

Regular Meeting of the Village of Carthage Board of Trustees  
Held in the Board Room of the Carthage Municipal Building  
May 18, 2015

**ATTENDANCE:**

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

**Others:** Mark Gebo, Village Attorney; Kathy Amyot, Tug Hill Commissions; Jared Thisse, Bernier, Carr and Associates(BC&A); Ken Phillips, Carthage Area Rescue Squad, Inc. 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 May 4, 2015 regular meeting as presented. Motion carried unanimously.

**PUBLIC FORUM:**

Mr. Phillips explained the correspondence he sent to the Village requesting use of the Farmer's Market Pavilion on August 8, 2015 from 8:00 a.m. until 5:00 p.m. for a car show and vendor event to benefit the Carthage Area Rescue Squad, Inc. and further requested the Village to waive the rental fee.

Motion by Trustee Smith-Spencer and seconded by Trustee Latremore to permit the Carthage Area Rescue Squad to use the Farmers Market Pavilion on August 8, 2015 from 8:00 a.m. until 5:00 p.m. for their fundraising event and to waive the rental fee but require the deposit which will be returned to them providing the pavilion is in satisfactory condition and further request they coordinate with the Carthage Area Chamber of Commerce as they manage the facility. Motion carried unanimously.

At the October 20, 2014 meeting, President McIlroy was authorized to sign an agreement with the Village of West Carthage and Bernier, Carr and Associates to research Solar Power options for the Twin Villages not to exceed \$500.00.

Update: Mr. Thisse from BC&A stated the Public Service Commission changed the rules soon after the agreements were signed and lowered the rates for solar power and further will not allow shared power with different municipalities. Mr. Thisse offered a letter of intent for the Village to proceed with solar power panels, which were proposed to be installed at the Carthage Park, and expressed the Village will save approximately \$6,000.00 per year. Mr. Thisse explained the savings were not significant because the Village pays an extremely low rate for electricity. After considerable discussion, the Board was not in favor of signing the letter of intent.

Ms. Amyot stated there will be a RACOG meeting tomorrow at 7:00 p.m. at the Village of Carthage Municipal Building; the Black River Watershed Conference is on June 3, 2015 with a cost of \$25.00; MS4 meeting on May 20, 2015; and the Tug Hill 42nd Anniversary dinner is on May 28, 2015 with a cost of \$30.00.

**CORRESPONDENCE:**

Motion by Deputy President Astafan and seconded by Trustee Smith-Spencer to permit Darrell and Beverly Johnson to use the Gazebo at Turning Point Park to renew their wedding vows on June 20,

2015 at 11:00 a.m. providing they remove any decorations they place on the Gazebo. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Vary to approve the request of the Augustinian Academy to use the Carthage Park parking lot and playground for their annual walk-a-thon and school picnic on June 18, 2015. Motion carried unanimously.

Motion by Trustee Smith-Spencer and seconded by Trustee Latremore to deny the request of the Country Manor Nursing and Rehabilitation Centre for a refund of late fees on their water/sewer account in the amount of \$790.34 as they did not receive their bill. Motion carried unanimously.

The RACOG Cooperative Zoning Board of Appeals minutes dated May 7, 2015 were included in the Board packet for their review.

Motion by Trustee Latremore and seconded by Trustee Vary to approve the request of the VFW to host a Memorial Day Parade and Memorial Service on Monday, May 25, 2015 commencing at 10:00 a.m. in the Village of West Carthage, stopping on the Bridge to pay tribute and laying of wreaths, then proceeding on State Street to Monument Park where the Memorial Service will take place. Motion carried unanimously.

#### **OLD BUSINESS:**

At the May 4, 2015 meeting, President McIlroy announced that the Village of Carthage will accept questions and comments on the NYSDEC MS4 Jefferson County Stormwater Coalition report through 3:30 p.m. on May 15, 2015. President McIlroy stated all comments should be submitted in writing to the Village Clerk's Office to be included in the 2014 – 2015 report.

Update 05/18/15: No comments were received therefore the Board authorized the submittal of the Jefferson County Stormwater Coalition Annual Report.

#### **NEW BUSINESS:**

Motion by Trustee Latremore and seconded by Deputy President Astafan authorizing President McIlroy to certify the Village of Carthage agrees to undertake its best efforts to fully implement by the end of the fiscal year beginning 2017 the cooperation agreement for an Individual Government Efficiency Plan to share the services of Community Development Director with the Town of Wilna. Motion carried unanimously.

Motion by Deputy President Astafan and seconded by Trustee Latremore authorizing the Clerk/Treasurer to certify the Individual Government Efficiency Plan will result in savings over its tax levy for the fiscal year beginning in 2014 of at least one percent for each of the fiscal years beginning 2017, 2018, and 2019. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Deputy President Astafan authorizing President McIlroy to sign the engagement letter with Stackel and Navarra, CPA, PC for agreed upon procedures for the fiscal year ending May 31, 2015 not to exceed \$5,150.00. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Vary authorizing the Deputy Clerk to attend the Introduction to Governmental Accounting training sponsored by the NYS Comptroller at the State Office Building in Watertown on June 2 - 4, 2015 at a cost of \$85.00, and further to include reimbursement for travel expenses. Motion carried unanimously.

Motion by Deputy President Astafan and seconded by Trustee to adopt Resolution 9 of 2015 as follows:

**RESOLUTION TO ESTABLISH A TYPE RESERVE FOR  
WATER DEPARTMENT EQUIPMENT**

**WHEREAS**, the Village of Carthage desires to establish a type reserve to be used for water department equipment; and

**WHEREAS**, the Village of Carthage appropriated funds during the June 1, 2014 - May 31, 2015 budget period to establish an equipment reserve for the water department; and

**BE IT RESOLVED**, that pursuant to Section 6-c of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the "Water Department Equipment Reserve Fund" (hereinafter "Reserve Fund"). The purpose of the Reserve Fund is to accumulate moneys to finance the cost of a type of equipment. The type of equipment to be finance from the Reserve Fund is the acquisition of equipment to be used in the water department; and

**FURTHER RESOLVED**, the Treasurer is hereby directed to deposit and secure the moneys of the Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The Village of Carthage Treasurer may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Village of Carthage. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The treasurer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the reserve fund; and

**FURTHER RESOLVED**, except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose from which the Reserve fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-c of the General Municipal Law or any other law, including a permissive referendum if required by subdivision 4 of Section 6-c.

The foregoing resolution was duly adopted unanimously.

Motion by Trustee Latremore and seconded by Deputy President Astafan authorizing the Clerk/Treasurer to make year-end budget transfers for account balancing. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Vary authorizing budget transfers as follows:

- A.132 Computer
- A.731 Youth Personal
- A.199 Contingencies
- F.831 Water
- F.834 Vehicle/Equipm
- F.199 Contingencies

Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Vary, based on the recommendation of the Village Loan Committee, authorizing Ablans Business Center to make interest only payments for March, April, and May 2015 for their Village Loan Fund loan. Motion carried unanimously.

Motion by Deputy President Astafan, based on the recommendation of the DPW Superintendent, to hire Summer employees for the DPW as follows: Brandon Bush, Cole Pacella, and Paul Bracy for forty hours per week for twelve weeks at \$8.75 per hour. Motion carried unanimously.

Motion by Deputy President Astafan and seconded by Trustee Latremore, based on the recommendation of the Water Superintendent, to hire a Summer employee for the Water Department as follows: Matthew Draper for forty hours per week for twelve weeks at \$8.75 per hour. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer to accept the retirement letter from John McHugh, Community Development Director effective June 26, 2015 with regrets. Motion carried unanimously.

President McIlroy stated there will be a retirement dinner honoring John McHugh at the Carthage Elks Lodge on Wednesday, June 17, 2015 at 5:00 p.m. and to RSVP to the Carthage Area Chamber of Commerce.

Motion by Trustee Latremore and seconded by Deputy President Astafan to accept the retirement letter from Daniel Trembley, Department of Public Works Superintendent effective July 31, 2015 with regrets. Motion carried unanimously.

President McIlroy stated he is very sad to lose both John and Dan as they are valued employees.

Motion by Trustee Latremore and seconded by Trustee Vary authorizing the Clerk's Office to close on Friday, May 22, 2015 and for employees to use vacation or personal time to account for the day. 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.

Attorney Gebo stated he had been contacted by the CEO regarding living in campers within the Village and further stated the Village Code Book does not address this issue. Attorney Gebo stated the NYS Building Code may have provisions due to the electrical hook up and sanitary conditions. President McIlroy stated he will follow up with the CEO.

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 04/30/15 and 05/14/15 \$62,474.52; Special Grant Fund P/R 04/30/15 and 05/14/15 \$198.74; Water Fund P/R 04/30/15 and 05/14/15 \$11,537.04; Sewer Fund 04/30/15 and 05/14/15 \$8,039.33; Joint Fund P/R 04/30/15 and 05/14/15 \$17,448.59. General Fund Abstracts \$55,057.69; Special Grant Fund Abstracts \$0; Water Fund Abstracts \$5,549.02; Sewer Fund Abstracts \$4,115.99; Joint Fund Abstracts \$10,239.09; Joint Fund Capital Abstracts \$0. Motion carried unanimously.

**PRESIDENT MCILROY UPDATE:**

President McIlroy stated there will be an emergency management training program May 28, 2015 for Board members encouraged the Board to contact him for the details if they are interested in attending. President McIlroy clarified that Dock Street was not discontinued by the Village; Water Street was. There will be a RACOG meeting Tuesday, May 20, 2015 at 7:00 p.m. and a Joint Utility meeting Wednesday, May 20, 2015 at 6:00 p.m. at the Village of West Carthage Municipal Building.

**LIAISON REPORTS AND COMMENTS:**

None.

**ATTORNEY GEBO UPDATE:**

Attorney Gebo stated he had been contacted by JCIDA regarding the Railroad PILOT. President McIlroy stated the railroad needs to address the condition of the railroad throughout the Village and the crossings before a new PILOT will be enacted. President McIlroy further stated if a train were to get stuck on the railroad due to its deteriorating condition, the train could block off the Village and emergency vehicles may not be able to respond.

**MEDIA QUESTIONS:**

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

**EXECUTIVE SESSION:**

None.

**ADJOURNMENT:**

Motion by Trustee Latremore and seconded by Trustee Vary to adjourn at 8:11 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy O'Shaughnessy  
Village Clerk/Treasurer