



VILLAGE OF CUBA

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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

9/13/2021 Village of Cuba, NY Board Meeting

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

VIA RECORDED ZOOM: Trustee Elizabeth Miller

ALSO, PRESENT: Corine Bump, Clerk/ Treasurer- Roman Cavalletti, Operator of the Sewer Treatment Plant, Richard Hall Superintendent of Public Works- Via Recorded Zoom

Cindy Colley, Cindy Dutton, Suzanne Krull, Lisa Ricci

GUESTS: N/A

MINUTES: THE MINUTES WERE CIRCULATED. **TRUSTEE RAUB MADE A MOTION TO APPROVE THE MINUTES AS SUBMITTED WITH TRUSTEE MILLER OFFERING A SECOND. ALL IN FAVOR AND THE MINUTES WERE APPROVED.**

BILLS:

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

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

APPROVAL OF CLAIMS AND BILL PAYMENT: Abstracts Voucher #'s 20220101-202200169

General Fund- A-\$25,628.95,F -\$3,559.61 G- \$7,070.20 TOTAL- \$36,258.76

POLICE REPORT: N/A

BUILDING INSP./CEO: Mayor Miller stated the code officer has been taking weekly photos of all the local vehicle repair shops in order to ensure each business is in compliance.

WASTEWATER PLANT REPORT: The STP report is on file at the Clerk's Office.

Trustee Barnes worked with Roman to present three tractor quotes in order to comply with the procurement policy.

2021 Massey Ferguson 2606h which is 65 hp where as the Mahindra was 35 hp. They said they will give us \$15,000 dollars for the trade in and leaving the balance of the tractor at \$16,274.00. He feels this is the best deal.

Land Pro John Deere-5065-65 HP for \$42,763.48 with a trade in for \$12,000 leaving \$30,763.48

Larry Romance-

2021 New Holland Workmaster 60, 60HP for \$30,465 with a trade in of \$13,500 leaving \$16,965.00.

Clerk Treasurer Bump inquired as to why a new tractor has to be purchased rather than a pump since the tractor is working and the pump is broken. Roman stated the current tractor is not powerful enough to operate the pump, and between maintenance, the battery staying charged, the pump freezing and the number of times it gets used it's not affective to purchase a skid pump, but the tractor would be justified- keep the current tractor or buy a new pump, the new tractor is needed. Jim stated if the DCO approves their plan for the outfalls, a new pump station might be able to go in and not have to pump with a tractor and is how it should be set up at the plant.

TRUSTEE TAYLOR MADE A MOTION TO APPROVE THE PURCHASE OF THE 2021 MASSY FERGUSON 2606H WHICH IS 65 HP USING SEWER FUND BALANCE WITH THE UNDERSTANDING THERE WILL BE A \$15,000 TRADE IN VALUE FOR THE MAHINDRA WITH TRUSTEE RAUB OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.

Roman said the state has been working worked across the road behind the residence nearest the plant to do some work to alleviate the flooding issue in the Griffin creek. He thinks it has helped but it needs to drain better and that is NYS responsibility and is in the works.

Roman Cavalletti STP operator, presented 3 quotes in accordance with the Procurement policy for turn key installation of replacement motors that will be Smith and Lovelass.

Quotes from Ace Viking Electrical-\$49,252.24 Volland Electric- \$62,924.00, and Lang Washburn-\$66,690.00. The board intends to use dollars from the ARPA funding for the pump improvements for the wastewater facility. Roman says the pumps start slowly and finish slowly and the current one slam super hard. Jim states they need replaced soon and Roman said one is totally down

TRUSTEE RAUB MADE A MOTION TO USE THE ARPA FUNDS OF \$52,117.24 TOWARDS THE ACE VIKING SUPPLIED ELECTRICAL WWTP PUMPS IN ADDITION TO THE WELL HOUSE PUMPS THAT SUPERINTENDENT HALL NEEDS TO ENSURE CONTINUED CLEAN DRINKING WATER WITH TRUSTEE BARNES OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.

Roman stated he needs to take a class in Watertown through NYS Rural Water Association from OSHA- a ten hour course that pertains to his job at the STP. He asked the board for permission to travel up on Monday night 9/20/2021. Corine could not find a class in Watertown, but located one that matched the dates in Waterloo, NY (one hour forty-eight minute drive) totaled up travel costs and it is more economical for Roman to travel up on Tuesday morning before the class begins at 8:00 am.

Corine stated the cost of the class is \$150, but Roman said it was free for him because it's through Apprentice Program. Corine stated, prior to this class, all other classes had to be paid up front for the apprentice program and the Village of Cuba, is still waiting to be reimbursed by New York State Rural Water. Roman said the cost was crossed off by Kevin Maine and Kevin said reimbursement would be coming any time. Roman stated the cost will come out of the G00-8130-4. Corine stated that the G8130-4 line was increased from \$17,000 to \$25,000 and reminded the board that there will be mileage, hotel, and \$80.00 food allowance for two days. In the past, people attended conferences that require overnight stays, staff had to drive up the same day, saving the cost of the hotel for a night. The employee could pay out of pocket for the convenience of staying in a hotel and saving the drive right before the class began. Corine said she had not yet registered Roman due to needing board approval for him to attend and there were only 35 slots available, and Roman said he already registered to attend prior to the meeting.

STEVE RAUB MADE A MOTION TO APPROVE ROMAN CAVALLETTI'S ATTENDANCE TO THE NEW YORK STATE RURAL WATER ASSOCIATION HOSTED OSHA CLASS IN WATERLOO 9/21/21-9/22/21 AND A HOTEL STAY FOR TWO NIGHTS 9/20/21-9/21/21 WITH TRUSTEE BARNES OFFERING A SECOND. TRUSTEES BARNES, TRUSTEE E. MILLER, AND TRUSTEE RAUB APPROVED WITH TRUSTEE TAYLOR VOTING NAY AND THE MOTION CARRIED.

SUPERINTENDENT'S REPORT:

- 1) Monthly Water Test Results for E. coli/Coliform – Both “Negative”
- 2) Finished painting front of Clerk’s Office.
- 3) Continuing with sealing wood on Prospect Street Footbridge.
- 4) Installed new Chlorine injection pumps in both well houses.
- 5) Painted parking stripes & crosswalks on Elm St. for start of school.
- 6) Poured 2 concrete block from water repair @ 1 E. Main
- 7) Mowed shoulder of N. Branch & ran weed eater around guide wires.
- 8) Pressure washed base of reservoir so we can apply new sealer.
- 9) Cut down 2 dead pine trees on Green Street.
- 10) Put up “8 Ton weight Limit” signs on East Main due to a rotting sluice just below the Catholic Cemetery
- 11) Working on removing sidewalk blocks that are heaved due to Village trees and grinding down the roots and replacing the blocks
- 12) Took down Home Town Hero banners and replaced with Garlic Fest and Shop Cuba banners
- 13) Reading water meters
- 14) Swept back parking lot for C.F.D. (shared service)
- 15) Worked in shop on rain days studding up walls, insulating and putting up steel.
- 16) Worked on site behind shop for new pole barn.
- 17) Rebuilt “Welcome to Cuba” sign for the Chamber. (Rt.446
- 18) Filled in where stumps were ground out with gravel. Then topsoil, seed & hay. Also ground repair from sidewalk work.
- 19) Equipment Repairs: Serviced trucks #9. New blades on mower and greased. Rear brake pads, calipers and rotors on van. Replaced rocker switch on bucket control of van.

Rick brought up the task of hydrant flushing that had been previously tabled. Rick has once again requested that hydrant flushing be switched back to evenings and using the staff for overtime, while the OT will be incurred, flushing at night uses less man hours, has less water loss, and less impactful to the majority of the businesses in the Village of Cuba. Mayor Miller spoke with the Teamster’s Union representative and there is not an issue. The board agreed to have the flushing occur in the evening again. Mayor Miller stated she wanted to give the staff at least one month’s notice to plan for the Overtime the week of 10/25-10/29.

Rick told the board, much of the DPW staff has requested new raingear. The quotes come in around \$104 each for coats and \$83 for bibs totaling \$561.00 using lines A5110-4, F8340-4 and G8120-4. Roman inquired if Amanda should have a second set at the STP- to

keep them separate and Mayor Miller stated when Amanda was asked about the quality and status of her rain gear, her needs are met at this time.

Rick stated that Amanda will be switching the days worked at the Sewer Treatment plant. She will now be there Tuesday and Thursday in order to better learn the practices and procedures for sampling required at the STP/ WWTF.

Mayor Miller asked Rick to pass along Thanks and a job well done to all the staff involved in putting in the new wood, door and painting the front of the Clerk's Office. The board agreed the new look, is fantastic!

CLERK/TREASURER REPORT: The NYS 1, and the Retirement report all have been accepted and paid. We are waiting to hear back from NYSLRS regarding an employees final loan repayment.

- Crossing guards started back up with success on Wednesday 9/8/21. We have all of them right now, but one guard is having surgery in the next two weeks, and one guard is working as much as they can but having health concerns.
- Second notices for taxes has been sent. The Total Collections Solution program was not working properly and did not generate the bills properly which caused extra work in the office, but they are done, copied, and sent. The Penalty amount for September has been added in addition to the \$2.00 fee for the second notices.
- Lori and Corine continue Covid-19 cleaning procedures and masks are once again required in the Clerk's Office if a visitor is not fully vaccinated for Covid-19 following the Guidance released 9/3/2021 from Allegany County. (We often wear a face cover when waiting on customers/visitors. And documentation continues to be requested by all Village employees for Covid-19 tracking and potential State reimbursement if instances occur.
- All meters were updated and accounts have been finalized for the second quarter reading batches. Corine worked with Andrew Glick from EJP and he advised the Reading software and equipment is on it's last leg. (We do know this, as this is a second hand purchased Sensus reader when the previous one died while Diane was still here.) They were able to get it working through Corine's desktop computer on a wish and prayer. Amanda is reading meters this week, and the reader locked her out, and after trouble shooting again with EJP, the meter reader was working again. As soon as reading is complete, we will work to process and update the batches, and generate, separate, and prepare/ mail the bills with pool credits, and board approved walk out credits as usual. The route reads will not import the billing software. Corine has an apt. 9/14/21 in the afternoon to troubleshoot. Jim asked Corine to Speak with EJP for any immediate solutions to the Reader/software issues, Corine will call Tuesday 9/14/21.
- Corine is continuing to work on the requirements for the 20.21 AUD to get it finalized and submitted. Many afterhours have been worked due to the daily expected interruptions and need for keeping the Village operating during the workday. For some reason the multi fund auto balance coming out of cash collections when auto generated into Financials, is hitting a capital account for 84

journals in March and April 2021- Programmers from Logics is researching why. Having Lori at the office is welcomed and grateful. She offsets a lot.

- Corine had a conference call with Catherine Rees on Monday August 30, regarding the remaining requirements to submit for the funding opportunities for the VOC. Catherine plans to submit by October 1, 2021. She comes back from a trip to Croatia, the day Corine leaves for a planned vacation as well.
- Jonathan Enzinna from Southern Tier IT Services came in to install the phones. After a day of a few issues, everything seems to be working very well with the new system. We are still waiting to have the numbers released to Port from Spectrum/ Time Warner and reduce the Clerk's Office bill.
- Payroll day continues to be a fun but rewarding challenge in the office. For example on Thursday 9/9/21- we saw lagged, interrupted internet (we suspect due to the kids back in school and on devices). This coupled with the daily tasks in the office, and being the busy month of September made payroll not available until after 2:00 pm. Thank you for allowing us to go back to past practice of the checks being available at the end of the workday.
- Even though we have the positive pay file procedure in place at the CBNA, 4 more counterfeit checks totaling \$70,000 hit the bank account in August. We immediately rejected the checks upon bank notification/ login at 8:00 am the same day and notified, The Board, The Cuba PD, The Bank, and The NYS Office of The State Comptroller. The Cuba PD in turn notified the FBI. All funds were returned the same day to the Village's account. Lori and Corine would like permission to close the account, should this happen again and operate in an emergency another way. When this happens, it is very time consuming and unsettling and we think it would be best even though it will be a major hassle, to close the current General Fund if it happens again. The board decided to wait and see. Corine will email or call all board members if the account is breeched again.
- There are many conferences from NYCOM, NYS OSC, Southern Tier West, and other training sources available in the future for any Village of Cuba, NY Board Member, or employee. Should anyone want/ need/ require training- we would be happy to assist in securing that for any and all. As a reminder, The NYCOM Official Handbook, and NYS OSC materials governing Municipal practices can be made available.

Corine took the money out of NY Class because it was getting .003% interest, and invested it into Community Bank CD for a locked in .35% interest for 365 days- \$650,000.

FINANCE: After discussing the water fund balance-

The following resolutions were presented regarding fund balance

1. A RESOLUTION TO COMMIT FUND BALANCE UNDER THE GOVERNMENTAL ACCOUNTING STANDARDS -, committed for emergency capital purposes. NOW, THEREFORE, BE IT RESOLVED THAT THE VILLAGE OF CUBA, NY BOARD ADOPTED BY RESOLUTION # __18__ 2021 -BY THE ADDITION OF THE FOLLOWING COMMITTED FUND BALANCE DESIGNATION in account F913: \$60,000 by resolution for emergency purposes AND BE IT FURTHER RESOLVED that the effective

date of this resolution shall be for financial statements for the year ending May 31,2022.
PASSED AND ADOPTED BY THE VILLAGE OF CUBA, NY BOARD OF TRUSTEES 9/13/2021.

Mayor Michele Miller -	aye ___ x ___	nay _____
Trustee Steven Raub-	aye ___ x ___	nay _____
Trustee Thomas Taylor-	aye ___ x ___	nay _____
Trustee James Barnes-	aye ___ x ___	nay _____
Trustee Elizabeth Miller-	aye ___ x ___	nay _____

2. A RESOLUTION USING \$150,000 OF FUND BALANCE in the water to pay off the balance of the F9730-6 Water Tank Loan to FMHA before 10/1/2021 totaling \$150,000 in addition to the interest due- WHEREAS, the Village of Cuba, NY Board desires to pay this debt in full in an effort to save APPROX. \$47,722.00 in acquired interest. NOW, THEREFORE, BE IT RESOLVED THAT THE VILLAGE OF CUBA, NY BOARD ADOPTED BY RESOLUTION # 19 2021 to authorize the payoff of \$149,000 paying off the debt, AND BE IT FURTHER RESOLVED that the effective date of this resolution shall be for financial statements for the year ending May 31,2022. PASSED AND ADOPTED BY THE VILLAGE OF CUBA, NY BOARD OF TRUSTEES 9/13/2021

Mayor Michele Miller -	aye ___ x ___	nay _____
Trustee Steven Raub-	aye ___ x ___	nay _____
Trustee Thomas Taylor-	aye ___ x ___	nay _____
Trustee James Barnes-	aye ___ x ___	nay _____
Trustee Elizabeth Miller-	aye ___ x ___	nay _____

3. A resolution to establish A Capital Reserve in the water fund using from assigned fund balance \$35,000,

RESOLVED, that pursuant to Section 6-c of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the “Reserve Fund” (hereinafter “Reserve Fund”). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of a type of [capital improvement to be financed. The type of capital improvement to be financed from the Reserve Fund is the [construction] [reconstruction] [acquisition] of water infrastructure.

The clerk/treasurer is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The Governing Board, the Village Clerk-Treasurer may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of The Village of Cuba, NY Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and

become part of the Reserve Fund. The clerk/treasurer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-c [6-g] of the General Municipal Law or any other law, including a permissive referendum if required by subdivision 4 of Section 6-c.

NOW, THEREFORE, BE IT RESOLVED THAT THE VILLAGE OF CUBA, NY BOARD ADOPTED BY RESOLUTION #_20____ 2021 -TO ESTABLISH THE CAPITAL RESERVE AND BE IT FURTHER RESOLVED that the effective date of this resolution shall be for financial statements for the year ending May 31,2022. PASSED AND ADOPTED BY THE VILLAGE OF CUBA, NY BOARD OF TRUSTEES 9/13/2021

Mayor Michele Miller -	aye__x____	nay_____
Trustee Steven Raub-	aye__x____	nay_____
Trustee Thomas Taylor-	aye__x____	nay_____
Trustee James Barnes-	aye__x____	nay_____
Trustee Elizabeth Miller-	aye__x____	nay_____

Corine reminded the board in order to use the money a resolution would need to be passed authorizing its use.

Trustee Barnes discussed amending the cover letter for the USDA Grant Loan application.

Trustee Raub asked about planting some arborvitaes in the Village subway to create a better visual of some places on W Main St. Mayor Miller likes the idea but it will visually block traffic in many places.

PARKS- There will be a booth at the Garlic Fest to accept donations towards the new playground equipment project at Chamberlain Park. There is no formal name at this time for the committee. There is a fundraising committee meeting Wednesday 9/15/21. Tom Taylor asked about the group's official name and if it can go through a not for profit so it can be a tax write off. The Chamber is not a 501-C3 and they don't want to create another account for their members to monitor. At this time, research is being done to find a sponsor that will accept donations that can be tax exempt.

MAYOR'S REPORT:

Garlic Festival: Everyone at the Village is reminded of an invitation to the Garlic Festival's opening ceremonies. Anyone interested in attending should contact Lou Conklin. They will be 9/18/2021 at 10:30 am at the Block Barns.

BAN: Mayor Miller discussed the Bond Anticipatory Note for the intended water project with hope for approval for funding. The information presented had a fee schedule attached and Mayor Miller asked permission to sign it.

TRUSTEE TAYLOR MADE A MOTION TO AUTHORIZE MAYOR MILLER SIGNING THE FINANCIAL ADVISORS AGREEMENT WITH TRUSTEE BARNES OFFERING A SECOND. ALL IN FAVOR AND THE MOTION CARRIED.

Mayor Miller received a letter 9/7/2021 from the NYS DEC asking for an update to the operating procedures for the outfall procedures during outfall 001bypass events as well as equipment. Roman states it is done and hangs on the STP wall. They will send it 9/14/21. They will give the letter to Mayor Miller to send as she is addressed.

NEW BUSINESS: Mayor Miller set the Halloween Trick or Treat hours for Sunday 10/31/2021 to houses in the Village with lights on. Face covers required for all participants. *Subject to change due to the pandemic.

Old Business: Justin Henry wants a resolution made by the Town and Village and how the bridge on E Main will be paid for. It was suggested to be an MOU. After construction the bridge will be maintained by the Town of Cuba as per NYS Law. Rick stated the road is posted now for the weight limit. .

TRUSTEE RAUB MADE A MOTION TO ADJOURN WITH TRUSTEE TAYLOR OFFERING A SECOND AT 8:31 PM. ALL IN FAVOR AND THE MEETING CLOSED.

Respectfully Submitted, Corine Bump-Clerk/ Treasurer