



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

January 14, 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, January 14, 2018 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. No guests present.

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

The board discussed a sewer credit for a property on West Main St. who was originally on the agenda for tonight's meeting. The issue was tabled until Rick can speak with the contractor who worked on the job.

**THE APPROVAL OF MINUTES FOR THE December 10, 2018 MEETING WAS MOTIONED FOR APPROVAL BY TRUSTEE STEVEN RAUB, AND A SECOND WAS OFFERED BY TRUSTEE RANDY SEARL. ALL VOTED AYE. MOTION CARRIED.**

**Approval of Claims and Bill Payment:** Abstracts Voucher #'s 20190344-20190419  
General Fund- \$38,116.16 Water Fund- \$5,987.36 Sewer Fund-\$8,638.82  
TOTAL \$52,742.34

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

**Police report-** Submitted and on file in the clerk's office

**The Code Enforcement Report** – On file in the clerk's office

**Waste Water Treatment Facility Report-** Robert reported the plant had 95% removal rates for BOD and TSS. He billed \$675.00 for septage. There was a total of 3,041 hours worked by all employees with no injuries. The waste hauler renewal application has been completed and submitted to the DEC. He gave Rick the information for the annual water treated for his water withdraw report. The District 5 Data logger was installed on 12/18/2018. Submitted an Industrial Chemical Survey to Deming Electroplating which is due every three years. There was an inspection by Rural Water for a Rural Development Compliance review. Robert will be completing a Vulnerability Assessment and an Emergency Response Plan. The Inspector suggested that Robert register and become certified for the National Incident Management

System. Robert provided Matt from Barton and Loguidice (B&L) with all the information he requested for the required Engineering Study. HE has submitted 90% completed draft for review (minus cost estimate). We are waiting for a follow meeting with the DEC before the final draft will be submitted.

The **Superintendent of Public Works Report** was read and submitted by DPW Super Rick Hall. He asked the board for permission to list the manlift which is not working, and he can't find a technician to certify the work on it, a 1,000-gallon metal tank, and an old air compressor on wheels to auction and use the proceeds to purchase a van with a manlift to put decorations on the poles in the community. We borrowed a man lift twice this holiday season, and twice it broke down. Deputy Mayor Rettig Sr. asked for serial numbers and the potential value of the items to ensure they fall within the required threshold. Rick also presented a resolution to the board for approval for a NYS DOT Permit

**RESOLUTION #1-2019**

**NYS DOT ANNUAL PERMIT**

**WHEREAS**, the New York State Department of Transportation requires Municipalities who maintain existing utilities or who need to make emergency repairs apply for an annual Maintenance Permit and provide proof of insurance before working on such.

**WHEREAS**, the Village of Cuba has applied for a work permit in that past and has utility lines that cross both State Route 446 and 305.

**WHEREAS**, the NYS DOT has provided an alternative to the PERM 17. A Municipal Undertaking, for PERM 1. The PERM 1 satisfies insurance requirements, avoids bonding for some permits, and will be effective indefinitely, unless rescinded by the municipality or the State. This will alleviate the requirement of filing the PERM 17 with the NYS DOT on a yearly basis.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees, has authorized the filing of the PERM 1, Municipal Undertaking, instead of filing the annual work permit and instead of obtaining PERM 17 Insurance Requirements annually,

This resolution was adopted with a MOTION MADE BY

DOUGLAS RETTIG SR, TRUSTEE AND SECONDED BY STEVEN RAUB, TRUSTEE.

THE ROLL CALL VOTE WAS AS FOLLOWS:

Mayor Michele Miller	Aye_X___	Nay_____
Trustee Douglas Rettig Sr.	Aye_X___	Nay_____
Trustee Steven Raub	Aye_X___	Nay_____
Trustee Randy Searle	Aye_X___	Nay_____
Trustee Lori Sweet	Aye_X___	Nay_____

**DEPUTY MAYOR RETTIG SR. MADE A MOTION TO APPROVE LISTING THE THREE ITEMS TO AUCTION PENDING THE RECEIVAL OF THE SERIAL NUMBERS AND THE VALUES FALLING UNDER THE REQUIRED THRESHOLD MAKING THE ITEMS SURPLUS. TRUSTEE STEVE RAUB GAVE A SECOND WITH ALL IN FAVOR AND THE MOTION CARRIED.** DPW Superintendent Hall's full report is on file in the clerk's office.

The **Clerk Treasurer's Report** was read by Clerk/ Treas. Bump, Water and Sewer- Only one service was shut off with a tenant residing inside in December, and the service remains off for nonpayment.

Bank Accounts- Everything is finally all connected in the Logics program (as far as we know). Payroll had the kinks worked out the 20 of December.

Voided checks- General Fund Checks 15018, 15019, and 15020 are voided due to an error printing Payroll checks #3639,3640,3641, 3642, 3643, 3644,3645, 3646, and 3647 were voided due to an error in the payroll calendar with the calendar year payroll rolling over, No deductions came out and it wasn't caught until the checks physically printed.

The Election Caucuses have been set for 11/23/18 at 6:00 for Democrats and 6:30 for Republicans.

Corine has submitted the NYS 1, The Retirement File and The NYS 45. Corine made the payment to Allegany County Mutual Insurance for the Comp payment. I am working on the W2 and Schedule B comparison's and hope to have them completed and ready this week for dispersal and transmittal.

Corine thanked the Deputy Clerk Jessie, for covering the office after the holidays so she could take a few vacation days and additionally when her daughter was in the hospital.

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:**

Deputy Mayor Rettig Sr. conducted an internal audit and Internal Controls were addressed. The board is going to create an internal controls procedure. Trustee Rettig Sr. also spoke with Austin Locks and they have no record of how many keys they have made for the office, and Doug thinks it's a good idea to re-key the doors with a medical cylinder which is more secure and will make it possible to get new, non-reproduceable keys, and additionally changing the combination to the safe in the office. The only issue Doug had was the software program not working properly prior to December but we think the issues are remedied and it's a matter of ensuring the entries are all correct with the bank account.

**Utility Audit:**

Doug is still working with Computel and locating a list of the village owned street lights.

**Refuse:**

Doug spoke with John Ricci a representative from the county about solving the problem with the refuse and the Hyland facility. After speaking with someone at the county, it was determined the county is not interested in helping.

**Town of Cuba Lake Sewer District:**

After tomorrow night's special Town Meeting, some members of the Town of Cuba and The Village of Cuba will be setting up a meeting to discuss all the water and sewer districts in addition to other concerns for both municipalities.

**Personnel:** Randy Searl stated the members of the Teamster Union employees have reached a tentative agreement for the new Collective Bargaining Agreement. (CBA) The local rep for the Teamsters has signed it. After it was signed, Jeff Ziemba (Teamsters rep) questioned the insurance buyout pay and how it would be dispersed. He sent a breakdown and the board agreed to pro rate the buyout as Mr. Ziemba suggested. A representative from Teamsters has sent Mayor Miller a signed document with only the voted-on changes to the CBA. He wants Mayor Miller to sign it and send it back. What she has is not a completed contract. Mayor Miller asked for a completed contract but has not heard back from the Teamsters rep.

**TRUSTEE RETTIG SR. MADE A MOTION TO SIGN THE TENTATIVE AGREEMENT WITH THE STIPULATION THE COMPLETED CONTRACT IS FORWARDED FOR FINAL AGREEMENT. TRUSTEE RAUB GAVE A SECOND. ALL IN FAVOR AND NONE OPPOSED.**

**Mayors Report:**

Mayor Miller thanked both Trustees Searl and Sweet for their many hours of work on the tentative agreement and noted the tentative agreement is the same agreement that was presented in August 2018.

Mayor Miller asked if we had job descriptions on file for each employee, and Clerk Bump stated she would send the information she has and reach out to Allegany County Civil Service Department for more information.

The time clock has been re-installed in the Clerk's office to have a documented record for retirement purposes and to track the actual amount of time spent working.

Last month Doug talked about the work place violence policy (WPVP). After further review it was decided to rewrite the WPVP to make it more affective, and Doug took on the task. The Board feels it is responsible to protect the valued employees. Trustee Rettig will finalize the draft for February's meeting.

Grant update- The Village of Cuba was awarded a Main Street grant for properties along Main Street. She has been in touch with the people that awarded the grant, the people that helped write the grant, and has been watching webinars. She asked during the webinar if part of the grant admin money can be used for professional grant services and the answer is yes, the funds can be put towards a professional service. Pending the response from the firm that helped write the grant, and after speaking with Kier Dirlam and Southern Tier West, Mayor Miller will

proceed. She submitted the 14-page document accepting the grant and next comes the environmental reviews. There will be a public meeting to let the community know The Village received the grant. She will be seeking a professional grant service. .

Dave Crowley submitted the historian's report to Mayor Miller. The report can be found on file at the Clerk's Office. He highlighted the new businesses downtown, and remarked about the antiquated water system installed in the 1920's.

**Old business: N/A**

**New Business-** Trustee Raub updated his cell phone contact number.

**TRUSTEE RAUB MADE A MOTION TO MOVE INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL. TRUSTEE SEARL GAVE A SECOND AND THE BOARD MOVED INTO EXECUTIVE SESSION AT 8:17.**

**DEPUTY MAYOR RETTIG SR. MADE A MOTION TO MOVE OUT OF EXECUTIVE SESSION AT 9:08 PM WITH TRUSTEE SEARL GIVING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.**

**A MOTION TO INCREASE CLERK TREASURER BUMP'S PAY PER HOUR TO \$18.73 BEGINNING JANUARY 15, 2019 WAS MADE BY TRUSTEE RETTIG SR. AND A SECOND WAS GIVEN BY TRUSTEE RAUB. ALL IN FAVOR AND THE MOTION CARRIED.**

**A MOTION TO INCREASE DEPUTY CLERK KERNAN'S WAGE TO \$13.00 AN HOUR WAS MADE BY TRUSTEE RANDY SEARL AND SECONDED BY TRUSTEE RAUB. ALL IN FAVOR AND THE MOTION CARRIED.**

**TRUSTEE RAUB MADE A MOTION TO ADJOURN THE MEETING AT 9:11 PM WITH TRUSTEE SEARL GIVING A SECOND. ALL IN FAVOR AND THE MEETING CLOSED.**

Respectfully Submitted,

Corine Bump  
Clerk-Treasurer