

Regular Meeting of the Village of Carthage Board of Trustees  
Held in the Board Room of the Carthage Municipal Building  
July 16, 2012

**ATTENDANCE:**

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

**Guests:** Mark Gebo, Village Attorney; Michael Gillette, Fuller Insurance Agency Inc.; Jeremiah Papineau, Johnson Newspapers; Reginald Huber, Senior Patrolman; Daniel Trembley, DPW Superintendent; Andrew Simser; Brandon Chirico and four Participation in Government Students.

**CALL TO ORDER:**

President McIlroy called the meeting to order at 7:02 p.m. followed by the Pledge of Allegiance to the Flag.

**APPROVAL OF MINUTES:**

Motion by Deputy President Astafan and seconded by Trustee Latremore to approve the minutes of the June 18, 2012 regular meeting as presented. Motion carried unanimously.

Motion by Deputy President Astafan and seconded by Trustee Latremore to approve the minutes of the July 9, 2012 special meeting as presented. Motion carried unanimously.

**PUBLIC FORUM:**

Mr. Simser explained the petition he submitted regarding two parcels, 77.66-1-1 and 77.66-1-2, he recently acquired and requested to be annexed from the Village of Carthage tax roll.

Motion by Deputy President Astafan and seconded by Trustee Latremore to accept the petition and hold a joint public hearing with the Town of Wilna Board on August 20, 2012 at 6:30 p.m. at the Village of Carthage Municipal Building in the Board Room. Motion carried unanimously.

**PUBLIC HEARING:**

Proof of notice having been furnished to consider the adoption of a local law to provide for the administration and enforcement of the New York State Uniform Fire Prevention and Building Code and the State Energy Conservation Construction Code was called to order at 7:10 p.m. No Village residents wished to speak regarding the proposed local law therefore, motion by Trustee Latremore and seconded by Deputy President Astafan to close the public hearing at 7:15 p.m.

Motion by Deputy President Astafan and seconded by Trustee Smith-Spencer to adopt Local Law # 4 of 2012 as presented. Motion carried unanimously.

**CORRESPONDENCE:**

President McIlroy presented Mr. Trembley with a certificate received by New York State Conference of Mayors and Municipal Officials for thirty-five years of distinguished public services to his community.

President McIlroy read the request by Mr. Chirico regarding his desire to be employed by the Village Police Department. Mr. Chirico also spoke on his own behalf.

President McIlroy read the request by Matthew Young regarding his desire to be employed by the Village Police Department.

President McIlroy read the appreciation letter received from the Carthage Area Chamber of Commerce regarding the Village's contribution to the fireworks display on July 7, 2012 and a further request for monetary donation for Sounds of Summer Concert Series. A motion by Trustee Latremore to contribute \$100.00 for the Sounds of Summer Concert Series was not seconded. Deputy President Astafan stated the Village will continue to support the Carthage Area Chamber of Commerce through in-kind services provided by the DPW and further expressed that the Economic Development Corporation of Carthage contributes to them for these events.

Motion by Trustee Vary and seconded Deputy President Astafan to approve the request of CEM Machine, Inc. to adjust the sewer portion of their water/sewer bill according the calculation recommended by Village Water Superintendent, Ernie Prievo in the amount of \$980.00. Motion carried unanimously.

President McIlroy read the letter received by the State of New York Department of Transportation regarding adding pedestrian signals at the intersections of State Street and Mechanic Street; and State Street and School Street. The signals will have pedestrian pushbuttons and countdown timers and are planned to be replaced in the Spring of 2013.

#### **OLD BUSINESS:**

At previous board meetings, the board discussed the Warranty Deed for acquiring the Village Green which contains a clause preventing the Village from using the site for other purposes than a park. Update 6-18-12: Deputy President Astafan met with CIDC members to further discuss this issue and they agreed to change the language of which Attorney Gebo offered to discuss with CIDC Attorney Timothy Farley.

Update 7-16-12: Attorney Gebo explained and recommended the revised deed which contained the following language, "the Village should utilize the property in whatever manner it sees fit to promote the interest of the Carthage community."

Motion by Trustee Latremore and seconded by Deputy President Astafan to accept the revised deed as presented. Motion carried unanimously.

At the June 4, 2012 meeting, the board reviewed insurance proposals received by Haylor, Fryor and Coon, Inc. and Fuller Insurance Agency, Inc. and requested Michael Gillette attend the June 18, 2012 regular meeting.

Update 6-18-12: Motion by Deputy President Astafan and seconded by Trustee Latremore to accept Fuller Insurance Agency, Inc. proposal and continue to work with Mr. Gillette to insure the Village has the appropriate coverage. Mr. Gillette will provide an update to the board at the July 16, 2012 regular meeting. Motion carried unanimously.

Update 7-16-12: Mr. Gillette continues to review the Joint Waste Water Insurance policy. Mr. Gillette provided a comparison of our current Crime Bonding Policy to Fuller Insurance Agency, Inc. Crime Bonding Policy.

Motion by Deputy President Astafan and seconded by Trustee Vary to cancel the current Crime Bonding Policy with Haylor, Fryor, and Coon, Inc. and accept the Crime Bond Policy with Fuller Insurance Agency, Inc. Motion carried unanimously.

Motion by Trustee Vary and seconded by Deputy President Astafan to authorize President McIlroy to sign Perm #1 for New York State Department of Transportation. Motion carried unanimously.

At the July 9, 2012 special meeting, President McIlroy requested data regarding how many children attend the Carthage Recreation Program were Village residents. Joanne Lazore provided the

following statistics: Village of Carthage 86; Village of West Carthage 16; Town of Wilna 30; Town of Champion 9; Town of Croghan 18; and Town of Denmark 4.

Motion by Trustee Latremore and seconded by Deputy President Astafan to have President McIlroy present the statistical information at the next RACOG meeting in September. Motion carried unanimously.

**NEW BUSINESS:**

Motion by Deputy President Astafan and seconded by Trustee Vary to approve HOME Draw #7 in the amount of \$11,669.50 to be paid to Marsha Flynn and DLO Contracting. Motion carried unanimously.

Motion by Deputy President Astafan and seconded by Trustee Latremore to approve HOME Draw #7 in the amount of \$120.00 to be paid to Hrabchak, Gebo and Langone. Motion carried unanimously.

Motion by Deputy President Astafan and seconded by Trustee Latremore to approve HOME Draw #7 in the amount of \$2,000.00 to be paid to Avalon and Associates, Inc. Motion carried unanimously.

Motion by Deputy President Astafan and seconded by Trustee Vary to approve HOME Draw #7 in the amount of \$6,701.00 to be paid to Carron Getman and DLO Contracting. Motion carried unanimously.

Motion by Deputy President Astafan and seconded by Trustee Latremore to approve HOME Draw #8 in the amount of \$202.50 to be paid to Peter Crump, Jr. and DLO Contracting. Motion carried unanimously.

Motion by Trustee Smith-Spencer and seconded by Trustee Latremore to approve HOME Draw #8 in the amount of \$500.00 to be paid to Lead Safe, LLC. Motion carried unanimously.

Motion by Trustee Vary and seconded by Trustee Latremore to approve HOME Draw #8 in the amount of \$2,000.00 to be paid to Avalon and Associates, Inc. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Deputy President Astafan authorizing the Clerk/Treasurer to attend the Quarterly Clerks meeting on August 9, 2012 at the Tug Hill Winery to include applicable travel expenses. Motion carried unanimously.

Attorney Gebo explained the draft of the Veteran's Exemption to be included in the Village of Carthage Code Book and stated he would follow up with more detailed information via email. The Board requested the Clerk/Treasurer to contact CEO Robert Ball to obtain the cost of implementing the proposed Veteran's Exemption.

Senior Officer Huber explained the NIXLE program of which the police department is currently a member of. NIXLE is a means of mass notification via text message, email and on the website at no cost to the Village. Senior Officer Huber also recommended placing a link on our web page to National Grid so residents can notify them of power outages and nonworking street lights.

Motion by Deputy President Astafan and seconded by Trustee Latremore to add links on our web page to National Grid and for residents to sign up for the NIXLE notification program. Motion carried unanimously.

The CEO Report was reviewed and there were no questions. The CEO issued four Notice of Violations in the month of July 2012.

The Treasurers Report was reviewed and there were no questions. The General Fund cash balance is \$1,678,340.19 with Reserves of \$171,114.08; Water Fund cash balance is \$203,453.55 with Reserves of \$109,613.60 and the Sewer Fund cash balance is \$66,168.13 with Reserves of \$52,525.39 the Joint Fund cash balance is \$148,145.30 with Reserves of \$398,051.78.

Deputy President Astafan and Trustee Smith-Spencer reviewed the monthly bills prior to the meeting and no concerns were noted.

Motion by Trustee Smith-Spencer and seconded by Deputy President Astafan to approve payment of payrolls and bills as follows: General Fund P/R 06/21/12, 06/28/12, 07/02/12, 07/05/12, and 07/12/12 \$58,980.19; Water Fund P/R 06/21/12, 06/28/12, 07/02/12, 07/05/12, and 07/12/12 \$6,572.89; Sewer Fund, P/R 06/21/12, 06/28/12, 07/02/12, and 07/12/12 \$7,196.42; Joint Fund P/R 06/27/12, 07/02/12, and 07/11/12 \$17,719.03. General Fund Abstracts, \$103,963.55; Water Fund Abstracts, \$7,780.59; Sewer Fund Abstracts, \$3,958.73; and Joint Fund Abstracts, \$65,647.19. Motion carried unanimously.

**PRESIDENT McILROY UPDATE:**

President McIlroy stated the Police Department will be taking care of dog control. There will be a Joint Utility Board meeting on July 18, 2012 at 4:15 p.m. at the West Carthage Municipal Building. President McIlroy stated he will be meeting with GYMO on August 8, 2012 at 11:00 a.m. regarding the cost of a sewer study and invited Deputy President Astafan to attend.

**ATTORNEY GEBO UPDATE:**

Attorney Gebo stated he continues to work with the Branch Manager at the First Niagara Bank regarding their parking lot agreement with the Village.

**LIAISON REPORTS AND COMMENTS:**

Deputy President Astafan stated that Sales Tax Revenue for Jefferson County is up 8.1%.

**MEDIA QUESTIONS:**

None.

**EXECUTIVE SESSION:**

Motion by Trustee Smith-Spencer and seconded by Trustee Vary to enter Executive Session at 8:10 p.m. to discuss the employment history of one particular person and matters leading to the employment of three particular persons. Senior Patrolman Huber was invited to stay. Motion carried unanimously.

Regular session resumed at 9:10 p.m.

Motion by Trustee Latremore and seconded by Deputy President Astafan, based on the recommendation from Senior Officer Huber to hire Russell Moseley effective immediately as a part time police officer at the rate of \$18.00 per hour not to exceed twenty hours per week. Motion carried unanimously.

Motion by Trustee Latremore and seconded by Trustee Smith-Spencer, after reviewing the list of police officer candidates provided Jefferson County Human Resources and based on the recommendation of Senior Officer Huber, to hire Michael Higman as a full time police officer

effective August 6, 2012 providing he meets the qualifications of his employment set by Civil Service at the non schooled officer annual rate based on forty hours of \$33,267.07 and to enroll him in the upcoming police academy in Watertown in September 2012. Motion carried unanimously.

Motion by Deputy President Astafan and seconded by Trustee Latremore to provisionally promote Reginald Huber to Police Chief on August 4, 2012, at the annual rate of \$63,000.00 contingent upon passing the Police Chief exam provided by Civil Service. After the successful completion of the Police Chief exam, his annual rate will increase to \$65,000.00. Mr. Huber will continue to contribute to his health insurance and his health insurance plan will be changed from the premium plan to the select plan and further, Mr. Huber will receive compensation time for time worked on holidays. Motion carried unanimously.

Motion by Deputy President Astafan and seconded by Trustee Smith-Spencer to hire John McHugh for the position of Community Development Director effective August 1, 2012 at the annual rate of \$84,000.00 and begin his employment with thirty sick days and ten vacation days with no medical insurance required. Motion carried unanimously.

**ADJOURNMENT:**

Motion by Trustee Smith-Spencer and seconded by Trustee Vary to adjourn at 9:10 p.m. Motion carried unanimously.

Respectfully Submitted,

Kristy L. O'Shaughnessy  
Village Clerk/Treasurer