

Village of Cleveland **October 13, 2020 Organizational Meeting** **6:30PM**

PRESENT: Mayor Laureen Tackman, Trustees Eric Cartier, John Scatena, Robin Wilson, Dave Donovan, Mike Davis, David Hinds, Levi Currier, Dan Lewis, Cathy Kline, Melissa Spicer

Swearing in of New Trustees & Mayor: Trustees Robin Wilson and Eric Cartier and Mayor Tackman all took their oath of office and signed the oath book.

Appointments: Mayor Tackman made the following appointments:

VILLAGE ATTORNEY: Barclay Damon/Joseph Russell – 1 Year Term

DEPUTY MAYOR: John Scatena – 1 Year Term

BUDGET DIRECTOR: Laureen Tackman – 1 Year Term

DPW SUPERINTENDENT: – Levi Currier - 1 Year Term

VILLAGE CLERK/TREASURER: Julie Simpson – 1 Year Term

VILLAGE HISTORIAN: Joni Hinds – 1 Year Term

ANIMAL CONTROL OFFICER: - Clayton Conover – 1 Year Term

CODE ENFORCEMENT OFFICER: - William Hamacher – 1 Year Term

OFFICIAL PERIODICALS: Camden Queen Central News & Village Website

OFFICIAL BOARD MEETINGS: 2nd Tuesday of Month at 6:30PM – Voucher review at 6:00pm.

PROCUREMENT POLICY: Adopt the Village’s Procurement Policy as written. (on file)

Mayor Tackman read the following Resolutions:

RESOLUTION #1

Pursuant to Village Law 4-412 (3) (2) the Board of Trustees designates Pathfinder Bank as the depository institution of all monies received by the Village Treasurer, Clerk and receiver of taxes.

RESOLUTION #2

Pursuant to Village Law 5-524 (6) that the Village Board of Trustees authorizes payment in advance of audit claims for the public utility services, postage, freight and express charges. The Village Board of Trustees authorizes the budget modifications necessary for year-end closure and filing of AUD report.

RESOLUTION #3

Pursuant to Village Law 5-524 (7) that the Board of Trustees shall approve reimbursement to such officers and employees at the rate of \$.57.5 cents per mile (current NYS rate).

RESOLUTION #4

Pursuant to General Municipal Law 77-b Officers, elected officials and employees are hereby authorized to attend the meetings and schools necessary for the performance of their jobs.

RESOLUTION #5

A special meeting may be called by the Mayor alone or by at least two trustees acting together. The members of the Board will be notified by telephone or email.

I make a motion to approve all of the above appointments and resolutions, second by Trustee Scatena, all in favor.

PUBLIC COMMENT: None.

PAY BILLS: Mayor Tackman made a motion to approve Abstract #4, vouchers 139-187 for \$56,674.96, second by Trustee Schreiber, all in favor and Voucher 6 for \$49,663.44 for the water project, second by Trustee Donovan, all in favor.

DPW REPORT: Levi Currier gave the following report:

Hauled and stacked sand for the winter
Fixed 59 Bridge Street panel box
Met with John about bridge cut on Bridge Street
Located 221 Drive 4 curb stop
Finished work at 17 Center Street, grading work
Put posted signs up on Sand Street
Had conference call with DEC and OCWA
Repaired broken curb stop at 181 North Street and ran new water line
Dug up 203 Center Street water line and found both sides are lead and scheduled a bore to run a new line.
Got Western Star ready for undercoating, got undercoated and taken to Tracey for recall work
Went to trailer park for broken discharge shutoff
Painted rear of western star where paint was gone
Started rebuilding pumps (rebuilt 6 pumps)
Got new steam jenni
Started stripping pumps for parts for others to be rebuilt
Mayor Tackman asked what becomes of the remnants of the grinder pumps that are stripped – they are disposed of during village wide clean up. Levi also reported that once the weather is drier, they will mix the sand and salt for winter.

FIRE DEPARTMENT REPORT: Assistant Chief Mike Davis welcomed new Trustee Cartier to the board and looks forward to working with him. He gave the following report:

In the month of September, we responded to a total of 24 calls. Of those, there was 14 EMS calls, 3 motor vehicle collisions, 3 boat calls, and 1 motor vehicle accident. The following are some highlights for the month:

- 9/2/20 – the county trained 9 of our members on how to use Narcan. At the end of the training they issued us several Narcan Kits that contain 2 doses of nasal Narcan. Every Chief now carries one and we have one in our rescue and our three pumpers.
- 9/5/20 – 8 members did a “boot drive” on route 49. This is the only boot drive we were able to do this year due to Covid but, we made more money on this boot drive than two combined boot drives last year. The money we raised covered our mortgage for the year!
- 9/9/20 – we voted in 2 “new” members. Both of these members were former members who came back.
- 9/11/20 – 13 members attended the 9/11 ceremony.
- 9/12/20 – 3 members attended the Methodist Church Fund Day event to recruit new members.
- 9/16/20 – the new pumper was officially put in service. There were many delays caused by COVID getting this pumper in service. Our members put several hours into the pumper mounting equipment, loading hose etc. to get it in service.
- 9/23/20 – we drilled with the new pumper at the school, getting our pump operators comfortable with the pump and our interior and support members used to equipment location. During this drill a family with 2 kids stopped by to watch. We gave the kids a fire prevention bag filled with information and games. We will be carrying these in some of our apparatus to hand out at incidents or events.

Throughout the month, the remodel project at the firehouse began wrapping up. The walls in the meeting rooms, hallways, bathroom, and offices were painted. We had new flooring put down. New doors were hung. The lighting in the south engine bay was installed. We installed new kitchen cabinets and countertops. We have a few small things to finish and when we do, we plan on holding an open house. Our members have put countless hours helping with the remodel and new pumper. On top of that they found time to respond to calls and train. We have a great team and we continue to get the job done.

TUGHILL REPORT: Paul Baxter gave the following report:

The Tug Hill Commission offices are still operating at a 50% occupancy level , with a schedule with Watertown-based staff where at any given time, half of the staff is in the Watertown office is in the office, and the rest are still working from home. Tug Hill staff are available for meetings with your municipality.

The Governor’s executive order allowing remote meetings and public hearings (via means such as Zoom) has been extended until November 3. If you have any upcoming meetings where that may be a help to you. I can facilitate a Zoom meeting with a little advance notice.

We are in the process of scheduling the next North Shore Council of Governments meeting.

Paul also thanked the Village of Cleveland for continuing to hold the 9/11 remembrance ceremony as it is always a beautiful ceremony and he appreciates that it is never forgotten. He also stated the 2021 Tughill Conference has been postponed, not cancelled at this point. They are working with Jefferson Community College to see how this can be handled.

PAY BILLS: Mayor Tackman made a motion to pay Abstract #5, Vouchers 188-254 for \$65,079.96, second by Trustee Wilson, all in favor. Mayor Tackman then made a motion to pay Voucher 7 for the water project in the amount of \$36,501.46, second by Trustee Wilson, all in favor.

CODE REPORT: Mayor Tackman read the code report: 4 building permits, 4 property maintenance violations, 5 site work inspections and 1 stop work order.

WATER PROJECT UPDATE: Mayor Tackman read the following report submitted by Rachel Bernat of BCA: There isn't too much to report from the last update to the board. We are still waiting to receive comments back from DOH and OCHD on the contract documents for the project. The main portion of the project has been in for review since the beginning of May and the well construction piece has been in since July. We were able to get ahold of DOH a week and a half ago and they indicated that they would try to get the well construction piece reviewed first so that construction on that could happen this year. However, we have not heard anything more.

We have updated the list of easements required for the project and sent that to the attorney to begin the stub searches and easement preparation.

Mayor Tackman read the amended engineering agreement that had no cost increase and signed this on behalf of the Board.

RECORD RETENTION RESOLUTION: Trustee Donovan offered the following resolution, second by Trustee Donovan, all in favor.

By the Village Board of the Village of Cleveland that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein. FURTHER RESOLVED, that in accordance with Article 57-A: (a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein; (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods. Second by Mayor Tackman, all in favor.

ABSTRACT AGREEMENT RESOLUTION: Trustee Scatena offered the following resolution: THIS AGREEMENT made this 13 day of October 2020, made by and between the **VILLAGE OF CLEVELAND**, a municipal corporation organized and existing under the laws of the State of New York, with its principal office at 2 Clay Street, PO Box 501, Cleveland, New York 13042, (hereinafter the "Village"), and the **FRONTIER ABSTRACT AND RESEARCH SERVICES, INC.**, with offices at 69 Cascade Drive, Suite 101, Rochester, New York 14614 (hereinafter, "Abstractor");

RECITALS

1. The Village has undertaken a public improvement project known as Reconstruction of the Village of Cleveland Water Supply or Distribution System Project (the ("Project")).
2. Prior to installing any facilities, the Village must obtain easements in order to access properties.
3. An Abstractor is needed to provide information for the preparation of such easements by way of stub searches.
4. The Village finds that it is in the best interest of the Village to have Abstractor provide the same.
5. It is the purpose of this agreement to set forth the terms of the agreement between the parties.

NOW, THEREFORE, in consideration of mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is hereby agreed as follows:

1. Abstractor shall provide the Village with stub searches and/or deed copies in accordance with the property list provided by the Village's engineers for the Village of Cleveland within the Village of Cleveland.
2. Abstractor shall bill the Village at a rate of \$75.00 per stub search and \$10.00 for deed copy with a maximum of \$24,999.
3. Village shall pay Abstractor for this service within forty-five (45) days of receipt of Abstractor's invoice.
4. Abstractor at all times shall be considered an independent contractor and not an employee or an agent of the Village of Cleveland.
5. Abstractor agrees to indemnify and hold Village harmless from any and all liability of any nature whatsoever occasioned by the provision of its services.

6. This agreement constitutes the entire agreement of the parties and may not be changed, modified or altered except in writing duly signed and acknowledged by the parties.

7. This agreement shall be interpreted by and in accordance of the laws of the State of New York.

IN WITNESS WHEREOF, the parties set their hands and seals this 13 day of October, 2020.

VILLAGE OF CLEVELAND

By Laureen Tackman, Mayor

The next meeting, Tuesday, November 10, 2020. At 7:10pm, Mayor Tackman made a motion to move into executive session to discuss an employee matter, second by Trustee Donovan, all in favor.

At 7:15 pm, Mayor Tackman reopened the regular board meeting and made a motion to give Superintendent Levi Currier a \$2.00/hr increase, effective immediately, second by Trustee Scatena, all in favor.

At 7:20, Mayor Tackman made a motion to adjourn the meeting, second by Trustee Cartier, all in favor.