

VILLAGE OF CANASTOTA  
MINUTES  
September 8, 2021

Mayor Warner called the meeting to order at 7:03 p.m. The Pledge of Allegiance was recited.

PRESENT: Mayor Rosanne Warner; Deputy Mayor Jeffrey Carpenter; Trustees Jeffrey Watkins, Bill McDade and Douglas Gustin; and John Pinard.

ABSENT: None.

Motion by Trustee Watkins, seconded by Trustee Carpenter, to approve the minutes of the July 19, 2021, meeting. Passed 5 to 0.

Motion by Trustee McDade, seconded by Trustee Carpenter, approving the attached 3-year Subscription Renewal Agreement between the Village and IaR (I am Responding) in the sum of \$725.00/year plus \$10/annually for Telephone Call Costs for a total of \$735.00 annually and authorizing the Mayor to execute the same. **Discussion:** Trustee Watkins asked if a 3-year contract is normal. The Mayor advised that it is and this is what it was last time. Passed 5 to 0.

Motion by Trustee Carpenter, seconded by Trustee Watkins, to approve a loan from the General Fund to the Capital Project Fund in the amount of \$11,691.18 for architectural fees for the LWRP designs. **Discussion:** The Mayor advised that this is for the Canal Street grant. Mayor Warner noted that one of the charges goes back to April and now we can submit to the Secretary of State for reimbursement. Passed 5 to 0.

Motion by Trustee Watkins, seconded by Trustee Gustin, to approve the attached General Fund Abstract in the amount of \$26,607.99. Passed 5 to 0.

Motion by Trustee McDade, seconded by Trustee Watkins, to approve the attached Sewer Fund Abstract in the amount of \$15,766.04. Passed 5 to 0.

Motion by Trustee Watkins, seconded by Trustee McDade, to approve the attached Capital Fund Abstract in the amount of \$16,261.68. Passed 5 to 0.

**Public Comments.**

None.

Motion by Trustee Watkins, seconded by Trustee Gustin, to approve an additional payment in the amount of \$50.00 from the General Fund to MBI for health insurance debit card transaction on July 6, 2021, bringing the adjusted total for transactions from July 1, 2021 - July 31, 2021, \$5,624.37. **Discussion:** Clerk/Treasurer Williams explained why the additional payment is being presented for approval. Passed 5 to 0.

Motion by Trustee Watkins, seconded by Trustee McDade, approving the attached Master Equipment Lease Purchase Agreement between the Village and Republic First National regarding the financing for one (1) new 2022 CV115 SFA 4x4 Dump Truck with equipment as per Stadium International Truck proposal dated 6/21/21 and MDI Truck Equipment Quote dated 6/28/21 totaling \$126,531.00 payable in five (5) annual installments of \$27,218.30 beginning on February 13, 2022, and authorizing the Mayor, Clerk/Treasurer and Deputy Clerk/Treasurer to execute any and all documents necessary to effect said transaction. **Discussion:** Clerk/Treasurer Williams advised the Board that the rate has been extended past the August 30, 2021, expiration.

**Discussion regarding invoices for materials/equipment used at the barrier free park on Spencer Street.** The Mayor reviewed with the Board the expenses that were billed to the Town of Lenox for supplies and assistance in putting the equipment together. The invoice for assistance total is \$2,942.16 and is for labor, travel and lodging. The Clerk/Treasurer and Board discussed what would be necessary to put these expenses on the next abstract and where the money would come from. The Mayor also talked about what still needs to be done and what expenses are left. The Board talked about additional security at the pool and park.

**Discussion regarding the ventilation system at the headworks.** Mayor Warner received a phone call last week from Tim O'Hara regarding the plan. The Mayor advised that she read the rules regarding the COVID stimulus money and believes that everything that we need to do regarding the ventilation system at the headworks is allowable under the plan and she would like us to move forward. The Mayor would like to reach out to Tim O'Hara and have him work with Jim and Dan Cunningham of New Water Technologies on what we can afford. Mayor Warner also believes that we can use the money on storm water management and prevention. The Mayor talked about using some money next year if we have any left over for money to help us with fixing storm water catch basins. The Board consented to moving forward. Trustee Watkins asked if we submitted the grant for the main transmission line. The Mayor believes that we did, but she cannot locate information on that on the Grants Gateway. Mayor Warner has been working with EFR and the State regarding the grants to make sure that we submit all of the deliverables that are needed. Mayor Warner is looking for the information in former Administrator Farwell's files and on her computer.

**Discussion regarding new copier/printer/fax/scanner for Clerk/Treasurer's Office and Police Department.** Clerk/Treasurer Williams reviewed the comparison with the Board. Trustee McDade advised the Board that he knows someone with a Konica and is told that it is a good machine.

Motion by Trustee Watkins, seconded by Trustee Gustin, to go with the Konica copies for \$75.60/month for 60 months. Passed 5 to 0.

**Correspondence.**

- Letter of resignation from Administrator Jenn Farwell effective August 31, 2021.

- Sidewalk request from Bob and Paula Benjamin regarding the property at 109 Delano Avenue.
- Sidewalk request from Joseph Rinaldo, III, regarding the property at 318 New Boston Street.
- Tree removal letter from Pete and Jennifer Clark regarding the property at 134 Pleasant Street.
- Flyer from Trinity Episcopal Church and American Legion regarding Bless Your Pets, Honor Your Vets Day to be held on Saturday, October 2, 2021.

Mayor Warner noted that there will also be a pasta dinner.

**Mayor.**

The Mayor did not receive the Codes Contract back from the Town. She did talk to the Town about extending the Contract if need be. The Town will extend it after 60 days if we need it. It was approved by them last night and the Mayor is just waiting for it to come back signed. Mayor Warner advised that CEO Adsit met with Town Code Officer Stagnitti to go over things. The Board discussed whether or not the Town Codes personnel could use the Village Codes car.

Motion by Trustee Carpenter, seconded by Trustee Gustin, to approve the contract to enter into a contract for codes services. Passed 5 to 0.

Mayor Warner advised the Board that the TAP grant applications are out. The Mayor reviewed the provisions of this grant with the Board - it is an 80/20 matching grant for transportation-related projects. If the Board is interested, Mayor Warner noted that the Village would be eligible to put in an application for the Canal Street and EDR would assist us if we wanted them to. We would have to come up with a project by September 29, 2021 at 5:00 p.m. The Board discussed possible projects under this grant. The Mayor spoke to the Board about the 1968 design for the Erie Canal area. Mayor Warner will send a copy of the plan to the Board. There is a meeting on September 27, 2021 with the Canal Street Grant Committee to discuss where the project is now. Mayor Warner advised that we are waiting on the final design from EDR - the Mayor would like to look at the EDR plan and the 1968 plan side-by-side. The Board talked about the Canal Street Project and where the project stands now. The Mayor noted that it was only the CFA Grant that was "scrapped". The project is still going and the committee is still going. The Board just choose to more forward with money on fixing our sewers right now. Mayor Warner stated that the businesses are looking for us to make improvements in the area which could help us bring business to the Village. She advised the Board that she received the most recent estimates for the cost of the Canal Street work that was recently proposed and it would cost the Village between \$100,000 - \$125,000. Mayor Warner noted that we did not have permission from OPRHP for the work that was proposed.

Mayor Warner has a copy of Cazenovia's cannabis law and she will reach out to Patrick Milmoie at Canastota Publishing on the survey.

Mayor Warner talked about shared services with the County and advised that there is a meeting coming up to talk about shared services between the towns, villages and cities in the County. The Mayor talked about one of the proposals and asked if anyone wanted to propose shared services to let her know.

The Mayor has been talking with Amanda Mazzoni of the CNY Regional Planning and Development Board about closing out the NYSERDA Grant for the codes car and lighting at the ball field. Mayor Warner is talking with her about getting an electric street sweeper. We will get the existing grants closed out before we purchase this. Trustee Gustin asked where we are with CEO Adsit's car. The Mayor is working on getting it registered - she has been working with the County. Mayor Warner is waiting for some paperwork from the State DMV so that she can take it to the County and get the plates. The Mayor also advised that the Green Team has been out and fixed the charger and everything is all set now.

Mayor Warner talked about a service called Archive Social - she sent the information to the Board. There is a demonstration on September 10 at 3:00 p.m. The Mayor explained what they do and how the cost structure works. Madison County uses their services. This service would be for any social media pages that involve the Village, recreation, fire department, police department, etc.

Mayor Warner thanked Sorbello Produce for donating four (4) hanging plants and mulch for the 9/11 park and the Beautification Committee for getting the park ready for the 9/11 ceremony.

Mayor Warner advised the Board that we have been awarded a grant from FEMA in the amount of \$428,571.43 for a new fire truck. The Mayor thanked Doug Chandler for writing the grant. She talked about the truck that was specked for the grant and noted that the grant was reduced from what was originally put in because FEMA said the truck did not cost as much as the grant requested. The Fire Department did spec this out again after the grant award was received and they advise that it is actually more expensive than requested in the original grant by almost \$100,000.00. Mayor Warner advises that she told the Fire Company that the Board would talk with them about selling them "Old Betsy" if they wanted to keep it because this grant was written to replace that truck with the new one. She did also tell them that the Village would not insure it or maintain it if the Company wanted to buy it for a parade vehicle.

Mayor Warner received information from the 2020 Census regarding the Village - our population is 4504 which is down from the 2010 numbers. The Mayor noted that everyone lost people except the Village of Wampsville.

Mayor Warner advised that she has a list from former Administrator Farwell of the open projects. The Mayor will send it to the Board.

The Dye Dash has been moved to October 16.

Trustee Gustin noted that the 9/11 ceremony will begin at 8:30 a.m. on Saturday and the road will already be coned off at 7:45 a.m. Mayor Warner has received the plan for the morning.

Mayor Warner and Sgt. Barton met with Russ from Computers with a Heart and she shared their conversation with the Board. Russ can help us on a short-term basis, but he is not looking for a long-term contract. He does handle other police departments and charges \$60/hr. Trustee Watkins has a vendor that works with the Village of Cazenovia and he would like to have him give us a quote. The Board reviewed the recommendation from Computers with a Heart regarding wi-fi in the police cars. Trustee McDade talked about his experience having wi-fi for the police cars and accessing the police server. He stated that if you have proper security controls and proper security on your system, it should not be a problem.

#### **Trustee Comments.**

Trustee Watkins has nothing tonight.

Trustee Gustin stated that at the Easter Egg Hunt his daughter took pictures and gave the SD card with the pictures to former Administrator Farwell. She is looking for the card to be returned. He also asked if we wanted pictures of the 9/11 ceremony and stated that he would replace the SD card.

Trustee McDade has nothing tonight.

Trustee Carpenter advised that the Beautification Committee is looking for projects and he stated that former Administrator Farwell had a list of what the BOCES kids were doing. He asked if there is anything outstanding on that list as the Beautification Committee is interested in projects.

The Board discussed the open Village Administrator position. Trustee McDade thinks that we need to revise the local law as he believes that the position has too much power. He would like to amend it to a 2-year term and the Village can terminate the Administrator with payment of a 2-month severance. Trustee McDade thinks that we need to make some changes to the terms of employment. He also believes that the position may have too much power and is subject to abuse. The Board discussed what the Village Administrator position is or should be. Trustee Watkins believes that we need to amend the Village Administrator and hire an OAI or OAI to do the job. He talked about also hiring a part-time DPW Superintendent who would supervise the DPW and the WWTP. The Board continued to talk about what type of position to hire and they discussed the Department Heads in the Village and talked some more about hiring a DPW Superintendent. Trustee McDade stated that he believes that what Trustee Watkins is saying is that we need to take the opportunity to look

at the whole structure of the Village and see where we can improve across the board. The Board discussed past practices and what the previous Boards had discussed regarding the Administrator and DPW Superintendent positions. Grant administration with the new position was discussed. Trustee Gustin would like to look at the two (2) job descriptions to determine what we want the job description to be. The Board discussed the police chief interviews. Special meetings will be scheduled so that the entire Board can be present for the interview. From the meetings the Board will enter executive session for the interviews and no other business will be conducted. The Mayor will contact the candidates and let the Board know when the candidates respond.

**Adjourn.**

Motion by Trustee Watkins, seconded by Trustee McDade, to close the meeting at 9:32 p.m. Passed 5 to 0.

Respectfully submitted,

*Catherine E. Williams*

Catherine E. Williams  
Clerk/Treasurer