

December 11, 2012 – Village of Cape Vincent Board of Trustees

Mayor Timothy D. Maloney called the meeting to order at 5:30 PM with Trustees Pamela Youngs, Elisabeth Brennan, Jerry Golden and Jeff Call present.

Eric, manager from Breakers Restaurant, addressed the Board on the plans that he and Carol Porto, owner of Breakers, have started about having an Antique Festival in Cape Vincent August 3rd and 4th, 2013. It is would be set up throughout the downtown area and will hopefully have approximately 100 vendors. They have spoken with the Chamber of Commerce and would like to start advertising as soon as possible. The Village Board has asked to be kept informed of the status of the project.

Trustee Golden made the motion to dispense with the reading of the previous meeting minutes and accept them as written with Trustee Youngs seconding the motion and all voting yes.

The Treasurer gave Abstract 7 to the Board members as follows:

General: \$ 65,128.01

Water: \$ 38,972.91

Sewer: \$ 8,966.85

Trustee Brennan made the motion to pay the bills for the month with Trustee Golden seconding the motion and all voting yes.

Marty Mason, DPW Supt. gave his report as follows:

- The Health Department had rejected the last water license class due to the paperwork not having the GRADE A specification and the classes that have to be retaken have been set for the end of February and these new classes will have the proper wording and will be accepted by the Department of Health.
- At the Water Plant, the new pump is installed. The initial start-up was unsuccessful. A new part will be delivered and Marty will be installing it and doing the start-up themselves at the Water Plant.
- The Sewer Plant will have power on at both of the lift stations this week. The painting is complete and the piping then needs to be completed.
- The Plant-Main Building roof is done and they started the steel installation today. The inside of the building is near completion. The start-up is hopeful for February.

Mayor Maloney stated that he has spoken to Robert Boliver and he said that they are getting closer to getting the approval for the drying beds from Bill Jessmore. This is a DEC recommendation to have the drying beds.

- For the DPW-snow equipment is on and ready to go. They have one sewer line to dig this week. The brush/leaf pick-up is done for the season.
- The evaluations for the employees have begun and they are waiting for the forms from two more employees to complete the department.

Trustee Youngs then asked Marty if he got any price quotes for the new water meter system that has been researched. He has not received any as of yet.

Mayor Maloney then addressed the issue of the LDC and the possible dissolving of the current LDC. At this point, attendee John DeFrancesco gave more information on the new regulations set forth for the functions of the LDC. This issue has been addressed with Gebó's office and with the Town of Cape Vincent. One idea has been to have the current LDC dissolve and be put under the Town and/or Village of Cape Vincent and to be set up as a committee that would report to the Town and/or Village. The Town includes the LDC within their budget and they will work with that. The budget will support the LDC but the control will be set in place by the Town and/or Village and the committee would act only as an advisory group. They would continue to look for grants and other opportunities and it will all be driven toward the Joint Comprehensive Plan that was established between with Town and the Village. He asked the Board to review the write up that Glenn Kennedy submitted. If the Town and/or the Village do not embrace this idea, the LDC will just dissolve, in John's opinion. John will be attending the Town Board meeting next week to address them with this issue.

Jeff Herpel, Chairperson of the Planning Board, gave his report as follows:

- A site-plan review is set for Tuesday December 18, 2012 at 7:00PM for Ronald Youngs.
- He then asked about the status of the vacant seat on the Planning Board and the Zoning Officer.
- The meetings for the Planning Board will continue to be the third Tuesday of each month at 7:00pm.

Mary Rupp, Deputy Clerk/Treasurer will do the advertising for both vacant positions and have resumes received by December 27, 2012.

Trustee Brennan then questioned whether Michelle Oswald can now stay with her position on the ZBA now that she has been elected to the Town Board. Mayor Maloney is going to check with the attorney's office.

Mayor Maloney then addressed the following issues:

- DC Builders-no report to give
- Article X-email response that advised the Board to get on board very soon to express their concerns to the Public Service Commission about the Joint Comprehensive Plan and how it could affect us not knowing where things are going to be placed. A draft is going to be written to be reviewed at the next meeting.

- Faye Waterman from the Citizens Bank sent a request in regards to Morgan Stanley investments and transfers that needs to be made and signed by the Mayor. He asked that all Board members review the paperwork before he signs. It was at the Board requests to get clarification from Faye before they give approval for signature.
- A Thank You letter will be written to the Town of Cape Vincent for the assistance given on the Real St. project.
- The Water Shut-Off draft will be sent to Gebo's office for review.

Tom Bowie and Libbie Wheeler from Bowers & Company CPA's, PLLC then addressed the Board with the Audit performed for the year ending May 31, 2012. A single audit was performed on all three funds of the Village to include the General fund, Water fund and Sewer fund. Mr. Bowie then proceeded to explain to the Board all the information gathered for all the funds and gave a year end summary of the accounts. The auditor's gave the following findings:

- The Village does not record the disposition or the depreciation of capital assets and does not meet the disclosure requirements by Governmental Accounting Standards Board (GASB) Statement 1.
- The Village has insufficient internal controls over the payroll processing and receiving invoices, recording payables and preparing and signing checks. It is the recommendation of the auditors that the Board appoint members to review all of these areas as an internal control.
- There are zero indications of any deficiencies or any non-compliance.
- The needed journal entries to correct recording errors have been given to the office for corrections and the auditor's office will be available for any assistance.
- Audits will be needed yearly for the foreseeable future due to the ongoing projects.

A discussion then took place about possible solutions to the audit findings.

Thomas Strejlau, Officer in Charge, gave his report as follows:

- The computer-aided dispatch hardware is now on and should be hooked up soon.
- The Village Police radio in the car is of very low quality and a newer radio is required for a better signal. Joe Plummer, director of Emergency Management came and determined a newer radio is recommended.
- The seal on the trunk of the car is defective and this is causing dust to enter the trunk and cause issues with the computer system. The seal is going to be replaced at TI Auto.
- The Village will be in the same situation this year for French Festival as far as police patrol due to the time-frame of the Fest in regards to other ongoing events occurring on the same weekend.

- Transmission in the car seems to be defective and it is going to go in for review and possible repair if needed.

Mayor Maloney then addressed the Water Filtration Project status. We have received the recommendations for the low bidders for the project. We have concurrence from Marcy Newman from Rural Development that we can award bids and these awards will be contingent on her final approval. Rural Development has reviewed the plans and finds them acceptable. At this current time, the Mayor will ask Gebo's office to review the paperwork. The awards would be given to Hyde-Stone Mechanical Contractors, Inc. for the mechanical and plumbing, Continental Construction, LLC for the general construction and Jordstat Construction, Inc. for the electrical. A formal resolution will be drafted. Trustee Call made the motion to pass the resolution to award the low bidders of the project with Trustee Youngs seconding it and all voting yes.

Mayor Maloney then addressed the Board about the letter received in regards to the tree located at the Martini house. At this present time, the Board stands firm to their recent votes about the status of the tree.

Trustee Golden then addressed the Board on his findings about the computer software updates. He was given the following quote for the software licensing from Jim Newman at the Computer Store for \$129.00 for three users and they would install the update.

Trustee Brennan then addressed the issues at the clinic. It is her position that a sit-down meeting is still needed with Samaritan clinic, the Town and the Village to ensure the clinic is performing for the needs of the residents of Cape Vincent.

Mayor Maloney then made a motion to enter executive session at 7:40 PM with Trustee Youngs seconding it.

Trustee Golden made the motion to exit executive session at 9:10 PM with Trustee Youngs seconding it and all voting yes.

Trustee Golden made the motion for the Mayor to sign the paperwork for Morgan Stanley for Faye Waterman to reinvest and Trustee Call seconding the motion and all voting yes.

Trustee Golden made the motion to adjourn the meeting at 9:11 PM with Trustee Youngs seconding it and all voting yes.

Respectfully submitted,

Mary Rupp
Deputy Clerk/Treasurer