



# VILLAGE OF CUBA

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

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Office- (585)-968-1560 Fax (585)-968-9104 DPW Garage-(585)-968-2487

Michele Miller - Mayor  
Steven Raub-Deputy Mayor  
Jim Barnes- Trustee  
Elizabeth Miller- Trustee  
Thomas Taylor- Trustee

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

**PRESENT:** Mayor Michele Miller, Trustee Tom Taylor, Trustee Steve Raub, Jim Barnes

**Via Zoom-** Trustee Liza Miller

**ALSO, PRESENT:** Corine Bump, Clerk/ Treasurer- Roman Cavalletti, Operator of the Sewer Treatment Plant

Via Zoom- Rick Hall DPW Superintendent

**GUESTS:**, Cindy Colley resident

**Also Present Via Zoom-** Cindy Dutton from the Cuba Patriot, Dave Crowley Town Historian, Police Chief Dustin Burch, Matt Zarbo from Barton and Loguidace

Mayor miller opened the February 8, 2021 meeting with the pledge of allegiance at 7:00 pm.

Mayor Miller thanked all in attendance. A sign in sheet was on the table for all present for the Public Hearing. Mayor Miller opened the public hearing at 7:02 pm.

**Resolution #1-2021** - Pass a Resolution authorizing a public hearing to discuss applying for a Community Development Block Grant. Example "Resolution to authorize a Public Hearing to

discuss community development needs, and to discuss the possible submission of one or more Community Development Block Grant (CDBG) applications for the 2020 program year.”

MOTION BY STEVEN RAUB WITH A SECOND OFFERED BY JIM BARNES- ALL IN FAVOR MOTION CARRIED.

**Resolution #2-2021** – “Resolution to open the Public Hearing for Community Development Block Grant Applications.”

MOTION BY TOM TAYLOR WITH A SECOND OFFERED BY STEVE RAUB- ALL IN FAVOR AND THE MOTION CARRIED.

▪ **Public Hearing Discussion -**

- Discussion of the Municipalities needs ((This addressed why an engineering study is required, known issues, what an engineering study will do for the community. To overview the sanitary sewer system at the plant, as well as a drainage study and in the collection system is it undersize or needing drainage improvements? Looking at drainage paths- to improve and alleviate flooding and protect infrastructure from flooding.
- Discussion of the specifics of the CDBG CP program. The maximum grant award of \$50,000 and that a 5% cash match is required. The next step is to finalize and submit the application by March 5. I would recommend for the Village to apply for **\$50,000** to do a sewer and stormwater study.

Tom Taylor asked about the previously done smoke testing and Rick said it was at least four years ago and retesting could probably be done.

Steve Raub questioned the drainage issue and asked how it could be addressed. There are ideas to improve the drainage. The I/I is incredible which

could have many causes. What is recommended from the study can't be answered but the engineering study will provide answers if something or nothing can be done.

**RESOLUTION #3-2021- “RESOLUTION TO CLOSE THE PUBLIC HEARING FOR COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATIONS.”**

MOTION BY JIM BARNES WITH A SECOND OFFERED BY STEVE RAUB, ALL IN FAVOR AND THE MOTION CARRIED WITH THE PUBLIC HEARING CLOSING AT 7:10 PM.

**RESOLUTION #4-2021 - “RESOLUTION TO AUTHORIZE THE MAYOR TO SIGN AND SUBMIT ANY REQUIRED COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION PAPERWORK.”**

MOTION BY TRUSTEE TAYLOR WITH A SECOND OFFERED BY TRUSTEE RAUB ALL IN FAVOR AND THE MOTION CARRIED

**RESOLUTION #5-2021 “RESOLUTION COMMITTING THE VILLAGE OF CUBA TO PROVIDE A CASH MATCH OF \$2,500.00 IF AWARDED A COMMUNITY PLANNING COMMUNITY DEVELOPMENT BLOCK GRANT.”**

MOTION BY TRUSTEE RAUB WITH A SECOND OFFERED BY TRUSTEE BARNES

Guests: Matt Zarbo provided a thorough update from Barton and Loguidace as follows-

- 1.) Preliminary Engineering Report is Largely Complete. Quick Report Overview:
  - a. Existing System Conditions
    - i. Groundwater Source and Treatment
      1. Consists of Two Groundwater Wells and Treatment Buildings

2. Treatment Consists of Sodium Hypochlorite Disinfection
  3. Overall in Good Condition but, various equipment approach end of useful life
  4. Notable Deficiencies
    - a. Inadequate Chlorine Contact Time – Health Concern
    - b. Lack of Secondary Containment
    - c. Aging Mechanical Equipment
    - d. Lack of Modern System Monitoring and Controls
    - e. No Emergency Power
- ii. Water Storage Tank
1. One 968,000 gallon, Glass-Coated Bolted Steel Storage Tank
  2. Overall in Good Condition, but various minor deficiencies
  3. Notable Deficiencies
    - a. Minor Tank Corrosion
    - b. Sealant needs attention
    - c. No good way to measure tank level
    - d. Only One Tank – Taking it offline is a big issue
- iii. System Pressures
1. Overall the Village has good pressures in most areas
  2. Fire Flow issues in areas of undersized water main
- iv. Water Transmission/Distribution
1. Most of the water main is original and in poor condition
  2. Several Areas in need of replacement or size upgrades
- v. Water System Control and Monitoring
1. Non-existent or Antiquated
- vi. Residential Water Meters

1. Excess of 20 years old (life of a meter), need replacement
- b. Recommended Improvements (Ideal World) – Not possible without good funding
- i. Groundwater Source, Treatment, and System Controls (\$550,000)
    1. Update Aging Equipment
    2. Add Emergency Power
    3. CT Piping
    4. New Monitoring/Control Equipment
  - ii. Water Storage Tank
    1. Various Minor Tank Upgrades (\$50,000)
    2. Add Second (much Smaller Tank) (\$550,000)
  - iii. Update Water Meters (\$425,000)
  - iv. Water Transmission/Distribution (\$2,460,000)
    1. Various Areas of Water Main Replacement
    2. ~17,500 LF – Lots of old, but not all of old piping
  - v. Miscellaneous Undefined Improvements (\$300,000)
  - vi. Cost Adders (Multiple project cost by standard % adder to obtain)
    1. Inflation - \$260,000
    2. Contractor General Condition -\$220,000
    3. Engineering/Legal/Administrative - \$1,340,000
    4. Contingency - \$650,000
  - vii. Total Project Cost - ~\$6,800,000
- c. Preliminary Plan of Finance
- i. Full Project - Total Cost \$6,800,000
    1. USDA RD 38 year Loan Poverty Rate Loan and \$3,000,000 Grant

- a. Increase Rates by ~\$153 for Capital Debt per year
    - b. Increase Rates by ~\$20/year for reserve savings
  - 2. EFC Subsidized 2.20% 30 year Financing and \$3,000,000 Grant
    - a. Increase Rates by ~\$212 for Capital Debt per year
    - b. Increase Rates by ~\$20/year for reserve savings
- ii. Reduced Scope - Total Cost \$3,750,000 – Eliminate items to reduce cost (for example no 2<sup>nd</sup> water tank = \$850,000 savings after soft cost adders)
  - 1. USDA RD Loan Poverty Rate Loan
    - a. Increase Rates by ~\$151 for Capital Debt per year
    - b. Increase Rates by ~\$20/year for reserve savings
  - 2. EFC Subsidized 2.20% Financing
    - a. Increase Rates by ~\$209 for Capital Debt per year
    - b. Increase Rates by ~\$20/year for reserve savings

## 2.) Next Steps

- a. Start SEQR/Environmental Review Process
- b. Finalize Engineering Report and Submit to NYSEFC / USDA RD
- c. Bond Resolution Process – Required to take on Debt
  - i. We coordinated with 4 different Bond Counsels
  - ii. We are recommending Law office of Tim McGill as they are cheapest (if/when you want to move forward)
  - iii. Final Cost will be dependent on type/amounts of financing
- d. Obtain Short Term Financing

- i. Bond Anticipation Note (BAN)
  - 1. Quickest Way – Can start much sooner
  - 2. Essentially a Bridge Loan
  
- ii. Environmental Facilities Project (NYSEFC) Drinking Water State Revolving Fund (DWSRF) Short Term Financing (STF)
  
- e. Engineering Design
  - i. We can start as soon as short term financing is obtained
  - ii. Starting Design strengthens grant application
  - iii. We can't guarantee success of grant applications, so there is a risk if grants fall through
  
- f. Apply for Grants
  - i. Timing is Unknown
  
  - ii. Water Infrastructure Improvement Act (WIIA) – 60% grant
    - 1. We feel Cuba can make a strong case for this one.
  
  - iii. Community Development Block Grant (CDBG) – \$1,250,000 grant
    - 1. Requires income survey
    - 2. RCAP can complete income survey at no charge
    - 3. Lower chance of success if WIIA grant is obtained

The following proposed action was presented;

**RESOLUTION NO. 6-2021**

**Proposed Action: Village of Cuba Water System Improvements Project**

**RESOLUTION DECLARING THE INTENT OF THE VILLAGE OF CUBA  
VILLAGE BOARD TO ACT AS LEAD AGENCY**

**WHEREAS**, the Village of Cuba (Village) is proposing the Village of Cuba Water System Improvements Project (Project), located in the Village and Town of Cuba, Allegany County, New York; and

**WHEREAS**, the Project has been classified as a “Type I Action” as defined by the State Environmental Quality Review Act (SEQRA) in 6 NYCRR Part 617.4; and

**WHEREAS**, it is the intent of the Village of Cuba Village Board to assume the role of “Lead Agency” for purposes of conducting a SEQRA/SERP assessment of the Project; and

**WHEREAS**, Part I of a Full Environmental Assessment Form (FEAF) has been completed, reviewed by the Village of Cuba Village Board, and will be circulated to all Interested and Involved Agencies for purposes of establishing the Village of Cuba Village Board as “Lead Agency” in accordance with 6 NYCRR Part 617.6(b).

NOW, THEREFORE, BE IT

**RESOLVED AND DETERMINED**, that the Mayor of the Village of Cuba hereby is authorized to sign Part I of the Full Environmental Assessment Form (page 13); and it is further

**RESOLVED AND DETERMINED**, that the Village of Cuba will send said Part I of the Full Environmental Assessment Form to the attached list of “Interested and Involved Agencies” under cover of a “Notice of Intent to Establish Lead Agency” letter for purposes of establishing Lead Agency status under SEQRA/SERP; and it is further

**RESOLVED**, that the Mayor of the Village of Cuba and Village Board are hereby authorized to take all actions, serve all notices, and complete all documents required to give full force and effect to this determination.

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:



Michelle Miller, Mayor- aye

Jim Barnes, Trustee-aye

Elizabeth Miller, Trustee-aye

Tom Taylor, Trustee-aye

Steven Raub, Trustee-aye

The foregoing resolution was thereupon declared duly adopted.

Dated: 2/8/2021

I hereby certify that this resolution was adopted on 2/8/2021 and is recorded in the Meeting Minutes of the Village of Cuba Village Board.

Corine Bump

Village Clerk

Mayor Miller will sign the SEQR to be submitted.

**MINUTES:**

Discussion took place on the minutes of the 1/11/2021 Meeting. The minutes were forwarded to the Board for review prior to tonight's meeting.

**TRUSTEE TAYLOR MADE A MOTION TO ACCEPT THE MINUTES AS WRITTEN WITH TRUSTEE RAUB GIVING A SECOND. ALL IN FAVOR AND THE MINUTES WERE APPROVED.**

**BILLS:**

The bills were reviewed by Mayor Miller and Trustees Raub and Taylor prior to tonight's meeting.

**TRUSTEE RAUB MADE A MOTION TO APPROVE THE BILLS WITH TRUSTEE MILLER OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.**

**APPROVAL OF CLAIMS AND BILL PAYMENT:** Abstracts Voucher #'s 202100390-202100466

General Fund- A\$18,734.84 , F \$4470.23 G- \$10,873.57=\$34078.64

**POLICE REPORT:** Chief Burch reported 153 calls with 18 leading to misdemeanors and felonies. The police reform plan is done and on the website.

**BUILDING INSP./CEO:**

Met with a business owner of Davis Auto- to discuss the future of the business- stated the auto repair would become part of the auto sales business, but the business practice would remain unchanged.

Met with owner (at owner's request) of the 18 South St. Mini-mart to discuss installing a fence to prevent unwanted parking. The proposed fence would separate the mini-mart parking lot from the back of W. Main St. row buildings. I recommended the owner consider a survey to be certain of accuracy. I made it very clear that I would need to visit the site with Chief Sweet prior to the installation of a fence. The proposed fence location will be delineated with paint markings for review. I am concerned the proposed fence may negatively impact fire safety/fire service access.

Met with owner of 10 W. Main St to discuss possible uses of the 2<sup>nd</sup> floor of that address. The proposed use as apartments is consistent with an established longstanding use. I recommended contacting a design professional for possible structural alterations and questions surrounding proposed egress path reconfiguration. The proposed rear entrance/rear access parking may be negatively impacted by the proposed fence installation at 18 South Street. Clear property line markings for this area are needed for any further evaluation.

## **January 21**

Spoke with Mr. Crowley and Mr. Briggs to determine the new parcel ID for the 119 E. Main St project.

Met with (builder) Mr. Dunbar at the Robinson (K&R utilities, LLC) parcel (119 E. Main St.) to follow up on the status of engineered drawing and progress of the project. Work is progressing as design professional advises. Drawings will be complete within 1 week. Contractor to call me when the drawings are completed.

Met with Mr. Freeman at 21 Green St. project. Performed progress inspection and discussed work to be done for a certificate of occupancy.

## **January 26**

Met with Mr. Dunbar at the K&R Utilities project at 119 E. Main Street. Picked up design drawings for the project and reviewed progress with Mr. Dunbar. Project engineer to provide additional details for carbon monoxide detector(s), egress lighting and fire extinguisher locations.

## **January 28**

Spoke with Mr. Hall, confirming that the water leak at 72 E. Main St. had been repaired. I will follow up when weather permits to see if sidewalk repairs are needed.

Visited 3 locations to notify residents about violations of the zoning ordinance (temporary/political signs). None of the occupants were home. I left notices stating I would return on February 1 to re-inspect. The notice informed the occupants that I would be required to remove the political signs at that time if they had not been removed. I provided a copy of the "notice" to Mayor Miller.

## **February 1**

Re-visited 3 addresses for political signs/flags. I took 2 flags down and placed them on porches near the entrance doors. I delivered 2 more notices, and saw an additional house with a political campaign sign on Windsor Street. A

political display on Champlain appears to have been relocated to the inside of the structure. It remains visible from the public way.

#### **February 4**

Visited the 119 E. Main St. project for a progress inspection. Picked up additional drawings prepared by the project engineer.

#### **February 5**

Delivered notice of political sign violation. Visited 2 sites to see that previously notified residents had removed signs. All requests have been complied with except a Windsor *and* Champlain residence (*with reservation due to new location of the sign*). I will return to Windsor later today.

#### **WASTEWATER PLANT REPORT:**

- All of the UV parts have been received and Roman plans to install them this week.
- The trickling filter needed work on the center bearing AND has worsened and the cables broke, collapsing one of the arms. There are replacement arms for it but will be difficult to install with the bearing in the shape that it is. The DPW went to the plant to help make the repair.
- Roman will look for prices on repairs.
- Roman completed all of the ABC test courses and will apply to take the 2A exam. He needs payment to NYWEA for \$150.
- The plant ran well for the month of January and all samples were sent in and within limits.
- KelKur electric came and installed the breaker in the secondary pump station.

**TOM TAYLOR MADE A MOTION TO APPROVE A ONE TIME PAYMENT of \$150 FOR ROMAN CAVALLETTI TO SIT FOR HIS ABC-2A LICENSING WITH A SECOND OFFERED BY JIM BARNES. ALL IN FAVOR AND THE MOTION CARRIED.**

**SUPERINTENDENT'S REPORT:**

- 1) Monthly Water Test Results for E. coli/Coliform – Both “Negative”
- 2) Scrape streets/shovel walks & bridges and treat as needed. Amanda has been plowing on her own.
- 3) Cold patching potholes
- 4) Sexual Harassment training by all DPW employees
- 5) Installed new door and steps to the upstairs entrance of the clerk's office
- 6) Helped Amanda with the repair to the trickling filter
- 7) Hauled snow multiple times from the usual locations. Main St. once.
- 8) Installed security cameras at the DPW Garage
- 9) Installed new waste receptacle on the Mill St. foot bridge
- 10) Yearly hearing tests for all DPW employees were completed
- 11) Started studding up the inside of the garage and insulating it to make it more efficient
- 12) Cleaned a sewer main on Woodruff St. and three lateral lines two on Prospect and one on South Park
- 13) Water Issues- break at an E Main residence has been resolved. There is a service line leak on Bull St and an active leak on Medbury along with others not located, NYRW is helping with correlation equipment.

\*Full report on File at the Clerk's Office. \*

Superintendent Hall submitted a Resolution regarding Inter-Municipal Aid Agreement

RESOLUTION NO. 7-2021 DATED FEBRUARY 8, 2021

TITLE: RESOLUTION APPROVING THE MUTUAL AID AGREEMENT BETWEEN THE MUNICIPALITIES OF ALLEGANY COUNTY, NEW YORK. OFFERED BY ALLEGANY COUNTY TOWN HIGHWAY SUPERINTENDENTS ASSOCIATION

Whereas, the Village Board of the Village of Cuba hereby agrees to allow Superintendent of Public Works to extend Mutual Aid assistance to another participating municipality within the County of Allegany when requested to do so by such municipality in time of abnormal snow or work conditions. This agreement is subject to the conditions listed in the written agreement.

Mayor- Michele Miller-aye

Trustee- Steven Raub- aye

Trustee Jim Barnes- aye

Trustee Elizabeth Miller- aye

Trustee Thomas Taylor- aye

The foregoing resolution was thereupon declared duly adopted.

Dated: 2/8/2021

I hereby certify that this resolution was adopted on 2/8/2021 and is recorded in the Meeting Minutes of the Village of Cuba Village Board.

Corine Bump

Village Clerk

**CLERK/TREASURER REPORT:**

- The NYS 1, and the Retirement report all have been accepted and paid. The accounts were all updated with Retirement.

- All W2's were processed, and delivered to employees by 1/19/21. End of year taxes and schedule B were also filed timely. The NYS Comp Insurance audit information was submitted well before the deadline. Corine worked with RLD on a small issue and they will be wrapping it up any time now as it ties out.
- Crossing guard payroll was issued for January on 1/29/21- A crossing guard remains off due to a medical procedure.
- Occustar/ NYS DOT is requiring all "pre-employment" physicals to be on hand in case of an audit. Employee records were searched and Corine and Lori came up with all but two prior to their hire. They will continue to search records upstairs as time allows.
- The Caucus was 1/25/21 with all candidates endorsed unopposed. Natalie Snyder and Mary Lindquist will be election inspectors once again this year on 3/16/21. The ballot has been created and is posted in the clerk's office for review. All envelopes and affidavits of absentee ballots envelopes were ordered as well as no electioneering signs.
- Water and Sewer payments have been coming in. So far, only two tenants have reached out to the Village asking for a payment agreement, and one is paid in full while the other has started weekly payments. Letters were sent to several tenants reminding them of the option for payment arrangements along with another copy of their bill.
- Lori and Corine updated all journals so that we can issue revs. and exps. To the board in time for the meeting financial review. They have also been working on bank reconciliations and are almost caught up to present!
- Lori and Corine continue Covid-19 cleaning procedures and tracking of people entering the office. No one can enter the clerk's office without a face cover.
- Documentation continues to be requested by all Village employees for Covid-19 tracking and potential State reimbursement if instances occur.

- The mandatory Sexual Harassment training has been taken by most employees.
- Lori and Corine worked together to send sidewalk invoices for 2021 and have started receiving payments.
- Corine worked with Roman over the phone to train him on entering his invoices for payment authorization each month.
- Lori and Corine have been working together on the 21-22 budget along with Rick, and Mayor Miller. Roman was given the budget and Corine has offered any assistance she can give.
- All public hearing notices were sent to the papers and posted around the community as required by law.
- A banking issue was corrected with Five Star for a check they did not count as a deposit. They reimbursed the village as it was their error.

Committee reports: N/A

### **Mayor's report:**

Mayor Miller spoke with Jonathan Mayr from NYSERDA discussing benchmarks the Village has been actively achieving for financial incentives. So far the Village of Cuba has received \$5,000 for achieving four impact items. It is a point system with the next step receiving \$10,000. 3,000 points are needed with the village already having 400 coming into the next round. The LED conversion counted for 700 points today making the Village at 1100. The Village can pursue the stretch energy codes. The Code enforcement Officer can pursue energy code trainings. We are registered as an energy smart community. Rick can document the positive affects from energy saving upgrades in the garage and we can watch the electric bills. The board will continue to brainstorm ideas.

There will be a series of Budget Workshops on 2/25/21, 3/18/21 and if needed 3/25/21 at 2:30 pm in the Village Hall at 17 E Main St.



Mayor Miller reminded all attending the meeting both virtually and in person of the 11:00 am conference call/ public hearing 2/9/21 regarding the relocation of Great Lakes Cheese outside of Cuba. The contact number was provided along with the phone code access number.

Old Business: N/A

New Business: Mayor Miller discussed the future retirement of Superintendent of Public Works Rick Hall. Rick will retire in a little over two years and has asked as with previous employees to continue with the health insurance plan offered by the Village of Cuba that he purchases monthly. The cost of the insurance plan premium would be solely Rick's financial responsibility with payment being due to the Clerk's Office in a timely manner to ensure the monthly invoice is paid on time.

**TRUSTEE TAYLOR MADE A MOTION TO CONTINUE SUPERINTENDENT HALL'S HEALTH INSURANCE PLAN WITH THE VILLAGE OF CUBA'S PLAN AFTER HIS RETIREMENT WITH RICK HALL PAYING THE FULL COST OF THE PLAN PREMIUM WITH TRUSTEE BARNES OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.**

Executive Session: N/A

Respectfully Submitted,

Corine Bump

Clerk/ Treasurer