



VILLAGE OF CHITTENANGO

222 Genesee Street
Chittenango, New York 13037

Minutes
January 27, 2022

Meeting Call to order/Pledge of Allegiance

The meeting was held both in person and virtually. At 7:00pm all attending stood and recited the Pledge of Allegiance. The regular Board of Trustees Monthly Meeting came to order. Members of the Board attending in person were Mayor Elizabeth Bough Martin, Trustee Melinda Kopp, Trustee Russell Wehner, Attorney Nadine Bell, Administrator Paul Gregory and Clerk Debra Thayer, taking minutes. Board members present virtually were Trustee Wayne Horning and Trustee Colleen Baldwin. Also attending virtually were Deputy Administrator George Millet along with Robert Freunscht. Attending in person were Chief Shawn Broton, Paul Gloska, Frank Kaylor, and Dana Kent.

There were no Honorariums, Memoriams or Proclamations

Minutes December 16, 2021

Trustee Wehner had communicated with the clerk previously an error in the draft minutes earlier the day of the meeting. He pointed out that in the section of the minutes that refers to the Jury Trial request, the word only was used repetitively. The clerk replied that the change was duly noted. There were no other questions or comments. Trustee Wehner made a motion to accept the amended minutes into record. Trustee Kopp seconded the motion. All were in favor. The motion was approved

Reports

Reports were submitted by the DPW/Village Administrator, Police, Codes, the monthly Court report and the clerk-treasurer. No questions or concerns were raised. Trustee Wehner made a motion to accept all reports into record. Trustee Kopp seconded the motion. All were in favor. The motion carried.

New Business

Valley Acres Advisory Committee

Mayor Bough Martin led off the conversation regarding Valley Acres and the flooding that occurs there and has for decades. She was asking the Board to approve the formation of an advisory committee to advise the Village Board on how best to help the Valley Acre neighborhood.

She said that the State is currently focusing on Chittenango Creek, studying flooding and ice jams in a program they call Resilient New York. Mayor Bough Martin said that Assemblyman Salka is very much on board with the formation of a committee, and the timing is perfect. The Mayor said that this is an opportune time to approve a committee made up of Valley Acres residents, since many voices help shake the tree at the State and Federal level. She said to truly benefit from the State's study we should have data analysis of a HEC-RAZ study, the Mayor said that Resilient New York might be able to accomplish that.

Frank Kaylor has volunteered to Chair the new advisory board. Frank has been busy recruiting a number of neighbors already; Joseph Addison, Mary Cohen, Ben Leonard and Bob Varno. Trustee Kopp has volunteered to serve as the Village Board's liaison to the Valley Acres Advisory Committee. Trustee Horning asked if anyone other than Frank had experience with flooding issues? Mayor Bough Martin answered that Joseph Addison is in the business of civil engineering not to mention his yard floods every

time it rains. Mr. Kaylor said that others on the committee encountered flooding on their properties. Mayor Bough Martin commented that one nice thing is that they have firsthand experience about what happens. Trustee Wehner asked if this would be something worth bringing in someone from the town? Mayor Bough Martin answered yes, Andy Busa and John Becker have both been involved with this; she knows that they have some of the same issues. Trustee Kopp made a motion to approve the formation of the Advisory Committee. She also said that she felt it was high time something be done about the flooding. Trustee Wehner interjected that Frank Kaylor Chair and Trustee Kopp be the committee liaison. Trustee Horning seconded the motion. All were in favor. The motion carried.

Mayor - Replace Village of Chittenango Garbage Law

Mayor Bough Martin mentioned the trash cans that were on display in the boardroom. She said that the Garbage Truck Committee is still working out details. However, the current local code regarding garbage would not fit. Mayor Bough Martin said to remain transparent, the Code needs to be rewritten to accommodate the changes being made for the automated garbage pickup. The Village would like to formally ask Esq. Nadine Bell to help with the rewrite of the garbage law.

Trustee Baldwin asked who was responsible for paying for the new trash cans? Mayor Bough Martin said that the committee is still working out the details. The Mayor also said that the truck has been ordered, the bonding is complete and that the committee has a plan and is continuing to work out the details.

Mayor - Capital Plans for Reserve Funds

Mayor Bough Martin said that during the capital reserve workshop held on January 12th, 2022 the board discussed three different capital projects. They are as follows:

- Capital Reserve - Bldg Improvement 2022-2027
- Community Investment Reserve 2022 - 2027
- Capital Reserve - Equipment 2022-2035

The Mayor said there was one change discussed, in which Trustee Baldwin asked that we increase the budget for downtown revitalization. Trustee Kopp made a motion to approve the capital plans as presented. Trustee Baldwin seconded the motion. All were in favor. The motion passed.

Administrator - 2022-2023 FY Budget

Administrator Gregory said that he sent department heads a memo with the budget schedule for the next fiscal year attached. He said he plans to meet with the department heads over the next few weeks. He has asked the clerk to email the budget request forms to the department heads on Monday of next week. He asked that the departments gather what they need and have the sheets together by March first.

The Administrator Mr. Gregory said that between March 1st and March 28th, he and the Mayor will work together to get the budget to the clerk. He would also be in touch with all departments within the next two to three weeks. The budget meeting was set for April 1st, 2022 between 10am and 2pm after which the Board will return to meet at 7pm for the Organizational Meeting.

Administrator - Authorize Contractor to Construct Bulk Waste Payment Program

The Administrator Mr. Gregory said that he is hoping to offer online payments for most of the services the Village offers but he is starting with bulk waste since the Village is changing garbage service. Currently, when it comes to bulk waste, the residents come in and make a payment in cash or check. The

Administrator reviewed a number of companies and recommends that the Village retain a company called Resultant that offers a way for the Village to manage online payments for our bulk waste.

He said residents could use the DPW link within our website and fill out a form. Once submitted, the page would allow them to pay for services through pay-pal. That site then notifies the DPW of the job and also the clerk's office of the payment. Eventually, he would like to see other services accept online payments like this. His thought is that this would be almost like a test pilot. He would like to get started with on-line payments of bulk waste in June. He said that residents would still have the option to come into the office to make payments. The clerks would enter those payments on the backend, and the system will inform the DPW of the job.

Trustee Wehner asked if we would have to make any upgrades or purchase anything else? He asked, will the company help with anything we may need? He also asked if there would be a confirmation of pickup? Mayor Bough Martin answered that the Committee continues to work on "how to manage" the program. Administrator Paul Gregory said that the automated truck saves 25% of time, saving a whole day of trash pickup. Mayor Bough Martin stated that this would be conditional on what Legal Counsel finds regarding New York State Laws regarding receiving online payments for such transactions. Trustee Melinda Kopp made a motion to authorize the Administrator Mr. Gregory, to enter into an agreement to hire a programmer to create a payment program for residents to pay for bulk waste, not to exceed \$5500. Trustee Horning seconded the motion. All were in favor. The motion passed.

Police - Promotion Officer J. Millet

Mayor Bough Martin said that Officer Jacob Millet has completed FTO training and Chief Broton has recommended that the Board promote Officer Jacob Millet to part-time police officer. Trustee Horning said that this will help with the shortage of staff and departmental scheduling. Mayor Bough Martin indicated that the checks and balances put in when Officer Jacob Millet was hired as an FTO are working. Trustee Horning made a motion for the appointment of Officer Millet from training to PT Officer at \$22.01. Trustee Wehner seconded the motion. All were in favor. The motion was carried.

DPW - Separation of Employment - Brett Megerell

Mayor Bough Martin said that a Village DPW employee (MEO) tendered his resignation, she asked the Administrator Mr. Gregory to share his thoughts. Mr. Gregory said that he and the mayor conducted an exit interview with Mr. Megerell to be sure something didn't happen here to cause the employee to want to leave. They found that Mr. Megerell's reasons were personal. Mr. Gregory said that Mr. Megerell's last day was Friday January 21st. Mayor Bough Martin asked if Mr. Megerell reimbursed the Village for his MEO training, which was agreed upon when he was hired. The clerk could neither confirm nor deny whether or not payment had been made. The clerk and the administrator would work together to confirm that the Village was reimbursed. Trustee Kopp made a motion to accept the resignation of Mr. Brett Megerell and to let the record show that the clerk will confirm the repayment of training costs. Trustee Wehner seconded the motion. All were in favor. The motion carried.

DPW - Contract Amendment

This item was to be discussed in the Executive session.

Codes - Request permission to attend NYSEERDA's Clean Energy Code Enforcement Training

Codes Enforcement Officer Jeff Geer submitted a request to attend NYSERDA's Clean Energy Code Enforcement Training on January 27th, 2022 at the Central New York Regional & Development Board, 126 North Salina Street, Syracuse, NY at no cost. Mayor Bough Martin indicated that this is a step in the Clean Energy Community program. Trustee Baldwin made a motion to approve Jeff's attendance to the training. Trustee Horning seconded the motion. All were in favor. the motion was carried.

Clerk - March Election Resolution

Clerk/Treasurer Debra Thayer asked that the Board please approve a resolution to establish the Sullivan Free Library located at 101 Falls Blvd., Chittenango, NY 13037 as the only polling place for the March 15th, 2022 election. Further, the time the polls will be open will be set from 12 noon to 9:00pm. Trustee Kopp made a motion to approve the resolution naming the polling place as the Sullivan Free Library and setting the time for the March 15th, 2022 election for noon to 9:00pm. Trustee Horning seconded the motion. All were in favor. The motion passed.

Sewer - Sewer Reduction Requests

Trustee Baldwin reviewed the two reduction requests. She stated that the problems with both addresses had been determined by OCWA to be toilets that needed fixing. In both instances OCWA did a courtesy adjustment.

She said that OCWA gave an adjusted 99.83 gallons of water at the residence located at 108 Pauline Dr. She recommended that the Village process the same one-time adjustment which was equal to a \$628.93 sewer bill reduction.

She said that the adjustment OCWA gave to the residence located at 617 Bailey St. was for 65 gallons of water. She recommended that the Village give the same one-time adjustment which equaled a \$218.11 reduction in the sewer bill.

Trustee Baldwin made a motion to give a one-time courtesy adjustment to 617 Bailey St. for \$628.93 and 108 Pauline Dr. for \$218.11 and have deputy clerk Pauline Vagg send letters to both parties. Trustee Wehner seconded the motion. All were in favor. The motion carried.

Dana Kent left the meeting at this point at 7:50 PM

2021-2022 FY Budget Modifications

Mayor Bough Martin gave explanations as stated below for interdepartmental fund adjustments and budget modifications. The Board offered no questions.

Interdepartmental

- \$10,000 from A. 3120.1 to A.3120.11 because of more cases than usual that required investigation and court appearance, training of FTOs as well as generally being short staffed to cover the loss of the CSO and the full-time officer being out on medical leave

Intra Fund

- From the Community Investment Reserve A236 Move \$7814.50 into A200 General Checking (and further process budget modification

General Budget Mod

- From the Contingent A1990.4 Move \$1094.25 to A9040.8 Worker's Compensation to Cover Additional Costs
- From A200 General Checking increase \$7814.50 to A8510.46 Downtown Revitalization to Pay

for the Electric Charging Stations

Sewer Budget Mod

- From the Contingent G1990.4 Move \$364.75 to G9040.8 Worker's Compensation to Cover Additional Costs

Mayor Bough Martin reminded the Board that there would be rebates of \$2972 (somewhat under \$3000) coming back for the charging stations that will be returned to the Community Investment Reserve. Trustee Horning made a motion to approve the budget modifications. Trustee Baldwin seconded the motion. All were in favor. The motion carried.

Abstract

Trustee Kopp made a motion to approve both the General Abstract #008 with Vouchers #376 - #431 in the amount of \$134,656.82 and the Sewer Abstract #008 with Vouchers #80 - #94 in the amount of \$39,042.30. Trustee Wehner seconded the motion. All were in favor. The motion passed.

Audit Team

It was agreed that the audit team for the February 22, 2022 audit would be Trustee Melinda Kopp and Trustee Russell Wehner.

Events

June 3-5, 2022 - Oz Stravaganza - Robert Freunscht added the meetings regarding the Oz Stravaganza to the events. The meetings run every other week. The first of which will be February 1st, 2022.

The clerk asked if the Village was to hold fireworks the night prior to the event? Mayor Bough Martin asked Robert Freunscht if fireworks were requested by the Oz-Stravaganza Planning Committee and he stated that the fireworks were funded by the Village and that it would be great to have fireworks. Everyone was in favor of the Village hosting fireworks again. The Mayor asked that Chief Broton and Deputy Administrator Millet attend the Oz Stravaganza meeting on February 1st at 6:30pm, both agreed to attend. Deputy Administrator Millet said that he would like to bring someone from the Emergency Management Team to the second meeting in February.

Robert Freunscht also mentioned that the February 2022 Chamber meeting was canceled and regular meetings should resume again in March 2022.

Executive Session

Trustee Kopp made a motion at 8:06pm to move into Executive Session to discuss the DPW contract negotiations and negotiation proposals with no action to be taken. Trustee Horning seconded the motion. All were in agreement.

Next Meeting - February 24, 2022