

The Village of Cuba Board of Trustees held a Public Hearing on the 2013-2014 Tentative Budget on Monday, April 8, 2013 at 7:00 pm along with the Monthly Board Meeting and Organization Meeting. These meetings were held in the Village Hall at 17 E. Main St.

PRESENT: Mayor Thomas Taylor, Trustees Lon Sweet, Judith Zayac, Michael Doyle and Judith Zayac.

ALSO PRESENT: Richard Hall, SPW, Diane Wilson, Clerk/Treasurer, Doug and Cindy Rettig, Chris Smith, Bob Clark, Olean Times Herald and Dustin Burch, Police Chief.

THE MAYOR OPENED THESE MEETINGS WITH THE PLEDGE OF ALLEGIANCE.

CLERK WILSON GAVE THE OATH OF OFFICE TO MAYOR TAYLOR, LON SWEET, JUDY ZAYAC, RICHARD HALL AND DIANE WILSON. MAYOR TAYLOR WELCOMED EVERYONE AND GAVE THE FOLLOWING BUDGET MESSAGE.

The 2013-2014 Cuba Village Preliminary Budget was prepared at two budgets workshops held on March 7 and March 21, 2013. It is on file and is available for public review. The Village budget consists of several funds: the General Fund, the Water Fund and the Sewer Fund. There are several Capital Funds used for Capital projects. These funds are managed according to accounting standards set by the New York State Comptroller's Office.

The General Fund Budget: The Town's 2012 reassessment will be in effect for the 2013-2014 Village budget. The new Village assessment shows a total assessed value of 43,406,394 which is a decrease of 349,379 over last year's total. Exempt property assessment is 24,914,236 or 36% of the total assessed value. The 780,964.51 General Fund appropriations include a 618,541.00 tax levy and a tax rate of 14.25 per 1,000 of assessed value, which is an increase over last year's budget. (2012-2013 tax rate was 14.20 per 1,000 of assessed value. This year's additional expenditures include: a 2% pay raise for the salaried Employees; village hall and park gazebo improvements; retirement and workers Compensation.

A Village property assessed at 60,000 will have a tax bill of 855.00 Our Unreserved fund balance has continued to grow as revenues have come in over estimated budget amounts and expenditures have been less than anticipated.

The Water Fund Budget is entirely financed by water user fees and charges. This fund remains in a sound condition and there is no apparent need for a water rate increase in 2013.

The Sewer Fund Budget is entirely financed by sewer user fees and charges. This fund is not in sound condition, and sewer rates are currently under review. ?? The Village's total outstanding debt balances for the fiscal year ending on May 31, 2013 are:

GENERAL FUND

2009 Fire Truck: 75,863 final payment July 29, 2015. The Cuba Fire District leases this truck from the Village and will make a payment each year until the loan is paid.

WATER FUND

1995 Municipal water tank: 450,378.
(balance 260,000 final payment Nov. 2032.)

SEWER FUND

1992 Upgrade to wastewater treatment plant: 581,000. (balance 271,000 final payment Oct. 2025)
2010 Upgrade to the wastewater treatment plant and collection system repayment is not complete.

We wish to thank the Village employees who, as always have been outstanding in their daily tasks.

At this time the Mayor the guests if they had any comments or questions on the Tentative 2013-2014 Budget.

Mr. Rettig asked about the employee benefits such as the increase in retirement in the General Fund. Ms. Wilson explained that to lessen the load on the sewer fund the General Fund portion of the retirement contribution was increased. Mr. Rettig wanted to know if the employees contributed to the retirement system. Tier 3 and 4 employees contribute 3% until they reach the 10 year mark at which time they no longer have to contribute. Tier 6 is based on their annual income. Mr. Rettig also asked about health insurance and he was told the employees pay the balance after the Village share of the premium each month is paid.

Mr. Rettig also asked about the Sewer Fund rents. It is showing only a 9% increase when the Village just initiated a 15% increase. Ms. Wilson explained that, in the past, the sewer rents were overstated and the Village never actually received the amount budgeted. This is one of the things the Village was criticized for in the Audit by the State Comptroller. Therefore, by raising the rates, the sewer rents should come more in line with the amount needed. This will be looked at annually, if not sooner, if the rents projected are not received. Mr. Rettig wanted to know why the lake sewer district was not separately billed for each unit rather than one bill for all the lake. It was explained that the Village wanted, but it didn't work out that way.

MINUTES: The Board was given copies of the March 11, 2013 and March 21, 2013 minutes. With no amendments to these minutes a **MOTION WAS MADE BY TRUSTEE JUDITH ZAYAC AND SECONDED BY TRUSTEE MICHAEL DOYLE AND PASSED TO APPROVE THE MINUTES OF 3-11-13 AND 3-21-13.**

BILLS: Clerk/Treasurer Wilson copied the Board on the Abstract of Vouchers 631-703 totaling \$97,978.40 to be approved for payment. The following is the breakdown by funds:

GENERAL FUND	\$38,979.54
WATER FUND	\$34,192.20
SEWER FUND	\$24,806.66

Trustee Sweet informed the Board that he reviewed the Vouchers prior to this meeting he found that the Village Clerk had made a \$50.00 payment to Staples and did not deduct it from the total amount on the vouchers. Clerk Wilson thanked him for bringing this to her attention. She had been waiting for a statement that wasn't received and therefore made a minimum payment until the statement was received and never deducted the \$50.00 from that statement for payment made. **WITH NO FURTHER COMMENTS ON THE BILLS A MOTION WAS MADE BY TRUSTEE MICHAEL DOYLE AND SECONDED BY TRUSTEE ANDREW SWIFT TO PAY THE MONTHLY BILLS. ALL APPROVED.**

POLICE REPORT: Chief Burch gave to the Board copies of his report with the attached activity report and cases. He reported that the police department responded to 255 calls to service in March and 42 cases developed from these. Thirteen motor vehicle accidents were handled with 3 in the Village. Twenty three traffic summons were issued of these 12 were in the Village. The departments conducted one safety car seat installation. Three pill drop offs were completed and 7 gun locks were handed out to residents. The next Pill Drop is scheduled for the DEA take back day on April 27th from 10:00 am to 2:00 pm at the Cuba Fire Hall. The active shooter drill was a huge success and the Chief would like to thank everyone involved for helping to make it such a beneficial training.

CODE ENFORCEMENT REPORT: Mr. Putt emailed his report to the Board and there were no comments on this report.

ANIMAL CONTROL REPORT: Ms. Botens had given her report to the Clerk and the Clerk copied the Board. There were no comments on this report.

PUBLIC WORKS REPORT: Superintendent Hall gave the following report:

- Cold patching pot holes.
- Shoveling/salting walks and bridges as well as plowing and sanding streets as needed.
- Hauled snow from C.F.D. and the parking area behind the bank.
- Equipment repairs: Replaced bolts on Truck #1 cutting edge, plow light on Truck #3 and front bearing in sander on Truck #3. Repaired grates in rear of sweeper. Serviced roller to be ready for hot patching. Brought trailer in and removed tank.
- Installed a couple more meters.
- Cutting/splitting firewood for show heat.
- Duane was gone to Wastewater School from March 25th thru March 28th.
- Worked at WWTP clearing brush and making a road so Ungermann Excavating can come in and do their work.
- Water shut-off list for the Village Clerk
- Water issues: had two 4" water main breaks, garden hose spraying at the back of 133 W. Main St. house. Still looking for more leaks.
- Repaired water curb stop at 91 W. Main St.

- Two hydrants shut down/out of service until they can be replaced this week or early next week. Fire department Chiefs have been notified.
- Taught Mrs. Ploetz's class how our water system works then they went to the WWTP for Lloyd's tour.
- Starting sweeping streets 4.4/13. Note: last year started on 3/12.
- Thanks to the crew for working so hard being short handed.

At this time Mayor Taylor presented the following resolution for approval by the Board.

RESOLUTION APPROVING THE MUTUAL AID AGREEMENT BETWEEN THE MUNICIPALITIES OF ALLEGANY COUNTY, NEW YORK

Offered by: Allegany County Town Highway Superintendents Association.

WHEREAS, the Board of Trustees of the Village of Cuba hereby agrees to allow the Superintendent of Public Works, Richard Hall to extend Mutual Aid assistance to another participating municipality within the Count of Allegany when requested to do so by such municipality in time of abnormal snow or work conditions. This agreement is subject to the conditions listed in the written agreement.

A MOTION WAS MADE BY TRUSTEE MICHAEL DOYLE AND SECONDED BY TRUSTEE ANDREW SWIFT TO APPROVE THE MUTUAL AID AGREEMENT. THIS PASSED UNANIMOUSLY.

CLERK/TREASURER REPORT:

- Clerk Wilson reported that the April 4th, 2013 water/sewer bills had been sent out. The anticipated amount to be received from water is \$39,000. and from sewer \$63,000.
- Two park applications for Chamberlain Park have been received and are asking for a variance for alcohol. One from Kathleen Pettit for a family picnic on August 10th, 2013 and the other from Ron Hosley for a family reunion on August 18, 2013. **A MOTION WAS MADE BY TRUSTEE MICHAEL DOYLE AND SECONDED BY TRUSTEE ANDREW SWIFT TO APPROVE THE ALCOHOL VARIANCE FOR THESE TWO APPLICANTS AND ENCOURAAGE THEM TO CHECK WITH THE THEIR HOME OWNERS INSURANCE ON A ONE DAY COVERAGE FOR THIS ALCOHOL USE IN THE PARK. THIS MOTION WAS APPROVED UNANIMOUSLY.**
- A final pay app was received from KelKur Electric for work at the WWTP Plant as part of the ARRA project. The amount of this pay app is \$4,277.76. **A MOTION WAS MADE BY TRUSTEE JUDITH ZAYAC AND SECONDED BY TRUSTEE LON SWEET TO MAKE A FINAL PAYMENT TO KELKUR ELECTRIC IN THE AMOUNT OF \$4,277.76. THIS WAS APPROVED UNANIMOUSLY.**
- A letter was received from the Cuba Chamber of Commerce requesting the following sections of Main Street be closed to traffic on Saturday, June 8th from 9am to 4pm-East Main St. from Route 305 to Maple St. and West Main from Route 305 to Orchard. (allowing traffic through the Community Bank ATM).

The Chamber is also requesting the use of Genesee Park on this day for craft vendor setup and petting zoo. The Board asked the Police Chief if this was a problem and he said that he did not think it would be a problem. The fire department will also be notified.

- The Clerk had sent to the Board the Plan of Action for the recent Audit of the Sewer Fund by the State Comptrollers Office. After reviewing and making some changes to the Plan of Action a **MOTION WAS MADE BY TRUSTEE JUDITH ZAYAC AND SECONDED BY TRUSTEE ANDREW SWIFT AND PASSED TO SEND THE PLAN OF ACTION TO THE STATE COMPTROLLER. THIS PASSED UNANIMOUSLY.**
- The following resolution was presented to set the Standard Work Day for the Building Inspector.

STANDARD WORK DAY RESOLUTION FOR EMPLOYEES

BE IT RESOLVED, that the Village of Cuba, Location Code 40167, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees’ Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body. The standard workday for Code Enforcement Officer is 6 hrs per day the minimum required. **A MOTION WAS MADE BY TRUSTEE LON SWEET AND SECONDED BY TRUSTEE MICHAEL DOYLE TO APPROVE THE RESOLUTION OF THE STANDARD WORKDAY FOR THE CODE ENFORCEMENT OFFICE TO BE 6 HRS. PER DAY. THIS WAS APPROVED UNANIMOUSLY.**

COMMITTEE REPORTS: The Board committees have not meet recently. **TRUSTEE JUDITH ZAYAC MOTIONED TO APPOINT PATRICIA PETRONI AS A ZONING BOARD OF APPEALS MEMBER WITH A TERM TO EXPIRE 2018. THIS MOTION WAS SECONDED BY TRUSTEE LON SWEET AND ALL APPROVED.**

Trustee Doyle informed the Board that an “I LOVE MY PARK DAY” has been scheduled for May 4, 2013. As the Greenway Trail is a small part of the New York State Park System a few small activities have been planned. Also the Tree Board will be buying trees to plant along the trail as part of the Landmark Connection Project. On the 4th of May volunteers would come and work on the trails.

MAYORS REPORT: Mayor Taylor read the following appointments:

Appointments made by the Mayor:	
Five-Year appointment 2016	
Hazard Mitigation Officer	Randy Snyder
Two-Year appointments 2015	
Clerk/Treasurer	Diane Wilson
Registrar	Nancy Orcutt
One-Year appointments 2014	
Deputy Mayor	Judith Zayac
Budget Officer	Diane Wilson

Records Management	Diane Wilson
Deputy Clerk	Katie Morris
Superintendent of Public Works	Rick Hall
Deputy SPW	Randy Snyder
Village Attorneys	Underberg & Kessler
Official Depositories	Community Bank
	First Tier Bank & Trust
Official Newspapers	Patriot & Free Press
	Wellsville Daily Reporter
Civil Defense Officer	Kevin Nutt
Village Historian	David Crowley
Village Board Committees	
Personnel	Judith Zayac
	Andrew Swift
Finance	Michael Doyle
	Andrew Swift
Infrastructure	Michael Doyle
	Lon Sweet
Public Safety	Andrew Swift
	Lon Sweet
Parks/Recreation	Andrew Swift
	Michael Doyle
Refuse/Recycling	Lon Sweet
	Andrew Swift
Planning/Zoning/Code	Judith Zayac
	Lon Sweet

Mayor Taylor also wanted reappoint John Hupp for another 5 years on the Planning Board to expire in 2018.

Mayor Taylor informed the Board that Duane Hopkins passed his Activated Sludge Course.

The following Arbor Day Proclamation was presented:

PROCLAMATION

WHEREAS, In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, call Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our Village increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal, and

NOW, THEREFORE, I, Thomas Taylor, Mayor of the Village of Cuba Village, do hereby proclaim April 26, 2013 as

ARBOR DAY

In the Village of Cuba, New York, and I urge all citizens to support efforts to protect our trees and woodlands and to support efforts to protect our trees and woodlands and to support our city's urban forestry program, and

FURTHER, I urge all citizens to plant trees to gladden the hearts and promote the well being of present and future generations.

DATED *this Twenty-sixth day of April, 2013.*

NEW BUSINESS: The following Organizational Meeting information was presented:

Cuba Village Board Meeting will be held the second Monday of each month at 7:00pm in the Cuba Village Municipal Building, 17 E. Main Street, Cuba, New York.

The Board of Trustees of Cuba Village agrees to pay a fixed rate of .441/2 cents per mile as mileage reimbursement to officers and employees of the Village who use their personal vehicle while performing official duties on behalf of the Village.

Members of the Village Board, clerk-Treasurer, Superintendent of Public Works and are authorized to attend conferences and schools as provided in Section 7B of the General Municipal Law. Major conferences to be attended are: NYCOM Annual Meeting, NYCOM Fall Training School; NYCOM Winter Legislative Meeting; NYCOM Public Works, Parks & Maintenance School; Annual Highway School and Fall Highway Conference.

The Village Clerk is authorized to invest Village funds as per the investment policy passed by the village Board. The Board also authorizes the Clerk/Treasurer to pay prior to the monthly board meeting, payroll, utilities, health insurance and contract payments.

The Board was also copied on the following policies of the Village:

- Procurement Policy
- Cellular Telephone Use Policy
- Water supply Emergency Plan
- Credit Card Policy
- Complete Streets Policy

Sexual Harassment Policy
Smoking Policy
Investment Policy
Emergency Notification List
Local Hazard Assessment
Drug and Alcohol Abuse Policy

There were no changes to the policies above, however the Employee Handbook had an amendment to the health insurance part of the handbook. An addition of the Family health insurance coverage for the salaried employees only, was increased from \$500.00 to \$600.00. **A MOTION WAS MADE BY TRUSTEE JUDITH ZAYAC AND SECONDED BY TRUSTEE ANDREW SWIFT TO APPROVE ALL POLCIES AS WRITTEN AND THE AMENDMENT TO THE EMPLOYEE HANDBOOK. THIS WAS PASSED UNANIMOUSLY.**

TRUSTEE SWEET MOTIONED TO INSTRUCT THE CLERK/TREASURER TO CONTACT BOND COUNSEL TO PREPARE A BONDING RESOLUTION FOR THE PAVING OF BRISTOL STREET FROM PROSPECT STREET TO THE HOSPITAL AT A MAXIMUM COST OF \$200,000. THIS MOTION WAS SECONDED BY TRUSTEE DOYLE AND PASSED UNANIMOUSLY.

OLD BUSINESS: none

WITH NO FURTHER QUESTIONS OR COMMENTS ON THE TENTATIVE 2013-2014 BUDGET A MOTION WAS MADE BY TRUSTEE JUDITH ZAYAC AND SECONDED BY TRUSTEE ANDREW SWIFT TO CLOSE THE PUBLIC HEARING. ALL APPROVED. TIME 8:04PM

A MOTION WAS MADE BY TRUSTEE MICHAEL DOYLE AND SECONDED BY TRUSTEE ANDREW SWIFT TO ADOPT THE 2013-2014 TENTATIVE BUDGET. THIS PASSED WITH THE FOLLOWING ROLL CALL VOTE:

TRUSTEE MICHAEL DOYLE	AYE
TRUSTEE ANDREW SWIFT	AYE
TRUSTEE LON SWEET	OBSTAINED
TRUSTEE JUDITH ZAYAC	AYE
MAYOR THOMAS TAYLOR	AYE

WITH NO FURTHER BUSINESS TO DISCUSS A MOTION WAS MADE BY TRUSTEE JUDITH ZAYAC AND SECONDED BY TRUSTEE LON SWEET TO ADJOURN THIS MEETING.

TIME: 8:06PM

**RESPECTFULLY SUBMITTED
D. WILSON**