

September 9, 2014- Village of Cape Vincent Board of Trustees

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

Trustee Brennan made the motion to dispense with the reading of the August 26, 2014 meeting minutes and accept them as written with spelling errors corrected with Trustee Youngs seconding the motion and all voting yes.

Trustee Putnam made the motion to dispense with the reading of the September 3, 2014 special meeting minutes and accept them as written with Trustee Youngs seconding the motion and Mayor Maloney and Trustee Golden voting yes. Trustee Brennan abstained.

The Board reviewed additions to Abstract 04 as follows:

General: \$29,527.49

Water: \$7,780.72

Sewer: \$6,125.85

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

Attendee Mr. LeTendre then addressed the Board about his concerns about finding the invasive species of plant called swallow wort on his property and finding out that it has been found in other locations through the Village. A local resident, Steve Docteur, is a licensed sprayer for the plant and it is Mr. LeTendre's suggestion that the Village organizes a plan to deal with the invasive plant and he would be willing to help in any way possible.

Mr. Tom Bowie, from Bowers & Company, CPA, PC, then addressed the Board and reviewed the Audit findings for the fiscal year ending May 31, 2014. 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 needs to perform budget transfers and modifications to prevent over expenditures for budgeted amounts.
- There are zero indications of any deficiencies or any non-compliance.
- Audits will be needed yearly for the foreseeable future due to the ongoing projects.
- As an overview, the Village is financially healthy.

Trustee Brennan then asked about the status of the Bay St. paving. It is scheduled to be completed September 10.

The Board then reviewed the Treasurer's Report and had no questions or comments.

Trustee Brennan then spoke about employee William Gould resigning his position and stated that she would get a card for the Board to sign.

OIC Strejlau then gave the police department report as follows; after Trustee Brennan asked about the certified letters that were sent by his department. He stated that they are court order supporting depositions and should be sent certified.

- There should be no compost or brush left on the roadways of 12E. It is an obstacle to the police department.
- The golf cart issue has been brought to his attention. At this time, the users of the carts must be of legal driving age, they must obey all traffic laws and should avoid the use of Route 12. This is an unofficial policy. Trustee Brennan also stated that the Village cart should be off 12E as much as possible.
- Trustee Golden asked about the view/trees/brush at the Law Building and OIC stated that is good. No concerns at this time.
- There is an issue with the men's restroom at the Law Building and a leak has caused the floor/tiles to be ruined near the toilet area.
- The large wooden sign at Monahan's is loose. OIC will be in contact with Perry Golden, Zoning Officer to address the issue.

Mayor Maloney then stated the next meeting in regards to the TIERS would be held Wednesday September 10 at 7:00 at the Cape Vincent Fire Hall and in attendance will be Mayor Maloney, Douglas Putnam, Urban Hirschey, Joe Gould, William Gould, Bud Barill and Rollie Churchill.

Trustee Brennan then asked if there is anything new to report from Matt Bush with the DOT. Trustee Golden stated that Perry Golden has a brief update on the issue and will update the Board.

Trustee Brennan then asked about SACC. Mayor Maloney stated that there has been no progress and the program is currently not running in the Cape Vincent Elementary School. Upon discussion, Trustee

Brennan asked Mayor Maloney to contact the YMCA and request that they advertise for the positions available and to be specific as to where to advertise; to include the Watertown Daily Times, TI Sun and the local What's Happening.

Trustee Golden then readdressed the issue of the Antique shop. It is his understanding from Perry Golden that the issue is a state issue and is not a Village issue to address. Perry will be drafting a letter to the Vail's to let them know his findings.

Trustee Brennan then announced that the local Clinic will be hosting an Open House September 16 from 4:00-6:00pm.

Mayor Maloney then addressed "new" business. The Board reviewed a REVISED water resolution from the water project that was approved at the special meeting September 3, 2014. The resolution required a few changes and upon review of resolution 9-3WBM, Trustee Youngs made a motion to accept the revised resolution and approve it as written with Trustee Golden seconding the motion and all voting yes.

Mayor Maloney then addressed a letter that was received by resident Paul Docteur, in regards to a request/concern that was brought to the Board a year ago. In his letter, he indicated that he had not received an official letter stating the Board's findings. Upon discussion, the Mayor will be contacting Mr. Docteur and will draft a letter.

The Clerk then spoke to the Board about the Workplace Violence Policy that the Village has in effect. The policy has remained unchanged during the past year and the training manual was reviewed at this time by Trustees Brennan and Putnam. The policy had been reviewed prior by Trustees Youngs and Golden and Mayor Maloney.

The Board then spoke about the request that was submitted by the CV Fire Department to use the Village golf cart for the up-coming Oktoberfest that is to be held September 27, 2014. The Board granted use of the golf cart to the Fire Department.

Mayor Maloney then informed the Board that he visited the lift stations to view the contractor's top soiling job and took photos that he in turn submitted to the engineers about the work that was done. Mayor Maloney was not happy with the contractor's work.

Mayor Maloney then shared a draft letter that he prepared for a resident on Broadway that has some sidewalk/property issues. The Board reviewed and revised the draft. The Clerk will mail the letter upon competition.

Mayor Maloney then spoke to the Board about a quote that was given by Bill Elliot & Sons for a tree removal and trimming. Ben Davis Tree service was unavailable to do the work necessary for the sidewalk work on Esseltyne St. Upon discussion, the Board tabled the issue until all the Board members can view the tree in question.

Mayor Maloney then spoke about contacting Steven J. Hall contractors about doing the last phase of the work at the DeFrancesco property and at the Breakwater Gallery. Trustee Golden is to contact Steve Hall about the work.

OIC Streljau then addressed the Board to inform them that he is on the TIERS Board.

Trustee Brennan then made the motion at 7:30pm to enter executive session to review resume/applications submitted for the Full time DPW Laborer position with Trustee Golden seconding the motion and all voting yes.

Trustee Brennan made the motion at 8:53 pm to exit executive session with Trustee Youngs seconding the motion and all voting yes.

As a result of the review, the pool of 15 applicants had been narrowed to 8. Trustee Brennan will be calling the 8 applicants to inform them of the pay range and move forward with the process once Marty has returned from vacation.

Trustee Golden made the motion at 8:54pm to adjourn the meeting with Trustee Youngs seconding the motion and all voting yes.

Respectively submitted,

Mary E. Rupp, Clerk/Treasurer