 9/30/22 if the extension is granted.

**COMMITTEE REPORTS:**

**REFUSE:** Jim noted the bid proposal to go to the lawyer regarding the refuse contract to make sure it is in compliance. He said if anyone has any questions to get in touch. He is staying in communication with the Town of Friendship Board Committee so everyone is on the same page.

**CODE:** They are still working withCuba Police Chief Burch about the personal mobility machines in the Village that are not obeying V and T laws and travel at a high rate of speed, posing a risk to all.

**FINANCE- WATER SEWR RATES:** Tom and Steve have not a had chance to look at rates further with apologies. Mayor Miller stated with them being close to final figures last month- we were waiting to hear if users out of the Village had to procure agreements with every user outside the village. The question was do we have to change the rates to a separate agreement. If a different rate is established, then agreements are needed. a public hearing is necessary as soon as possible to adequately proceed.The Board Members discussed that the current users are not a burden at this time and a $25 per unit capital charge an increase of $1.00 per thousand gallons water, and $1.00 per thousand gallons sewer. A Public Hearing will take place on July 11, 2022 at 7:00 pm to discuss water sewer rates. Corine noted we received a call from the Town of Cuba that the Flow Meter for District five had the power turned off so it may not actually be broken like originally thought to be. The bill we be estimated like the last time it stopped working.

**PERSONNEL-** Steve Raub and Jim Barnes will schedule appointments with applicants that submitted job applications by the advertised deadline for the Department of Public Works vacancies. The Rec staff has not turned in their employee paperwork.

**MAYOR’S REPORT:**

Mayor Miller discussed a modification to the street closures is needed for Dairy Days. The street needs to be closed at 9:30 am to move in the big trailers for the band to set up. 9:30 am Friday to 1:00 am Saturday June 18th.

**TRUSTEE E MILLER MADE A MOTION TO CLOSE W MAIN FRIDAY JUNE 17 ST 9:30 AM TO MOVE IN THE BIG TRAILERS FOR THE BAND TO SET UP. 9:30 AM FRIDAY TO 1:00 AM SATURDAY JUNE 18TH.**

**TRUSTEE BARNES MADE A MOTION TO AMMEND THE PREVIOUSLY APPROVED STREET CLOSURE TO 7:00 AM TO 11:00 PM MOTION TO CLOSE E MAIN TO WINDSOR FROM NOON TO 11:00 PM ON SATURDAY JUNE 18TH WITH TRUSTEE TAYLOR OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.**

The library is having a block party on July 16th from 8 am to 10 pm. They are requesting to have E Main St. closed from Maple to Green for that duration.

**TRUSTEE E MILLER MADE A MOTION TO CLOSE THE ST WITH TRUSTEE RAUB OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.**

Mayor Miller stated the horse swings, teeter totter, and the slide need to be declared surplus equipment. They will be removed sometime in August with proper approval. They can be auctioned, and the money would come back to the Village to apply to the playground fund. Clerk Treasurer Bump asked if the equipment must be auctioned via sealed bid. It was agreed that should be the procedure.

**TRUSTEE TAYLOR MADE A MOTION TO DECLARE THE HORSE SWINGS, SLIDE, AND TEETER TOTTER SURPLUS EQUIPMENT WITH TRUSTEE E MILLER OFFERING SECOND. ALL IN FAVOR AND THE MOTION CARRIED.**

Mayor Miller discussed the description of a new position due to Rick retiring next year. With all the requirements, some being annual, it is necessary to create the position of Assistant Superintendent of Public Works.

**TRUSTEE RAUB MADE A MOTION TO ESTABLISH THE POSITION OF ASSISTANT SUPERINTENDENT OF PUBLIC WORKS. WITH TRUSTEE TAYLOR OFFERING A SECOND- ALL IN FAVOR AND THE POSITION WAS CREATED.**

**MAYOR MILLER APPOINTED KRIS KRZOS AS ASSISTANT SUPERINTENDENT OF PUBLIC WORKS.**

Mayor Miller mentioned Kris does not reside inside the Village but lives in the town,

**TRUSTEE TAYLOR MADE A MOTION TO WAIVE THE RESIDENCY REQUIREMENT OF LIVING INSIDE THE VILLAGE WITH TRUSTEE RAUB OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.**

The Board discussed the previously submitted water meters bids. At last month’s meeting a discussion took place regarding whether the BAN can be used and there is also a CD that can be used that matures in August.There were two bids submitted. Ti Sales Neptune Meters and EJ Prescott Mueller meters. Discussion took place after each presentation at the time, research was done following by Superintendent Hall, Trustees, Clerk Treasurer Bump, in addition to tonight’s meeting. Calls were made to other municipalities to see how they like their meters. Superintendent Hall spoke to his preference of the meters from Ti Sales in addition to the Board Members and Clerk Bump agreeing.The bid was $231,000 and change for the purchase of the meters which was approximately $30,000 more than the low bid from EJ Prescott.

**TRUSTEE TAYLOR MADE A MOTION TO PURCHASE THE NEPTUNE METERS FROM TI SALES AND INSTALLATION PUT OUT TO BID WITH TRUSTEE BARNES OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.**

Some cost could be cut for the installation and can be done by the Village with a need to- now install the new meters on arrival, there is an option of local plumbers applying to install and save some cost to the Village as opposed to a larger company recommended to the Village. There is approximately 800 plus meters to install. Some businesses will receive larger meters. A fact finding appointment will be made WITH Marcus Anton from Ti Sales in the month of June so meters can be ordered and a plan can proceed. The current meter reading system has been prodded along as it is obsolete.

Mayor Miller had a meeting with Chief Burch and General Art Austin. General Austin is concerned with increasing feelings of racism, hostility, and bigotry. He has asked for some help with fixing that. Mayor Miller met with Tina Dalton from the Cuba Library. They are exploring the option of a community meeting, and seek to establish some sort of initiative, or change as a community.

Roman asked if he should try to get his CDL even though his job at the plant does not require it. Mayor Miller stated he can look into it.

**TRUSTEE RAUB MADE A MOTION TO ESTABLISH THE SALARY FOR THE ASSISTANT SUPERINTENDENT OF PUBLIC WORKS OF $47,360 PER YEAR PLUS OVERTIME. TRUSTEE BARNES OFFERED A SECOND, ALL IN FAVOR AND THE MOTION CARRIED.**

Respectfully Submitted,

Corine Bump Village of Cuba Clerk/ Treasurer