

Regular Meeting of the Village of Carthage Board of Trustees
Held in the Board Room of the Carthage Municipal Building
April 20, 2015

ATTENDANCE:

Members: President G. Wayne McIlroy; Deputy President Michael Astafan; Trustees Kathleen Latremore, Rebecca Vary and Linda Smith-Spencer.

Others: Mark Gebo, Village Attorney and Elaine Avallone, Johnson Newspapers.

CALL TO ORDER:

President McIlroy called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES:

Motion by Trustee Vary and seconded by Deputy President Astafan to approve the minutes of the April 6, 2015 regular meeting as presented. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Vary to approve the minutes of the special meeting as presented. Motion carried unanimously.

PUBLIC FORUM:

None.

CORRESPONDENCE:

Motion by Trustee Latremore and seconded by Deputy President Astafan, based on the recommendation of the Water Superintendent, to give Lynne Intorcia a sewer credit for 227 South James Street in the amount of \$46.28 due to broken water pipes. Motion carried unanimously.

Motion by Deputy President Astafan and seconded by Trustee Latremore, based on the recommendation of the Water Superintendent, to give Dana Hammond at 713 Parham Street a sewer credit in the amount of \$392.84 due to broken water pipes. Motion carried unanimously.

President McIlroy asked if the credit to the water/sewer bill for running water to prevent freezing was applied to bills automatically. The Clerk/Treasurer explained that the Water Superintendent provided the Clerk's Office with a spreadsheet which documented water usage prior to asking residents to run water and after asking residents to run water. If the amount after asking residents to run water was higher and if residents requested a credit, they are being applied individually as recommended by the Water Superintendent. After considerable discussion, Trustee Smith-Spencer stated she will speak with the Water Superintendent to gain a better understanding how the credits are calculated and applied.

President McIlroy read the invitation received from the Carthage American Legion to attend the ceremony for seven veterans that will be on "Mission #5 Honor Flight" on Friday, April 24, 2015 at 12:00 p.m. and encouraged the Trustees to attend.

OLD BUSINESS:

At the February 17, 2015 meeting, the Board tabled the vote to override the property tax cap for fiscal year 2016 until the budget has been reviewed.

Update 3/2/15: President McIlroy requested the Clerk/Treasurer to hold this issue until the March 16, 2015 regular meeting.

Update 3/16/15: President McIlroy requested the Clerk/Treasurer to hold this issue until the April 6, 2015 regular meeting.

Update 4/6/15: President McIlroy stated he does not feel the Village will need to override the property tax cap for fiscal year 2016 but requested the Clerk/Treasurer to hold this issue until the April 20, 2015 regular meeting.

Update 4/20/15: President McIlroy stated we will not override the tax levy limit for the upcoming fiscal year commencing June 1, 2015.

Motion by Deputy President Astafan and seconded by Trustee Smith-Spencer to approve the Real Property Tax Cap worksheet for fiscal year 2016 with a tax levy of \$1,073,911. Motion carried unanimously.

At the March 16, 2015 regular meeting, President McIlroy read the correspondence received from the NYS Public Service Commission regarding the 315 area code being exhausted by the first calendar quarter of 2017 and encouraged the Board to submit their comments by May 8, 2015 and requested the Clerk/Treasurer to hold this over until the April 6, 2015 regular meeting.

Update 04/06/15: President McIlroy asked the Clerk/Treasurer to review what the Board decided in the past regarding this issue and to hold this over until the April 20, 2015 regular meeting.

Update 04/20/15: Deputy President Astafan stated he reviewed the document and feels if it could be costly for businesses if they are forced to change their area codes. Deputy President Astafan expressed the area code overlay if a better option and people will need to dial three more numbers. President McIlroy stated he did not feel a letter was necessary.

At the March 16, 2015 regular meeting, President McIlroy read the correspondence received from Laban Haverstock requesting reimbursement for his broken glasses due to his fall on the sidewalk at 217 North Washington Street. President McIlroy stated this claim was turned into our insurance company and we are awaiting their response therefore he requested the Clerk/Treasurer to hold this over until the April 6, 2015 meeting.

Update 04/06/15: We are still waiting for a response from the insurance company therefore President McIlroy requested the Clerk/Treasurer to hold this over until the April 20, 2015 regular meeting.

Update 04/20/15: The insurance company denied Mr. Haverstock's claim because he did not provide prior written notice of problems with the sidewalk and did not file the claim in a timely manner.

Motion by Trustee Smith-Spencer and seconded by Trustee Latremore to reimburse Mr. Haverstock for his broken lens in the amount of \$75.00. Motion carried unanimously.

The Clerk/Treasurer explained the amendment to Section 9. of the NYS Teamsters Council Health and Hospital Fund to be effective January 1, 2016 - March 31, 2019 as follows:

When an employee who is absent because of non-occupational illness, injury or disease, or leave of absence, has notified the Employer of such absence, the Employer will make required contributions, to include Benefit Premiums and HRA Contributions, for a period of four weeks. It is understood the Fund will make payments for Benefit Premiums and the Employer will make payments for HRA Contributions for weeks five through twenty-six. The Clerk/Treasurer stated the Board can opt to cost share the employees bi-weekly contribution of \$70.00 for the payment of the HRA Contributions during weeks five through twenty-six. After considerable discussion, the Board requested the Clerk/Treasurer to hold this issue over until the April 20, 2015 regular meeting.

Update 04/20/15: Attorney Gebo explained it is to the benefit of the Village to sign the MOU with the NYS Teamsters.

Motion by Deputy President Astafan and seconded by Trustee Latremore authorizing President McIlroy to sign the MOU with NYS Teamsters Council Health and Hospital Fund regarding the monthly participation agreement effective January 1, 2016 - March 31, 2019. Motion carried unanimously.

NEW BUSINESS:

Motion by Trustee Latremore and seconded by Trustee Vary to approve CDBG 2013 Draw #4 payable to Margaret Mandell and Painting Etc, Inc. \$7,036.00; Josephine Avallone and Painting Etc, Inc. \$6,989.00; Lead Safe, LLC \$450.00; and Avalon Associates, Inc. \$11,022.46. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Vary to approve the Constitutional Tax Limit for the fiscal year June 1, 2015 – May 31, 2016. Motion carried unanimously.

Motion by Trustee Vary and seconded by Trustee Latremore to adopt the Final Budget as presented for the fiscal year commencing June 1, 2015 – May 31, 2016 in the amount of \$14,149,204.00. Motion carried unanimously.

Motion by Deputy President Astafan and seconded by Trustee Latremore authorizing President McIlroy and the Clerk/Treasurer to sign the 2015 Tax Warrant in the amount of \$1,073,911 to include property relieves in the amount of \$12,296.86. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Vary to approve budget transfers for account balancing as follows:

A.3120.04		
10	Police Telephone	200.00
A.3120.04		
60	Police Vehicle Repair	1,200.00
A.5010.04		
11	Street Admin Internet	100.00
A.7310.01		
00	Youth Personal Services	24.00
A.3120.04		
22	Police Travel and Training	1,400.00
A.1990.04		
00	Contingencies	124.00
F.8310.043		
2	Water Contracts/Maint Agreements	42.00
F.8340.043		
2	Water Contracts/Maint Agreements	400.00
F.1990.040		
0	Contingencies	442.00

Motion carried unanimously.

Motion by Trustee Latremore and seconded by Deputy President Astafan to approve Kimple Property Service to strip and wax the floor at the Recreation Building in the amount of \$1,375.00. Motion carried unanimously.

Motion by Deputy President Astafan and seconded by Trustee Latremore to approve Kimple Property Services cleaning proposal for the Municipal Building for the period June 1, 2015 – May 31, 2016 in the amount of \$9,990.00. Motion carried unanimously.

Motion by Deputy President Astafan and seconded by Trustee Smith-Spencer to approve Hayden's Landscaping & Design landscaping proposal for Monument Park, Carthage Park entrance, and the Municipal Building for supplies and maintenance for Spring, Summer and Fall of 2015 in the amount of \$1,150.00. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Vary to approve Hayden's Landscaping & Design landscaping proposal for the Village Green for supplies, maintenance, and mowing for Spring, Summer and Fall of 2015 in the amount of \$2,100.00. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Vary to approve NCC Systems, Inc. annual standard fire inspection contract for the Municipal Building, DPW Building, and Recreation Building for a three year period in the annual amount of \$727.50. Motion carried unanimously.

Motion by Trustee Vary and seconded by Trustee Latremore to approve NCC Systems, Inc. monitoring contract effective May 1, 2015 – April 30, 2016 at the Municipal Building, DPW Building, and Recreation Building in the amount of \$924.00. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Vary to approve the installation of a GSM communicator at the Recreation Building for monitoring in the amount of \$750.00. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Deputy President Astafan to approve the GHD agreement for engineering services, as recommended at the WPCF Board, for the WPCF project in the amount of \$1,777,000.00. Motion carried unanimously.

Motion by Deputy President Astafan and seconded by Trustee Latremore to approve the Judge and Court Clerk to attend SEI training in the amount of \$20.00 each to include reimbursement for mileage. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Vary to accept the monthly departmental reports from Code Enforcement, Community Development, Court, Police Department, Water Department and Treasurer as presented. Motion carried unanimously. The DPW Department report was not submitted.

Deputy President Astafan and Trustee Smith-Spencer reviewed the monthly bills and bank statements including reconciliations prior to the meeting and Deputy President Astafan stated everything looks to be in order. The documents were also available at the meeting.

Motion by Deputy President Astafan and seconded by Trustee Smith Spencer to approve payment of payrolls and bills as follows: General Fund P/R 03/19/15, 03/26/15, 04/02/15; and 04/16/15 \$90,652.76; Special Grant Fund P/R 03/19/15; 04/02/15; and 04/16/15 \$ 298.11; Water Fund P/R 03/19/15, 03/26/15, 04/02/15; and 04/16/15 \$15,255.01; Sewer Fund 03/19/15, 03/26/15, 04/02/15; and 04/16/15 \$12,502.24; Joint Fund P/R 03/19/15; 04/02/15; and 04/16/15 \$22,511.10. General Fund Abstracts \$67,612.48; Special Grant Fund Abstracts \$100,000.00; Water Fund Abstracts \$4,221.41; Sewer Fund Abstracts \$61,422.73; and Joint Fund Abstracts \$136,814.26. Motion carried unanimously.

Motion by Deputy President Astafan and seconded by Trustee Latremore to approve payment of unused sick time following the DPW Teamsters Union Contract as follows:

Edgar Countryman	11 days	\$165.00
Brian Johnson	7 days	\$105.00
Vincent LeMeux	3 days	\$ 45.00

Motion carried unanimously.

Motion by Deputy President Astafan and seconded by Trustee Latremore to adopt Resolution 8 of 2015 as follows:

RESOLUTION TO ADOPT THE MU-1 RECORDS RETENTION AND DISPOSITION SCHEDULE

WHEREAS, the Village of Carthage desires to adopt the *MU-1 Records Retention and Disposition Schedule*; and

WHEREAS, the *MU-1 Records Retention and Disposition Schedule* indicates the minimum length of time that Village officials must retain their records before they may be disposed of legally; and

BE IT RESOLVED, by the Village of Carthage that *Records Retention and Disposition Schedule MU-1*, issued pursuant to Article 57-A of the Arts & Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposition of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- a) only those records will be disposed of that are described in *Records Retention and Disposition Schedule MU-1* after they have met the minimum retentions periods described therein;
- b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

The foregoing resolution was duly adopted unanimously.

Motion by Trustee Latremore and seconded by Trustee Vary to designate Tuesday, April 28, 2015 as Nancy Rome Day as she will be awarded Citizen of the Year. Motion carried unanimously.

President McIlroy requested the Clerk/Treasurer to create a certificate for Ms. Rome to be presented to her at the banquet in her honor.

PRESIDENT MCILROY UPDATE:

President McIlroy asked Attorney Gebo if Gary Trombley had been served regarding the balance due for cleaning up his property and Attorney Gebo said he did.

ATTORNEY GEBO UPDATE:

Attorney Gebo stated he reviewed the foil request forwarded to him by the Clerk/Treasurer from the CSEA union requesting information regarding employees not currently represented by a union. Attorney Gebo stated several other communities received the same letter. Attorney Gebo stated the JCIDA is inquiring about another PILOT for the railroad and President McIlroy stated he is not in favor of pursuing a PILOT for the railroad until the crossings are fixed throughout the Village. Attorney Gebo stated the Town of Wilna expressed they will not move forward with a PILOT until the crossings are fixed within the Village and Town. Attorney Gebo stated the Association of Towns are still working with Jefferson County regarding their dog control agreements.

LIAISON REPORTS AND COMMENTS:

Trustee Latremore is concerned about people who move out of houses leaving debris on the curb side as it is unsafe. President McIlroy told her to contact the police in the future.

MEDIA QUESTIONS:

Ms. Avallone requested clarification regarding items discussed throughout the meeting.

EXECUTIVE SESSION:

Motion by Trustee Latremore and seconded by Trustee Vary to enter Executive Session at 7:43 p.m. to discuss the potential employment of a particular Community Development Coordinator and a potential litigation. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Vary to resume Regular Session at 8:15 p.m.

ADJOURNMENT:

Motion by Trustee Latremore and seconded by Trustee Vary to adjourn at 8:16 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy O'Shaughnessy
Village Clerk/Treasurer