



VILLAGE OF CUBA

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

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

**10/10/2022 Village of Cuba, NY BOARD OF TRUSTEES MONTHLY MEETING & PUBLIC HEARING
at 17 East Main St. Cuba, NY 14727**

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

ALSO, PRESENT: Corine Bump Clerk/ Treasurer, Rick Hall- Department of Public Works
Superintendent, Kristopher Krzos Assistant Superintendent of DPW, Roman Cavalletti Operator-
STP, Kevin Margerum- MACE Code Officer, Tab Loftis Cuba Joint Fire District, Residents- Cindy
Colley, Sue Taylor, Janet Nolan, David Crowley, & Jason Morrison.

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

GUESTS: Tab Loftis from the Cuba Joint Fire District attended to express concerns of The Erin's
Isles apartment complex on Bristol St. in the community and the large quantity of false alarms
in the most recent years 2021 and 2022. In 2021- there are 45 false alarms registered and in
2022 as of 10/09/2022, there are 85 false alarms registered. He is questioning the Village's
stance in remediation of the ongoing false alarms.

Code Enforcement Officer Kevin Margerum has stated he has been actively and continually
monitoring the issue and agrees there is a lot of concern for both the residents and the first
responders to the false alarms. He has required the apartment facility to use a fire alarm
engineer to update their alarm system, however issues continue.

It has been determined by the engineer that heat detectors will be installed in the kitchen areas
of the 48 apartments inside the facility. The cost is approximately \$50 per detector. Kevin
explained this was the intended action two months ago, however there was a break in
communication between the property owner/ and engineering firm rep. Mr. Shenney. Kevin
will follow up with both parties on Tuesday October 11, 2022. Kevin stated the alarm system is
working; however the nuisance alarms is a huge issue. He has concern that his asking for a
working system to be changed- he had previously had the keys taken away from all the
residents of the facility- but it was discovered by the first responders that the residents were

still disabling the system on their own by pushing on the plexiglass window as it is flexible and can be reset.

Mayor Miller stated the Board has discussed imposing the fines in the code. Tab explained the Joint Fire District's next step was to have a court order to remove residents from the facility and no one wants to see the situation displace families.

Resident and Town Historian David Crowley asked if the Porta bathroom being used by a utility company working inside the Village can be moved out of the Historic District, especially since the work currently being done by them is nowhere near the site of the temporary bathroom facility. Superintendent of Public Works Hall stated he will reach out to them in the coming days to ask for it to be relocated as it is also a traffic hazard concern.

Resident Jason Morrison stated he recently spoke with representatives at Armstrong Cable and the "No Compete Contract" ends December 2022 and will be available to customers some time after the beginning of January 2023. He also inquired as to where the new Tim Horton's Franchise will be located that was reported in the Wellsville Sun Newspaper to be coming inside the Village of Cuba. Kevin Margerum stated- at this time, there are no records on file for that information.

Morrison also inquired about the change in the refuse pickup and is concerned that the allowed quantity of containers will not be enough as he feels South Street is loaded each week. The Board is hopeful to reduce the tonnage and amount of trash not generated inside the Village from coming in as Casella has stated that the tonnage does not match the population, especially when compared with the recycling tickets.

MINUTES: Trustee Barnes asked Clerk Treasurer Bump to correct a line from September's minutes noting a date of 2022 that should read 2023. Corine will make the correction and resend it to the website. **TRUSTEE S. RAUB MADE A MOTION TO APPROVE THE MINUTES WITH TRUSTEE J. BARNES OFFERING A SECOND. ALL IN FAVOR AND THE MINUTES WERE APPROVED.**

APPROVAL OF CLAIMS AND BILL PAYMENT: Clerk Treasurer Bump reminded the board of the overages in the codification line and asked them to amend the general fund budget using - general fund, fund balance to make appropriations to pay the General Code bill. She also told the Board that a partial re-imbursement for the I and I grant was deposited on Thursday September 27, and asked the board to amend the budget allowing the money to be placed back into the G8130-4 line where the prior invoices had been paid out of. To date- \$15,000 of reimbursement remains. There was a wire transfer fee of \$15 that is not being moved back to the line.

TRUSTEE BARNES MADE A MOTION TO AMMEND THE A FUND BUDGET LINE A1989 RECODIFICATION- USING GENERAL FUND BALANCE FOR \$695.00 WITH TRUSTEE RAUB OFFERNG A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.

TRUSTEE RAUB MADE A MOTION TO AMEND THE BUDGET - THE SEWER FUND BUDGET LINE G8130-4 \$14,985.00 WITH TRUSTEE TAYLOR OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.

BILLS: The bills were reviewed by Mayor Miller, Trustee Raub, and Trustee Taylor prior to tonight's meeting. They had questions about the Rinker Oil Bill, and The Worth Smith Bill. Clerk Treasurer Bump will clarify with the Departments.

TRUSTEE RAUB MADE A MOTION TO AUTHORIZE PAYMENT OF THE 10.10.22 ABSTRACT WITH TRUSTEE TAYLOR OFFERING A SECOND. ALL IN FAVOR AND THE BILLS WERE AUTHORIZED TO BE PAID.

Abstracts Voucher #'s 202300210-202300287

General Fund- A-\$32,978.30, F\$17,039.40, G\$32,058.71 Capital Water Infrastructure Improvement- \$3,844.50 Capital Sidewalk Account-\$1,217.60 Trust & Agency- \$13,779.12 Total-\$100,917.63

POLICE REPORT: Submitted by Chief Burch and on file.

BUILDING INSP./CEO:

Project at Summit Ave. (single family dwelling)- The new home is being framed and progressing to code.

Project at Maple St.- The demo permit is coming in this week. The property owner has been notified the work must be done as it is a huge safety issue. Two loads of waste was being removed by truck and trailer as well.

Professional Services Building project (N. Water St.)- The business is set for a final inspection by Friday 10/14/22.

W. Main St. Property- Details on the Village ordinance was hand delivered to a male property owner, as he had intended to put in an unauthorized material and would be removed due to noncompliance if used. The property owner does not want to install concrete as required because he is not convinced the water/ hydrant issue has been remedied.

Trustee Raub asked Kevin for some input about the law for electric scooters and bicycles. Clerk Treasurer Bump will re-send the previous emailed information learned at Fall School about this issue.

CLERK/TREASURER REPORT:

- The NYS 1 report is now reported/paid weekly with the payroll process procedure, 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.
- Septage was invoiced for September 10/4/22.
- Worked with the LIHWAP Program and continue to refer people and receive payments. The program is intended to continue through September 2023 at this time.
- Corine is working with Nicole to get the AUD work finalized throughout October.
- Several residents called and came in voicing their opinion of the new refuse procedures. We clarified as factually as possible.
- The Printer/ copier/ scanner/ fax machine continued to be an issue for printing and scanning for the Mayor and Deputy Clerk Sweet. We continue to trouble shoot internally- it's at it's worst on Thursday after a Windows Update making the day frustrating and filled with tension for the machine.
- The Teamsters bill for August has been paid.
- Please amend the budget using fund balance to allow the funds to pay the General Code invoice A001989-4 using \$695.00. The Board will need to look at the line for the coming budget.
- Two checks came for the former Capital One account redeeming the miles and the credit to the account for the return of finance charges and were deposited not the General Fund Checking account and credited to Misc. revenues.
- The payroll journal from Logics was still not generating properly to import into Financials so another support ticket was worked through on Friday 9/30. We will verify with payroll 10/6/22 to see if the troubleshooting corrected the issue.
- Thank you to the Board of Trustees for allowing Clerk Treasurer Bump to attend NYCOM Fall Training School September 12-15. Clerk Treasurer Bump was able to attend the classes and felt the education was very informative and up to date. She was also able to work with General Code for their account portion of the Village Code. In addition, the Capital Projects Session and Multi Year Planning Class were excellent. Corine sat in with Colleagues from the NYS Clerk's Association for the Clerk's Seminar and will be working as a Mentor with the Clerk's and Finance Officer's Association. Next Year Fall School will be a week later and in Lake Placid September 18-22. Corine spoke with members of the NYS OSC and NYCOM regarding several hot topics- pertaining to the Village of Cuba to date including the water infrastructure improvement project, retirement, changes in the accounting/ AUD submission and the personal electric transportation E-Bikes and E-Scooters. Clerk Treasurer Bump emailed information obtained at Fall School to some board member/ committee members to share the information learned.
- Clerk Treasurer Bump went on the NYCOM website and ordered five webinars- The total cost was \$75.00. The webinars will be used for updating the training/educating staff and board members soon.

- The Sexual Harassment Class has been assigned/ emailed online to all staff members through Trident and is due to be completed by 10/13/22. Handouts were disbursed in mailboxes for all.
- Partial reimbursement was received for the I and I grant. \$15,000 came in with \$15.00 fee for the wire transmittal. Asking for a board motion of the budget- line G008130-4 using \$14,985.00 Sewer Fund Balance- Where \$14,400 was spent and \$1,800 this FY to Barton and Loguidace.
- Voided payroll check #-s 5956-5966 due to a printer/ computer update and the checks printing in error.
- Discussed with two members of the Board of Trustees why a vendor was not issued a W2 or 1099 for the calendar year end 20 and 21. The Village does not employee the vendor- so no W2 is issued. In order to send a 1099- the vendor must make over six hundred dollars and this particular vendor at year end 20 did not make over the six-hundred-dollar threshold and in year end 21- the vendor did not redeem all the issued checks by year end 12/31/2021- and were past the sixty-day issue of the VOC checking account, so they were paid less than six hundreds. To date- the vendor has VOC issued checks in bank reconciliations- remaining outstanding. Clerk Treasurer Bump asked a Trustee to pass along the message ensuring they redeem the checks before Christmas
- Mayor Miller, Deputy Clerk Treasurer Sweet and Clerk Treasurer Bump continue to fulfill the required documentation for several grants/financing awarded.
- Deputy Clerk Treasurer Sweet and Clerk Treasurer Bump worked to complete the water billing cycle. All bills were mailed and most included a refuse update for 2023. New water/sewer rates have been sent to the website and posted. Also worked with Logics/ Edmunds Gov Tech to change the rates in the Software program.
- Worked with Assistant DPW Superintendent K Krzos to ensure all requirements to attend Fall School were met before departure for the hotel on Sunday 10/2/22. He took a packet to track all required documentation and the travel policy/ org. meeting was included as a reminder.
- No quote was submitted by a second accounting firm for the single audit as promised by Drescher and Malecki. The letter of intent from an accounting firm is one of the remaining requirements to proceed with the release of funds for the loan for the infrastructure improvement project. Clerk Treasurer Bump had previously requested a quote from Freed Maxick, however they no longer offer that service. Last month Lumsden and McCormick sent a proposal, and it was reviewed by the Board of Trustees.

TRUSTEE RAUB MADE A MOTION TO ACCEPT THE PROPOSAL FROM LUMSDEN AND MCCORMICK WITH TRUSTEE BARNES OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED. Clerk Treasurer Bump will send an email to them Tuesday morning and request to proceed.

Village Of Cuba WWTP Report -

- The DMR for the month of August was sent in and all was within limits. Roman stated the fecal numbers were very close and within 3 CFU's out of 400.
- Work has begun on the berm in front of the plant by removing the old concrete barriers and removing blacktop from under the fence to allow a good seal for the clay. A jack hammer attachment was rented from Bobcat in Olean for the mini excavator to break down the concrete.
- Clay is needed to raise the gates. Roman spoke with Ron Brown for quotes for the clay and inquired if the procurement policy would need to be followed if the clay was delivered in separate loads. It was stated that the policy must be followed for the PROJECT and a second verbal quote would be required as it would be approximately \$1,700 for the clay.
- Roman is acquiring quotes for the check valves for the digester blowers.
- Sludge will be hauled out this month and sent to the landfill.
- Roman asked the board to put a minimum charge on septage intake. He states there is a particular vendor that continues to low ball/ cheat the system. He states after that vendor dumps there is a large amount of debris and the system gets riled. He is driving a very far distance to only dump less than 300 gallons of septage. He asked the board to impose a 750 gallon minimum charge for all Septage dumpers. He also mentioned that in the future a better way to monitor the septage dumped would be with a flow meter. But that would require changing the setup for the plant. Clerk Treasurer Bump asked how the dumping could be better monitored as that vendor is three months behind on payment as of October billing. Roman said he could be told no more dumping until the past due bills are paid. At this time anyone can gain access to dumping the septage and how would Roman know if he was not actually dumping. At this time all board members agreed to setting a minimum at 750 gallons charge continued at .06 cents per gallon. The Clerk's Office will send a "No more Dumping" letter until the invoices that are past due have been paid in full and include the minimum charge notice. The board did not think a motion was officially necessary.
- Roman asked if the board wants him to get his CDL. Mayor Miller stated that at this time, there are DPW staff members that need their CDL required to continue employment, so there is no need at this time since the STP does not require the CDL.
- The plant continues to run as it should with no major breakdowns, Amanda and Roman have washed almost all the tanks inside and out over the summer and stated everything is in good shape.

Superintendent's Report:

- 1) Monthly Water Test Results for E. coli/Coliform – Both “Negative.”
- 2) Finished Hot patching potholes
- 3) Picnic tables to & from Garlic Fest Grounds
- 4) Received new playground equipment & stored in well house
- 5) Dug out two spots on Champlain St. from water dig and filled with binder and top.
- 6) Put up “HomeTown Hero” Banners
- 7) Picked up debris from flower boxes and brought boxes back to the shop to be stored for the winter.
- 8) Put up steel on shop ceiling & LED lights (on rainy days)
- 9) Continued staining wood railings on Prospect St. Footbridge
- 10) Removed some old playground equipment in Chamberlain Park to make room for new playground equipment. (lack slide)
- 11) Cutting low hanging branches & brush along curb lines
- 12) Removed sidewalk blocks at 45 Spring & 101 W. Main for replacement due to being out of compliance.
- 13) Tons of underground locating with a contractor in town installing new gas mains prior to our water project.
- 14) Kris attended a 3 day “hwy school”, Amanda a 10 hour O.S.H.A. training & Jeff’s paperwork for his water license renewal has been submitted.
- 15) Replaced bulb in Genesee Parkway clock.
- 16) Water issues: Service line leaks @ 3 Bishop St. & 17 Champlain St.. Main leaks on Chapel St. (4” Cracked ½ way around) and Hardy St. (old repair clamp failed). Replaced shut-off @ 1 Stevens Ave.
- 17) Equipment Repairs: Sewer machine hose/pump repairs. Van was inspected. International at Kendal’s now. (Steering box)

DPW Superintendent Hall stated that a resolution to standardize parts will be coming for the project.

Trustee Taylor inquired as to the number of water leaks in the last year, and DWP Sup. Hall stated he believes the number to be 23, and Clerk Treasurer Bump stated that is the number of records in the Clerk’s Office.

COMMITTEE REPORTS:

REFUSE: Trustee Barnes and Taylor attended the Town of Friendship Board Meeting on September 21, 2022. They discussed the refuse contract and the Town of Friendship agreed to

allow Cuba Village to leave the contract as of January 1, 2023. Bob Anderson from Auctions International is coming to appraise the packer later in October for Fair Market Value as stated by the contract.

Trustees Barnes and Taylor also met with Colin DeKay of Casella in regard to refuse questions around the community for the change in collection and updating the situations.

The DPW has been handing out notices to residents with bulk items to the curb- not allowed for refuse pickup and of the notices issued, six are now repeats, two are new. They have been issued seven days to remove the bulk items. The Clerk's Office has a small list of names to refer people for removal of bulk items.

MAYOR'S REPORT:

Mayor Miller stated that the Board voted via email to send the water meter installation bid to the newspaper on 10/11/22, however a formal motion was needed.

TRUSTEE BARNES VOTED TO ADVERTISE THE BID PACKET INFORMATION WITH TRUSTEE MILLER OFFERING A SECOND. ALL IN FAVOR AND THE MORION CARRIED.

Clerk Treasurer Bump stated the information was sent to be published 10/11/22 to the Olean Times Herald, The Cuba Patriot will publish 10/18/2022 as they were on vacation and to the VOC website. The due date was moved from 11/1/2022 to 11/7/2022 since the local paper could not advertise until a week later.

A legal notice will be sent to the paper noting the Election March 14, 2023 with the term Trustee- Currently held by Elizabeth Miller, Trustee- 2 year term currently held by Tom Taylor and Mayor- 2 year term currently held by Michele Miller. Clerk Treasurer Bump will send to the VOC website, and Olean Times Herald, and Cuba Patriot newspaper.

Trustee Barnes is the 3A license holder for the Village of Cuba, NY Wastewater Treatment facility. required by the NYS DEC. He has to renew his license because one of the Village staff members taking the required classes is no longer permitted to sit for the exam even though they were told previously by course instructors they had the academic credits to attend. Jim will take some of the upcoming classes required to continue his license and The Village will cover the cost to keep the plant in compliance as necessary.

Mayor Miller has set the Trick or Treat Hours to 6:00 pm to 8:00 pm to houses inside the Village of Cuba, NY to homes with lights on.

The first playground installation is set to begin Friday October 14, 2022 and continue Saturday October 15, 2022. The Playground Committee is also sponsoring a kickoff to Trick or Treating on Halloween night at the park from 5:00 pm to 6:00pm.

The Cuba Chamber of Commerce is sponsoring the TRUNK or TREAT event with food and vendors and people in costume on 10/29. They have requested to close East and West Main St. to traffic from Maple St. to Elm St. for the local vendors to set up and the safety of all participants. DPW Super Hall will inform Sargent's Trucking of the closure.

OLD BUSINESS: N/A

NEW BUSINESS: TRUSTEE BARNES MADE A MOTION TO AUTHORIZE MAYOR MILLER TO WRITE LETTERS TO ERIN'S ISLES REGARDING THE FALSE ALARMS AND THE TOWN OF FRIENDSHIP FOR LEAVING THE REFUSE CONTRACT WITH TRUSTEE TAYLOR OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.

With there being no further business to discuss **TRUSTEE TAYLOR MADE A MOTION TO ADJOURN WITH TRUSTEE MILLER OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED WITH THE MEETING ADJOURNED AT 8:30 PM.**

Respectfully Submitted,
Corine Bump Village of Cuba Clerk/ Treasurer