

**VILLAGE BOARD OPERATIONS MEETING MINUTES**  
**SEPTEMBER 17, 2018**  
**VILLAGE HALL**  
**6:00 P.M.**

**PRESENT:** Mayor Hubbard, Trustees Dove, Eriksen, Sennett, and Stokes-Cawley, DMO Harty, Asst. DMO Robinson, Village Atty. Pavlus

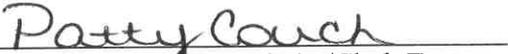
**Water System Improvement Project Bid Award** – DMO Harty said we received bids last Thursday, September 13, 2018 and at 5:30 p.m. today, we received GHD’s recommendation to award the bid to the low bidder, Villager Construction, Inc. Mayor Hubbard noted that they are currently doing work in Auburn and got a very good review. DMO Harty said GHD recommends awarding the Total Base Bid Price of \$4,003,546 with the three Add Alternate Bid Items Total of \$39,000 for a total Contract Price with Add-Alternate of \$4,042,546. GHD’s letter explains that the Add-Alternate relates to “installing a portion of the watermain by horizontal directional drilling to avoid tree removal”. DMO Harty said 7 mature trees will be saved with a net savings of \$23,840. As pointed out in GHD’s letter, “The Add Alternate Bid Items replace some of the unit price work included in the Base Bid. A Change Order can be issued during construction to reduce the quantities of the affected unit price items.” DMO Harty said there is a cost savings to saving trees – the work that can be eliminated as a result of the Add Alternates has a total value of \$62,840.00; thus, a net reduction of \$23,840.00. DMO Harty said we are within our bonding limits, tight on Water, but nice contingencies in other funds. Mayor Hubbard asked if Field Inspection is included. DMO Harty said design, inspection, etc. is all in. In response to Trustee Eriksen, DMO Harty said one option we have – the Water Fund fronted the engineering fees and we don’t have to seek reimbursement. We could pay for that with cash-on-hand from the Water Fund – we are in a strong financial position. DMO Harty said she supports GHD’s recommendation. Mayor Hubbard noted that we could charge the capital project for some of Assistant DMO Robinson’s work. Trustee Eriksen said it appears that we have already found about \$100,000 in savings. In response to Trustee Dove asking if we know Villager Construction’s schedule, Mayor Hubbard said we have to talk to them. They’ll put together a schedule; he guesses they’ll plan on commencing work here upon finishing their work in Auburn. **Resolution #2018-167:** On the motion of Trustee Stokes-Cawley, seconded by Trustee Dove, it was resolved and unanimously carried (5-0 in favor) to authorize Mayor Hubbard’s execution of Notice of Award to Villager Construction, Inc. for the Contract Price of \$4,042,546.00 which includes the Add-Alternate of \$39,000.

**DPW Position** – DMO Harty said eleven candidates were evaluated and six were interviewed. They all have different levels of experience and skills and long-term potential was considered. The top candidate, James Sharpsteen, lives on Center Street Road and is a long-term employee of Tompkins County Community College (TC3). He is seeking a position closer to home. DMO Harty said he is the head of field maintenance at TC3. Trustee Dove asked if he’ll be comfortable having a boss. Asst. DMO Robinson said he wasn’t a boss - he worked independently. DMO Harty said Labor Leader Dave Short participated in the interviewing process and is in support of hiring Mr. Sharpsteen at the Step #3 wage. We think Mr. Sharpsteen will bring a different perspective and attitude. Mayor Hubbard asked if we could make the probation a year. Trustee Stokes-Cawley said it is part of the CSEA Union Contract. DMO Harty said Atty. Colin Leonard looked at it and made note of the 6-month probation. Trustee Dove asked if the fireman who expressed interest was ever contacted. She was told that we didn’t hear anything more from the fireman. Trustee Eriksen asked if we can hire on the condition of a background check. DMO Harty said she thinks the application included a box to check relative to criminal background. Trustee Sennett said the Police Department could do the background check – we should work with Chief Coon. **Resolution #2018-168:** On the motion of Trustee Eriksen, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to authorize an offer of employment as a Laborer in the Department of Public Works to James Sharpsteen at a Step #3 wage of \$25.97 per hour, contingent upon obtaining a CDL within 6 months of commencing employment and completion of a background check.

**Status of Audit** – Trustee Dove said the audit is in progress. Clerk/Treasurer Couch is working with BST and last Friday we met with Mary Beth Leeson who apprised us that she is leaving Cuddy & Ward. She will be Deputy Treasurer for Cayuga County and might be a real asset to us going forward. Her last day with Cuddy & Ward is September 28 and is trying to work a deal with Cuddy & Ward to finish our audit. Trustee Sennett said it might be good for Mayor Hubbard to write a letter. Mayor Hubbard said he'll go there tomorrow – we want her to finish the audit. Trustee Stokes-Cawley asked if this impacts hiring someone for Roben's replacement. Trustee Dove said no, we're moving forward with that.

**First Meeting in October** – Mayor Hubbard said Clerk/Treasurer Couch wrote a memo explaining that she, Shannon, and Kierstin have to attend a MEUA Accounting and Finance Workshop on Wednesday, October 10 and Thursday, October 11. Roben already has scheduled a vacation week with a non-refundable camp site. There are two problems: 1) Office staffing – Clerk/Treasurer Couch will ask Laurie Kenyon and/or Beth O'Sullivan if they can work in the Village Office Oct. 10 & 11; 2) Scheduled Village Board Meeting of October 11 needs to be re-scheduled as it won't be possible to prepare the vouchers and abstract. The Board re-scheduled the first meeting in October for Tuesday, October 9, 2018, 7:00 PM at Village Hall.

**Adjournment** – **Resolution #2018-169**: On the motion of Trustee Sennett, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to adjourn the meeting at 6:39 PM.

  
Patty Couch, Village Admin./Clerk-Treasurer