

November 9, 2020

A regular meeting of the Village Board held on the above date was called to order at 6:00 p.m. at the Village Hall, 1 West Main Street, Clifton Springs, NY 14432.

Presiding: Bill Hunter Mayor

Board Members Present: Earl Lincoln, Jeff Linsner, Jim Keyes, Bryan Gray

Board Members Absent: None

Also Attending: Jason Lannon, Street & Water Supervisor, Tim Steed
Engineer with Hunt Engineering

Minutes: The minutes of the meeting minutes of October 12, 2020 were approved upon motion by Trustee Linsner 2nd by Trustee Keyes. All members present voted AYE. Carried.

Vouchers: General, Water and Sewer Vouchers #357 through #434 approved for payment by Trustee Lincoln 2nd by Trustee Gray. All members present voting AYE. Carried.

General Fund =	\$ 155,697.50
Water Fund =	\$ 15,628.32
Sewer Fund =	\$ 26,079.81

PRIVILEGE OF THE FLOOR:

Jason Lannon – street and water report

Jason Lannon, Street & Water Supervisor appeared before the Board.

Street report: At the GW Lisk Community Park there is quite a bit of cracking in the asphalt. Supervisor Lannon has quotes to wash, fill crakes, level and repaint. Discussion was held and the Board agreed that this work will be done in the Spring. This will be paid for with money that is in the Park trust fund, specifically set up of this type of maintenance. Catch basins have been cleaned out. Five trees will be planted. Fall debris pick up will be done this week. Christmas decorations will be going up next week. A part time employee is currently out of work and his return date has not yet been determined.

Water report: The Village had some failed water samples. The errors could be from human error or lab error. Supervisor Lannon intends to change to another lab testing company. A new chart recorder has been ordered. Large water meters at GW Lisk Company have been changed.

Tim Steed – Engineer from Hunt Engineering – Wastewater Plant

Tim Steed, Engineer from Hunt Engineering, appeared before the Board. Mr. Steed has been in contact with the Department of Environmental Conservation (DEC) regarding the requirement for disinfection. Disinfection at the wastewater plant has become an unfunded mandate. Mr. Steed explained that he feels DEC has set a precedence by providing funding to numerous other communities. Mr. Steed explained that at this time grant funding was stopped for 2020 and probably 2021, due to Covid 19. Mr. Steed informed the Board that he is aware the disinfection at the plant and the possible plant improvements from the inflow and infiltration study, cannot be afforded without grant funds. For this reason, Mr. Steed wrote a sample letter for the Board to consider sending to DEC, asking for a one-year extension to the DEC requirement for disinfection, extended this from 2023 to 2024. This would result in an amendment to the NYS SPEDES permit that the sewer plant operates under. The Board authorized Mayor Hunter to sign this letter and send it on to the DEC. This letter was provided by Hunt Engineering at no additional cost.

Mr. Steed will also send information on possible other funding sources. Mr. Steed believes currently USDA is still providing funding, but no grant money is available. Mr. Steed will have Engineer Jenn Vaughn from Hunt Engineering send a letter to the

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Village with more information on the cost of the two projects (disinfection and inflow and infiltration upgrades) and how these costs will affect the residential and business users of the sewer system.

Mr. Steed updated the Board on the Inflow and Infiltration Study (I & I). This study identified sources of inflow and quantified costs for I & I repairs. This is estimated at 1.4 million dollars. The Board discussed that the I & I improvements are not required by the State. Mr. Steed explained that it is good to have this information in place and if grant funding does not become available to do improvements when other infrastructure projects are being completed.

Mr. Steed updated the Board on the disinfection study. Various options for disinfection at the sewer plant were reviewed and Hunt Engineering recommends the Ultra- violet process of disinfection for the sewer plant. The estimated cost of this is 1.6 million dollars and the State is requiring disinfection. Mr. Steed explained that the headworks is the most notable improvement as well as a generator and a scum holding tank. These items are good items to place in your request for funding. Mr. Steed explained that it is best to include as much as possible in the grant request because if the Village were able to obtain grant funding the funds could be spent on items in the request. If items are not in the request, you cannot spend the funds on items not requested – even if the project were to come in under budget. Mr. Steed suggested that if grant money does not become available that the Village proceed with disinfection, because disinfection is required. This does not mean that all items that are being requested will be completed – it is all depended on grant funding and other funding sources. Mr. Steed suggested that the Village proceed with the necessary items that are required to be listed on the intended use plan.

Mayor Hunter asked what does Mr. Steed recommend the Village do right now? Mr. Steed recommended that the Village send the letter to DEC, asking for permission to modify the permit, this will begin the dialog between DEC and the Village. Mayor Hunter stated that he is concerned that few communities could meet the disinfection requirement without grant funding.

Mayor Hunter asked for the estimate to have sewer plant drawings in place to meet the May 2021 deadline. Mr. Steed said a very rough estimate would be 70K.

Mr. Steed thanked the Board.

CORRESPONDENCES:

Re-levy of Village Taxes

List of unpaid Village taxes. Clerk Reals reported that ninety eight percent of the taxes were paid.

Motion was made by Trustee Keyes 2nd by Trustee Lincoln to turn over the unpaid taxes.

RESOLVED, by the Board of Trustees of the Village of Clifton Springs, NY, pursuant to local law 6-1977 of the County of Ontario, a local law to provide for the collection of delinquent village taxes by the County Treasurer and methods of payment of such village property taxes so collected and that the Village Clerk be and she is hereby authorized and directed to transmit a detailed listing of unpaid village property taxes to the Treasurer of Ontario County, and that the Village Board of Trustees of the Village of Clifton Springs NY respectfully requests that the Treasurer of Ontario County collect all unpaid village property taxes as provided for in local law number 6-1977 to the County of Ontario. All members present voting AYE. Carried.

Meeting of November 9, 2020 continued:

Quarantine restrictions for traveling during Covid 19

Information from the NYS Department of Health with interim guidance for quarantine restrictions on travelers arriving in NYS following out of state travel.

Reviewed.

NYCOM – Webinar on holiday travel during Covid 19

Webinar from NYCOM regarding holiday travel alert, “What you need to know before you leave”.

Reviewed. Trustee Linsner and Clerk Reals have signed up for this webinar.

Sales tax check

Copy of the most recent sales tax check.

Reviewed. The check was down approximately 3% from the same quarter last year. This is better than the Village anticipated with the economic impact from Covid 19.

YMCA – turkey trot

Letter from Clifton Springs YMCA requesting permission to have the annual turkey trot (5K) on Thanksgiving Day, with Covid 19 safety pre-cautions in place.

The Board agreed the YMCA could hold the turkey trot with proper guidelines in place to follow safety guidelines for Covid 19. Should a Covid 19 problem happen, this would fall under the YMCA, not the Village.

Pause NY Covid 19 concern with ICF

Copy of complaint to Pause NY on the State ICF (group home) on East Main Street.

Reviewed. As this house is run by the State, the Ontario County Public Health will follow up on addressing this concern.

Pause NY Covid 19 concern over Fire Department trunk or treat

Copy of complaint to Pause NY regarding the fire department request for a trunk or treat. This concern was resolved prior to the trunk or treat being held.

Reviewed. This concern was passed on to the Fire Department. Prior to trunk or treat the Department provided to the Board the safety guidelines and the route that participants would follow when attending the event. The information provided from the Department was exceptionally detailed, and the Board allowed the event to be held with the safety precautions the Department put in place.

The Board does wish that anyone with Covid 19 concerns would not remain anonymous when filing the complaint with Pause NY because the Board would like to be able to inform – educate the concerned party (parties) of the safety guidelines that organizations are putting in place.

March 16, 2021 election

Proposed copy of a legal ad regarding the March 16, 2021 election. Trustee Linsner offered the following resolution 2nd by Trustee Lincoln. All members present voting AYE. Carried.

At the regular meeting of the Board of Trustees of the Village of Clifton Springs the following resolution was offered by Trustee Linsner 2nd by Trustee Lincoln who moved its adoption. All members present voting AYE.

WHEREAS, the next general Village Election for Officers will be held on Tuesday, March 16, 2021 Election Law, Sec. 15-104, Sub 3 (a), and

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WHEREAS, the Board of Trustees must designate by resolution and publish the offices which are to be filled in such election and the terms thereof.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees designates the following offices as vacant at the end of the current official year, April 5, 2021 to be filled at the General Village Election to be held on Tuesday, March 16, 2021 for the following terms:

Trustee – one office (4) year term (Incumbent Bryan Gray)

Trustee – one office (4) year term (Incumbent Jim Keyes)

Justice – one office (4) year term (Incumbent K. John Maslyn)

This resolution shall take effect immediately.

NYCOM - Webinar on Police Reform

Webinar from NYCOM regarding Police Reform.

Clerk Reals has signed up for this webinar.

NYCOM advocacy update

NYCOM advocacy update on the moratorium on termination of residential utility service.

Reviewed.

R. Maslyn attends training

Certificate of Attendance for training for Planning Board member R. Maslyn.

Reviewed.

Kennedy & Madonna, LLP

Letter from Kennedy & Madonna, LLP regarding water contamination levels.

Reviewed. This appears to be a solicitation letter.

Hunt Engineering - disinfection

Information from Tim Steed, Engineer with Hunt, regarding required disinfection for the sewer plant.

Reviewed under privilege of the floor.

Covid information provided by the County Attorney

Information from Ontario County Attorney Holly Adams regarding protocols the Ontario County has put in place due to Covid.

Reviewed. This information was requested by Clerk Reals.

STREET DEPARTMENT: See privilege of the floor for Supervisor Lannon report.

WATER DEPARTMENT: See privilege of the floor for Supervisor Lannon report.

SEWER DEPARTMENT: Trustee Keyes reported the following:

EPA – Significant Users

Chief Operator Merkley has been contacted by the EPA (Environmental Protection Agency) and the EPA is looking to see what entities in the Village are industrial users. In the Village this would be G.W. Lisk Company Inc. and Clifton Springs Hospital. Chief Operator Merkley has supplied the information to the EPA.

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Trustee Keyes stated a letter needs to be sent to the hospital as they are working on an old permit. Clerk Reals will type the letter once it is prepared. Mayor Hunter recommends the Village include in the letter that the hospital needs to addressing pre-treatment of wastewater.

Uniforms

Discussion was held on uniforms for the employees at the sewer plant. The uniform bill was expensive this last month. Clerk Reals explained that this is because uniforms that have been embroidered with Village of Clifton Springs – cannot be returned and must be purchased. For this reason, the Village must buy a jacket and shirts, that were issued to a previous employee. The uniform bill also indicates that the employees at the sewer plant are receiving shorts. There was also a bill from another vendor for bib overalls. The Board has been very clear that the Village does not supply bibs or shorts. The Board asked Trustee Keyes to make it clear again what the Village will pay for regarding uniforms. The Village Board agreed that the Village will pay for the same uniforms that the street department receives. The Village will supply raingear, but it must be DOT approved high visibility, and the Village will supply high visibility T-Shirts and high visibility sweatshirts within reason – with approval from the Board liaison. The Village will supply rain boots on an as needed basis – with approval from the Board liaison. The Village agreed again that the Village will not supply car harts, pants, bibs, work boots, or any non- high visibility clothing. The Board expressed their frustration with uniforms with the sewer plant as this discussion seems to happen every couple years. The Board asked Trustee Keyes to address this again with the Supervisor and the Board decided that no clothing or uniforms of any kinds are to be purchased or supplied at the expense of the Village for the sewer plant without approval from the Trustee liaison approval. The Board agreed that if any purchases are made that do not adhere to the above discussion that the employee will be responsible to pay for them or return the items.

Conflict of Interest

Discussion was held on an invoice from Merkley Electric for work that was done at the sewer plant. The Board feels this is a conflict of interest and to protect both parties, that Merkley Electric will not be doing work for the Village. Trustee Keyes will advise the Supervisor of this decision.

M. VanDeMortel – 3A work

Trustee Keyes contacted part time employee M. VanDeMortel. Mr. VanDeMortel is retired and use to work full time for the Village of Clifton Springs in wastewater. Mr. VanDeMortel maintains a 3A wastewater operator's license. Trustee Keyes asked Mr. VanDeMortel if he would be willing to sign the reports for the plant, once it transitions from a 2A plant to a 3A plant. Once disinfection is completed, it is anticipated the plant will become a 3A plant. Chief Operator Merkley will obtain his 3A license, but Chief Operator Merkley is required to work in the plant for 18 months before he can test for the 3A license. Mr. VanDeMortel is willing to use his 3A license during the 18-month time frame. The Board agreed to pay Mr. VanDeMortel for this. As the time frame is a way's out, the Board agreed that it was not necessary to discuss the pay until the time frame is closer.

ZONING & PLANNING DEPARTMENTS: Trustee Gray had nothing to report.

FIRE DEPARTMENT: Trustee Linsner reported that the following:

Trunk or Treat

The Fire Department held a successful trunk or treat.

Propane tank - generator

The propane tank has been buried at the fire house. This was the best solution to make the generator work. The gas supply line that comes into the building from Kendall Street was not large enough to operate the generator. The new generator is larger, and the original generator was sized for 3 phase electric. Landscaping will be placed around the tank.

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Siren

Mayor Hunter asked Trustee Linsner again if the department would consider silencing the siren at night between 8PM and 6AM. Trustee Linsner indicated this becomes a problem with 911 dispatching.

PARK – YOUTH DEPARTMENT: Nothing was reported.

SOCIAL MEDIA: Nothing was reported.

POLICE DEPARTMENT: Mayor Hunter received a schedule for the month of November. The Police Department is working on Police Re-Invention /Reform. Questionnaires were mailed to all properties with the water and sewer bills in the November billing cycle.

MAYOR HUNTER REPORT: Mayor Hunter's report was covered thru out the meeting.

CLERK REALS REPORT: Clerk Reals provided the Board members a copy of the abstracts thru October and year to date revenue and expenses thru October.

Spa Apartments

A resident has a concern about the number of units at the Spa Apartments that are rented to those under age 62 with a disability. The PILOT agreement allows 10 units. Clerk Reals was instructed to reach out to the Spa and verify that the number of units does not exceed 10.

ADDENDUM: Clerk Reals contacted the Spa Apartments. The Spa Apartments was very cooperative. Clerk Reals reviewed the rooster, and the Spa Apartments is complying. For confidentiality reasons, no other information was reviewed, and no information can be distributed.

Pandemic Operations Plan

Clerk Reals reminded the Board that the Village needs to have a Pandemic Operations Plan, in place by April 1, 2021.

OTHER BUSINESS:

Adjournment

There being no further business to come before the Board, motion made by Trustee Lincoln 2nd by Trustee Gray to adjourn. All members present voting AYE. Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Lori A. Reals
Clerk/Treasurer