



# 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:** Deputy Mayor Douglas Rettig, Sr., and Trustee Blake, Trustee Raub, and Trustee Taylor

**ALSO, PRESENT:** Corine Bump Clerk-Treasurer, Richard Hall SDPW, Robert Thomas STP, Cynthia Colley, Cuba Police Chief Dustin Burch

**EXCUSED:** Mayor Michele Miller

THE DEPUTY MAYOR OPENED THE AUGUST 12, 2019 MEETING WITH THE PLEDGE OF ALLEGIANCE at 7:00 pm.

**MINUTES:** Discussion took place on the minutes of the 7/8/19 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:** Deputy Mayor Rettig Sr. had a few questions about minor details of the abstract of vouchers. He will touch base with the department heads with his questions as they were nothing vital to restrict payment of the bills. There was an oversight at Cuba Giant and \$2.59 worth of tax was charged at the checkout, but Corine called and spoke with Abby and she will remove the tax amount. Corine will pay the bill less the \$2.59 worth of tax. Verizon has still not removed the tax amount charges but Corine continues to submit what the department requests but is still getting denied tax exempt status.

**A MOTION WAS MADE BY TRUSTEE TAYLOR AND SECONDED BY TRUSTEE RAUB TO PAY THE BILLS AS SUBMITTED. ALL IN FAVOR AND THE BILLS CAN BE PAID.**

**Approval of Claims and Bill Payment:** Abstracts Voucher #'s 20200055-20200133

General Fund – 27,811.26- Water Fund-10,267.83 Sewer Fund-  
TOTAL-14,899.43

**POLICE REPORT:** Chief Burch was present to give a verbal update of the reports. He specifically mentioned increased patrol of travelers making U-turns on Main St. in the village. The PD has issued verbal warnings and printed notices on parked vehicles that U-turns are illegal and a hazard. U-turns are part of the vehicle and traffic law and are more enforceable than a village law. The fines in NYS can be anywhere from \$150-\$300 Remainder of report on File in The Clerk's Office. The Cuba PD is trying to gain accreditation, but 112 policies are necessary to get accreditation status. It will reduce insurance and liabilities and violations of civil rights once they obtain accreditation status.

**BUILDING INS. /CEO/ZONING OFFICER:** Full report on file in the Clerk's Office

**WWTP REPORT:** Robert billed \$660 for septage. UV replacement parts were purchased, and Robert will be completing yearly maintenance on the system this month. The yard hydrants have been painted and he is touching up the painting on equipment. Robert would like to join the National Water Environmental Federation and the NY chapter of NYWEQA on a 1-year trial basis. The cost is \$125.00 but the village would receive a 20% discount on the 23<sup>rd</sup> edition of the Standards Methods book that he budgeted for this year. The price for the book is \$395.00 without the membership. The price for the membership and the book is \$400.

**TRUSTEE BLAKE MADE A MOTION TO ALLOW WWTP OPERATOR THOMAS TO JOIN THE NATIONAL WASTE-WATER ENVIROMENTAL FEDERATION AND THE NY CHAPTER NYWEA ON A 1 YEAR TRIAL BASIS. TRUSTEE RAUB GAVE A SECOND WITH ALL IN FAVOR AND THE MOTION CARRIED.**

Casella Waste hauled four loads of Bio-Solids (69.15 dry tons) to Highland landfill at the rate of \$200 per load. They have a new salesperson in the Olean office. She felt that the rate of \$200 was too low and proposed an increase to \$350 going forward after the four loads. Robert felt that was too much and has contacted the DEC Office of Material Management for a list of permitted haulers in the area. Robert received the list and will work on getting quotes.

Per the Village of Cuba's Procurement Policy, Robert requested proposals from seven vendors via email asking for a quote of a Kifco PTO Pump with all required apparatuses. Listed are the Companies with their responses to the email:

SiteOne Landscapes- No response  
Watson Irr. &Cont. Supply- Will not sell outside of the Central PA area  
E.H. Griffith Inc.- no response  
Rain-Flo Irrigation-\$6,757.50  
Baker Vehicle Systems, Inc.- No response  
CFS Irrigation & Supply- No response  
Indiana Irrigation Co.- No response

With the only response being from Rain-Flo Irrigation, Robert would like to purchase the pump through that company. The company requires pre-payment so Robert asked the board's

permission to have Clerk Treasurer Bump create the voucher and mail a check this week to have the pump ordered as soon as possible. The board discussed the requirements of the procurement policy and Trustee Raub thanked Robert for his diligence with the procurement policy. It is not the Village's fault only one company gave a quote.

**TRUSTEE RAUB MADE A MOTION TO AUTHORIZE PRE-PAYMENT OF THE PTO PUMP FROM RAIN-FLO AT THE COST OF \$6,757.50 WITH TRUSTEE TAYOLR GIVING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.**

Full report on file at the Clerk's Office

**PUBLIC WORKS REPORT:** Superintendent Hall gave his report. Monthly Water Test Results for E.coli/Coliform – Both "Negative" The crew did patching of potholes as weather and time permits. The mowing/weed eating is done at the landfill. The crew removed a fallen dead tree from a Prospect St. residence as well as cut down a dead tree in the subway at the same location. The crew planted 2 tree's in front of the Verizon Building. Brush Day was a large undertaking again this month Thx Town of New Hudson. They finished rehab of piping inside the Champlain Well House replaced roof on shelter in Willow Bank Park and they also put a ceiling in the same shelter/keep kids out of rafters. A load of "Shim" to smooth up Bull Street from the damage that the water main break caused. Thank you to the Town of Cuba for manpower & equipment.

Equip. Repairs: Had rear tire on sweeper repaired. Changed power steering seal in sweeper. Serviced 06' Ford p/u and Truck #9. Worked on portable air comp. & man lift to get ready for auction.

Water Issues: Repaired curb box hit by mower on Maple. Disconnected two old lead service lines in front of 17 E. Main. Water off to 26 Genesee St. as something broke and flooded the building.

DPW Superintendent Hall spoke about the Webasto electric vehicle chargers. There is a question as to whether they can be installed outside as the written directions state they are indoor use only. Clerk/ Treasurer Bump stated when she was doing research with Mayor Miller, the salesperson on the phone said the two that were purchased can be installed inside or outside. Corine has emailed Webasto to re-confirm, and Rick will continue to research before the installation is complete at the Old Grey Hound.

The bidding on the surplus equipment ends 8/13/19 at 6pm. There hasn't been a bid yet on the man lift, but Rick did receive a phone call. The starting bid is \$2500, and the Village paid \$6,000 for it, twenty years ago. He stated if it does not sell in the auction, we could advertise it in the local papers. The air compressor was estimated at approximately \$1,000 on it. The current bid is over \$400 and Rick anticipates the price will go up again. The water holding tank hasn't reached a high bid and Hall believes they can get a higher price turning it in for scrap.

On Saturday August 10, Clerk DPW Super Hall received a call from the property owner at a Genesee St. address and responded immediately to the property as the owner had water

coming from the pipes inside her property. He turned the water off. He saw mushrooms growing out of the carpet and mold on the walls indicating the leak happened some time ago. Luckily the property owner stopped to check the vacant building. Approximately 1,000 gallons have gone through the meter at the vacant building since the last reading.

**TRUSTEE RAUB MADE A MOTION THAT DPW SUPERINTENDENT HALL TAKES THE HIGHEST BID OR THE SCRAP PRICE- WHICHEVER IS HIGHER WITH TRUSTEE TAYLOR GIVING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.**

Lee James from the Town of Cuba contacted DPW Superintendent Hall earlier today asking if the Villsgge can assist with digging up a pump station near Econo Automotive because they need to replace the pump station. Hall told her he would speak with the Board this evening to authorize the work as a shared service. Discussion took place and the board was in agreement it is a part of shared services. The Town of Cuba was a great help with the water issues over the summer and the crew should in fact help with the digging.

DPW Superintendent Hall spoke about Cuba United Methodist Church on Green St. regarding the number of handicap parking spaces, there are two just before the stop sign and an area with a ramp to stay ADA compliant. The church feels they are losing part of their congregation due to the lack of adequate handicap parking spaces. They would like to put in two more handicap parking spaces. Rick had spoke with Mayor Miller prior to tonight's meeting and she wondered if there could be a sign that said handicap parking Sundays only with a specific time frame.

Deputy Mayor Rettig Sr. stated he looked at the code and it is specifically listed as two spaces by the Methodist Church. There was discussion amongst the board about taking parking spaces away from the residents in the area. Hall will continue to research and speak with the Church.

**CLERK/TREASURER REPORT:** The union dues amount was paid and dues for P. Shaller's final month of employment were deducted out of his vacation check.

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

Corine added the penalty to the remaining unpaid water and sewer bills. 5 bills came in after the date but postmarked 8/5/19 so Corine will make the adjustments.

To date the Clerk Treasurer's Office has collected- \$ 639,249.06 leaving a balance of \$65,943.72 of the base amount to be collected by November 1, 2019! (91% of the taxes have been collected.) Corine will generate second notices after Labor Day Weekend.

The office continues to be flooded with code complaints on decrepit properties and people applying for building permits.

Summer recreation/ swimming wrapped up 8/8/19 and 8/9/19 with a record number of participants in the rec program! All employees were pd on 8/8/19 for their work. One

employee called to have a check re-issued today as their parent accidentally destroyed it. There is no fee for stop payment so a new check and supporting documentation has been issued.

Logics updated the budget for the current fiscal year.

Corine spoke with representatives from the NYS Comptroller's Office and representative will be coming in the month of August to assist with the financial records from prior fiscal years to try and help Corine make the appropriate corrections.

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

Corine is working on the end of year rec report to submit to the Allegany County Youth Bureau.

Two residents submitted requests for a sewer credit as they had significant water leaks in their homes. After reviewing the submitted paperwork, and with the supporting documentation in place, **TRUSTEE RAUB MADE A MOTION TO APPROVE THE CREDITS FOR EACH RESIDENT WITH TRUSTEE BLAKE GIVING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.**

Corine received a new form from Logics authorizing them to help make correcting entries and it could result in a fee. It is something Corine and Lori have not seen before and with the new company Edmunds Government Technology taking over has been implemented. Corine passed the form around the board table for review and a copy of the new form has been placed in the Logics Contract File.

Corine passed photos around from Brittany Deschler recreation Leader to the board of the metal door at the Recreation storage/ Well house at the Chamberlain Park which has been damaged and, in the holes, where there is damage have wasp nests inside. Rick and the crew went to the park with spray to eliminate the bees. This was to notify the board of the damaged door and protect the safety and well being of those visiting the park.

While working in the financial records trying to locate a deposit description from the years prior to when Corine was Clerk/ Treasurer it was discovered fifteen months of financial records cannot be accessed on the Net Teller website. Corine made a call to the bank, and the bank cannot access the records through Net Teller either. Corine does have most of the original bank statements and can request any that are missing through the bank. Corine will place a screen shot of the missing timeframe with the hard copy in a file of the meeting minutes.

The Summer recreation attendees and staff presented the Clerk Treasurer and Deputy Clerk with a large thank you card and The head life guard Ruthanne Hardman sent a thank you letter to the Board and the Clerk's office Staff. She thanked the board and Cuba-Rushford for allowing the swim program to continue as swimming is an important life skill for everyone to learn.

The due date for the credit card bill will be changing.

Clerk Bump asked if the board had any questions for her. There were none.

#### **COMMITTEE REPORTS:**

**PERSONNEL:** Trustee Raub spoke of ongoing review of submitted applications for the wwtp/ operator position. Applications are due 8/16/19.

#### **FINANCE:**

**REFUSE:** Deputy Mayor Rettig Sr. has not been able to catch up with Oakley Sortore.

**PUBLIC SAFETY:** Trees that are in board at a residence on East Main St. are dead and are an area of public safety concern. Part of the tree law concerning nuisance trees should be addressed. It is impeding the electric lines. DPW Superintendent Hall will contact National Grid to see if it's in their responsibility and could be endangering a primary leader line. Perhaps National Grid will take the tree down to a safe height or possible completely.

#### **MAYOR'S REPORT:**

NYMS grant admin. Mayor Miller has obtained the services of CBCA- Clinton Brown Company and Architecture to help administer the grant.

New Business- Dave Decker dropped off a petition for NYS Rte. 305 to reduce the speed limit from 55 mph to 40 mph on Rte. 305 North to mirror the entrance into the Village from the South. Chief Burch stated he had been working with Cathy Young's office to try and change the speed but the DOT counter imply there is not enough traffic to warrant a reduction in the speed.

Corine contacted Mark Brown the tech support person for the Village because the scanner was not working. After seeking help from ACME Business machines, they stated we needed to call our tech support because it had to do with a Windows automatic upgrade. After trying to fix the problem remotely and coming on site to work with ACME he suggested that the board look at updating the computers in the clerk's office. It is becoming more and more prevalent that everything be Windows 10 compatible. Corine stated she is not going to fall training school this year and there would be money to begin updating the computer and Windows 10 software.

Deputy Mayor Rettig Sr. asked if there is a list of computers and what needs updated. Corine stated right now we are looking at the computers in the clerk's office and he wanted to know about the computers at the STP and DPW garage. Robert said he is happy with his computer's performance.

Old Business- Security upgrades. Deputy Mayor Rettig Sr. spoke with Mayor regarding the door locks for both the front and back. They would like more secure door locks, but the cost would be about \$1200.00. It would come with a computer program and individual access. The current door locks would be moved to the interior clerk's office doors. This would help with transfers of board members and other staff.

**TRUSTEE RAUB MADE A MOTION TO PURSUE THE SECURITY UPGRADE/ ELECTRONIC LOCKS TO THE VILLAGE HALL WITH TRUSTEE TAYLOR GIVING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.**

Corine mentioned the renewal for the security cameras are coming up 8/25/19 and the board would like to continue with the current camera access. Corine will renew the current access to continue the security cameras with no changes.

Two bids for tree removal were submitted by the due date. A third person picked up the bid, but never returned it. Southern Tier Tree and Lawn's price was \$12,500.00 with Garzel's Tree Service coming in at \$8,600.00. Deputy Mayor Rettig Sr. asked DPW Super Hall's opinion. He stated that whoever gets the bids needs to adhere to the exact guidelines set forth. A copy of the submitted information from each company will be on file under the "Tree folder" at the clerk's office.

Garzel's Tree service has been working inside the Village of Cuba, NY and his work has been reviewed by Trustee Raub and DPW Hall. So far their work has been equal to previous work in the community. Southern Tier Tree and Lawn wanted to ensure that the prevailing wage law would be followed. With Lori in the office, Corine called NYS and requested information and has still not received a return phone call. While the board has been very satisfied with the quality of work in the past, the tree removal budget is specified at \$9,000.00 for the current fiscal year.

**TRUSTEE RAUB MADE A MOTION TO ACCEPT THE BID OF \$8600.00 FROM GARZEL'S TREE SERVICE WITH TRUSTEE BLAKE GIVING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED TO USE GARZEL'S TREE SERVICE.**

**TRUSTEE RETTIG SR. MADE A MOTION TO MOVE INTO EXECUTIVE SESSION TO DISCUSS SHARED SERVICES AND IT WAS SECONDED BY TRUSTEE TAYLOR. ALL APPROVED 8:33 PM.**

**TRUSTEE RAUB MADE A MOTION TO CLOSE EXECUTIVE SESSION AT 8:42 PM WITH TRUSTEE TAYLOR GIVING A SECOND ALL IN FAVOR AND THE EXECUTIVE SESSION CLOSED.**

**TRUSTEE RAUB MADE A MOTION TO ADJOURN THE MEETING AT 8:43 PM. TRUSTEE TAYLOR GIVING A SECOND. ALL IN FAVOR AND THE MEETING CLOSED AT 8:43 PM.**

Respectfully Submitted,

Corine Bump

Clerk/ Treasurer