

Village of Canton, New York

VILLAGE BOARD MEETING Meeting Minutes: May 18, 2020

Board Present:

Michael Dalton, Mayor
Beth Larrabee, Trustee
Klaus Proemm, Trustee

Carol Pynchon, Trustee
Anna Sorensen, Trustee

Others Present:

Gerald Ducharme, Village Attorney
Brien Hallahan, Superintendent
Cara Adams, Deputy Clerk
Leigh Rodriguez, Economic Developer
Linda Casserly, Historian
Jeff Murray, Code Officer

Sally Noble, Clerk/Treasurer
Jim Putman, Recreation Director
James Santimaw, Police Chief
Kevin Maginn, Golf Pro.
Cindy Brand, Assessor

ORDER OF BUSINESS: Mayor Dalton opened the meeting up at 6:30pm via Zoom.

- a. **Approve minutes of April 20th and April 27, 2020-** Trustee Larrabee made a motion to approve the minutes of April 20 and April 27, 2020. Trustee Pynchon seconded the motion. All voted in favor. Motion carried.

Mayor Dalton added the following to the Agenda under **New Business**:

- g. **Set a Meeting to Close Out the Year**

Mayor Dalton moved the following item up from New Business:

- b. **Star Carter and GIS Mapping Grant Proposal-** Mayor Dalton introduced Star Carter to discuss the GIS mapping grant proposal.

Star Carter stated the Development Authority of the North Is inviting all the current GIS hosting customers to participate in the grant project to implement the GIS data that hasn't been able to be mapped before. Previous grants were focused on water and sewer, that what was mapped at the time. They are going to apply to a new funding source this year, the Local Government Efficiency Implementation Grant by the Department of State. DANC is inviting all of the currenting GIS hosting customers in St. Lawrence County and Franklin County to participate. Star stated the types of things they will be mapping will be focused on the Highway and Public Works data like bridges, culverts, roads, street signs, sidewalks, curbs, municipal owned cemeteries, electric systems and there are a few communities that need their water and sewer done. Star informed the Board that the Village has already mapped the sidewalks and curves and some electric metering. She stated for the Village of Canton, they would map the street signs, bridges and culverts. Star stated that through the grant they require a 10% match, which is 10% of the Village of Canton's portion. Star said that the 10% would cost the Village of Canton \$900.00. The data would be developed and loaded into the current portal on the GIS Mapping Application. Star stated that they are looking at a three year project timeline. The grant applications are due at the end of July and then awarded in December. DANC plans to start the project in January 2021. Star stated she is not sure of the schedule of the project yet but thinks that the Village of Canton project would be at the end of

the year or beginning of year two.

Mayor Dalton asked when the \$900 would be due?

Star stated that participants should plan to pay in year one to the lead agency.

Mayor Dalton asked what signs would be included, stop signs/street signs?

Star stated it would include all municipal owned signs like stop signs, yield signs or nor parking signs.

Trustee Pynchon asked what kind of agency would be the lead agency for this grant?

Star stated that they are looking at a County to be the lead agency, maybe Franklin County.

Trustee Pynchon asked if the Town of Canton would be eligible for this grant?

Star stated that the Town of Canton is not a GIS hosting customer and this offer is only for current customers.

Mayor Dalton stated that this would help Superintendent Hallahan and DPW to keep track of the street signs in the inventory including the condition of the sign.

Star stated that they can do a condition rating and the year installed. She stated that DANC has rolled out new apps to be used on a mobile device to update inventory. One app to allow just viewing and the other app allows for data editing. She stated if the Village was interested, they could start rolling out some of those apps. Village Staff could update on their own or DANC will update since it is part of the hosting contract to help with updates.

Mayor Dalton stated that Superintendent Hallahan and DPW update things often.

Mayor Dalton thanked Star Carter and he will be in contact.

ACCEPTANCE OF DEPARTMENT HEAD REPORTS:

Trustee Proemm made a motion to accept the Department Head Reports. Trustee Larrabee seconded the motion. All voted in favor. Motion carried.

Animal Control Report- Mayor Dalton stated that no dogs were seized.

Superintendent Report- Superintendent Hallahan added that he has history with Star Carter and DANC and he is very supportive of the grant.

Mayor Dalton asked if they are wrapping up on Spring pick up?

Superintendent Hallahan stated they were officially done on Friday at noon but they will be finishing up tomorrow.

Trustee Pynchon asked Superintendent Hallahan if it could be on going due to the snow and the long week ending coming up, there might be a fair amount of yard work done and the next pickup will be the end of June?

Superintendent Hallahan stated that they are two months behind in what would normally be done and pick up was starting a month early due to the nice weather. He stated that there is a limit.

Trustee Pynchon asked Superintendent Hallahan what DPW was working on due to the circumstances and the working schedules?

Superintendent Hallahan stated that last week they had three guys on and this week he has four guys working. At this time, they would be getting ready for paving projects. He stated with the scale down it has been difficult but they are moving forward.

Trustee Pynchon asked if anything will have to be put off for a year?

Superintendent Hallahan stated he hopes not they will prioritize what needs to be done.

Mayor Dalton stated that they will be having a conversation soon about ramping the staff backup depending on how things look in the County. He stated it is different than reopening the Municipal Building. Things have to be done safely. He stated that they had to do this to keep people apart and to provide safe distance.

Trustee Pynchon stated that she appreciates and understands how difficult it is under the circumstances. She stated that she would appreciate reports on how it is going and how they are coming long because those are the questions they receive.

Economic Development Report- Economic Developer Rodriguez added that the Town of Canton approved the Recovery Loan Program last week, for money to help out small businesses. She stated that she sent out a newsletter today with information on Phase One Reopening with details by industry and she will do the same when Phase Two gets closer.

Trustee Pynchon stated that the newsletter is terrific. She stated it was 40% and is above industry standards.

Economic Developer Rodriguez stated that there has been a great response, she just wished people were adopting some of the programs like the directory where they can go in and own their own listing and update their status. She is going to keep pushing this in the newsletter. She stated that she has not had a lot of people respond to the needs assessment survey that they put out. They have asked the Chamber to include it in their newsletter. She stated that there is a lot of resources and a lot of information and they are just trying to spread the word.

Trustee Sorensen asked about the advisory committee for Willow Island and Miner Street.

Economic Developer Rodriguez Stated that the town of Canton intended to approve the contract with Brooks Washburn for the Miner Street portion but everything has been on hold and they did not feel comfortable moving forward with the contract. The Department of State has put a temporary hold on reimbursements and new contracts. There are two different projects, Miner Street Project and then there is Willow Island Project. Each of the projects will have an Advisory Committee. The Town has come up with an Advisory Committee for Miner Street which includes representatives from the Town Highway Department, residents of Miner Street, Complete Streets Committee and Trail Committee and the County Planning Office.

Economic Developer Rodriguez suggested the following for the Willow Island Advisory Committee; Economic Developer Members, Village Recreation, representation from Grasse River Heritage and maybe some people from the performing groups like the Grasse River Players, or anyone that would be potential users. She stated that this is up for discussion but she believes it should be a diverse group and their role is to oversee the project. Economic Developer Rodriguez stated that this is a five-year grant that started on May 1, 2020. She suggested waiting until there is a signed contract with the Department of State because any costs might not be reimbursed.

Assessor Report- Assessor Brand stated that Grievances will be held next Tuesday as an open meeting in the Courtroom. She stated that social distancing and masks will be provided as of right now she will only have six people showing up for grievance. She stated that there will be news next month about the Star Credit versus the start Exemptions. Assessor Brand informed the Board that the Fairfield Inn is contesting their assessment. She is hoping they will agree on the roll.

Code Officer Report- Code Officer Murray Stated that he is happy contractors are back to work. He is back in the building full-time but delivering permits to the job sites.

Trustee Pynchon asked Code Officer Murray if the contractors are complying with the safe distancing and face masks.

Code Officer Murray stated that the contractors are complying.

Trustee Sorensen asked if Code Officer Murray heard anything about Dairy Queen and if he has heard from McDonalds.

Code Officer Murray stated that he has not heard from McDonald's since November. He just received the first drawings from Dairy Queen. They should be up and running here very quickly.

Recreation Report- Recreation Director Putman Stated that he has communicated to the committee regarding Zoom meetings that have been scheduled for the rest of the week with the CBC and local organizations. They are coming together to get an idea of what's going to be required as they move forward towards the re-opening phases. He stated that he has reached out to the New York State Recreation and Park and he has spoken with the st. Lawrence Health Initiative. He is hoping to have a little bit more guidance by the end of the week.

Police Report- Police Chief Santimaw wanted to update the Board regarding the social distancing complaints. They have received occasional complaints about social distancing and they use this as an educational opportunity. Everyone has taken it very well. No tickets have been issued.

Historian Report- Historian Casserly stated that she has had a lot of Genealogy request and that she has been very busy.

Golf Report- Golf Pro Maginn stated that he has been receiving the Executive Orders and information coming from the PGA.

COMMITTEE REPORTS

Recreation Committee- Trustee Pynchon stated That they have broken things down into three categories: summer programs, swimming lessons and Taylor Park/Parks. She stated that Recreation Director Putman has been speaking with local communities on what they will be doing. They're waiting to see what comes from the Health Department and Executive Orders.

Communication and Technology Committee- Trustee Pynchon thanked Councilperson Blackburn and Councilperson Washo for moderating. The Committee Members have been monitoring and helping support all the virtual meetings.

Trustee Pynchon stated that the Committee is looking into a template for the Committee Reports to be sure that they are getting the kinds of information that both the Town and the Village needs.

Golf Committee- Trustee Pynchon stated the Golf Pro Maginn is receiving a lot of information from the Golf Associations and from the Governor's Office. Golf Pro Maginn has set up a protocol that he feels comfortable to start to allow Golf Carts to be used on the course. One person per car unless the people are from the same household, strict cleaning and use protocols.

The Board agreed to the use of golf carts.

Golf Pro Maginn Stated that the recommendation is that each player will disinfect the cart and then when returned the cart will be washed off and then will be brought back up to be used. There will only be one person per cart. He stated that he has cancelled the major tournaments in June. He stated he is going to be strict with the golf carts.

Trustee Larrabee stated that she has been speaking with Karen Stole who is part of the concessions. They are still planning to come in but are still working with the phasing to make sure that they will be successful. She will keep everyone posted.

Golf Pro Maginn suggested using the takeout window.

EV Charger- Trustee Proemm stated that the second EV Charger will be installed in the next week to two weeks.

Sustainability Committee- Mayor Dalton stated that information came in regarding the streetlights from National Grid. The value has gone up considerably from 29,000 to 92,000. He has been in contract with a person from the Power Authority who is challenging some of these figures.

COMMUNICATIONS AND INFORMATION

Mayor Dalton stated that it is vitally important to us in this community and the North country that the census is taken seriously and that people complete the census.

Mayor Dalton stated that the High School will hold an event on Saturday with some social distancing activities with the seniors and families. Downtown will be decorated and the Flags will be up.

Trustee Larrabee was glad the event was being supported. She thinks it is a big deal for the kids who have lost part of their senior year.

OLD BUSINESS

a. Zoning Audit Update- Mayor Dalton stated that there was a meeting with Monica, Trustee Pynchon, Economic Developer Rodriguez and Attorney Ducharme. Trustee Pynchon Stated that Monica has a clear understanding and that Attorney Ducharme and her are the perfect team to sort through everything. Monica has helped with a couple of weaknesses in the comprehensive plan with the land use maps and they are working to figure out if they will need to do an addendum or if they can make it work. She stated that they have spent a lot of time looking at the map and trying to figure out what was intended for the comprehensive plan. She stated it was a good thorough meeting.

Attorney Ducharme added that he has some information to get back to her and they were going to try to meet by the end of the week to follow up on some questions.

Mayor Dalton stated at some point they'll be a larger committee with the Planning Board Chairs and Zoning Board Chairs. He stated that a lot of efforts are going into definitions which were needed in the code. There is a lot of work going on behind the scenes and when they're ready to roll it out they are going to send a lot of information.

b. Ethics Law Change- Mayor Dalton stated that there has been some conversation with the Ethics Law that has been passed. Attorney Ducharme has shared a lot of information with the Board. Attorney Ducharme stated that he had shared the information with the Town Attorney but did not hear back.

Attorney Ducharme stated that the information he shared with the board was regarding a case from less than a year ago that happened in City in Westchester County. They had similar language to the Ethics Code regarding the members of the board of ethics will not be officers or employees of the municipality. That was challenged in the court. He stated he pointed out to the Board the enforcement piece of the Ethics Law. He suggested coming up with a more detailed set of rules and guidelines about the filing of the disclosure report.

After further Board discussion, Attorney Ducharme is going to follow up with the Town Attorney.

c. RT 68 DOT Request- Mayor Dalton Stated that the board originally agreed to write a letter of support but the Town of Canton passed a resolution and it's now up for discussion about whether the Village should pass the resolution or if the board prefers him to send a letter of support. After Board discussion they decided to pass a Resolution at the year end meeting.

Councilperson Washo stated that they are preparing to do milling on 68 East. He is curious if anyone knows the plans and if there are any accommodations for cyclists especially heading back into the village.

Mayor Dalton stated that he thinks they are milling and replacing it the way it was.

After further discussion Superintendent Hallahan and Mayor Dalton are going to speak directly to Watertown regarding the particulars.

- d. Miner Street Upgrades-** Trustee Pynchon stated that there will be a meeting on Wednesday at 1:00pm regarding the Miner Street Upgrades. Trustee Pynchon, Superintendent Hallahan, Toby Irven, St. Lawrence University and Brooks Washburn will be in attendance. Brooks Washburn is going to discuss the drawings and receive feedback and questions.

NEW BUSINESS

- a. **Authorize payment of vouchers & transfer of funds-** Trustee Larrabee made a motion to authorize payment of vouchers & transfer of funds for abstract # 12 of 2019-2020. Trustee Proemm seconded the motion. All voted in favor. Motion carried.

General Fund	\$146,122.36	Golf Course	\$21,338.80
Water Fund	\$12,941.86	Joint Activity	\$4,343.59
Sewer Fund	\$15,692.80		

- b. **Star Carter and GIS Mapping Grant Proposal-** Moved to the beginning of the Agenda.
c. **GIS Mapping Resolution-** Mayor Dalton stated that it is a good investment for \$900.00 and is a good investment to what the Village already has.

Trustee Sorensen asked for other ways it would be helpful besides inventory.

Mayor Dalton stated that it would maintain an inventory and keep track of age for replacement. He stated that the Village is required to keep for safety purposes for NYMIR, for inspections on a regular basis. References on the GIS website

Trustee Proemm stated that it is helpful with Complete Streets and for planning purposes.

Trustee Larrabee stated that the database helps with grants.

Trustee Larrabee stated that she supports moving forward with the GIS Mapping.

Trustee Larrabee made a motion to approve the GIS Mapping Resolution. Trustee Pynchon seconded the motion. All voted in favor. Motion carries.

Village of Canton
Resolution in support of a 2020 Local Government Efficiency Grant
Application for a North Country Regional Shared Geographic
Information System Project

Whereas, the Board of Trustees of the Village of Canton (Village) has an existing agreement with the Development Authority of the North Country to be part of the Authority's regional shared services Geographic Information Services (GIS) platform, and

Whereas, the Village will act as a participating municipality for a shared services project, involving multiple local governments in the North Country to develop GIS datasets for municipally owned assets, including water, wastewater, electric, highway, public works, and cemeteries, and

Whereas, the project partners will submit an application to the Department of State Local Government Efficiency (LGe) Implementation Grant Program, anticipated to be part of the 2020 Consolidated Funding Application, and

Whereas, the Village understands that they will be required to contribute a 10% match for the Village's portion of the overall project budget, up to \$900, which will be paid to the lead agency.

Now, Therefore Be It Resolved, that the Village of Canton will participate as a municipal partner as required for the LGe grant application to be filed with the NYS Department of State, and

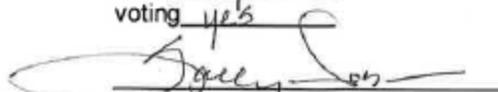
Be It Further Resolved, that the Village authorizes the Mayor to execute all financial and/or administrative processes relating to the implementation of the grant program project as a participating applicant, and

Be It Further Resolved, that the Village will provide the required documentation and the support of its staff (as necessary) to the Development Authority of the North Country in performance of the North Country Regional Shared GIS Implementation Project.

The Votes upon said motion were as follows (Yes or No)

Mayor Michael Dalton	voting <u>yes</u>
Trustee Carol Pynchon	voting <u>yes</u>
Trustee Elizabeth Larrabee	voting <u>yes</u>
Trustee Klaus Proemm	voting <u>yes</u>
Trustee Anna Sorensen	voting <u>yes</u>

Date: 5/18/20


Sally Noble, Village Clerk

- d. **SRO Position at Canton Central-** Mayor Dalton stated that he circulated a memo about the SRO Position and he has not heard back from the Superintendent or the President of the Board. He will be in touch with them to see where they stand. He stated it seemed clear that several

board members wanted to cut the position immediately. He stated that they have a contract that would go through next school year. Mayor Dalton will keep the Board updated.

- e. **COVID Cleaning of Municipal Building-** Mayor Dalton stated that he circulated two proposals. He stated that Clerk Noble spent some time going around the building and they put together an el carte piece to see what could be done. He has spoken with the Town and needs support from both sides. The deep clean of the building would cost approximately \$2,000.

Trustee Pynchon stated it is important to emphasize that this is a municipal Issue and that they need to work together on this. Protocols and procedures are being put together to be used to protect everyone. She said to start with a good deep clean.

Trustee Larrabee said that she supports that and it is important that people feel comfortable and confident going into the building.

Mayor Dalton stated that the first cleaning will be the whole building, important to clean the carpets and the chairs.

All Board members support the deep cleaning.

Mayor Dalton is going to speak with the Town to get it scheduled before opening the building.

- f. **Pride Flag-** The Board decided to fly the Pride Flag at the Municipal Building for the whole month to June for Pride Month.

Trustee Pynchon will purchase and donate the Pride Flag.

- g. **Set Meeting to Close out Year-** The Board set the Meeting for Friday, May 29, 2020 at 8:00am.

PUBLIC COMMENT

None

Executive Session

Trustee Larrabee made a motion to enter into executive session at 8:08pm for purpose as identified in Public Officers Law §105(1) (h). Trustee Sorensen seconded the motion. All in favor. The motion carries.

Trustee Pynchon made a motion to come out of the executive session at 8:33PM. The motion was seconded by Trustee Sorensen. All voted in favor. The motion carries.

Trustee Larrabee made a motion to adjourn the meeting at 8:35PM. Trustee Proemm seconded the motion All voted in favor. The motion carries.

Respectfully submitted,

Cara Adams

Deputy Clerk