



# 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, Trustee Blake, Trustee Raub, and Trustee Taylor

**ALSO, PRESENT:** Corine Bump Clerk-Treasurer, Rick Hall DPW Superintendent, and Robert Thomas STP Operator, David Crowley Town Historian, Cindy Colley, Averi Saulter, Grace Stolberg, and Bailey Rouse students attending for a class.

**EXCUSED:** Douglas Rettig Sr. due to illness

MAYOR MILLER OPENED THE DECEMBER 9, 2019, MEETING WITH THE PLEDGE OF ALLEGIANCE at 7:00 pm.

Mayor Miller thanked all in attendance.

## **MINUTES:**

Discussion took place on the minutes of the 11/12/19 Board Meeting. The minutes were forwarded to the Board for review prior to tonight's meeting.

**TRUSTEE STEVE RAUB MADE A MOTION TO ACCEPT THE MINUTES AS WRITTEN WITH TRUSTEE THOMAS TAYLOR GIVING A SECOND. 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 there being no questions about the bills **TRUSTEE RAUB MADE A MOTION TO APPROVE THE BILLS WITH TRUSTEE BLAKE OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.**

**STEVEN RAUB MADE A MOTION TO PAY THE BILLS WITH MELISSA BLAKE. GIVING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.**

**Approval of Claims and Bill Payment:** Abstracts Voucher #'s 20200255-202000315

General Fund -\$53,651.23 Water Fund-\$26,823.58 Sewer Fund-\$18027.37

TOTAL- \$98,512.18

**POLICE REPORT:** No report

**BUILDING INSP./CEO:**

Inspected work at entrance to Library

Inspected progress at Alco Project

Performed a progress inspection at a Medbury Ave. re-roof job.

Spoke with the property owner of a South St. resident regarding the demolition of the failing barn at that address. She plans to replace the barn with another structure. I explained the process as it pertains to the Historic overlay and the requirement for appropriate construction.

Spoke with the staff at a business on Rte 305 south and W. Main St. concerning unauthorized new signage. Both parties will submit applications for review by the Planning Board.

Visited 22 Stevens Ave. for a progress inspection. Wall framing in progress.

Full report on file at the Clerk's Office.

**WASTEWATER PLANT REPORT:**

Robert said his reports have not been returned yet, but the plant operated great last month.

\$2,079 was billed for septage in November.

Robert presented an agreement for an apprenticeship for a wastewater system operation specialist for Roman. Mayor Miller will sign the resolution to proceed.

**SUPERINTENDENT OF PUBLIC WORKS:** Superintendent Hall presented a resolution for the NYS Annual DOT Permit:

## **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 **A MOTION WAS MADE BY TRUSTEE TAYLOR AND SECONDED BY TRUSTEE BLAKE TO APPROVE THE RESOLUTION AS PRESENTED ALL PRESENT IN FAVOR WITH A ROLL CALL VOTE AS FOLLOWS:**

Mayor Michele Miller	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>
Trustee Douglas Rettig Sr. (absent)	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>
Trustee Steven Raub	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>
Trustee Thomas Taylor	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>
Trustee Melissa Blake	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>

Full report on file in the clerk's office.

### **CLERK/TREASURER REPORT:**

Clerk Treasurer Bump voided payroll checks # 4232,4234,4236, and 4238 due to an error with the payroll system. All documentation is in the payroll file with the voided checks.

Corine has submitted the [NYS 1, NYS 45](#) and the Retirement report. Clerk Treasurer Bump received a letter stating the due has changed for the NYS 1. The retirement invoice was submitted to make the early payment deadline and it is \$376 over budget. The projected invoice has been released however it should be less than what was released at this time as the village had an employee retire.

Corine has been in contact with Nicole from the Accounting Firm and she will be here beginning 12/18/19

The webinars for the elections in March are Tuesday 12/10 and Thursday 12/14 from 10:30-12:00. The board is welcome to watch with Corine and Lori.

The new computer arrived and was delivered to Mark Brown for setup... He will be delivering the computer sometime this month for installation.

The quote came for the new laptop options. With Windows 7 no longer supported the old laptop will be obsolete. What are the board's thoughts?

Sarah Phearsdorph from Southern Tier West updated the website and both Corine and Lori agree it's a welcoming and inviting change. We will send updated photos of the Genesee Parkway to add to it.

Lori has been working on the free online class called the Allegany County Visitor's Journey. The course outline is about tourism, Interest, Expectations, and Making a difference in not only Cuba but the County.

Dan from Bond Financial was in the office 11/21/19. Corine has all of the information he left but the cost is \$600 more than what the village employees are currently paying. For each plan.

Corine has been attending Leadership Allegany and the Service Project is almost complete. Corine is scheduled to graduate 1/31/19.

The new quotes for the health insurance have arrived. The clerk's office will disperse the updates in the employee's paychecks this week.

Clerk Bump asked the board to consider purchasing Amazon Prime on a month to month basis. In an emergency situation the two day shipping option would be nice to have with an issue last week with a well house heater.

After discussion with the board and the option to cancel at any time, **TRUSTEE TAYLOR MADE A MOTION TO PURCHASE AMAZON PRIME WITH TRUSTEE BLAKE GIVING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.**

After discussion of the laptop options, Clerk Bump reminded the board she did not attend fall Training school this year in anticipation of upgrading both the office computer and laptop. **TRUSTEE RAUB MADE A MOTION TO PURCHASE THE LAPTOP FROM DELL AT \$886 WITH A SECOND FROM TRUSTEE TAYLOR.** The old laptop will replace the laptop at the counter that we receive payments with.

#### **COMMITTEE REPORTS:**

**REFUSE:** Tabled

**FINANCE:** Freed Maxrick will be here 12/18/19 to work on the accounting and AUD's from prior years as the comptroller's office suggested.

**PARKS:** Shannon Albert, a middle school teacher from CRCS is working with the Lego club team on the process of updating the equipment at Chamberlain Park. They have a meeting with the Chamber of Commerce this week. They are also reaching out to church groups. There is research that needs to be done and the needs and wants of the park update need to be established.

Trustee Raub spoke about the Trail Town Project. The group has asked for letters of support from local government officials and they are starting to come in. The plan is to connect the Greenway Trail in Cuba to the trail in Belfast, and revitalizing Cuba with it being a long-term goal right now. A steering committee is being produced. Mayor Miller said the Comprehensive plan is in the process of being updated and wants to include the Trail Town as part of the Comprehensive Plan.

**PERSONNEL:** Mayor Miller made a call back in November to the Cintas Uniform company regarding an employee's displeasure with the service. It was decided that at this time a uniform log has been placed at the garage and the employees receiving uniform services will log their uniform concerns on the log to ensure the replacements are correct and any repairs needed will be logged. The board is in agreement that at this time, it is a good compromise to avoid the large cost of breaking the current contract and establishing a new one with new purchases and costs in the middle of a strained budget year.

The clerk's office received an application for a crossing guard. The board will discuss at a future meeting possibly interviewing the applicant with the potential to have on staff as a substitute.

**MAYOR'S REPORT:**

The two grants that were submitted have announcements coming any time in the future. The board is hopeful we will receive some funding for the water/sewer projects.

At the end of October and through November paper flyers in orange plastic bags were disbursed throughout the community from a vehicle. This is a violation of the village code. Mayor Miller made several contacts with the company and each time was assured the messy manner of disbursal would stop. Each week it continued until this week, when the flyers were delivered by a person walking around the community and placing them at entry ways and doorsteps. The mayor and board are hopeful this method continues.

Lee James, Lon Sweet and Mayor Miller are working on revising the sewer district 5 agreement.

Terry Moot has been speaking with Mayor Miller about various parking options for his apartment buildings. Terry's frustration is mounting with the amount of time, effort, and money into the apartment projects with no place for potential residents/renters to park.

**NEW BUSINESS:**

N/A

**OLD BUSINESS:**

N/A

**EXECUTIVE SESSION:**

N/A

**TRUSTEE RAUB. MADE A MOTION TO ADJOURN WITH TRUSTEE BLAKE GIVING A SECOND. ALL IN FAVOR AND THE MEETING CLOSED AT 7:58 PM.**

Respectfully Submitted,

Corine Bump

Clerk/ Treasurer