



VILLAGE OF CUBA

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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 Taylor, Trustee Raub, and Trustee Blake

ALSO, PRESENT: Corine Bump Clerk-Treasurer, Richard Hall SDPW, Robert Thomas STP, Kirk Keiser, Cynthia Colley, and Nick Sweet

THE MAYOR OPENED THE JULY 8, 2019 MEETING WITH THE PLEDGE OF ALLEGIANCE at 7:00 pm. All in attendance signed the sign in sheet for the Public Hearing.

Mayor Miller opened the Public Hearing of the Community Development Block Grant.

TRUSTEE DOUGLAS RETTIG SR. MADE A MOTION TO AUTHORIZE A PUBLIC HEARING TO DISCUSS APPLYING FOR A COMMUNITY PLANNING COMMUNITY DEVELOPMENT BLOCK GRANT. TRUSTEE THOMAS TAYLOR GAVE A SECOND AND ALL BOARD MEMBERS IN FAVOR WITH THE MOTION CARRIED.

TRUSTEE RETTIG SR. MADE A MOTION TO OPEN THE PUBLIC HEARING FOR THE COMMUNITY PLANNING COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION WITH TRUSTEE MELISSA BLAKE GIVING A SECOND. ALL BOARD MEMBERS WERE IN FAVOR AND THE MOTION CARRIED.

Discussion took place about the NYS Office of Community Renewal (OCR) Community Development Block Grant (CDBG) Community Planning Grant Program

- This is the 2019 Program Year for the CDBG programs. CDBG grants are applied under the Consolidated Funding Application (CFA).
- CDBG programs can provide funding for Housing, Public Infrastructure/Facilities, Economic Development, or Community Planning.
- The grant program focuses on assisting people of Low to Moderate Income Levels.

- The grant the Village is intending on applying for is the CDBG Community Planning Grant. This is a maximum of a \$50,000 grant and the municipality must provide a 5% cash match. Cuba's portion would be \$2,500.00 if awarded.
- Grant awards are due by July 26, 2019 and awards are typically announced in December.

The Village is requesting \$50,000 from the CDBG Community Planning Grant Program.

- The Village must commit to providing a 5% cash match. This equates to \$2,500.
- The intention is to apply for this grant to fund an engineering study on their Wastewater Treatment Facility (WWTF) and its Drinking Water system.
- This study will consist of an engineering study of the Village of Cuba's wastewater treatment facility and drinking water infrastructure. The study will evaluate existing infrastructure, recommend improvements, evaluate funding alternatives, and provide a capital plan for implementation. The deliverable of this project will be a funding agency compliant engineering report that describes the necessary improvements, estimates project costs, and provides a funding strategy for the Village of Cuba to move forward in an informed and organized manner to with the WWTF and drinking water system improvements capital improvement plans.

- 1.) WWTF Evaluation – This study will focus on making the WWTF more resilient to flooding, addressing hydraulic capacity issues during peak flow and flooding events, upgrading antiquated equipment and control systems, and adding infrastructure to compost sludge. The WWTF evaluation will consist of an asset inventory of every existing unit process at the WWTF. The asset inventory will be accompanied by a condition assessment, followed by an alternative improvement analysis and recommendations, and summarized in capital plan. The study will recommend the replacement or rehabilitation of infrastructure assets not in compliance with current health standards or reaching the end of their useful service lives.
- 2.) Drinking Water System Evaluation - The study will map and asses the current condition of the public water distribution system, treatment system, and water storage system. A hydraulic model will be created for the system and calibrated using fire flow testing data to be collected by the Village Public Works Dept. In addition to evaluating pressure and fire flow deficiencies, this model will be used to evaluate water age and looping of the water system for improved resiliency. The study will recommend the replacement or rehabilitation of infrastructure assets not in compliance with current health standards or reaching the end of their useful service lives. The PER will develop a CIP that will address the following health and safety related issues:

- a. reduced water quality caused by tuberculated water mains
- b. areas of distribution system with low pressure and fire flow
- c. deteriorating asbestos cement and substandard diameter water mains
- d. significant water loss
- e. frequent water main breaks which leads to forced water conservation
- f. antiquated well houses and treatment infrastructure
- g. antiquated water meters without radio read capabilities
- h. operator intensive O&M.

The next steps will be as follows:

- A draft grant application has been prepared and is available for review.
- The Village intends to finalize the grant application and submit prior to the July 26, 2019 deadline.

Mayor Miller asked the public for comments or questions regarding the grant application. With there being none, **TRUSTEE RETTIG SR. MADE A MOTION TO CLOSE THE PUBLIC HEARING FOR THE COMMUNITY PLANNING DEVELOPMENT BLOCK GRANT APPLICATION AT 7:19 PM WITH TRUSTEE STEVEN RAUB GIVING A SECOND ALL IN FAVOR AGREED WITH THE MOTION CARRIED UNOPPOSED.**

TRUSTEE RETTIG SR. MADE A MOTION COMMITTING THE VILLAGE OF CUBA TO PROVIDE THE REQUIRED 5% CASH MATCH OF \$2,500.00 IF AWARDED THE COMMUNITY PLANNING COMMUNITY DEVELOPMENT BLOCK GRANT WITH TRUSTEE TAYLOR GIVING A SECOND. A ROLL CALL VOTE WAS AS FOLLOWS:

TRUSTEE BLAKE- AYE

TRUSTEE TAYLOR- AYE

TRUSTEE RAUB- AYE

TRUSTEE RETTIG SR.- AYE

MAYOR MILLER- AYE.

TRUSTEE RETTIG SR. MADE A MOTION TO ACCEPT THE CIVIL RIGHTS, EQUAL EMPLOYMENT OPPORTUNITY, AND SECTION 3 POLICY WITH TRUSTEE RAUB GIVING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.

TRUSTEE RETTIG SR MADE A MOTION TO ACCEPT THE FAIR HOUSING POLICY WITH TRUSTEE BLAKE GIVING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.

GUESTS:

Kirk Keiser re- addressed the full board about the possibility of the board allowing UTV's to travel village streets. Kirk presented a list of streets and businesses they are asking permission to travel.

Trustee Rettig reviewed the information presented last month and said he spoke with the Cuba PD and they are not in favor of the law passing. He went to Andover 7/8/19 to speak with the Village Clerk and The Andover Police Chief. He stated one of the differences between Cuba and Andover is Andover has its own Village Police Department that enforces the laws and the Village of Cuba doesn't have its own police department. There is difficulty enforcing the laws of the streets as they are written now, and the Village must rely on the Town Police and State Police for enforcement. adding more vehicles will make laws even harder to enforce.

Trustee Rettig Sr. also went to the Town of Friendship and spoke with the Clerk and the Law is still at the lawyer's to revise some roads not written in the law.

Trustee Rettig Sr. stated there would be a cost to passing the laws and adding signage to which Kirk responded the group asking the board to pass the laws would be "passing the hat to obtain monies to offset most if not all the costs to the Village" The group isn't looking to tear up the streets, just to legally pass through the village from one point to another and then back through to return home.

Trustee Rettig Sr. also stated when speaking to the Andover Clerk she wasn't aware of any registration or permit fees. When checking the NYS Law Trustee Rettig Sr. stated the only places the municipalities can issue a permit for are public properties such as a park.

Kirk Keiser stated that it is up to the municipality to create the law.

Nick Sweet, a resident in attendance, stated he is in favor of the law. He lives in the Village and has two machines that he would like to be able to use with his family inside the village instead of loading it up and transporting to where he would like to use it. The only use he has right now is to plow the snow in the winter.

Trustee Rettig Sr. stated he would like a more detailed map of allowed properties to travel and how they would connect to the village before he would consider voting in favor of passing the law. Kirk Keiser offered to take the trustees for a ride on his UTV and show them what the group is asking for. Rettig's biggest concern is how people will be controlled on the utvs.

Kirk stated he spoke with a county legislator Dave Decker who told Kirk he is in favor of the laws being passed with restrictions and Kirk has emailed Debra Root also a County Legislator as the County Planning Board is working towards a trail system but has not received a response yet.

Mayor Miller assigned the public safety committee consisting of Trustee Taylor and Trustee Blake as liaisons for the Village to coordinate with the Town and County as well as Kirk. She met with Kirk a few weeks ago and asked him to put his ideas in writing and come back to July's meeting. Trustee Rettig Sr. offered to work with the public safety committee with the resources and knowledge he has collected so far. He mentioned ensuring the village's insurance policy will cover all manner of vehicles passing through its streets.

Trustee Raub said he recognizes Kirk's passion and hard work with the topic. The Village has everyone's safety in mind and don't want to be hasty in their decision.

Kirk thanked the board for their time and ensured everyone has his phone number in case they need to contact him with any questions.

Nick Sweet spoke as the Fire Chief. He stated that since he has been fire chief there have been 23 false alarms at the Erin Isles Apartment building. Most recently it was a call from a resident in D-building reporting a call after three hours of an alarm going off. He states as chief he has had enough of the false alarms and putting the fire department volunteers at risk. The maintenance man at the Erin Isles stated it's not his job to reset the alarm that's why the fire department is called. Nick said it's a simplex alarm system to get people out and then they call it in.

He stated it's supposed to go to an alarm company then the dispatch center. Just today an alarm went off and the woman who called in the report said "nothing's on fire we just need the fire department to turn off the alarm." The system is old, and needs replaced/ updated/ repaired. Another concern is that if there is a real fire and everyone is so used to the alarm going off, they will ignore it. Repairs need o be made.

Additionally, the Cuba Hospital has had 28 false alarms, but those calls are now less and less due to them upgrading the fire system. He would like to see pressure put on the Erin Isles to upgrade the system.

Trustee Rettig Sr. stated he will speak with the code enforcement officer Kevin Margerum to start towards a solution to the false alarm calls, and the village will reach out to the property owner.

MINUTES: Discussion took place on the minutes of the 6-10-19 Board Meeting. The minutes were forwarded to the Board for review prior to tonight's meeting. **TRUSTEE RAUB MADE A MOTION TO ACCEPT THE MINUTES AS WRITTEN WITH TRUSTEE BLAKE 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 Mayor Miller **TRUSTEE RETTIG SR. MADE A MOTION TO PAY THE BILLS WITH TRUSTEE BLAKE GIVING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.**

Approval of Claims and Bill Payment: Abstracts Voucher #'s
General Fund – (2018-2019) \$9,140.65 (2019-2020)-\$43,578.13 Water Fund- (19-20)
\$21,767.52 Sewer Fund- (19-20) \$71,475.32
TOTAL-\$145,961.62

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

Robert submitted the 2A SPEDES modification to Savon from The NYS DEC. Robert will send it to the permit administrator. Savon told Robert it was okay to go ahead and do the schedule for

completion at any point. Robert stated he is going to go ahead and do that, create it, submit it to him to ensure he likes it and then submit it to the Board of Trustees. Trustee Rettig Sr. asked Robert to write the conversation in his logbook for a paper trail.

Trustee Rettig Sr. asked Robert where he stands with the inventory. Robert said it is pretty much done, the inventory is in as far as replacement and initial cost.

PUBLIC WORKS REPORT: SPW Superintendent Hall submitted the monthly report and the full report is on file in the Village Hall.

During the recent water leaks Richard Peck Co. came out to help make the repairs that kept breaking after the repairs were made several times. Rick and Mayor Miller agreed some concrete work needs to be done to stabilize the sides of the elbow that was used to repair the line. Richard Peck will be out 7/16/19 to form up the hole, fill it with concrete that will go all the way out to the dirt walls and secure the elbow.

Trustee Taylor asked what areas were affected by the break, out by I86, and Rick responded with The CRCS Middle High School and they switched to their well, The Allegany Co-op and Jasper's were closed but the Econolodge ended up with trouble. They were very cooperative, and it was unfortunate. They went to the store and bought bottles of water for their guests. Both Rick and Mayor Miller thanked them for their patience and understanding during the breaks.

Trustee Rettig Sr. asked if there was any way to possibly run a surface main once the crew discovered it was going to take a while to repair the break. Rick said no, because the closest hydrant would be the hydrant by the Verizon Building. The line was turned off on the other side of McDonald's.

Suitkote has been invoiced for a little over \$1700 for water use to truck for paving that took place on State Rte. 305 from Beebe Hill to Portville. No payment has come in yet. They got the water from the well over on Woodruff St.

Rick thanked all the staff and other agencies that helped with the water leaks from Father's Day weekend through the following weekend. He extended his thanks to the many people of Cuba who donated food and beverages while the crew worked around the clock from Friday morning to late in the day Saturday to make the repairs. It was appreciated by all.

Mayor Miller thanked Rick and the staff that worked feverishly with dedication and remained calm during the entire situation of the breaks. She commended the staff on a job well done.

Trustee Rettig Sr. had questions about Rick's report- He asked if Rick has a list of the street sign inventory, and Rick stated it's on a to do list and when the crew gets caught up from the leaks a complete inventory of the street signs will be gathered.

He had questions about the sweeper as he was behind it the other day and there were wet spots followed by dry patches. He inquired if that was normal or if it was malfunctioning. Rick said depending on the setting of the brooms of the sweeper and the water level, that would be normal, it may have just needed more water added.

Trustee Rettig Sr. inquired about the recent crack filling and if there would be any filling done on any other streets. Rick answered "no due to budget constraints, that's all that could be afforded this year. He asked if they would repaint the lines and Rick stated yes. He said the fill cost $\$15.47 \times 350 = \$5,414.50$. He stated the rest of the money will go to hot patching.

Trustee Blake had a tree fall in her yard from the railroad's property. She asked if there was a way to contact the railroad about maintaining their property. The railroad's right of way is fifty feet from the center of the tracks. There is a dead tree in the subway that is falling apart and dropping chunks and she is concerned that the foot traffic that goes by is at risk of getting hurt. Rick and the crew will look, and Mayor Miller stated it might need to be added to the list of trees needed to be cut down by a professional.

Trustee Taylor asked if the trees that were removed from in front of the Verizon building could be replaced. Rick stated he needed to check the budget to see what funds are still available as the Ginko tree was quite costly and the nursery charged a delivery fee of \$40 when they told Rick on the phone they could deliver it because they were going right through Cuba to the lake already.

CLERK/TREASURER REPORT: Clerk/Treasurer Bump reported on the activities the previous month.

Corine has submitted the NYS 1 and The NYS Retirement File with both accepted, The NYS 45, AND THE 941.

The Health Insurance bill was paid, and Lori has been added with payroll deductions beginning in June.

The union dues amount was paid.

Corine and Lori generated 808 water and sewer bills, printed, stuffed and added postage. They were all mailed by 7/3/19. The post office returned 22 bills to the office as they have changed the mailing address to different than what has been addressed in the last decade.

Corine added the penalty to the remaining unpaid tax bills and uploaded them to the Credit Card collection site.

To date the Clerk Treasurer's Office has collected- \$617,226.39 leaving a balance of \$87,966.39 to be collected by November 1, 2019!

The office continues to be flooded with code complaints on decrepit properties and people applying for building permits. Code Officer Kevin Margerum always responds quickly to each complaint and permit request.

Clerk Treasurer Bump did a training for all Summer Recreation staff for the NYS mandated sexual harassment training in addition to the returning crossing guards, and two DPW staff that

were out on legal days off during the DPW training. The training was in two sessions Wednesday June 26. 8:30 and 9:30 am.

On June 26 at 3 pm, Brooklyn, Kirstyn, and Chris were trained in the Red Cross CPR and First aid certification class taught by Colston Hillman and Bryce Ryan at CRCS.

Summer recreation has begun and the signups with kids attending is over 100! This is excellent for the youth of the community.

Swimming began last Monday and just today 4 more parents signed up children.

Corine is working with Logics to finish up the prior open years. The new fiscal year is open in the computer, but Logics has not imported the budget yet. While it looks as if the accounts for the FY 19-20 are over budget they are not- Logics hopes to have it updated soon. Corine emailed them today with no response.

Two tax payments came in with differing amounts from the written word and the number amount. Both resulting in the checks being less. Some creative ways of contacting the property owners were used and both bills are now paid in full.

Mayor Miller verified the additional wire transfers.

Clerk Bump is still asking the board to come in after the July meeting by Thursday July 11 to ensure all payments go out in a timely manner. Just today ten more bills came in the mail.

Another small payment has come in from the Allegany Probation Department for the restitution amount to Willow Bank Park.

The following transfers and encumbrances were presented with the remaining balances going towards fund balance in the respective accounts.

TRANSFERS, AMMENDMENTS, ENCUMBRANCE

GENERAL FUND TRANSFERS

EXPENDITURES GENERAL FUND-

**From A001325-4 CLERK TREASURER/ CONT. \$1,124.01 TO A001325-1
CLERK/ TREAS. PR**

**FROM A001640-47- GARAGE IMPROVEMENTS \$80.00 TO A001640-4
GARAGE CONTRACTUAL**

FROM A008160-6 REFUSE AND GARBAGE REPAIRS \$500.00 TO A008160-45 REFUSE CONT.

FROM A008160-5 REFUSE AND GARBAGE GAS & OIL \$41.77 TO A008160-45 REFUSE CONT.

FROM A009010-8 RETIREMENT \$1650.00 TO A008161-4 LANDFILL MONITORING

FROM A009060-8 HOSPITAL AND MEDICAL INS. \$6226.90 TO A008161-4 LANDFILL MONITORING

TRUSTEE RETTIG SR. MADE A MOTION TO APPROVE THE GENERAL FUND TRANSFERS AS PRESENTED WITH TRUSTEE TAYLOR GIVING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.

GENERAL FUND ENCUMBRANCES-

FROM A001325-11 DEPUTY CLERK PR- \$9405.75 TO PAY THE DEPUTY PR 2019-2020

FROM A005110-6 MAINTENANCE OF RDS REPAIRS \$1,019.88

TRUSTEE RETTIG SR. MADE A MOTION TO APPROVE THE ENCUMBRANCES OF THE GENERAL FUND WITH TRUSTEE BLAKE GIVING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.

EXPENDITURES WATER FUND ENCUMBRANCES-

F008340-47 \$12,775.31 AND F008340-6 \$2,492.11

TRUSTEE RAUB MADE A MOTION TO APPROVE THE ENCUBRANCES AS PRESENTED WITH TRUSTEE TAYLOR SECONDING THE MOTION. ALL IN FAVOR AND THE MOTION CARRIED.

EXPENDITURES SEWER FUND TRANSFERS

FROM G008120-4 \$500.00 TO G008110-4 PERMITS CONT.

FROM G008130-11 TR AND DIS OTHER \$628.94 TO G008130-1 TR & DIS PR
FROM G008130-1100 TREAT & DIS. OTHER \$347.68 TO G008130-1110 HALL PR
FROM G009010-8 NYS RETIREMENT \$519.59 TO G009030-8 FICA

TRUSTEE RAUB MADE A MOTION TO APPROVE THE SEWER TRANSFERS WITH TRUSTEE TAYLOR GIVING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.

COMMITTEE REPORTS:

REFUSE:

Trustee Rettig Sr. still needs additional information for the RFP. He is having trouble locating the information in the files he needs.

PERSONNEL:

The personnel committee has hired Timothy Minns as a new crossing guard since Pat Grimes has retired. Pat has agreed to substitute if she is able when there is a need.

Trustee Raub attended the Compassionate Community Seminar 6/13/19.

FINANCE: Trustee Rettig Sr. reviewed the bills prior to tonight's meeting and Mayor Miller did as well. Trustee Raub is coming in Tuesday morning to review them.

MAYOR'S REPORT:

A member of the tree board has resigned due to moving and Mayor Miller is appointing Tom Burt to replace Nina Vossler.

TRUSTEE TAYLOR MADE A MOTION TO ACCEPT MAYOR MILLER'S APPOINTMENT OF TOM BURT TO THE TREE BOARD WITH TRUSTEE RAUB GIVING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.

Mayor Miller received an email back from the former Village of Cuba attorney Ron Hull now with Heisman Nunes & Hull LLP. Mr. Hull has agreed to the previous rate of \$220 per hour. Mayor Miller will ask if the prior discount of 25% will continue to apply. Trustee Rettig Sr. stated that he has always found Mr. Hull's knowledge of The Village very beneficial and he is pleasant and easy to work with.

TRUSTEE RETTIG SR. MADE A MOTION TO CONTINUE WITH RON HULL AS THE VILLAGE OF CUBA ATTORNEY THROUGH THE NEW FIRM OF HEISMAN, NUNES, AND HULL WITH RON HULL CONTINUING AS THE VILLAGE ATTORNEY. TRUSTEE RAUB GAVE A SECOND WITH THE REMAINDER OF THE BOARD UNOPPOSED.

Mayor Miller will respond to Mr. Hull's email and ask if the prior discount of 25% will continue to apply.

Old Business- N/A

New Business- N/A

Robert inquired as to what the remaining balances would be in the sewer funds and Corine stated most of the FY end 18-19 bills are in and paid so unless he wanted to encumber or reserve any funds, any balances would go to fund balance.

TRUSTEE RETTIG SR. MADE A MOTION TO ADJOURN THE MEETING AT 8:55 PM. TRUSTEE TAYLOR GIVING A SECOND. ALL IN FAVOR AND THE MEETING CLOSED AT 8:55 PM.

Respectfully Submitted,

Corine Bump

Clerk/ Treasurer