



# VILLAGE OF CUBA

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Cuba, New York 14727  
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Michele Miller - Mayor  
Douglas Rettig Sr.-Trustee  
Melissa Blake- Trustee  
Steve Raub- Trustee  
Thomas Taylor- Trustee

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

PRESENT: Mayor Michele Miller, Douglas Rettig, Sr., Trustee Steven Raub, Trustee Thomas Taylor, and Lori Sweet.

ALSO, PRESENT: Corine Bump Clerk-Treasurer, Richard Hall, SPW, Tina Dalton, Cuba Library, Robert Thomas- WWTP, and Melissa Blake

THE MAYOR OPENED THIS MEETING WITH THE PLEDGE OF ALLEGIANCE at 7:00 p.m. The policies and contracts were reviewed prior to tonight's meeting and accepted.

Mayor Miller opened The Public Hearing on the 2019-2020 Fiscal Year Budget.

At this time Clerk Corine Bump delivered the Oath of Office for all newly elected and appointed officials. Tom Taylor and Doug Rettig Sr. recited the oath of office for their two-year terms as members to the Board of Trustees and Michele Miller was sworn in as Mayor for a two year term. Rick Hall was appointed as The DPW Superintendent and was also sworn in.

The 2019-2020 Cuba Village Tentative Budget was prepared at two budget workshops held on February 27, and March 12. 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 2018 assessment will be in effect for the 2019-2020 Village Budget. The new assessments show a total assessed taxable value of \$42,193,358 which is an increase of \$42,994 more than last year's total. Exempt property assessment is \$1,318,784 or 31% of the total assessed value. The \$852,247.18 General Fund appropriation includes a \$705,192.78 tax levy a tax rate of \$16.73 per 1,000 of assessed value,

which is no increase from last year. 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.

A Village property assessed at \$60,000 will have a tax bill of \$1,003.80. Our unreserved fund balance has continued to grow as 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, 2019 are:

- WATER FUND (water tank) Balance \$175,000 matures 10/2032;
- SEWER FUND Balance \$140,000 matures 10/2032
- Clean Water (ARRA Project) Balance \$576,955 matures 6/2033
- Route 446 Balance \$180,000 matures 6/2025

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 asked if there were any questions or comments on the tentative budget. The hearing will remain open if there are any questions later in the meeting.

Mayor Miller read a letter of resignation from Trustee Sweet as Village Trustee.

Mayor Miller asked for recommendations from the personnel committee for a person to fill the vacancy of the Deputy Clerk. After reviewing applications on file and setting up an interview, Steven Raub made a motion to appoint Lori Sweet as Deputy Clerk with Doug Rettig Sr. giving a second. All members in favor and Lori Sweet was appointed Deputy Clerk.

With the former Trustee Sweet resigning, a vacancy was created on the Board of Trustees:

Mayor Miller appointed Melissa Blake as Village Trustee to fill the vacated remaining term of the former trustee position of Lori Sweet. At this time Clerk Corine Bump delivered the Oath of Office to the newly appointed Deputy and Trustee.

Mayor Miller presented her appointments for the 2019-2020 fiscal year and they are as follows:

**Appointments made by the Mayor  
2019-2020 fiscal year**

**One-year appointments 2019**

Deputy Mayor — Doug Rettig, Sr.  
Budget Officer —Corine Bump  
Records Management — Corine Bump  
Deputy Clerk – Lori Sweet  
Superintendent of Public Works — Rick Hall  
Deputy SPW — Randy Snyder  
Village Attorney — Underberg & Kessler  
Official Depositories —Community Bank and Five Star Bank  
Official Newspapers —Patriot and Olean Times Herald  
Code Enforcement/Building officer/ Zoning officer - Kevin Margerum  
Civil Defense Officer —Nick Sweet  
Village Historian — Dave Crowley

**VILLAGE PLANNING BOARD-**

**ZONING BOARD OF APPEALS-** Mike Miller term to expire 2024 (5-year term)

**Village Board Committees**

**Personnel**

Steve Raub  
Melissa Blake

**Planning/Zoning/Code**

Doug Rettig  
Steven Raub

**Finance**

Doug Rettig  
Steven Raub

**Refuse/Recycling**

Doug Rettig Sr.  
Tom Taylor

**Infrastructure**

Steven Raub  
Doug Rettig Sr.

**Parks & Recreation**

Tom Taylor  
Melissa Blake

**Public Safety**

Tom Taylor  
Melissa Blake

Clerk/Treasurer Bump read the following:

**ORGANIZATIONAL MEETING**

APRIL 8, 2019

The Cuba Village Board Meeting will be held the second Monday of each month at 7:00 pm in the Cuba Village Municipal Building, 17 E. Main Street, Cuba, New York. A Committee Meeting will be held at 6:30 prior to the board meeting each month. Raymond Wager CPA at Mengel, Metzger Barr and Co. LLP (MMB) is authorized to audit the Village books at least two times a year. The Board of Trustees of Cuba Village agree to pay a fixed rate of .44 ½ cents per mile as mileage reimbursement to officers and employees of the Village who use their personal vehicles while performing official duties on behalf of the Village. Members of the Village Board, Clerk-Treasurer, and Superintendent of Public Works are authorized to attend conferences and schools as provided in Section 7B of the General Municipal Law. Major conferences to be attended are: NYCOM Annual Meeting; NYCOM Fall Training School; NYCOM Winter Legislative Meeting; NYCOM Public Works, Parks & Maintenance School; Annual Highway School and Fall Highway Conference. The Village Clerk is authorized to invest Village funds as per the investment policy passed by the Village Board. The Board also authorizes the Clerk/Treasurer to pay prior to the monthly board meeting, payroll, utilities, health insurance and any contract payments.

#### **GUESTS-**

Tina Dalton- Director of the Cuba Library was in attendance to give the Cuba Circulating Library Annual Report. A copy of the report is on file in the Clerk's Office.

MINUTES: Discussion took place on the minutes of the 3-11-19 Board Meeting. The minutes were forwarded to the Board for review prior to tonight's meeting. **TRUSTEE STEVEN RAUB MADE A MOTION TO ACCEPT THE MINUTES AS WRITTEN WITH TRUSTEE DOUGLAS RETTIG SR. GIVING A SECOND. ALL IN FAVOR AND THE MINUTES WERE APPROVED.**

BILLS: With no questions on bills and prior review of them by Trustee Rettig Sr., and Steven Raub,

**Approval of Claims and Bill Payment:** Abstracts Voucher #'s 20190533- 20190604  
General Fund \$17,231.59- Water Fund-\$ 6,435.11 Sewer Fund- \$7,931.43  
TOTAL-\$31,598.13

**A MOTION WAS MADE BY TRUSTEE DOUGLAS RETTIG SR. AND SECONDED BY TRUSTEE RAUB TO PAY THE BILLS AS SUBMITTED. ALL APPROVED.**

POLICE REPORT: On File in The Clerk's Office

BUILDING INS. /CEO/ZONING OFFICER: On file in the Clerk's Office

WWTP REPORT: Full report on file at the Clerk's Office- Spring cleanup has begun at the WWT facility

Mayor inquired if there has been any correspondence with Savon from the DEC, and Robert said he has not heard back. He is unsure how to proceed. Mayor Miller and Robert will meet to discuss the situation.

PUBLIC WORKS REPORT: SPW Superintendent Hall submitted the monthly report and the full report is on file in the Village Hall. Rick spoke with Adrian Weaver, the Boy Scout working on the project in Willow Bank Park. Adrian hit his goal for raising the funds for the Gaga Pit and he would like to earmark the remaining funds for future repairs should any come necessary. Rick changed the locks to the clerk's office front and back door the last week of March.

CLERK/TREASURER REPORT: Clerk/Treasurer Bump reported on the activities the previous months. Much time was spent with the former Deputy Clerk on getting the water/sewer bills prepared. Water/sewer bills were mailed out on April 2, 2019. The clerk completed re-levy letters for the property owners and mailed them. The election had a mild hiccup with a registered inspector having to cancel last minute. Thanks to Natalie Snyder and Mary Lindquist, both of whom are registered with the Board of Elections to work the election. The clerk attended a NYSLRS training on 3/28/19. All monthly reports except the 941 and schedule B have been submitted and accepted. The former Deputy Clerk submitted a letter of resignation on 3/26/19 effective immediately. All locks, usernames, passwords, and the safe combination were changed within the week. The admin. Money for the Main Street Grant came in. Clerk/ Treasurer Bump wrote the check for the funds out of the account from Community Bank to the Account at Five Star Bank.

Transfers and Amendments- Three zoning board members waived their pay with the condition it is donated (\$170 each) to the tree funds with A00-8010-1 \$100 to A00856042 and \$410 to A008560-4 totaling \$510.00.

**TRUSTEE RAUB MADE A MOTION TO APPROVE THE TRANSFER OF THE WAIVED PAYROLL TOTALLING \$510 TO THE TREE FUNDS WITH A00-8010-1 \$100 TO A00856042 AND \$410 TO A008560-4 TOTALING \$510.00. TRUSTEE BLAKE GAVE A SECOND WITH ALL IN FAVOR AND THE MOTION CARRIED.**

Three Planning board members, and one zoning board member waived their pay with the condition it be donated (\$170) to the beautification committee. (\$680) From A008020-1 to A008410-4. **TRUSTEE RAUB MADE A MOTION TO TRANSFER THE WAIVED PAYROLL FROM FROM A008020-1 TO A008410-4 WITH TRUSTEE TOM TAYLOR GIVING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.**

The Village Board thanks the respective members for their service and generous donations to keep Cuba Beautiful. Clerk/ Treasurer Bump asked for the board's permission to allow Deputy Clerk Sweet to use Clerk Bump's signature stamp for payroll purposes should she be absent for payroll before the sixty-day probation period is up. **TRUSTEE RETTIG SR. MADE A MOTION TO ALLOW DEPUTY CLERK SWEET TO USE CLERK/ TREASURER BUMP'S SIGNATURE STAMP IN CASE OF EMERGENCY/ OR HER ABSENCE IF NEEDED. TRUSTEE BLAKE GAVE A SECOND WITH ALL IN FAVOR AND THE MOTION CARRIED.**

Clerk/ Treasurer Bump thanked the board for their patience and understanding with closing the office unexpectedly on 3/27/19 and 3/28/19. Full report on file at the Clerk's Office.

COMMITTEE REPORTS: Committee Meeting will continue to be at 6:30pm the second Monday of each month prior to the board meeting.

REFUSE- Trustee Rettig is working to review the refuse information to see if hiring an outside firm would be less expensive for the village than using the packer. Every month the equipment repairs are very costly. Further discussion is tabled until the next meeting of the refuse committee with Friendship.

CODES- The code consortium out of Caneadea is still trying to review Code Software to find the best program for the cost and efficiency. The Village has a current contract with Williamson Law. The no parking code is still in the process of being changed.

PARKS AND RECREATION/ PERSONNEL- Trustee Raub has been reviewing Summer Recreation Applications as they come in. The deadline for all applications to be submitted is 4/26/19. Two board members met to review applications on file for the vacated deputy clerk's position. A recommendation to hire was made at tonight's board meeting.

FINANCE- Trustee Rettig reported that the safe combination was changed on 4/3/19 in addition to both door locks at the clerk's office were changed 3/29 and 4/1/19. He has asked Austin Security for a quote on door locks that will give an entry and exit report. He continues to work on the light audit to see if National Grid owes the village any money. He is also reviewing the VYNCS devices generated data installed in the Village vehicles for gas and oil monitoring.

MAYOR'S REPORT: Mayor Miller wanted to remind the planning and zoning boards to get their annual training at the Houghton Southern Tier West Conference in May. A letter was presented by Kevin White- Cuba Chamber of Commerce President requesting the open container law be lifted Fri. June 14<sup>th</sup> from 4pm-12pm and Sat. June 15<sup>th</sup> from 11am-10 pm. **TRUSTEE TOM TAYLOR MADE A MOTION TO LIFT THE OPEN CONTAINER LAW FOR CUBA CHAMBER OF COMMERCE DAIRY DAYS FESTIVITIES 6/14 and 6/15. TRUSTEE MELISSA BLAKE GAVE A SECOND, ALL IN FAVOR AND THE MOTION CARRIED.**

In addition, the Chamber of Commerce is requesting to close East and West Main St. from Maple St. to Orchard St on Friday June 14<sup>th</sup> from 4pm to midnight and Saturday 6/15 9:00 am-10:00pm.

**A MOTION WAS MADE BY TRUSTEE TAYLOR AND SECONDED BY TRUSTEE RAUB TO CLOSE MAIN ST. ST FROM MAPLE ST. TO ORCHARD ST ON FRIDAY 6/14 FROM 4 PM TO MIDNIGHT AND SATURDAY 6/15 9:00 AM- 10:00 PM.**

LED Streetlights campaign- Mayor Miller sent a letter to National Grid authorizing them to switch the Village of Cuba's streetlight bulbs from the current bulbs to the LED bulbs of 25 watts. The streetlight inventory is currently at 183 lights/ bulbs. National Grid will invoice the Village of Cuba a onetime cost of the net book value of the remaining bulbs the Village has of \$6,907.

They will change all LED bulbs- and assist the Village with the process of an energy incentive grant for at least \$10,000 grant plus LED Lights which will save the Village of Cuba money.

NYSERDA Grant- Having cleared all the required benchmarks, the Village of Cuba will receive a grant for \$5,000 to spend any way the Village chooses.

Mayor Miller had a citizen suggest the no parking sign by the Cuba Cultural Center and across from the Cuba Library be moved further from the corner for safety concerns. She asked the Board their opinions and Trustee Rettig Sr. said the board can look at it with updating the no parking laws in the village.

Mayor Miller presented the Arbor Day Proclamation to Clerk/ Treasurer Bump to read 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**, I, Michele Miller, Mayor of the Village of Cuba Village, do hereby proclaim April 26, 2019 as

### **ARBOR DAY**

In the Village of Cuba, New York, and I 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 Twenty-sixth day of April 2019.

OLD BUSINESS: Mayor Miller asked to formalize the Motion to change the locks and safe combination. Along with that, a purchase of door chimes to alert the Clerk/ Treasurer and Deputy Clerk of someone entering the office.

**TRUSTTEE RAUB MADE A MOTION TO CHANGE THE ENTRY DOOR LOCKS, CHANGE THE SAFE COMBINATION AND ADD DOOR CHIMES TO THE FRONT AND BACK DOORS OF THE VILLAGE CLERK'S OFFICE WITH TRUSTTEE RETTIG SR. GIVING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.**

NEW BUSINESS: none to report

AT THIS TIME AND THERE BEING NO QUESTIONS OR COMMENTS ON

THE 2019-2020 FISCAL YEAR TENTATIVE BUDGET **A MOTION WAS MADE**

**BY TRUSTEE RETTIG SR. WITH A SECOND FROM TRUSTEE TAYLOR TO CLOSE THE PUBLIC HEARING.**

8:06 PM

**A MOTION WAS MADE BY TRUSTEE RETTIG SR. AND SECONDED BY TRUSTEE RAUB TO ADOPT THE 2019-2020 TENTATIVE BUDGET. THIS PASSED UNANIMOUSLY. 8:07 PM**

WITH NO FURTHER BUSINESS TO DISCUSS **A MOTION WAS MADE BY**

**TRUSTEE RETTIG SR. AND SECONDED BY TRUSTEE RAUB**

**TO CLOSE THIS MEETING. ALL APPROVED 8:07 PM.**

Respectfully Submitted,

Corine Bump

Clerk/ Treasurer