



VILLAGE OF CUBA

17 East Main St.
Cuba, New York 14727
www.cubany.org

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Michele Miller- Mayor
Steve Raub-Deputy Mayor
Douglas Rettig Sr.-Trustee
Tom Taylor- Trustee
Jim Barnes-Trustee

Rick Hall DPW- Superintendent
Corine Bump-Clerk/Treasurer
Lori Sweet-Deputy Clerk
Robert Thomas- STP Operator
Kevin Margerum-Code Enforcement

DUE TO THE CORONAVIRUS (COVID-19) AND THE EXECUTIVE ORDER BY GOVERNOR CUOMO AND IN COMPLIANCE WITH SOCIAL DISTANCING PROCEDURES SET IN PLACE- THE 4/13/2020 REGULAR MONTHLY BOARD MEETING AND PUBLIC BUDGET HEARING WAS OPEN TO A LIMITED NUMBER OF THE PUBLIC IN PERSON AND AVAILABLE FOR ALL TO VIEW UPON REQUEST THROUGH A ZOOM MEETING AT 7:00 PM.

The chairs in the office were spaced six feet apart to comply with social distancing in case any members of the public came in person to the meeting.

PRESENT: Mayor Michele Miller, Rick Hall and Corine Bump at the Clerk's Office 17 E main St. Cuba, NY 14727

PRESENT VIA WEB ZOOM MTG OFF SITE: Trustee Steve Raub, Trustee Tom Taylor, Trustee Jim Barnes

ALSO, PRESENT: Joey Frederick (high school student), Caileigh Bump (high school student) Cindy Dutton (Cuba Patriot), Cindy Colley (Village resident)- Joined the meeting a few minutes late Tina Dalton (Cuba Library)

EXCUSED: Douglas Rettig Sr. due to illness and Robert Thomas

MAYOR MILLER OPENED THE APRIL 13, 2020, MEETING WITH THE PLEDGE OF ALLEGIANCE at 7:00 pm.

Mayor Miller thanked all in attendance for participating and being flexible with the new way to meet during the Pandemic.

Mayor Miller acknowledged the letter of resignation from Trustee Melissa Blake. Melissa stepped in last year when Lori Sweet was hired as the Deputy Clerk Treasurer. Melissa graciously stepped in and served the last year as trustee; her term would have been up at the end of March and since there is no end in sight we don't even have a date for the next election she resigned. Michele thanked her for her service this past year as Trustee. She has appointed Jim Barnes as Trustee to take over the remainder of her term. Jim was sworn in by Corine last week, so with this appointment he is now an officially seated Trustee.

At this time, Mayor Miller opened the Public Hearing for the 2020-2021 Tentative Budget.

Mayor Michele Miller read her 2020-2021 budget message as follows

The 2020-2020 Cuba Village Tentative Budget was prepared at two budget workshops held on February 26, and March 11, and March 31. It is on file and is available for public review. The Village Budget consists of several funds: the General Fund, which is funded mainly by taxes and other revenues. The Water Fund and the Sewer Fund are funded by water and sewer rents. Capital Accounts are used for Capital Projects and there are none active at this time. All funds are managed according to accounting standards set by the New York State Comptroller's Office.

The General Fund Budget: The Town of Cuba 2019 assessment will be in effect for the 2020-2021 Village Budget. The new assessments show a total assessed taxable value of \$42,320,935 which is an increase of \$85,500 more than last year's total. Exempt property assessment is \$24,159,076 or 31% of the total assessed value. The \$858,718.00 General Fund appropriation includes a \$728,767.00 tax levy a tax rate of \$17.22 per 1,000 of assessed value, which is 1.03% increase from last year. It also includes the use of reserved fund balance of \$21,900.00. This year additional expenditures include: a 3% increase for salaried employees, contractual pay increases, an increase in the minimum wage per hour, and an increase in health insurance. It also includes an increase in the contingency budget to repair the retaining wall alongside Griffin Creek, and to the garage improvements line for building a pole barn to store, Village equipment and material.

A Village property assessed at 60,000 will have a tax bill of \$1034.00. Village fiscal management has reduced some expenditures and made economical improvements.

The Water Fund is entirely financed by water rents received and miscellaneous revenues. Water lines need to be replaced as the infrastructure is old, as it is in other communities. The Village Board continues to monitor the water rents and expenditures.

The Sewer Fund Budget is entirely financed by sewer rents and charges. Repairs are needed at the Waste Water Treatment Plant in order to comply with DEC regulations. The Village Board continues to monitor this to determine if the rates are adequate to support the costs.

The Village's total outstanding debt balances for the fiscal year ending on May 31, 2020 are:

- WATER FUND (water tank) Balance \$162,000 matures 10/2032;
- SEWER FUND Balance \$120,000 matures 10/2025
- Clean Water (ARRA Project) Balance \$540602.00 matures 6/2033-
- Route 446 Balance \$155,000 matures 6/2024

We are fortunate to be able to continue to provide quality services to the village. Leaf pick-up, snow removal, tree maintenance, brush pick-up, street sweeping, summer recreation, garbage and recycling pick-up, and well-maintained parks are some of the services available to all. In addition, we have a ready supply of clean, good-tasting water, available at the turn of a faucet. We wish to thank the Village employees who, as always, have been outstanding in their daily tasks.

Mayor Miller thanked the trustees for devoting so much time and thought and input for creating this budget together. It was not an easy process.

Mayor Miller's appointments-

Tree Board, Mike Miller- has agreed to extend his term to 2025.

Lee James' term for the ZBA term is expiring- she appointed Lee James to a new term expiring 2025.

Mayor Miller spoke about her new appointment to Deputy Mayor.

She said-"for the last three years, Doug and I have worked hand in hand, kind of a good cop, bad cop kind of thing and we take turns being the other, but he has been my mentor in all of this and he has given the village INCREDIBLE time and service and so he has served as the Deputy Mayor for the last two years. With Doug being laid up as he has been Steve has stepped up and been a go to guy for us here, and so for this next year, I would like to appoint Steve Raub as the Deputy Mayor.

Steve responded I'll do my best-Michele- now it's your turn to mentor me, I am certainly not on par with Doug, and I wish him a speedy recovery and I will do my best. Mayor Miller thanked Deputy Mayor Raub.

Mayor Miller notified the trustees of their committee assignments, and said- all other appointments will continue as they have been previously appointed including David Crowley as Village Historian.

MINUTES: Minutes from the 3/9/2020 monthly meeting and 3/31/2020 budget meeting were sent via email. They were reviewed prior to tonight's meeting. **STEVE RAUB MADE A MOTION TO ACCEPT THE MINUTES AS PRESENTED FROM BOTH MEETINGS WITH TOM TAYLOR GIVING A SECOND. A ROLL CALL VOTE WAS AS FOLLOWS- STEVE-AYE, TOM-AYE, JIM-AYE, MICHELE-AYE. ALL IN FAVOR AND THE MINUTES WERE APPROVED.**

BILLS:

The bills were reviewed by Mayor Miller and Trustee Raub prior to tonight's meeting. With one question prior to the meeting about the Verizon bill being answered by Clerk/ Treasurer Bump. Jim Barnes asked about the bill for Ron Hull and if it pertained to the Landfill. Some discussion took place and Jim was affirmed that the bill referred to landfill responses with the DEC. **TRUSTEE RAUB MADE A MOTION TO APPROVE THE BILLS WITH TRUSTEE BARNES OFFERING A SECOND. ROLL CALL VOTE- STVE-AYE, TOM-AYE, JIM- AYE, MICHELE-AYE. ALL IN FAVOR AND THE MOTION CARRIED TO PAY THE BILLS.**

Approval of Claims and Bill Payment: Abstracts Voucher #'s -202000-544-202000605

General Fund – Water Fund- Sewer Fund-

TOTAL-

POLICE REPORT: No report, Dustin had the Town of Cuba meeting tonight.

BUILDING INSP./CEO: Kevin does not have a report to submit. He is following up with a few projects that were in the works and has sent letters to people that have been put on notice. He has not issued anything new because of the executive order and social distancing issued by the Governor. Mayor Miller asked if there were any questions anyone would like forwarded to Kevin Margerum

WASTEWATER PLANT REPORT:

Robert was excused and sent his report to the Trustees and Mayor earlier in the day. His reports follows and he also presented a possible permit application for septage for the board to review.

Wastewater Update April 13, 2020

- The plant operated great last month. I am still waiting for sample results.
- February operational stats are 96% removal rate for TSS and 90% removal rate for BOD5. Fecal Coliform at 2 MPN/100.
- Billed \$4,680.00 for Septage.

We had our DEC inspection with Sevon Thompson. He was very happy. He stated that he would like a Permit Program for our septage haulers. I have included a draft permit for your review.

Started spring cleaning and lawn work.

SUPERINTENDENT OF PUBLIC WORKS:

Rick stated the governor has not slowed down the DPW!

The crew has been patching potholes, sweeping streets, finish stacking wood behind the shop multiple banner repairs, painted piping in Champlain well house, tree roots removed from under sidewalk at 25 Orchard St, all sidewalks in village measured for comprehensive plan 9.68 miles in just the village, Sign inventory for the village is complete there are 372 signs in the village. Cleaned ditches on Center and Bristol Street, Chamberlain Park: work picked up leaves replaced T- 111 on East side of bathrooms, replaced bathroom roof and tubular skylight(Dome broken) put gutters on bathroom, closed all parks and playgrounds due to COVID-19. Put signs up and took basketball hoops down; wire wheeled and primed old backboards.

Steve asked about the broken skylight and it is a mystery as to how it happened.

Dave Crowley asked about an excess amount of water on Cherry St. coming from the ground. Rick said they have been up there previously looking for a leak and it's believed to be a natural spring. Rick will have the crew investigate again.

Both Steve and Michele mentioned the employees that previously were crossing guards are doing an excellent job taking care of the sidewalks and patrolling the parks during their shifts to assist in keeping the governors executive orders regarding social distancing in place.

Full report on file in the clerk's office.

CLERK/TREASURER REPORT:

Voided checks- PR Check #'s 4415-4423

- Corine has submitted the NYS 1, NYS 45, and the Retirement report. All have been accepted and paid. Corine is working on the quarterly 941 to be filed by 4/30/2020.
- Corine continues working on the account recs. with Nicole. There were several journals that were posted out of balance referring to payroll, and Corine worked with Brenda from Logics and a software writer to see how it was even possible they would post OOB.

- Due to Covid-19 the election scheduled for 3/18/20 was temporarily rescheduled for the end of April and now has been postponed indefinitely. We are waiting on word from the governor and the Board of Elections when it will be rescheduled.
- Due to Covid-19 the new laptop installation has been postponed until the governor permits.
- Corine previously Contacted Andrew Glick from EJP to assist with the loading of the SENSUS software on the new laptop and that has been postponed due to Covid-19.
- All water and sewer bills were processed and Lori packaged them well before the date to mail them. We held them until 4/9/2020 to be mailed along with the comprehensive plan survey and a sticker for the envelopes that directed people to view the annual water quality report online. Due to covid-19 and Governor Cuomo's, executive orders all bills can be paid online or in the drop slot only. We will credit the customers account any overpayment. Logics also updated the webhost for the online bill pay.
- The water and sewer relevy amounts were sent to customers with a deadline of being paid by 4/15/20 so Corine can send the amounts to the county in time for tax bills. We sent out 20 notices and so far collected from 4 customers.
- The employee from RLD was here for the comp audit on Friday 3/13/20. It was a new auditor as "Bill" retired. He also audited the town earlier in the day. Corine provided him with all necessary payroll information and the files needed on a zip drive. He said he would be in touch if he needed any further information.
- Corine and Michele have attended several web meetings regarding the Covid-19 Pandemic and the response with the latest on Friday 4/10/20 regarding the virtual attendance and passing the budget, and specific guidelines regarding documentation/ records keeping according the Public meeting's law and Governor Cuomo's Executive Orders.
- All information necessary was placed on the VOC website and sent to the newspapers. The tentative budget is available for review and three citizens requested a "Zoom Invitation" for tonight's budget hearing as of 9:00 am 4/13/2020. An email invitation was sent and the respective interested parties were advised to call the Clerk's office with any troubleshooting concerns.
- The Employment advertisement was sent to the newspaper for the "Scheduled" Summer Recreation Program 2020.
- All budget information was updated. Joe Budinger returned a call to Corine regarding the tentative assessment and the updates to the budget were made. Next year the budget will be created through the Logics program.
- With Governor Cuomo's Executive Order on Sunday 4/12/2020 it was made mandatory that all essential employers provide all essential employees with either a hospital mask or a cloth mask for when they come into contact with the public. Corine reached out to a local business and Econo Automotive donated seven masks for the DPW and STP crew. After speaking with Mayor Miller and DPW Super. Hall, Corine picked up the masks Sunday evening and left them in the clerk's office for Rick to retrieve for each employee prior to the beginning of Monday's work day. Each employee is responsible for laundering their own mask. Mayor Miller has previously instructed all Village Employees to discontinue in person contact with the public.

- Lori helped prepare the payroll certification for the Allegany County Department of Human resources. She mailed it before the end of March.
- Three Crossing Guards have opted to sweep sidewalks, clean up trash and advise people the park apparatuses are closed for ten hours a week to continue receiving their budgeted pay rather than unemployment. D Whitcher, S Everly and T Minns.
- Lori has been keeping the office clean to limit the traffic in and out of the clerk's office while in the Pandemic state and Candy has been asked not to clean. The Orkin Company has continued the pest control inspection service with zero results.
- Lori has cleaned the shelves in the front office to prepare for the new way the auditor wants records kept- beginning 2020-2021 FY. She wants everything in binders due to the programming/transitional errors in previous years with Logics.
- Lori has purged the Handicap parking permits file for any known residents that no longer require a permit.
- Kirby Perry updated his wastewater operator permit with a current license. It is on file in the personnel drawer at the clerk's office. Payment was issued for this quarter with the 4.13.2020 abstract.
- Corine and Lori sent a duplicate invoice for the refuse bill at The Cuba Hospital as the one mailed in December remains unpaid. Corine also created an invoice for the following six months. It was mailed 4.9.2020-totaling \$7,163.88 to be reimbursed by this Fiscal Year's end. Corine thought perhaps the invoice remains unpaid due to the transition of Kaleida now paying the bills.

Michele stated she delivered the policies and procedures to each trustee's home mailboxes for review. She has paired up the trustees to review the policies and they will be addressed at May's meeting unless we still have to meet following social distancing procedures.

MAYOR'S REPORT:

Mayor Miller received a request to close West Main Street on May 25th from General Austin (tentative due to COVID-19) Memorial Day. There will be booths and have a cookout lunch going on so General Austin has asked that we close West Main Street from Genesee Street to the Community Bank from the hours of 8 AM to 12pm.

After a brief discussion, **TRUSTEE TOM TAYLOR MADE A MOTION TO CLOSE W MAIN ST FROM THE FOUR CORNERS TO COMMUNITY BANK BETWEEN THE HOURS OF 8 AM TO NOON ON 5/25/2020 FOR A TENTATIVE MEMORIAL DAY CELEBRATION WITH TRUSTEE RAUB OFFERING A SECOND. ROLL CALL VOTE- TRUSTEE RAUB-AYE, TRUSTEE TALOR-AYE, TRUSTEE BARNES- AYE, MAYOR MILLER-AYE, ALL IN FAVOR AND THE MOTION CARRIED.**

Corine will email the Cuba PD and Chief Burch.

Michele discussed the Village's lack of a zoning officer in the village. Kevin Margerum is the code enforcement officer and his job description does not cover zoning issues. Michele is asking the board to employ Kevin as the Zoning Officer with payment coming out of the Zoning lines of the budget at the rate of \$30 an hour. After much discussion with questions and answers sparked by Trustee Raub, **-TRUSTEE RAUB MADE A MOTION TO APPOINT KEVIN MARGERUM AS THE VILLAGE OF CUBA'S ZONING OFFICER AT THE RATE OF \$30 AN HOUR WITH A SECOND OFFERED BY TRUSTEE BARNES. ROLL CALL VOTE- STEVE- AYE, TOM-AYE, JIM-AYE, MICHELE-AYE. ALL IN FAVOR AND KEVIN IS NOW THE ZONING OFFICER FOR THE VILLAGE OF CUBA AT THE RATE OF \$30 AN HOUR.**

Michele emailed the trustees about changing the mileage rate reimbursement where people use their own vehicles as it's been at .445 cents a mile for a long time. Michele has asked the board to look at increasing it to reflect more closely the federal rate, using .555 per mile. Trustee Barnes asked about how often and why personal vehicle mileage reimbursement happens and Michele explained for example- DPW Super. Hall checking the roads in inclement weather leaving from his home in his personal vehicle rather than driving to the garage at 3:30 am, cleaning off and warming up a Village truck and checking the roads, or for training/ schools/ or Corine's trips to Belmont for the election books, or tax rolls- required by employees when a village vehicle is not available. Steve stated we are about a dime off and we should be closer to the federal rate. **JIM MADE THE MOTION TO CHANGE THE VILLAGE OF CUBA MILEAGE REIMBURSEMENT TO .555 CENTS PER GALLON WITH TRUSTEE TAYLOR OFFERING A SECOND TO INCREASE THE MILEAGE REIMBURSEMENT RATE TO .555 CENTS, ALL IN FAVOR- STEVE-AYE, TOM-AYE, JIM- AYE, AND MICHELE-AYE.**

Mayor Miller discussed at the March 31 meeting the crossing guards being deemed essential employees and employing them to monitor the parks just to make sure the playground equipment is not used, and since we had a lot of gravel on the sidewalks downtown and no merchants, they could clean off the sidewalks maintaining the social distancing specifications in place with zero contact with anyone from the public. Mayor Miller presented the Resolution to the Board for approval as follows-

Whereas, the pandemic virus of COVID- 19 has caused the closure of all schools in the village and whereas this has resulted in the loss of employment for the school crossing guards, and whereas, the village recognizes the need to monitor village parks to ensure executive orders are being followed and whereas, the school crossing guards are trained to monitor the safety of children be it resolved that the village board of trustees deems the crossing guards as essential employees

and will continue to employ the crossing guards to monitor the village park for 2 hours per day, Monday through Friday, at their regular rate of pay, to ensure compliance with orders designed to limit exposure to the virus.

She mentioned- Not included in this is, they will only be employed on school days, so they are not working right now as they are on Spring Break. A ROLL CALL VOTE FOLLOWED **TRUSTEE RAUB-AYE, TRUSTEE TAYLOR-AYE, TRUSTEE BARNES- AYE, MAYOR MILLER AYE- TRUSTEE RETTIG IS ABSENT.**

Cuba has been officially recognized as a tree city for the 17th year in a row- Michele thanked Rick for tracking the data required to submit for the Tree City Awards Application. Mayor Miller has a Proclamation for Arbor Day this April-

Corine read the proclamation as follows-

PROCLAMATION

WHEREAS, In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, call Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the Air, produce oxygen and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our Village increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal, and

NOW, THEREFORE, Michele Miller, Mayor of the Village of Cuba Village, do hereby proclaim April 24, 2020 as ARBOR DAY

In the Village of Cuba, New York, and Mayor Miller urge all citizens to support efforts to protect our trees and

woodlands and to support our city's urban forestry program, and

FURTHER, I urge all citizens to plant trees to gladden the hearts and promote the well-being of present

and future generations.

DATED this 13th of April 2020.

OLD BUSINESS: Michele stated Doug had started at one time working up a shared service between the village and the Cuba Joint Fire District because we share some joint service with the Cuba Fire Department/ Fire District and he drafted a tentative agreement. She is looking for someone that would like to pick that up from where he left off. Steve said he will take it on and reach out to Doug and put a copy in his mailbox. Rick also said he would talk to Steve as it has to do with shared services with the DPW.

There was a request for a sewer credit from 14 Union St. They presented the required dispute form. There was brief discussion and it was agreed to make a motion to issue a credit for the sewer in the amount over the average. **TRUSTEE TAYLOR MADE A MOTION TO ISSUE A CREDIT FOR 14 UNION ST. WITH THE SECOND BY TRUSTEE RAUB ALL IN FAVOR STEVE-AYE, TOM- AYE- JIM- AYE, AND MAYOR MILLER-AYE. MOTION CARRIED**

Mayor Miller asked if there was any new business- with there being none- Mayor Miller asked if there were any questions regarding the public hearing. Tina Dalton asked for the Library information as her sound dropped out during that portion of the meeting. Mayor Miller answered the question. With their being no other questions, **TOM MADE A MOTION TO CLOSE THE PUBLIC HEARING, STEVE GAVE A SECOND. ALL IN FAVOR-STEVE- AYE, TOM- AYE- JIM- AYE, MICHELE- AYE**

STEVE MOVED THAT WE ADOPT AND HEARTILY ENDORSE THE CUBA VILLAGE BUDGET FOR YEAR 2020-2021, JIM BARNES GAVE A SECOND. ALL IN FAVOR STEVE- AYE- TOM- AYE, JIM- AYE AND MICHELE- AYE. THE 2020-2021 IS ADOPTED.

EXECUTIVE SESSION: N/A

TRUSTEE RAUB MADE A MOTION TO ADJOURN WITH TOM OFFERING A SECOND. ALL IN FAVOR-STEVE-AYE, TOM-AYE, JIM- AYE, AND MICHELE AYE - MEETING IS ADJOURNED.

8:22 pm

Respectfully Submitted,

Corine Bump

Clerk/ Treasurer