

Village of Canton, New York

VILLAGE BOARD MEETING

Meeting Minutes: June 18, 2018

Board Present:

- | | |
|-----------------------|------------------------|
| Michael Dalton, Mayor | Carol Pynchon, Trustee |
| Sean O'Brien, Trustee | Beth Larrabee, Trustee |
| Klaus Proemm, Trustee | |

Others Present:

- | | |
|-----------------------------------|-------------------------------------|
| Gerald Ducharme, Village Attorney | Sally Noble, Clerk/Treasurer |
| Brien Hallahan, Superintendent | Leigh Rodriguez, Economic Developer |
| Jim Santimaw, Chief of Police | Cara Adams, Deputy Clerk |

PUBLIC HEARING: Trustee Pynchon made a motion to authorize the Resolution to hold a Public Hearing for and Application to, Community Development Block Grant Public Facilities Program. Trustee Proemm seconded the motion. All voted in favor. Motion carries.

RESOLUTION
June 18, 2018

**VILLAGE OF CANTON
AUTHORIZATING PUBLIC HEARING FOR, AND APPLICATION TO,
COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC FACILITIES PROGRAM**

WHEREAS, funds are available from the New York State Office of Community Renewal (OCR) to provide for community improvements, such as housing, economic development and community facilities under the Community Development Block Grant (CDBG) Program, and

WHEREAS, applicants for CDBG funds must be units of local government, specifically including villages, and

WHEREAS, the Village of Canton has experience in preparing grant applications and administration of grant funds;

NOW, THEREFORE, BE IT RESOLVED, that the Village of Canton does hereby authorize a public hearing to be held on *June 18, 2018 at 6:15pm at 60 Main Street, Canton, New York in the Municipal Building Board Room* for the purpose of hearing public comments on the Village of Canton's community development needs, and to discuss the possible submission of one or more Community Development Block Grant (CDBG) applications for the 2018 Year program year; and

NOW, THEREFORE, BE IT RESOLVED, that the Village of Canton does hereby authorize staff to prepare and the Mayor to sign the application(s), and to perform other necessary activities in order to secure CDBG funds to assist the Canton Housing Authority with renovations to their property located at 35 Riverside Drive, Canton, New York in Canton; and

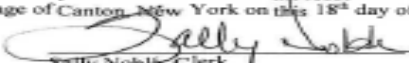
BE IT FURTHER RESOLVED that, should the grant be awarded, the Board of Trustees of the Village of Canton does hereby authorize the Mayor to sign the necessary documentation and contract for administration, upon approval of counsel, to engage in requisite activities to secure, administer and close-out the grant as may be required.

The question of the adoption of the foregoing resolution was put to a vote, as follows:

Mayor Michael Dalton	voting	<u>Yes</u>
Trustee Carol Pynchon	voting	<u>Yes</u>
Trustee Elizabeth Larrabee	voting	<u>Yes</u>
Trustee Sean O'Brien	voting	<u>Yes</u>
Trustee Klaus Proemm	voting	<u>Yes</u>

State of New York)
County of St. Lawrence)

I, Sally Noble, Clerk of the Village of Canton, New York do hereby certify that I have compared the foregoing resolution with the original resolution passed by the Board of Trustees of the Village of Canton, at a regular meeting held on the 18th day of June 2018, on file as part of the minutes of such meeting, and that the same is a true copy of the whole of such original. I further certify that the full Board of Trustees consists of five members (including the Mayor), and that a quorum of the Board's membership was present at such meeting, and that the votes of the members present are as stated in the resolution. In witness whereof, I appear to set my hand and seal of the Village of Canton, New York on this 18th day of June 2018.


Sally Noble, Clerk

Mayor Dalton opened the Public Hearing for the purpose of hearing public comments on the Village of Canton's community development needs, and to discuss the possible submission of one or more Community Development Block Grant (CDBG) applications for the 2018 program year.

Mayor Dalton read the Legal Notice:

LEGAL NOTICE

Notice of Public Hearing Village of Canton Economic Development Grant Application

Village of Canton Board of Trustees will hold a public hearing on **June 18, 2018 at 6:15pm at 60 Main Street, Canton, New York in the Municipal Building Board Room** for the purpose of hearing public comments on the Village of Canton's community development needs, and to discuss the possible submission of one or more Community Development Block Grant (CDBG) applications for the 2018 Year program year.

The Village of Canton, upon approval of the Board of Trustees, intends to submit an application for funding under the CDBG Public Facilities program to assist the Canton Housing Authority with renovations to their property located at 35 Riverside Drive, Canton, New York. The CDBG program is administered by the New York State Office of Community Renewal (OCR), and will make available to eligible local governments up to \$20 million in the 2018 program year for housing, economic development, public facilities, public infrastructure, and planning activities, with the principal purpose of benefitting low/moderate income persons. The hearing will provide further information about the CDBG program and will allow for citizen participation in the development of any proposed grant applications and/or to provide technical assistance to develop alternate proposals. Comments on the CDBG program or proposed project(s) will be received at this time. The hearing is being conducted pursuant to Section 570.486, Subpart I of the CFR and in compliance with the requirements of the Housing and Community Development Act of 1974, as amended.

The municipal building board room *is not* accessible to persons with disabilities. If special accommodations are needed for persons with disabilities, those with hearing impairments, or those in need of translation from English, those individuals should contact Leigh Rodriguez, Director of Economic Development, at 315-386-2871 x5 or lrodriguez@cantonny.us at least two (2) days in advance of the hearing date to allow for necessary arrangements. Written comments may also be submitted to Leigh Rodriguez, Director of Economic Development, at 315-386-2871 x5 or lrodriguez@cantonny.us until June 22, 2018.

Mayor Dalton asked Economic Developer Rodriguez if anyone had contacted her regarding access to the building. Economic Developer Rodriguez stated that she was not contacted about access to the building. Mayor Dalton stated that people with disabilities were instructed to contact us to change where the Public Hearing was held.

Mayor Dalton mentioned that material that was passed around regarding the Community Development Block Grant.

Mayor Dalton asked if there was a Public comment regarding the Community Development Block Grant.

Mayor Dalton asked Economic Developer Rodriguez to explain what the plan is. Economic Developer Rodriguez stated Amanda is in attendance from the Canton Housing Authority and she has more details about the particular project that she can share.

Economic Developer Rodriguez stated that there are handouts that outline in general the Community Development Block Grant Program and the opportunities.

Amanda St. Marie, Administrative Assistant at the Canton Housing Authority explained the Community Development Block Grant would be for the Public Facilities. Ms. St. Marie read the description of the project.



CANTON HOUSING AUTHORITY

37 Riverside Drive
Canton, New York 13617
Telephone: (315)386-8381

Fax: (315)-386-4028
TDD: 1-800-662-1220
NYS Relay Ctr: 1-800-421-1220

Executive Director: Cindy Moore

COMMUNITY DEVELOPMENT BLOCK GRANT 2018 PUBLIC FACILITIES

Description of Project:

The Village of Canton is applying for NYS CDBG program funds to modernize the thirty-nine year old elevators at the Canton Housing Authority's Grasse River Apartments, located at 35 Riverside Drive. This building is a seven-story, 50-unit, HUD Section 8 Multifamily housing project for low-income senior and/or disabled individuals.

The non-ADA compliant elevators have almost reached their usable limit, and the increasingly frequent malfunctions and service interruptions present an architectural barrier to the residents, negatively impacting their movements, and first responders' abilities to provide assistance.

Elevator modernization will bring the systems into compliance with ADA, remove the architectural barrier, and enhance safe and affordable rental housing opportunities for low income seniors and those with disabilities.

The CDBG funding for this type of project falls under the category of *Public Facilities* and the grant limit for this activity is \$300,000. The Canton Housing Authority (CHA) will be the subrecipient of the CDBG funds which will be administered by the Village. The CHA has hired a consultant and is in the process of identifying a total project cost. The CHA has a relationship with 2 other local housing authorities that have acquired the CDBG Public Facilities funds in the last 5 years (to upgrade aging elevators) and their total project costs were approximately \$500,000. So the CHA anticipates similar results. The housing authority is committed to providing the additional \$200,000 (plus or minus) funding for the elevator modernization.



Stop wishing for a better lifestyle...and Start living it.



Mayor Dalton asked if there were any questions or comments regarding the project?

Trustee Larrabee asked how many buildings this included? Ms. St. Marie stated that this is for one of the buildings and the other building was updated under the R Grant in 2012.

Mayor Dalton asked Ms. St. Marie if she has funding available for the remaining balance. Ms. St. Marie answered that yes, they have funding available and they are discussing the options when they have the exact figure.

Economic Developer Rodriguez informed the Board that she received a call from a resident from 35 Riverside Drive, Amy Disotell with a comment for a need for more handicap apartments.

Mayor Dalton asked Economic Developer Rodriguez if there is anything else that needs to be done. Economic Developer Rodriguez stated that she will accept additional comments until June 22, 2018.

No further comments.

Public Hearing closed at 6:30pm.

ORDER OF BUSINESS: The Mayor opened the regular meeting at 6:30pm.

- a. **Approve minutes of May 21 & June 1-** Trustee Pynchon made a motion to approve the minutes of May 21 & June 1; seconded by Trustee Proemm. All voted in favor. Motion carries.

ACCEPTANCE OF DEPARTMENT HEAD REPORTS:

Trustee Larrabee made a motion to accept the Department Head Reports; seconded by Trustee O'Brien. All voted in favor. Motion carries.

Mayor Dalton highlighted the following from the Recreation Director Boreyko's report.

- Lifeguards have done three saves this season
- Summer programs are filling up.

Trustee Pynchon stated that Garden Share is looking for volunteers to help make and deliver the food to Taylor Park for Adventures in Learning program.

Trustee Pynchon asked Superintendent Hallahan about restoring the fountain in the park.

Superintendent Hallahan stated that he will get back on the project and see if there are any contractors that show interest.

Code Officer Murray updated the Board on the new hotel that has been started and will be completed in 11 months. He stated that training is progressing nicely.

Trustee Pynchon asked regarding the Argents Project. Mayor Dalton stated that he will update Code Officer Murray.

Police Chief Santimaw gave an update on the SRO. Mayor Dalton, Trustee Larrabee and Chief Santimaw will conduct interviews and then they will meet with the School Superintendent Gregory.

Mayor Dalton stated that the framework for the MOU was sent to the School. The Village Attorney Ducharme and School Attorney Silver will review.

COMMITTEE REPORTS:

Solar- Mayor Dalton stated that the solar project is progressing and he sent the schedule out to the Board.

Sustainability Committee- Trustee Pynchon gave an update stating that they are planning a Green Vendor Fair on April 20, 2019, hoping to be held at SUNY Canton. Trustee Proemm is working on the funding for the car charging stations. Trustee Pynchon stated that she is working with Superintendent Hallahan regarding the community composting and is hoping to start a pilot the program. The Mayor is working on LED street lights.

Shared Services- Trustee Pynchon stated that they are working on the new agreements and working on the existing agreements. Once they are completed they will be sent over to the Town and Village Attorney's to review.

COMMUNICATIONS AND INFORMATION:

Mayor Dalton shared a complaint he received from John Hill at 27 Chapel Street regarding the lawn not being mowed located at 24 Chapel Street.

Mayor Dalton asked the Board if there was any concerns with the Chamber of Commerce using the parking lot for their foot race. The Board agreed to allow them to use the parking lot.

PUBLIC COMMENT:

None

OLD BUSINESS:

- a. **Ethics Code-** Trustee O'Brien stated that he will send an e-mail with the Ethics Code that they are working on and will discuss at the July meeting.
- b. **Discuss Sewer Blower Project Financing -** Mayor Dalton stated that the Sewer Blower project has been approved to move forward. He shared the amortization schedule with the Board regarding the loan from the General Fund to the Sewer Fund, showing the interest. The payment will be done annually. Clerk Noble suggested the five-year loan since it will be less impact to the sewer fund.

Amortization Schedule

Principal: \$175,000.00				
Interest Rate: 4.00%				
Payment Interval: Annually				
# of Payments: 5				
Payment: \$39,309.74				
Schedule of Payments				
Please allow for slight rounding differences.				
Pmt #	Payment	Principal	Interest	Balance
1	\$39,309.74	\$32,309.74	\$7,000.00	\$142,690.26
Year 1		\$32,309.74	\$7,000.00	
2	\$39,309.74	\$33,602.13	\$5,707.61	\$109,088.13
Year 2		\$33,602.13	\$5,707.61	
3	\$39,309.74	\$34,946.21	\$4,363.53	\$74,141.92
Year 3		\$34,946.21	\$4,363.53	
4	\$39,309.74	\$36,344.06	\$2,965.68	\$37,797.86
Year 4		\$36,344.06	\$2,965.68	
5	\$39,309.77	\$37,797.86	\$1,511.91	\$0.00
Year 5		\$37,797.86	\$1,511.91	
Grand Total		\$175,000.00	\$21,548.73	

After Board discussion, the Board agreed to move forward with the five-year loan. Trustee O'Brien made a motion to approve the five-year loan from General Fund to Sewer Fund for the Sewer Blower project. Trustee Proemm seconded the motion. All in favor. Motion carries.

- c. **Bend in the River Dedication-** After discussion the Board would like to do the dedication for Bend in the River when Senator Ritchie is available. Mayor Dalton is going to reach out to her office and will get back to the Board with her availability.

NEW BUSINESS:

- a. Authorize payment of vouchers & transfer of funds** – Trustee Larrabee made a motion to authorize payment of vouchers & transfer of funds for abstract #01 of 2018-2019. Trustee O’Brien seconded the motion. All voted in favor. Motion carries.

General Fund	\$104,663.96	Golf Course	\$44,553.47
Water Fund	\$25,340.34	Joint Activity	\$10,933.79
Sewer Fund	\$41,775.88		

- b. Approve Fire Department Member- Sarah Jackson & Audrey Law-** Trustee Larrabee made a motion to approve Sarah Jackson & Audrey Law to the Fire Department. Trustee Proemm seconded the motion. All voted in favor. Motion carries.

- c. Review Zoning Recommendations per Attorney Ducharme’s Memo on April 19th-** Attorney Ducharme recommended reviewing the zoning uses and special uses. If a special use is given it is allowed with special conditions. In the past when the Board granted a special use with special conditions it was added to the code. Special uses are allowed through out the zoning districts. The Planning Board is impowered with passing on special use permissions and utilizes the zoning code but the code does not specifically address other conditions which might be more particular to certain uses within certain zones. The C-1 code special uses and conditions have been added to the code but they have not been added to the other codes. Attorney Ducharme is recommending that the other zoning codes be reviewed. The St. Lawrence County Planning Board is in support of the review. Jason Pfothauer at St. Lawrence County Planning Office is willing to meet with Attorney Ducharme and Mayor Dalton to discuss ideas on what is appropriate with the zoning uses. Attorney Ducharme stated that Mr. Pfothauer is able to meet in July. He stated that this will be a big help to the Planning Board. He thought this would be good timing with the comp plan in progress.

Mayor Dalton agreed stating that this will help clear up the code and what is and is not allowed.

Trustee Pynchon stated that the timing is right.

Mayor Dalton stated that a meeting will be set up with Mr. Pfothauer.

- d. DEC Grants for Park & Forest Management-** Mayor Dalton stated the Economic Developer Rodriguez is working on the DEC Grants for the Park and Forest Management.

Economic Developer Rodriguez discussed the Trees in the Park stating that is ongoing assistance with the maintenance with the Church. The Tree Committee is conducting a tree inventory project which leads into the Forest Management and applying for funding. The Village is limited to two applications. For the Tree Maintenance agreement, they will need permission from the owner to access the land since it is not owned by the Village.

Trustee Pynchon stated that issue with the Trees in the Park raises an issue of the ownership of the Park. She would like the Board to think about and discuss. Trustee Pynchon stated that the Village ran into trouble getting funding for the fountain because we did not own it. She discussed concern of a few recent request of public use of the park that were declined based on the Church’s policy. Trustee Pynchon stated that the park is the center of the

Village and the Village maintains the upkeep of the park and pay for the power to the park. She feels that the Community is unable to use the park as freely as they should be able too. She is proposing our Board having a conversation with the Church council to get a real understanding of the deed and what the Church Father's had in mind for the space.

Trustee O'Brien stated that he is glad the issue was brought up and is happy to finally get answers of why people are unable to use the space.

Mayor Dalton stated that past Boards have discussed the park usage.

After further discussion the Board will invite Rev. Mike and the Council to a Board Meeting.

The Board will hold a Special Meeting on June 27th at 5:30pm to pass the Trees in the Park access agreement.

- e. **New Employee to the Recreation Program-** Trustee Pynchon made a motion to approve Emma Trulock for Tumbling at a rate of \$100.00 for the one-week clinic. Trustee Larrabee seconded the motion. All voted in favor. Motion carries.

PUBLIC COMMENT:

None

Trustee Proemm made a motion to adjourn the meeting at 7:06PM. Trustee O'Brien seconded the motion. All voted in favor. The motion carries.

Respectfully submitted,

Cara Adams
Deputy Clerk