

Village of Cape Vincent Board of Trustees – October 8, 2013

Mayor Timothy D. Maloney opened the meeting at 5:30 PM with Trustees Jerry Golden, Jeff Call, Elisabeth Brennan and Pamela Youngs present. Mayor Timothy Maloney welcomed the attendees and then led in the Pledge of Allegiance.

Trustee Brennan made the motion to dispense with the reading of the September 24, 2013 meeting minutes and accept them as written with Trustee Golden seconding the motion and Trustee Youngs and Mayor Maloney voting yes. Trustee Call abstained.

The Board review Abstract 05 as follows:

General: \$17,449.81

Water: \$7,501.74

Sewer: \$9,440.29

Upon review, Trustee Call made the motion to approve payment of the abstract with Trustee Golden seconding the motion and all voting yes.

Attendee Glenn Kennedy then spoke on behalf of the Cape Vincent Development Committee (CVDC). The two Village representatives are John DeFrancesco and Ed Bender. The Village representatives need to have their terms determined. It was decided that John DeFrancesco will serve the 2 year term and Ed Bender will serve the 3 year term. The CVDC is an advisory group that will meet to create a job description and advise on the hiring of the new Planner for the Town and Village of Cape Vincent. The group is meeting monthly. A lengthy discussion took place for different aspects of the committee.

Marty Mason, DPW Superintendent, gave his report as follows:

- The new road to the sewer plant is completed.
- The crew has done some hand paving throughout the Village, mowing and cleaning up brush.
- The leaf vacuum is ready to operate.
- The new sewer machine will be delivered this week and everyone will be trained on the use of the machine.
- The cans, benches, signs and banners throughout the Village will be picked up this week.
- National Grid will be running the light pole at the East End Park dock.
- Sewer project: The project is almost complete.
- Water project: The project is moving along. There have been some issues with the insulation and there will be a meeting next Monday October 14, 2013 to discuss the issues with the engineers.
- The pigging of the intake needs to be completed. It is done every two years. It cost \$2640.00. It cleans the water intake for the water plant.

Attendee Tom Bowie from Bowers & Company CPA's, PLLC then addressed the Board with the Audit performed for the year ending May 31, 2013. 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.
- The Village also maintains all time and demand deposits with one financial institution. For the year ending May 31, 2013, the Village exceeded the amount allowed by the Village's investment policy and the Board will need to collateralize to adequately mitigate custodial credit risk.
- 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.
- As an overview, the Village is financially healthy.

Marty was then given the okay to Pig the intake.

Trustee Call then addressed Marty on the issue of employees using cell phones during work hours and while operating equipment. He would also like Marty to review the safety in vehicles with the employees.

Mayor Maloney then asked Marty to extend the invitation to the entire DPW crew to attend the Ribbon Cutting October 10, 2013 at 10:00 am.

Trustee Call then stated that he felt that the Village looks great and Trustee Brennan also stated that there is a great deal of brush on Market St. The crew will be cleaning it up.

Thomas Strejlau, OIC, had the following report for the Board:

- Shane Ryan is now on the books for the Village. He will have field training with two other officers and then will be patrolling on his own.
- There were no issues at Oktoberfest, 1812 events or the French Festival this year.

Mayor Maloney then asked OIC Strejlau to prepare a letter to give to the legion that states that the Village doesn't have an open container law and that they are fine to consume alcohol under the pavilion.

Trustee Brennan then spoke about the letter that was received from a resident in regards to the clean-up of a property on Broadway and if a deadline has been given for the clean-up and also for the sidewalk along Broadway. Upon discussion, Marty is going to remove the bad places and put stone dust as a temporary fix.

The Board then reviewed the Treasurer Report that was presented by Clerk/Treasurer Mary Rupp.

Marty then spoke in reference to the Water Meters. Upon discussion, Blair Supply will be giving the Board a presentation at 5:00 October 22, 2013.

Mayor Maloney then gave his report as follows:

- Paul Docteur has been informed about the limit on the trees that can be planted that were disturbed from the sewer project is \$350-\$400.
- The Biachi agreement is still being handled by Gebo's office.
- The Breakwall project didn't have enough interest from the Army Corp of Engineers to make any work progress forward.
- The Jacob's water line will be disconnected Tuesday October 15, 2013 at 11:00am.
- The SACC meeting went well. The Mayor met with the director of the SACC program. Upon discussion, it has been requested that the YMCA give the Village periodic reports on the status of the program.

The Board then returned the CVDC issue of terms for members. Trustee Call made the motion to made the two year term for John DeFrancesco and the three year term for Ed Bender with Trustee Youngs seconding the motion and all voting yes.

The Board then spoke about the current contract with Wladis. Upon discussion, Trustee Golden made the motion to not renew the current contract with Wladis and for the Mayor to sign the contract termination paperwork with Trustee Brennan seconding the motion and all voting yes.

Mayor Maloney then spoke about easements. If easements are violated in the village and the village has knowledge of it, precedence is being set if nothing is done to correct the violation. Mayor Maloney is going to speak with Gebo's office about the issue.

Trustee Golden then expressed interest in contacting the Town to sell the land that is near the pump station on Gouvello behind the Chamber to create parking or to get good use of the land.

Trustee Brennan then addressed the following issues:

- For the fire department, has the Village seen any new contract language? And have we found out more on the gas issue for the Fire Department? No.
- Should the Village have an agreement in writing for the recent discussions on the trash cans and garbage issues?
- Anything back from Horne's Ferry? No.
- Anything on Donovan sewer issue? No.

- Youth Commission meeting? It was discussed to send letter to Town Board to establish a meeting.
- The Christmas Committee would like to request that the Village purchase a wreath for \$25.00.
- A letter was received from Joe Chavoustie in regards to establishing a pharmacy. Upon discussion, it was discussed to forward the letter to the CVDC for possible planner ideas and possibly reach out to other local pharmacies.
- Personnel policy review needs to be done. Upon discussion, the Board will have a work session after the next Board meeting to discuss any concerns with the current policy.

Trustee Call made the motion at 7:20 pm to adjourn the meeting with Trustee Brennan seconding the motion and all voting yes.

Respectively submitted,

Mary E. Rupp, Clerk/Treasurer