

December 15, 2015- Village of Cape Vincent Board of Trustees

Mayor Timothy D. Maloney opened the meeting at 5:30 PM with Trustees Jerry Golden, Elisabeth Brennan, Pamela Youngs and Joseph Gould present. Mayor Timothy Maloney welcomed the attendees and led in the Pledge of Allegiance.

Mayor Maloney then opened the Organizational Meeting. Mayor Maloney appointed Trustee Jerry Golden to be the Deputy Mayor. Mayor Maloney then stated that the Planning Board term for Jeff Herpel has expired and he will be reappointed. The official newspaper will be the Watertown Daily Times as primary and also the Thousand Islands Sun. The official bank will be the Citizens Bank of Cape Vincent. The meeting schedule will remain the second and fourth Tuesdays of each month at 5:30pm. Special meetings will be called by the Mayor and one Trustee or by two Board members. The Roberts Rules of Order will be followed for meeting procedures. The Treasurer may pay in advance of audit the health insurance premiums, freight and postage, public utility bills and loan payments. The mileage allowance will be set at \$0.57.5 per mile. All employees will be required to have prior approval to attend and be reimbursed for any schools or conferences. The tentative Budget hearing date will be April 12, 2016 and the next Organizational meeting will be held December 13, 2016. All the Trustees positions will remain the same, as follows:

- Trustee Brennan to address cultural issues, public relations and monitor DPW issues.
- Trustee Gould to monitor Water and Sewer operations, Fire Dept. and French Festival.
- Trustee Golden to monitor police and youth issues.
- Trustee Youngs to address park and grant issues.
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The Mayor then discussed possibly setting a public hearing date to override the tax cap. It was decided to wait on scheduling a public hearing.

Trustee Golden made the motion to accept those set forth by the Mayor and seconded by Trustee Gould and all voting yes.

Trustee Brennan then made the motion to dispense with the reading of the minutes of November 10, 2015 meeting and accept them as written with Trustee Golden seconding the motion and Trustee Youngs and Mayor Maloney voting yes. Trustee Gould abstained

The Board then reviewed Abstract 07 as follows:

General:	\$ 60,720.62	Vouchers	1465-1514
Water:	\$ 15,239.21	Vouchers	757-774
Sewer:	\$ 21,197.04	Vouchers	757-774

Upon review of the abstract, Trustee Youngs made the motion to approve the payments of all vouchers Trustee Golden seconding the motion and all voting yes. Mayor Maloney then signed Abstract 07 and ordered the Clerk/Treasurer to pay the Abstract.

Attendee Richard Anchor then addressed the Board. Mr. Anchor has concerns about the trees at the property adjacent to his home. Several large limbs have fallen from the trees and have done damage to his home and property. The Village is unable to assist Mr. Anchor in resolving the issues, but advised Mr. Anchor to send a certified letter to the property owner and did inform Mr. Anchor that it is legal to trim any portions of the trees that overhang his property.

Mrs. Libbie Wheeler, from Bowers & Company, CPA, PC, then addressed the Board and reviewed the Audit findings for the fiscal year ending May 31, 2015. An audit was performed on all three funds of the Village under the full GAPP Basis of Accounting to include the General fund, Water fund and Sewer fund. Mrs. Wheeler then proceeded to explain to the Board all the information gathered for all the funds and gave a year end summary of the accounts. The auditor's gave the following findings: (See May 31, 2015 audit report for full detail)

- There are zero indications of any deficiencies or any non-compliance.
- As an overview, the Village is financially healthy.

Marty Mason, DPW Superintendent, gave his report as follows:

- With no snow yet, the crew has been working on doing a second cleaning of the sewers.
- Ben Davis has been in the Village and three dead trees have been taken down and trimming throughout the Village. There is a possibility that the tree budget line will need more funds due to that fact that there are several more trees in the Village that may need to come down. Trustee Brennan then asked if there was a policy on replacing trees. There will hopefully be money left to do some planting in the spring. Marty will speak with Glen Roberts from the DEC to assist on what and where to plant the new trees.
- The crew will trim some low branches and will continue to collect leaves and brush.
- The new Bobcat arrived last week.
- The snow equipment is ready to go.
- The crew has been doing some cold patching and filling potholes throughout the Village.
- The library does need to have a few things done to include putting a cap on the chimney and some limb work.
- Sewer plant: There will be one more load of sludge to be hauled this week. The sludge is only hauled two times per year.
- Water plant: The radiator for the back-up generator has been replaced. Trustee Golden asked about the spray insulation that needed to be repaired by the contractors of the project. Marty stated that they had come over the summer and did a little work on it to make it a little better.
- Donald Mattison left his position today. His two week notice was given through December 18.

Trustee Brennan had the following:

- Pump station #1 issue: No, it is not fixed yet. BC&A and they are accepting responsibility and will fix it. They will get bids and hope to have the work done in January.

- Flow meter at Water Plant: Done.
- PRV restart: No, not done yet. The PRV restart will not happen until the tank at the prison is started.
- Garage grant: Marty did meet with Addie Russell and felt the meeting went well. They visited the proposed site and everything seemed very positive. Trustee Golden spoke about possibly getting that piece of property from the Town.
- Hope Hammond’s meter: Nothing to report.

Trustee Brennan also then stated that the Christmas Committee is very appreciative of the DPW and their help with all the decorations throughout the Village.

Mayor Maloney then spoke about the Solar Project at the Sewer Plant bid opening that BC&A would like to have January 14, 2016 at 2:00. The Board discussed and has a few questions to ask BC&A.

The Board then reviewed the Treasurer’s Report and had no questions or concerns.

Mayor Maloney then addressed “old” business as follows:

- EMS: Nothing new to report.

Mayor Maloney then addressed “new” business as follows:

- Water/Sewer Rate: The Board set up a work session to be Tuesday January 19, 2016 at 5:00pm to discuss rate with the audit findings given by the CPA firm.
- December 22, 2015 meeting: Mayor Maloney made the motion to cancel the regularly scheduled meeting for December 22 with Trustee Brennan seconding the motion and all voting yes.
- Tree on William St.: A letter was sent by Mr. Brown on William St about a tree that has some limbs that need some trimming. Upon a brief discussion, the DPW will be asked to include this tree in the upcoming trimming and Trustee Brennan will be in contact with Mr. Brown to let him know that the Village will be taking care of the limbs.

• Budget Modifications:	Decrease line A9010.8	\$(8,973.00)
	Increase line A9015.8	\$773.00
	Increase line A1010.4	\$4,479.00
	Increase line A1910.4	\$1,262.00
	Increase line A5410.4	\$332.00
	Increase line A5110.4	\$2,127.00
	Increase Line A3120.2 (new car)	\$30,717.00

Trustee Golden made a motion to adopt the budget modifications with Trustee Youngs seconding the motion and all voting yes.

- Form E #37: The Board reviewed Form E#37 and Trustee Brennan made the motion to approve payment of #37 and for Trustee Golden to sign the necessary documents with Trustee Gould seconding the motion and Trustee Youngs and Trustee Golden voting yes. Mayor Maloney abstained.

Trustee Brennan then asked about the dirt areas on Esselstyne St. where the paving had been done in the fall. The crew will seed the area in the spring.

Trustee Youngs then spoke about the joint LWRP meeting that is to be held on December 16 at 1:00 at the Town offices. The meeting will be with Jan Rice to discuss the application for the grant.

Trustee Youngs then spoke about the CVDC meeting and gave a brief overview of the meeting that did include guidelines as to fund requests from other entities.

Trustee Youngs then asked about the dock design project and stated that preliminary drawings were going to be done by the end of December but she has not seen them yet. She will follow up with Rachel Bernat from BC&A.

Planning Board Chairperson, Jeff Herpel, then addressed the Board. He stated that the Planning Board is doing some research on Zombie properties and Attorney Gebo may come to a meeting to discuss the issue. The planning board has no other business at this time. Mr. Herpel then spoke about two large soft maple trees on Market St. side of his property. He stated that he had spoken to Marty about the trees and the trees are rotten about half way down. The trees are not a threat to any homes. It is the feeling that the trees will be okay until spring time.

Trustee Youngs then spoke about the path to the lighthouse that the CVDC is working on and the pavilion plans. There is a chance that a new SEQR may be needed and there are many more details that need to be worked out. Trustee Youngs is going to meet with the Mayor to go over some of the questions.

OIC Thomas Strejlau then gave the Police report as follows:

- The “old” police car has been having some electrical issues and more repairs are required to get it working again.
- The department is in need of a new computer for the new car. The total purchase price, which includes installation, is \$5,383.35. After a short discussion, Trustee Golden made the motion to approve the computer purchase with Mayor Maloney seconding the motion and all voting yes.
 - Trustee Golden then spoke about a property complaint at the Antique shop with leaving windows and trailers out on the Village/State areas.

- Trustee Youngs spoke about some young kids hanging out at the yellow boat house on the end of Real St.
- OIC Strejlau then presented a letter to the Board requesting either repairing or replacing the handguns. After review and discussion, the line A3120.2 has budgeted \$1,000.00 and the cost of the handguns would be covered. Trustee Youngs made the motion to approve the replacement of the handguns with Trustee Brennan seconding the motion and all voting yes.
 - Trustee Brennan then asked OIC Strejlau about police coverage. She had received a call from resident Mr. Oswald and spoke to several people who have concerns about some neighborhood kids. There was a brief discussion and it was stated that there is coverage roughly 32-40 hours per week.
- It is also confirmed that both police cars will fit in the garage space that is designated.

Trustee Golden made the motion at 7:23pm to enter into executive session to discuss a specific employee with Trustee Gould seconding the motion and all voting yes.

Trustee Youngs made the motion to exit executive session at 7:57pm with Trustee Golden seconding the motion and all voting yes.

At 7:57pm, Trustee Gould made the motion to adjourn the meeting with Trustee Youngs seconded the motion and all voting yes.

Respectively submitted,

Mary E. Rupp, Clerk/Treasurer