

Welcome Public

Mayor Gutheil asks all to say the Pledge of Allegiance

PUBLIC MEETING
7:00 PM
AUGUST 19, 2020
MAYOR HARRY G. GUTHEIL JR. PRESIDING

Minutes

Attendance:

Mayor Gutheil	Trustee Orlow
Trustee Bodkin	Clerk Treasurer Kelleher
Trustee Carota	
Trustee Girard	

Public Forum – None.

1. Approve Minutes August 5, 2020

Mayor Gutheil questioned what Robert Flores said in paragraph 3 on page 6. And on page 7 at the bottom the motion said “if Sprint signs off”. Mayor Gutheil reported that Attorney Bartkowski said it is alright to proceed.

Motion by Trustee Bodkin to approve the minutes for August 5, 2020. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

2. Set Future Meetings

3. Transfers

Mayor Gutheil said they had planned on buying the payroll module but due to the reduction of sales tax revenue decided to hold off a while. Therefore the C/T Outside Services account is short \$6.76

Decision to transfer \$4,500.00 from A1325.202 C/T Software to A1325.410 C/T Outside Services and revisit in October purchasing the software at the beginning of the year.

Motion by Trustee Girard to transfer \$4,500 from A1325.202 C/T Software to A1325.410 C/T Outside Services. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.

4. Approve Bills
Motion by Trustee Bodkin to approve bills as audited. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.
5. July 2020 Financial Statements
Mayor Gutheil noticed the gas and oil accounts are at about 40% of the budget. Spending a lot more on sewer for labor but we will be getting back some as part of the match on the sewer grant.

Motion by Trustee Bodkin to receive and file the July 2020 financial statements. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.
6. Sidewalk Agreement 38 Jackson Avenue
Motion by Trustee Girard to approve the sidewalk agreement for 38 Jackson Avenue for \$500 and the sidewalk agreement for 143-145 Main Street for \$125 and authorize Mayor Gutheil to sign the agreements. Seconded by Trustee Bodkin. All were in favor. None opposed. Motion carried.
7. Sidewalk Agreement 143-145 Main Street
8. July Public Safety Report
Motion by Trustee Bodkin to receive and file the July Public Safety Report. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.
9. Geese in the Village
Mayor Gutheil talked to the police department. They haven't had to deal with geese before but did shoot off shotgun shells for crows in trees. They will keep an eye on this issue.
10. Fire Company New Members
The Fire Company has proposed two new members.

Motion by Trustee Girard to acknowledge new fire company members Alyssa LaFountain and Tanner Distasio. Seconded by Trustee Orlow. All were in favor. None opposed. Motion carried.
11. Retirement Letter
Mayor Gutheil reported he received a retirement letter from the Chief of Police effective November 6, 2020 after 45 years of service. He appreciates all the years he served the Village.
12. Google Vault
Trustee Bodkin said they have been talking about the email and records retention process for some time. Stored Tech has made a recommendation several times to use Office 365 for records retention but there was a significant increase in cost.

Trustee Bodkin has been doing research looking for other options. Google came out with Vault and you can set permissions where it automatically retains emails per the law. But it does come as an additional cost. He asked the Board to approve Google Vault so they can become compliant with the law.

Trustee Bodkin said this system will automatically retain all the emails even if someone hits delete. This is an issue they need to address and it is his 3rd or 4th time bringing it to the Board. He believes it is around 30 accounts for an additional \$150 per month.

Mayor Gutheil said he has not seen anything come from NYCOM on this and it is an expense they did not budget for and is concerned about duplication of services. He hasn't found time to start the cyber security training.

Trustee Bodkin said that the cyber security training is a really important tool and they need to be sure everyone is utilizing it. This training identifies threats out there and he encourages all Village employees to complete this training.

Mayor Gutheil recognizes the importance of the training and will try to find the hour and a half.

Trustee Girard said this is something that we have to do. It is not a lot of money if we do it by department. For example \$20 per month would come out of the Trustees contractual account. Google Vault is a module within our programming account.

Motion by Trustee Bodkin to purchase Google Vault at a cost of \$5 per user with the funds being taken out of the contractual expense of each department that the email account is associated with. Seconded by Trustee Girard. All were in favor. None opposed. Motion carried.

13. Village Hall Work Conditions

Trustee Girard said there were questions about when people should be able to work at home and when not. He said with the refurbishing of the tank and if they are dealing with odors then we should be able to let the staff work from home since they can work remotely.

Mayor Gutheil said there was a recent incident of exhaust fumes from a generator. They moved it and the fumes went away.

The Board all agreed that if there are any incidents of this type the staff is allowed to go home and work remotely. The Clerk Treasurer asked about when they start blasting the lead paint off the tank? Is it safe for the staff to work at village hall.

Mayor Gutheil said that is a question for the engineer. Trustee Girard said they don't know the answer but he feels they should let the staff work remotely. Trustee Bodkin agrees and

said it should be at the Mayors discretion or Shannon's discretion. Trustee Orlow would support this.

Trustee Girard said they should have carbon monoxide devices in the building. If not then we should purchase some plug in ones.

Mayor Gutheil will contact Delaware Engineering and have them give us a report for the preconstruction test results.

14. Water Meter Pit Follow Up

Mayor Gutheil said they were trying to find a location.

Trustee Bodkin reported that he had a conversation with Anthony Mantas this afternoon. Anthony had a site visit with T.J. Chagnon and they identified a location that both T.J. and Delaware are comfortable with. When Robert Flores returns from vacation on Monday they will confirm the location.

Trustee Girard would like to get the meter ordered and in services as soon as possible.

15. Water Restriction

Mayor Gutheil said they need to do another proclamation. The reservoir dropped again this week when they had some hot days. Need to do Proclamation #2 of 2020 for emergency water use regulations and it will expire October 15, 2020.

Motion by Trustee Girard to issue this proclamation and water restriction expiring on October 15, 2020. Seconded by Trustee Bodkin. All were in favor. None opposed. Motion carried.

16. Sales Tax Report

Mayor Gutheil reported that for June, July & August they will be down \$26,789 so they really need to watch spending. If it keeps going at this rate it could be down \$100,000 by the end of the fiscal year.

Trustee Girard asked what month are they going to say they have to stop the bleed. November will be 6 months, do they want to wait that long? Mayor Gutheil said he doesn't think they should wait that long.

Trustee Bodkin asked Mayor Gutheil to forward the sales tax reports to the Board monthly.

Trustee Girard suggested going to the end of September and then have a special meeting if it keeps going in this direction. Trustee Bodkin agrees they should keep a close eye on it.

17. WIIA Water Project

- a. The water tank project has started. They have been welding brackets up on top. Mayor Gutheil received a call today about someone from the union bothering the contractor on the job.
- b. Drawings are in the boardroom for the carbon filtration project. Not sure how they are planning to bid the project.
- c. Regarding PFOA project – Anthony Mantas has a meeting with DEC on Friday to go over SPDES permit details.
- d. Mayor Gutheil has received a Dispensation for Hours from Worldwide Industries. They want approval to work 10 hours per day.

Trustee Bodkin motioned to approve this. Seconded by Trustee Girard. All were in favor. None opposed. Motion carried.

18. WIIA Sewer Project

- a. Both contracts have been signed on the sewer project, the general and the electrical contracts and Notices to Proceed have been issued.
- b. Did receive the approval letter on the sewer project from DEC today.
- c. Regarding Kenyon, still waiting to hear from the engineer on how they are going to interpret the contract. Mayor Gutheil doesn't want to be locked in on traffic control.

19. CDBG Project

This contract is signed and the Notice to Proceed done. They delivered some equipment last week and the project has started on Main Street and Haviland Avenue.

They severed water lines to two residences and then our staff went up and helped them out. Did end up with a boil water order.

20. Trustee Reports

Trustee Girard asked if they have done a background check on the applicant for the Code Enforcement Officer position. Mayor Gutheil did notify the applicant and left a message he would have to take an oath of office and asked if the Board wants a background check.

Trustee Bodkin said we should be consistent and since we have been doing it on other employees we should do it for all.

Mayor Gutheil will contact the applicant and proceed with a background check.

21. Mayors Report

Mayor Gutheil asked the Clerk Treasurer about a letter he received regarding uncollected funds. The Clerk Treasurer will follow up with the Deputy Clerk for a report on her research.

They will discuss the chief vacancy position in executive session.

Mayor Guthiel gave the letter to the hydro electric company back to Attorney Bartkowski to revise. He didn't like how it was worded.

He did a virtual meeting with Relief Committee.

Mayor Gutheil asked Trustee Carota if he had a chance to talk to anyone about trees to plant. Trustee Carota said yes and asked the Board how many and if they want to get bids. On average they are about \$300 each. The Board agreed to start with a dozen trees. Mayor Gutheil will have T.J. Chagnon talk to resident engineer about replacing trees on Route 9.

Motion by Trustee Girard at 8:11 pm to enter Executive Session on CSEA negotiations, the performance of a particular unnamed person(s) job history and the vacancy in the police department. Seconded by Trustee Bodkin. All were in favor. None opposed. Motion carried.

Motion by Trustee Orlow at 9:04 pm to end Executive Session and reopen the regular meeting. Seconded by Trustee Girard. All were in favor. None opposed. Motion carried.

Executive Session – No action taken.

Motion by Trustee Orlow at 9:04 pm to adjourn the meeting. Seconded by Trustee Girard. All were in favor. None opposed. Motion carried.

Meeting adjourned at 9:04 pm.