



**VILLAGE OF CUBA
BOARD OF TRUSTEE MEETING MINUTES**

November 7, 2018
2:00pm

Mayor Michele Miller
Deputy Mayor Douglas Rettig Sr.
Trustee Steven Raub
Trustee Randy Searl
Trustee Lori Sweet

The Village of Cuba Board of Trustees held their monthly Board Meeting on Wednesday, November 7, 2018 at 2:00 pm in the Cuba Village Hall.

In Attendance: Mayor Miller, and Trustees Raub, Searl, Sweet, and Deputy Mayor Rettig Sr. Clerk-Treasurer Corine Bump, DPW Superintendent Rick Hall, Deputy Clerk Jessie Kernan, Matt Zarbo from Barton and Loguidice, and Jeanne Smith- resident were all in attendance.

The meeting was opened at 2:00pm by Mayor Miller administering the Pledge of Allegiance. Mayor Miller asked if anyone would like to speak from the audience.

Matt Zarbo from Barton and Loguidice presented a summary to the Board of Trustees of the Engineering Firm's potential services to the Village of Cuba. The firm's focus is on smaller municipalities. One of their services is preparing the engineering report required by the New York State Department of Environmental Conservation. He told the board it would be completed by the deadline and the cost for the project. Mayor Miller spoke with the Board and explained how helpful the firm has already been evaluating the situation with the DEC and the SPDES permit, and the inadequacy of the prior report submitted to the DEC by a different engineering firm. Matt and Ken from Barton and Loguidice evaluated at no charge to the village.

DEPUTY MAYOR RETTIG SR. MADE A MOTION TO AUTHORIZE MAYOR MILLER TO ENTER INTO AN AGREEMENT WITH BARTON AND LOGUIDICE NOT TO EXCEED \$5,500.00 TO PREPARE AND SUBMIT A REPORT TO THE NYS DEC FOR THE SPDES PERMIT. TRUSTEE RAUB GAVE A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.

Matt thanked the board and stated he would follow up today's presentation with a written proposal and letter to the NYS DEC.

Jeanne Smith a resident of the Village stood to speak about a problem in her neighborhood. She was very upset about the condition of a nearby property filled with "junk". She stated there is a tent covering junk, out buildings with junk, a porch filled with junk. She stated the back yard has weeds higher than her six-foot-tall fence. She asked the board to lower her taxes because she can't sell her house. There is a camper

with two cars and it sometimes impedes the view of traffic. She said she is disgusted. Mayor Miller informed her that the code enforcement officer is aware of the issue. Mrs. Smith also has an issue with water ponding in her front yard and she thinks she has a leak. DPW Superintendent Rick Hall said the crew will stop up with the listening device to listen for a leak on 11/8/18 in the morning.

THE APPROVAL OF MINUTES FOR THE OCTOBER 8,2018 MEETING WAS MOTIONED FOR APPROVAL BY TRUSTEE RAUB AND A SECOND WAS OFFERED BY TRUSTEE SWEET. ALL VOTED AYE. MOTION CARRIED.

Approval of Claims and Bill Payment: Abstracts Voucher #'s 227-279
General Fund- \$68,569.03 Water Fund-\$2288.44 Sewer Fund-\$3883.04.
TOTAL \$74,740.51.

A MOTION TO APPROVE THE CLAIMS AND BILL PAYMENT WAS MADE BY DEPUTY MAYOR RETTIG SR. ADDITIONALLY GIVING CLERK TREASURER BUMP PERMISSION TO PAY ANY CLAIMS THAT COME IN UNTIL 11/13/18 AND WAS SECONDED BY TRUSTEE RAUB. ALL IN FAVOR AND THE MOTION CARRIED. CLERK TREASURER BUMP WILL EMAIL THE BOARD THE ADDITIONAL CLAIMS.

POLICE REPORT- SUBMITTED AND ON FILE IN THE CLERK'S OFFICE

Deputy Mayor Rettig Sr. Said that he sees numerous drivers making U-turns on Main St. and Trustee Raub agreed stating he witnesses drivers ignoring the signs and it is a dangerous situation for all. Mayor Miller will contact Chief Burch and notify him of the situation.

The Code Enforcement Report – None at this time

Waste Water Treatment Facility Report- The Casella Waste Permit has been renewed. Thirty tons of sludge was hauled out the past month. The plan has received a lot of septage, over 45,000 gallons which equates to just under \$4,000.00 in revenue and the most he has taken in to date. There were no treatment issues and all permits were intact. Robert and Deputy Mayor Rettig Sr. worked on the Sewer District five issue. He found records dating back to 1988 that may be helpful. Robert has set a goal to fully implement CUP software which is free from the EPA that logs everything at the treatment plant.

The **Superintendent of Public Works Report** was read and submitted by DPW Super Rick Hall and is on file at the Clerk's Office. The monthly water test results for e coli/ coliform are both negative. Paving is done for the year with a section of East Main St. and most of Medbury Ave. Fall Hydrant flushing was completed, repaired water main breaks, and eighteen underground locates. The CHIPS paperwork has been submitted for payment from NYS sometime in December.

The **Clerk Treasurer's Report** was read by Clerk/ Treas. Bump, thirty-nine tax bills will be relieved to the Town and County Taxes in 2019. Brenda from Logics was in the office working with Corine and Jessie for two days. Payroll, Utilities and Financials have all been updated. More in depth training was completed and corrections were made so the program works

properly and without errors. The clerk's office is still waiting for information from Friendship about the refuse schedule for 2019. Alarm Permit renewals have been mailed and the NYSLRS bill should be here any day for the 2019 payment. The full report can be found on file in the clerk's office.

The **Committee Reports** were as follows- There was discussion on the possibility of hiring an outside firm to do an inventory and then maintain it in Logics software.

Finance- Deputy Mayor Rettig Sr. stated he has been going back and forth with Computel. They are trying to terminate the relationship, but they keep asking questions about National Grid. He hopes to have the issue closed by the next meeting. There is a meeting scheduled 11/8/18 to discuss Sewer District #5 and the 1.25 multiplier issue.

The Personnel Committee is still working with the Teamsters Union to settle a contract.

Infrastructure- There was a notice of violation sent by the DEC, which Barton and Loguidice will be working on re-doing the previous incomplete report submitted by another engineering firm to make the Village of Cuba in compliance.

Refuse- Mayor Miller contacted the Town of Friendship. No one has gotten back to her about another meeting.

The **Mayors Report-**

There has been a request from The Cuba Chamber of Commerce to close Genesee Parkway on December 1, 2018 for a visit from Santa Claus during the Small-Town Christmas Celebration. Mayor Miller advised them to check with Chief Burch and he advised them to seek approval from the Village Board.

DEPUTY MAYOR RETTIG MADE A MOTION TO CLOSE GENESEE PARKWAY DECEMBER 1, 2018 FOR THE ARRIVAL OF SANTA CLAUS AT THE SMALL-TOWN CHRISTMAS HOLIDAY LIGHTING CELEBRATION. TRUSTEE SEARL GAVE A SECOND WITH ALL IN FAVOR AND THE MOTION CARRIED. MAYOR MILLER WILL EMAIL CHIEF BURCH THE INFO.

The Christmas lighting season will be 12/1/18-1/6/19.

Mayor Miller has been trying to prepare for grant season in the spring. The Village is working on hitting the benchmarks to become a Climate Smart Community to receive a \$5,000 grant. She has been working closely with Barton and Loguidice. The only issue the Mayor knows of holding up the Climate Smart Certification is the Smart Vehicle chargers being purchased. Once the credit card has been paid off for the current month Clerk Treasurer Bump will order the proper chargers for installation at the Old Grey Hound.

Mayor Miller is aware there are supposed to be performance reviews for Rick, Robert and Corine. She is welcoming any type of form that the employees would like used. Otherwise she will make it up as she goes along.

Mayor Miller presented a flow chart that would be changing the "Chain of Command". This would have the Sewer Treatment Plant Operator report to the Mayor, Deputy Mayor and Board

of Trustees rather than the Superintendent of Public Works. This would require Robert to submit his own vouchers to the Clerk Treasurer to submit to the Board of Trustees every month, attend meetings and provide a report each month for the board meetings. Clerk Treasurer Bump will continue to process the claims and complete the monthly reports and provide detailed instructions to both DPW Super. Hall and Robert Thomas.

DEPUTY MAYOR RETTIG SR. MADE A MOTION TO AACCEPT THE REVISED ORGANIZATIONAL CHART WITH A SECOND BY TRUSTEE SWEET WITH NONE OPPOSED. THE MOTION CARRIED.

Old business: N/A

Mayor Miller asked where the Hometown Hero Banners will be stored? DPW Super Hall stated they will do a count on all the banners that are hung yearly, and then cardboard tubes can be ordered for storing them all in the back room of the Clerk's Office. DPW Hall will find out the widest diameter of rolled up banners and let the Clerk's Office know how many and what size to order.

New Business- NA

MAYOR MILLER ASKED TO MOVE INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL. TRUSTEE SWEET GAVE A SECOND AND THE BOARD MOVED INTO EXECUTIVE SESSION AT 3:30.

DEPUTY MAYOR RETTIG SR. MADE A MOTION TO MOVE OUT OF EXECUTIVE SESSION AT 3:39 PM WITH TRUSTTEE SEARL GIVING A SECOND. ALL IN FAVOR.

DEPUTY MAYOR RETTIG SR. MADE A MOTION TO ADJOURN THE MEETING AT 3:39 PM WITH TRUSTEE RAUB GIVING A SECOND. ALL IN FAVOR AND THE MEETING CLOSED.

Respectfully Submitted,

Corine Bump
Clerk-Treasurer