VILLAGE BOARD OPERATIONS MEETING MINUTES
MARCH 28, 2020
9:00 A.M.

PRESENT: Pursuant to Executive Order 202.1 issued by Governor Cuomo, this meeting was conducted via Microsoft Teams conference call with Mayor Hubbard, Trustees Eriksen, Sennett, Stokes-Cawley, and Zapata, and Atty. Pavlus* indicating they were present at roll call.

Sales Quote - Relative to the Sauber Mfg. Co. sales quote for a new single reel Turret Trailer, Trustee Stokes-Cawley inquired if there is another manufacturer. Atty. Pavlus advised that it is over the competitive threshold and offered to follow-up with Electric Superintendent Reap to find out if it is a sole source. As suggested by Trustee Sennett, Atty. Pavlus said he'd be okay with a conditional approval. **Resolution #2020-71**: On the motion of Trustee Sennett, seconded by Trustee Zapata, it was resolved and unanimously carried (5-0 in favor) to approve Electric Superintendent Reap's request for a new trailer for the Electric Department with the condition that Atty. Pavlus review the sales quote with Superintendent Reap.

Electric Relevy – Atty. Pavlus said Governor Cuomo issued a State of Emergency and directed no late fees and no shut offs; the Public Service Commission (PSC) has asked NYMPA members to comply. Therefore, the Village should not charge late fees or penalties for unpaid electric/light customers until further notice. Trustee Sennett asked about the tax bills and relevy. Atty. Pavlus said the liens are okay. He reviewed his 2016 email regarding the Village practice of relevying electric charges and there is a provision in the Village Code to do so. The Village can relevy, but can't issue late fees or penalties after the Executive Order about the pandemic. Trustee Stokes-Cawley asked if we need to do anything. Atty. Pavlus, said, no, NYMPA already did for the muni's. Trustee Stokes-Cawley said she participated in the NYMPA phone call and a lot of the municipalities turn off electricity for non-payment. Atty. Pavlus noted that the Village does not do service disconnects or collection actions for unpaid bills.

Flag Resolution – Trustee Eriksen reported that he looked at several other municipalities in terms of policies about flag flying and found most to be overly burdensome and problematic. He said being such a small municipality makes it difficult to distinguish legitimate requests from disingenuous requests. The Village is so small that it is difficult to identify genuine versus non-genuine, so we can't have a working policy. **Resolution #2020-72**: On the motion of Trustee Eriksen, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to adopt a policy that the Village will only fly the American flag and not permit flying any other flag on Village property.

* Atty. Pavlus left the telephone conference.

General Fund Fiscal Year Ending 5/31/2021 Budget – The Board reviewed the proposed General Fund Fiscal Year Ending (FYE) 5/31/2021 Budget with discussion about certain budget lines as follows: **A1210.1** Mayor Personal Services – after discussion about whether or not to increase the Mayor's salary, the proposed budget remained at $5,000.00; **A1380.4** Fiscal Agent Fees Auditor – while it was concluded to leave the FYE 2021 budget at $20,000.00, Trustee Sennett will talk to CPA Leeson about meeting with the Village Board on a quarterly basis and asking her what a good schedule for actual audits would be (i.e. every 3 years, every 5 years); **A1420.4** Village Attorney – Trustee Stokes-Cawley asked if the Village Attorney line should be increased as the 2017-18 and 2018-19 expenditures exceeded the amount budgeted; the budget was left at $50,000.00; **A1440.4** Engineer – the Board noted that this line is for no particular engineer. Mayor Hubbard said more likely it is for TDK work on the Kelly Street bridge; hopefully, GHD bills are being picked up by escrows. Trustee Sennett said she'll look at the TDK schedule for bridge work; Mayor Hubbard said they have already done some. No change was made to A1440.4; **A1480.4** Website Create/Maintain – Trustee Stokes-Cawley noted an increase from $3,500 to $8,500 and said it would be nice to have a more up-to-date website and easier to navigate; **A1490.1** Public Works Administration

Director of Municipal Operations – Trustee Stokes-Cawley said the budget went to zero with the resignation of the former DMO; doing okay for now without DMO; **A1620.48** Building Maintenance – In response to Trustee Eriksen noting a 16% decrease, Mayor Hubbard said the decrease is probably somewhat guided by the 12/31/19 expenditure amount; highly erratic – dart board; Trustee Eriksen said he understands that it is hard to anticipate; **A8510.42** Community Beautification Public Restrooms Maintenance – In response to Trustee Stokes-Cawley, Mayor Hubbard said there is a separate revenue stream and he isn't a proponent of including a budget amount for a single year expense (i.e. bathroom renovation); carry maintenance every year as that is consistent; Mayor Hubbard said he is not sure how it will all play out; expense at 12/31/2019 is disproportionate because of Architect Kozub's fees; discussion about using additional parking revenue for public restrooms; **A8510.41** Community Beautification Landscaping – Trustee Stokes-Cawley recalled getting a quote; C/T Couch will check to see if Deputy C/T Karlik remembers the name of the landscaper and/or company; Trustee Sennett said we would do well to have a professional come in May and July, and add more money in the budget if needed; Trustee Zapata agreed.

Relative to Seasonal Laborers for the Cemetery, Trustee Zapata said that while we want to be proactive, we don't know if we can hire anyone because of the Covid-19 pandemic, but we don't want to burden the DPW. To date, we only have one applicant. Mayor Hubbard said we should coordinate with Labor Crew Leader Short.

Public Hearing on Tentative Budget - **Resolution #2020-73**: On the motion of Trustee Eriksen, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to schedule a Public Hearing on the FYE 2021 General Fund Budget on Thursday, April 16, 2020, at 7:00 p.m.

Adjournment - **Resolution #2020-74**: On the motion of Trustee Stokes-Cawley, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to adjourn the Operations Meeting at 10:19 AM.

Patty Couch

Patty Couch, Vil. Admin./Clerk-Treasurer