



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

February 11, 2019
7:00pm

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 Monday, February 11, 2019 at 7:00 pm in the Cuba Village Hall.

In Attendance: Mayor Miller, and Trustees Raub, Searl, Sweet, and Deputy Mayor Rettig Sr. Clerk-Treasurer Corine Bump, Deputy Clerk Jessie Kernan, DPW Superintendent Rick Hall, Sewer Treatment Plant Operator Robert Thomas. Cheryl Weaver and Adrian Weaver were guests.

The meeting was opened at 7:00pm by Mayor Miller leading the Pledge of Allegiance.

Adrian Weaver, a Boy Scout in Troop 708 presented and asked permission for a Boy Scout Project at the Willow Bank Park. The prospective project would be a "Gaga Pit". Gaga is a fast paced, high energy sport played in an octagonal or hexagonal pit/ enclosed area. The more players, the better. It's dubbed as a kinder gentler version of dodgeball, and is played with a soft foam ball, and combines the skill of dodging, striking, running, and jumping while trying to hit opponents with a ball below the knees. Adrian will be asking for donations for the pit and expects the cost to be between \$730 to \$1,000.00. He spoke with DPW Superintendent Rick Hall prior to the meeting and again this evening. Adrian asked the board for permission to move ahead with the project and for the Village of Cuba to act as the Beneficiary Recipient. He also asked for a representative from the Village to act as a liaison for the project. There are two pages of paperwork for the Beneficiary to complete. Adrian would like to begin the project as soon as the weather and surface conditions at the park allow. He is hoping to begin by late April to early May and expects the entire project to be completed in one month. Adrian had printouts of what the pit would look like. Mayor Miller asked DPW Super. Hall if the location of the potential pit presented any issues and Mr. Hall said no. Adrian said inside the pit would be a layer of small size gravel, or just the grass. Mr. Hall said there used to be a volleyball pit in the area and it will be in view of the cameras in the park. Adrian said it was important to stay clear of the area where kids sled in the winter. There will be signage explaining the rules and advising that play is at their own risk. The supplies to play will be kept in a locked container and can be signed out when renting the park. There will be pressure treated wood used and he will coat it with a layer of weather proof sealant. Once the project has been completed, he can apply for his Eagle Scout Rank.

TRUSTEE STEVE RAUB MADE A MOTION TO APPROVE ADRIAN WEAVER'S PLAN TO INSTALL A GAGA PIT IN WILLOW BANK PARK. DEPUTY MAYOR RETTIG SR. GAVE A SECOND. ALL IN FAVOR AND PERMISSION GRANTED FOR ADRIAN TO PROCEED WITH THE GAGA PIT PROJECT TO APPLY FOR HIS EAGLE SCOUT RANK.

Mayor Miller thanked Adrian for his willingness to improve the park and wished him good luck.

THE APPROVAL OF MINUTES FOR THE JANUARY 14TH MEETING WAS MOTIONED FOR APPROVAL BY TRUSTEE STEVEN RAUB, AND A SECOND WAS OFFERED BY TRUSTEE RANDY SEARL WITH A CORRECTION TO THE WORD MEDICAL ABOUT RE-KEYING THE DOORS. The word should be MEDECO. ALL VOTED AYE. MOTION CARRIED.

Approval of Claims and Bill Payment: Abstracts Voucher #'s 20190419-2019484
General Fund \$25,648.23- Water Fund- \$4,594.58 Sewer Fund- \$10,446.39
TOTAL-\$40,689.20.

A MOTION TO APPROVE THE CLAIMS AND BILL PAYMENT WAS MADE BY DEPUTY MAYOR RETTIG SR. AND WAS SECONDED BY TRUSTEE STEVE RAUB. ALL IN FAVOR AND THE MOTION CARRIED.

Police reports- Submitted BY Chief Burch and are on file in the clerk's office
The Code Enforcement Report –Forwarded the updated Uniform Solar Permit to Jonathan Mayr from Southern Tier West. Issued one new building permit. Full report on file in the clerk's office
Waste Water Treatment Facility Report- Robert reported the plant operated well for the month of January and the very cold temperatures did reduce the suspended solids removal rate slightly. All testing was perfect, 95% REMOVAL ON BOD AND 90% ON TSS. On January 24 the plant received heavy rains along with snow melt. Flooding and ice jams in the creek started to back water up into the plant. The intermediate clarifier drive was rebuilt, and new seals and bearings were installed on the motor. The seals were replaced on the gear reducer and the chain drive was adjusted. National Grid installed a new electric meter on January 21, 2019. All equipment has been added into the CUP software, and they are working on a property inventory card system.

The **Superintendent of Public Works Report** was read and submitted by DPW Super Rick Hall. The monthly water tests for E.coli and coliform were both negative. There were two ice jams in Griffin Creek. Thanks to the Town of Cuba and Ungerman Excavating for the swift work and help preventing the Creek from spilling over in the village. The Village crew were searching for water leaks for two to three days and found three leaks. The full report is on file at the Village Clerk's Office.

The **Clerk Treasurer's Report** was read by Clerk/ Treas. Bump, Water and Sewer- Approx. 40-50 phone calls came in for people that did not receive their water bills in the mail the beginning of January. After double checking our internal controls and contacting the post office, it was determined the sorter jammed up in Buffalo right around the time bills were mailed and that is most likely the cause. The post office said we could re- send the bills, but there was no way of knowing exactly who did not receive their bill.

Bank Accounts- Logics Update/ AUD.. Jessie and Corine have been working with Logics to make the correcting entries from the original AUD. It has been a lot of back and forth but they are very close.

Voided checks- Payroll checks #3666, 3667, 3668, 3669, 3670, 3671, 3672, 3673, and 3674 were voided due to another issue with deductions after a payroll update.

The Election Candidates are in place after the caucuses on 1/23/19 for the election on 3/19/19. Douglas Rettig Sr. and Tom Taylor have been nominated and accepted to run for the positions of Trustees and Michele Miller has been nominated for the position of Mayor. The election is 3/19/19 at the Village Hall from Noon to 9:00 pm.

Corine has submitted the NYS 1, The Retirement File and they were both accepted. The W2's and 1099's were mailed 1.18.19 and the file transmission was 1.18.19 as well.

The Health Insurance deductions have changed and will be altered once the board approves the Union Contract. For now, we are overriding them in payroll. Jessie created a spreadsheet, and we worked together to ensure we have all retro back pay accounted for including the calculations for 2 hours of call in time.

The NYSERDA information was transmitted and accepted this morning when Jonathan Mayr called. The vehicle chargers have arrived and are ready for installation once the weather clears.

Full report is on file at the Clerk's Office.

The **Committee Reports** from Deputy Mayor Rettig Sr. Full report on file at The Clerk's Office - **Finance:**

Finance:

The Entire Village Board, Clerk Treasurer, and Deputy Clerk watched a power point slideshow pertaining to Fraud Prevention and Detection by Dan Acquilano, Examiner from the NYS Comptroller's Office for thirty minutes during committee time. The remainder of the presentation will be viewed at a future meeting. After discussing a water/ sewer issue at 63 West Main St. it was determined a credit for the sewer will not be issued. The water did not surface anywhere and is believed to have gone into the sewer main.

Utility Audit:

Doug is still working with Computel and they hope to be wrapped up by next month.

Refuse:

Doug spoke with the board about seeking out a new company to pick up refuse. The costs are mounting. The next refuse meeting is 2/19/19 and Doug and Randy Searl will attend.

Town of Cuba Lake Sewer District:

After meeting with the acting Town Supervisor Joe Miller, the special agreements will be rolled into one, listed separately and kept up to date.

Personnel: Mayor Miller and Jeff Ziemba from Teamsters have a verbally agreed upon written contract with Mayor Miller requesting a correction to the call-in time of two (2) hours rather than one (1) from Mr. Ziemba.

TRUSTEE RANDY SEARL MADE A MOTION TO APPROVE THE COLLECTIVE BARGAINING AGREEMENT (CBA) WITH THE TEAMSTERS UNION AND WITH THE CORRECTION TO THE CALL IN TIME TO TWO HOURS. STEVE RAUB GAVE A SECOND. ALL IN FAVOR AND THE MOTION CARRIED. THE CBA HAS TO BE SIGNED BY THE MAYOR, TEAMSTERS REPRESENTATIVE, THE VILLAGE UNION STEWARD, AND A TRUSTEE IN ORDER FOR ANY RETRO PAY TO BE ISSUED.

Clerk Treasurer Bump stated one employee will be at the three-year mark of employment and according to the contract will now be at the same pay grade as the rest of the union employees. Once retro pay is issued, the employee will receive the retro pay for the prior pay grade with the increase and beginning 2/11/19 will receive the same pay as the rest of the Union Crew and any retro amount after his anniversary date.

Deputy Mayor Rettig Sr. talked about the work place violence policy (WPVP). A final draft will be prepared for approval at the next meeting.

Mayors Report:

Mayor Miller set a series of Budget Workshop Dates at the Village Hall for 2/27/19, 3/13/19 at 3:30 pm and 3/27/19 at 3:30 pm if needed.

General Austin met with Mayor Miller about the Memorial Day Plans in the Village of Cuba. In addition to the parade and services in the park, there will be activities in the area near the Liberty Pole on Memorial Day. General Austin asked to have the street closed from the Corner of West Main St. at Rte. 305 to Orchard St from 9:45 am to 1:00 pm on Monday May 27, 2019.

DEPUTY MAYOR RETTIG SR. MADE A MOTION TO CLOSE W MAIN ST FROM THE INTERSECTION OF RTE 305- TO ORCHARD ST. FROM 9:45 AM- 1:00PM. TRUSTEE STEVE RAUB GAVE A SECOND, WITH NONE OPPOSED THE MOTION CARRIED.

Main St. Grant- Mayor Miller reported that public outreach can begin. There will not be a change in the Village of Cuba's budget. The grant has a percentage of funds built in for administrative costs and Mayor Miller would like to increase Deputy Clerk Kernan's hours to 40 hours with 11 hours per week and benefits coming out of the admin costs.

DEPUTY MAYOR RETTIG SR. MADE A MOTION TO INCREASE DEPUTY CLERK KERNAN'S HOURS TO 40 PER WEEK ON THE CONTINGENCY THE GRANT PAY FOR 11 HOURS PLUS THE COST OF BENEFITS. TRUSTEE RAUB GAVE A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.

Old business: N/A

New Business- The Mayor and Deputy Mayor Rettig Sr. asked DPW Super. Hall if he had any objections to GPS vehicle monitoring devices being placed in all of the village owned vehicles. Superintendent Hall said no and asked if there was a brand that would help monitor the gas, and oil data. Deputy Mayor Rettig Sr. stated there are some available for a total cost of \$1500 that has data available online and is able to be reviewed from a phone or computer with printable

forms that will assist in inventory, and monitoring gas and oil. At this time, it is not a refund on auto insurance but could be a reduction in the future. There is technology in place additionally to send a notification when an oil change is due.

DEPUTY MAYOR RETTIG SR. MADE A MOTION TO INVEST \$1500 FROM A005110-4, G008120-5 AND F008310-5 FOR GPS MONITORING DEVICES AND INSTALLATION FOR ALL VILLAGE OWNED VEHICLES. TRUSTEE RAUB GAVE A SEOND WITH ALL MEMBERS IN FAVOR. MOTION CARRIED.

Deputy Mayor Rettig Sr. spoke with Austin Locksmith and for a total of \$500 the locks can be changed in the Village Clerk's Office; the safe combination can be changed, and ten keys can be made. Trustee Searl inquired about door locks with a pass code to be purchased from Home Depot, that simply require a pass code to be entered, and can be changed with employee turnover. He stated they use batteries and will still open if the batteries die. The board tabled the topic until The Board can look at other lock options.

DEPUTY MAYOR RETTIG SR. MADE A MOTION TO MOVE INTO EXECUTIVE SESSION AT 8:41 PM WITH TRUSTTEE RAUB GIVING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.

A MOTION WAS MADE TO MOVE OUT OF EXECUTIVE SESSION AT 8:44PM BY TRUSTEE SEARL AND A SECOND BY TRUSTEE SWEET. ALL IN FAVOR AND THE MOTION CARRIED.

A MOTION TO INCREASE DEPUTY SNYDER'S PAY PER HOUR by .2% retroactive to June 1, 2019, 2019 WAS MADE BY TRUSTEE SEARL AND A SECOND WAS GIVEN BY TRUSTTEE SWEET. ALL IN FAVOR AND THE MOTION CARRIED.

A MOTION WAS MADE BY DEPUTY MAYOR RETTIG SR TO ADJOURN AT 8:45 PM WITH A SECOND BY TRUSTEE RAUB. ALL IN FAVOR AND THE MEETING CLOSED.

Respectfully Submitted,

Corine Bump
Clerk-Treasurer