

The Village of Cuba Board of Trustees held the Monthly Meeting on Monday, April 13, 2015 at 7:00 pm in the Cuba Village Hall.

**PRESENT:** Mayor Thomas Taylor, Mayor Elect Lon Sweet, Trustees Andrew Swift, Judith Zayac, Robert Gleason, Sr. and Trustee Elect Michele Miller.

**ALSO PRESENT:** Corine Bump, Deputy Clerk; Richard Hall, SPW; Diane Wilson, Clerk/Treasurer; Randy Snyder, Deputy SPW; Dave Crowley, Dustin Burch, Town of Cuba Police Chief; Lee James, Caileigh Bump, Calsey Bump and Connie Doyle, Planning Board Chairman.

Mayor Taylor opened this meeting with the Pledge of Allegiance and welcomed everyone. Mayor Taylor handed the gavel over to Lon Sweet and the Oath of Office was given to the following people. Lon Sweet, Mayor, Michele Miller, Trustee, Judith Zayac, Trustee, Richard Hall, SPW, Corine Bump, Deputy Clerk, and Diane Wilson, Clerk/Treasurer.

Mayor Lon Sweet welcomed everyone to this meeting.

The Public Hearing on the 2015-2016 Tentative Budget was opened and Mayor Sweet gave his budget message.

#### 2015 BUDGET MESSAGE

The 2015-2016 Cuba Village Tentative Budget was prepared at two budget workshops held on March 23<sup>rd</sup> and March 30<sup>th</sup>, 2015. It is on file and is available for public review. The Village Budget consists of several funds: the General Fund, which is funded mainly by taxes and other revenues. The Water Fund and the Sewer Fund are funded by water and sewer rents. Capital Accounts are used for Capital Projects and there are none active at this time. All funds are managed according to accounting standards set by the New York State Comptroller's Office.

The General Fund Budget: The Town of Cuba 2014 assessment will be in effect for the 2015-2016 Village Budget. The new assessments show a total assessed taxable value of 43,028,915, which is a decrease of the 362,830 less than last year's total. Exempt property assessment is 24,750,209 or 36.52% of the total assessed value. The \$808,124.95 General Fund appropriation includes a \$643,496.95 tax levy a tax rate of \$14.955 per 1,000 of assessed value, which is an increase of \$.41 over last year's budget. This year the additional expenditures include: a 2% and 4% raise increase for salaried employees, increase in the minimum per hour. \$2,000. was put in the street lighting to save for a new street light on Hardy and Sibley St. The original cost was over \$7,000.

A Village property assessed at 60,000 will have a tax bill of \$897.30. 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 is entirely financed by water rents received and miscellaneous revenues. This fund has to be monitored due to decreases in revenues and increases in expenditures. This fund has had increases due to unexpected costs. This fund will be monitored throughout the fiscal

year as to level off and be able to set funds aside for water line replacement as the infrastructure as in other communities is old.

The Sewer Fund Budget is entirely financed by sewer rents and charges. This fund has not been in sound condition and has had increases in rents the past year to cover recent sewer line repairs and updates at the wastewater plant. This will be monitored as to eventually get this fund where money can be put in reserves for future work.

The Village's total outstanding debt balances for the fiscal year ending on May 31, 2015 are:

GENERAL FUND (street resurfacing Bristol)	Balance \$98,400. matures 9/2018
WATER FUND (water tank)	Balance \$224,000. matures 10/2032
SEWER FUND ( new WWTP)	Balance \$217,000. matures 10/2032
( ARRA Project)	Balance \$697,344. matures 6/2033
(Route 446)	Balance \$280,000 matures 6/2025

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

Mayor Sweet asked if there were any questions or comments on the Tentative Budget. There being none, he said the hearing would remain opened until the end of the meeting.

Mayor Sweet opened the Public Informational meeting to discuss the Community Development Block Grant Program.

The Village of Cuba will be conducting a public informational meeting on April 13, 2015 at 7:00 PM in Village Hall, 17 East Main Street, Cuba, NY 14727. The purpose of the meeting is to discuss the Community Development Block Grant Program.

The village is soliciting input from members of the community regarding community needs and opportunities that may be addressed using Small Cities Community Development Block Grant funding. The Notice of Funding Availability, Request for Proposals and the application deadline have not yet been announced for 2015 funding, but it is anticipated that the deadline will be in the summer of 2015. The village encourages members of the community – especially low and moderate income residents – to participate in the meeting and will provide technical assistance to any party that desires it.

If Handicapped Accessibility accommodations or an interpreter are necessary, please inform the Village Clerk prior to the meeting and allow a reasonable amount of time for the services to be arranged.

The Small Cities Community Development Block Grant program is funded by the U.S. Department of Housing and Urban Development and administered in New York by New York Housing and Community Renewal's Office of Community Renewal. Approximately \$25,000,000 will be available for technical assistance, economic development and public facilities projects. While no aspect of the application has been finalized, the village anticipated it will be applying for technical assistance/planning funding to support public facility work.

Written comments will also be accepted. Written comments must be postmarked on or before the date of the meeting. No written comments were received and there were no comments at this meeting.

**MINUTES:** The Board of Trustees were given copies of the minutes of the March 9, 2015 and there were no questions or comments on these minutes. **A MOTION WAS MADE BY TRUSTEE JUDITH ZAYAC AND SECONDED BY TRUSTEE ANDREW SWIFT THE MINUTES OF 3-9-15 WERE APPROVED UNANIMOUSLY.**

**BILLS:** Clerk/Treasurer Wilson emailed to the Board the Abstract of Vouchers 563-642 totaling \$101,936.42 with the breakdown by fund as follows:

GENERAL FUND	\$54,509.68
WATER FUND	\$ 9,173.81
SEWER FUND	\$38,252.93

With no questions on the monthly bills a **MOTION WAS MADE BY TRUSTEE JUDITH ZAYAC AND SECONDED BY TRUSTEE ROBERT GLEASON AND PASSED TO PAY THE MONTHLY BILLS.**

**POLICE REPORT:** The Cuba Police responded to 322 calls to service in March and 18 cases developed from these. The department handled 10 motor vehicle accidents of which 3 were in the Village. There were 23 traffic stops, 6 in the Village. The police department handled, noise complaints, motorist assists, vehicle lockouts, parking tickets/complaints, other agency assists and domestic disputes. Patrols checked Cuba businesses and schools 26 times and performed 35 residential property checks. The next pill drop is scheduled for April 25<sup>th</sup> at the Cuba Fire Department from 10:00am until 2:00pm.

**BUILDING INSP./CEO/ZONING OFFICER:** Mr. Cummings has been very busy with fire safety inspections and other permit obligations. Report is on file in the Village Hall.

**ANIMAL CONTROL REPORT:** Ms. Botens was busy with the pooper scooper problems with the nice weather. Have had some dog complaints, which were turned over to the Town Dog control Officer. Now that the weather has broken she will be setting traps again. Her report is on file in the Cuba Village Hall.

**SUPERINTENDENT OF PUBLIC WORKS:** Superintendent Hall reported on the activities of the Public Works Department:

- Scraping and sanding streets as needed
- Cleaned snow off catch basins for spring thaw
- Hauled snow and ice from Main Street-removed thick ice from parking areas to widen Main Street back out.
- Cleared ice from Post Office sewer lateral, have talked to the new owner of the property on this
- Worked on Cold patching pot holes
- Started sweeping streets on April 2<sup>nd</sup>
- Finished taking down Christmas decorations now that the ground has thawed enough to remove the cords

- Over run with underground locates
- Finished reading water meters
- Working on installing new water meters
- Building shelving upstairs above the Clerk's office for records
- Entire crew went to "Annual Safety Meeting" in Belfast
- Thanks to the Town of Cuba for the use of the chipper on our "brush day"
- Randy and Jeff went to water school in Lancaster 6 continuing education units each
- Cutting and splitting wood for heat-gone through a lot this year
- Plowed Cuba Cemetery at the request of Mark Rinker
- Water issues: abandoned water/sewer service to 121 West Main St. property, water service line leaks at 88 South St. (20,000 gallons per day), old Stone Hours Restaurant service line that feeds 2 houses on Railroad Avenue and Terry Moots building on East Main Street had leaks. Replaced 1 meter plate at 49 South Street. Took care of water shut-off list for the Clerk. Replaced two-way solenoid valve that blew a gasket and tripped the limit switch at the Champlain Well shorting that switch out.
- Equipment repairs: serviced the roller, mower and street sweeper. New door handle and shocks on the International as well as plow frame. Plow pump on truck #1 rusted through but spare parts were on hand to repair. New sweeper parts purchased and installed.

The following resolution was presented to 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 to extend Mutual Aid assistance to another participating municipality within the County 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 on file. Dated this 13<sup>th</sup> day of April, 2015. **A MOTION WAS MADE BY TRUSTEE ANDREW SWIFT AND SECONDED BY TRUSTEE MICHELE MILLER. THIS PASSED UNANIMOUSLY.**

**CLERK-TREASURER:** Clerk Wilson asked if the Board had any changes to the following Village policies:

**Credit Card Use Policy, Cell Phone Policy, Smoking Policy, Emergency Operating Plan, Anti-Drug and Alcohol Abuse Policy, Water Supply Emergency Plan, Sexual Harassment Policy, Investment Policy and Guidelines, and Procurement Policy.** There were none at this time.

The Organizational Meeting:

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

Raymond Wager, CPA, P.C. is authorized to audit the Village books at least two times a year.

The Board of Trustees of Cuba Village agree to pay a fixed rate of .445 cents per mile as mileage reimbursement to officers and employees of the Village who use their personal vehicles while performing official duties on behalf of the Village.

Members of the Village Board, Clerk-Treasurer, Superintendent of Public Works 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 informed that the water/sewer bills were mailed on April 2, 2015. The Sewer Debt exclusion for the new sewer lines has been prepared by Kelly Lathan from Fiscal Advisors and has been sent to the State Comptrollers Office.

Deputy Clerk Bump gave a brief report of the activities in the Clerks office during the past month.

**COMMITTEE REPORTS:** After a discussion at the Committee Meeting prior to this meeting about trying to refinance the two loans with Rural Development as the interest rate is very high and by refinancing for a lower interest rate. **A MOTION WAS MADE BY TRUSTEE ANDREW SWIFT AND SECONDED BY TRUSTEE MICHELE MILLER AND PASSED UNANIMOUSLY TO TRY AND REFINANCE THE TWO LOANS THROUGH RURAL DEVELOPMENT FOR THE YEARS REMAINING.**

**TRUSTEE ANDREW SWIFT MOTIONED TO GIVE PERMISSION TO THE PUBLIC WORKS DEPARTMENT TO TRIM THE BRANCHES ON THE TREES IN THE COMMON AREA ON MEDBURY HEIGHTS TO HELP WITH THE LIGHTING FROM THE STREET LIGHTS. THIS WAS SECONDED BY TRUSTEE MICHELE MILLER AND THIS PASSED.**

**MAYORS REPORT:**

Mayor Sweet talked about the Property Tax Freeze-Government Efficiency Plans. Phase I would be to stay under the 2% property tax cap throughout the county. Phase II submit a compliant government efficiency plan. Individual plans are allowed, but NYS prefers cooperative efforts and assumes the County will lead. Actions could be cooperation agreements, shared services, efficiencies or mergers. Actions would have to be after the year 2012. A Government Efficiency Plan must be submitted by June 1, 2015. Mayor Sweet is going to look into future shared services, which also can be used.

Mayor Sweet read a Proclamation proclaiming Sunday, April 19, 2015 Thomas T. Taylor Day.

The following 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, Lon Sweet, Mayor of the Village of Cuba Village, do hereby proclaim April 24, 2015 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.

Mayor Lon Sweet made his 2015-2016 fiscal year appointments:

Five Year Appointment-expires 2016

Hazard Mitigation Officer-Randy Snyder

Two Year Appointments to expire 2017

Clerk-Treasurer-Diane Wilson

One Year Appointments-expires 2016

Deputy Mayor-Judith Zayac

Budget Officer-Diane Wilson

Records Management-Diane Wilson

Deputy Clerk-Corine Bump

Superintendent of Public Works-Rick Hall

Deputy SPW-Randy Snyder

Village Attorneys-Underberg & Kessler

Official Depositories-Community Bank & Five Star Bank

Official Newspapers-Patriot and Free Press & Wellsville Daily Reporter

Code Enforcement/Building Inspector/Zoning Officer-Patrick Cummings

Civil Defense Officer-Dave Hardman

Village Historian-Dave Crowley

#### Village Board Committees

#### **PERSONNEL**

Judith Zayac

#### **FINANCE**

Judith Zayac

Andrew Swift

Andrew Swift

**INFRASTRUCTURE**

Andrew Swift  
Michele Miller

**PUBLIC SAFETY**

Michele Miller  
Andrew Swift

**PARK/RECREATION**

Michele Miller  
Judith Zayac

**REFUSE/RECYCLING**

Robert Gleason  
Michele Miller

**PLANNING/ZONING/CODE**

Andrew Swift  
Robert Gleason

**NEW BUSINESS:** The Village Board made a **MOTION TO APPROVE THE FILL THAT DAN SMITH IS PUTTING IN HIS PROPERTY LOCATED ON ROUTE 446. SEQR WILL BE SENT IN AND ASKED FOR RECEIPTS OF FILL THAT IS BEING USED. THE MOTION WAS MADE BY TRUSTEE ANDREW SWIFT AND SECONDED BY TRUSTEE JUDITH ZAYAC AND APPROVED.**

**OLD BUSINESS:** A MOTION WAS MADE BY TRUSTEE ANDREW SWIFT AND SECONDED BY TRUSTEE ROBERT GLEASON TO AMEND LOCAL LAW #1, 2009 TITLED OUTDOOR FURNACES. THE AMENDMENT WOULD BE IN §107-5 AN ADDITION OF “BE DISABLED AND NO LONGER OPERATIONAL AS OF OCTOBER 1<sup>ST</sup>, 2015. ANY OUTDOOR FURNACE OPERATED AFTER THIS DATE IS IN VIOLATION OF THIS CHAPTER AND SUBJECT TO PENALTIES DESCRIBED IN §107-7 AND BE KNOWN AS.

At this time Mayor Lon Sweet asked if there were any questions or comments on the 2015-2016 Tentative Budget. Dave Crowley asked if the village taxable assessment amount of 43,028,915 was from the 2014 assessment role. He was told yes it was. With no other questions the Budget Hearing on the 2015-2016 Tentative Budget was closed time 7:40pm with and a roll call vote was taken to adopt this budget.

TRUSTEE ROBERT GLEASON, SR.	AYE
TRUSTEE ANDREW SWIFT	AYE
TRUSTEE MICHELE MILLER	AYE
TRUSTEE JUDITH ZAYAC	AYE
MAYOR LON SWEET	AYE

**THE TENTATIVE BUDGET FOR FISCAL YEAR 2015-2016 WAS UNANIMOUSLY ADOPTED.**

There were bi questions, comments or any written comments received, therefore the Public Informational Meeting for the purpose of discussing the Community Development Block Grant Program was closed with a roll call vote:

TRUSTEE ROBERT GLEASON, SR.	AYE
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TRUSTEE ANDREW SWIFT	AYE
TRUSTEE MICHELE MILLER	AYE
TRUSTEE JUDITH ZAYAC	AYE
MAYOR LON SWEET	AYE

TIME:7:41 PM

**A MOTION WAS MADE BY TRUSTEE ANDREW SWIFT AND SECONDED BY TRUSTEE MICHELE MILLER TO GO INTO EXECUTIVE SESSION FOR PERSONNEL ISSUES. TIME: 7:42PM**

**A MOTION WAS MADE BY TRUSTEE ROBERT GLEASON AND SECONDED BY TRUSTEE ANDREW SWIFT TO COME OUT OF EXECUTIVE SESSION. TIME: 7:47 PM**

**A MOTION WAS MADE BY TRUSREE ANDREW SWIFT AND SECONDED BY TRUSTEE JUDITH ZAYACE TO ADJOURN THE MONTHLY BOARD MEETING.**

TIME: 7:47 PM

**RESSPECTFULLY SUBMITTED  
D. WILSON**



