

# Village of Canton, New York

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## VILLAGE BOARD MEETING Meeting Minutes: October 19, 2020

### **Board Present:**

Michael Dalton, Mayor  
Beth Larrabee, Trustee  
Klaus Proemm, Trustee

Carol Pynchon, Trustee  
Anna Sorensen, Trustee

### **Others Present:**

Gerald Ducharme, Village Attorney  
Cara Adams, Deputy Clerk  
Jeff Murray, Code Officer  
Linda Casserly, Historian

Sally Noble, Clerk/Treasurer  
Leigh Rodriguez, Economic Developer  
Cindy Brand, Assessor  
Marty Miller, Superintendent

**PLEASE TAKE NOTICE** that the Canton Village Board of Trustees will hold its regular monthly meeting on Monday, October 19, 2020 at 6:30pm. The meeting will be conducted by use of Zoom video-conference, as authorized by Governor Andrew Cuomo's Executive Order 202.1 (*extended by Executive Orders 202.14, 202.28, 202.38, and 202.48*) and Executive Order 202.15 (*extended by Executive Orders 202.29 202.39, 202.49, 202.55, 202.60 and 202.60*).

### **ORDER OF BUSINESS:**

- a. **Approve minutes of September 21, 2020-** Trustee Pynchon made a motion to approve the minutes of September 21, 2020 seconded by Trustee Larrabee. All voted in favor. Motion carries.

### **ACCEPTANCE OF DEPARTMENT HEAD REPORTS:**

**Economic Developer Report-** Economic Developer Rodriguez added that they are doing more follow up on the Housing Subcommittee for the Economic Development Steering Committee.

Trustee Sorensen asked if Economic Developer Rodriguez could explain the culvert work?

Economic Developer Rodriguez stated that it was part of the Climate Smart Communities Grant Opportunity and through the CFA process. She stated that the culvert upgrades were submitted in the applications. The grant was awarded for the culvert work but not for the generator for the municipal building. She stated that the culvert work was for Pleasant Street and Crescent Street. She thinks that the amount awarded was \$43,000 with a 50/50 match. She stated that she spoke with Superintendent Miller and work was completed on Pleasant Street to flush out the drains and the street was paved. She stated that the work planned for Pleasant Street is going to shift to another location. The work on Crescent Street still needs to be completed. She stated that the issues create flooding when the sewer stormwater does not drain and it causes ice issues in the winter. She informed the Board that there was been flooding on private property.

Trustee Pynchon asked Economic Developer Rodriguez if she is still interested in signing up for the Professional Conferences. She stated that there is \$1,000 budgeted for Educational Workshops.

Economic Developer Rodriguez stated that the conference is done but she is wondering if she should get a membership in case there are other courses, which would be at a discounted rate or if she should pay for the non-member rate. She stated that she is going to look into it.

Mayor Dalton stated that he spoke with Economic Developer Rodriguez to give her the go ahead to register for the training.

Trustee Larrabee added that she is thrilled about the traffic going through Dairy Queen. She thanked Economic Developer Rodriguez to help facilitate.

Economic Developer Rodriguez added that Code Officer Murray did a lot of the work too. She stated that they are exceeding projections and are going to be open year-round.

Trustee Sorensen asked Economic Developer Rodriguez what the deadline is for public input for the Local Waterfront Revitalization Plan?

Economic Developer Rodriguez stated that was a good question and she will follow up with the consultant.

Economic Developer Rodriguez wanted to add that she received the first job report from Dairy Queen and submitted them to the State. She stated that the State exceeded their job requirements.

**Treasurer/Clerk Report-** Treasurer Noble added that she followed up on the utility audit, she stated that the next process would be to provide them a list of zip codes and street addresses. Treasurer Noble informed the Board that she and the Mayor spoke with the IT Consultants regarding the body camera requirements. She stated that Chief Santimaw and her will meet with the consultants to see if they can handle the support. She added that the final tax collection report is less than last year that will be sent to the County, which will have to be signed by the Trustees. All of the Trustees stated that they would come into the Office to sign.

Trustee Pynchon asked if the unpaid taxes hurt the Village since the unpaid amount is passed to the County and then the County pays the Village?

Treasurer Noble stated that the unpaid amount is received from the County in March.

Trustee Sorensen added that to see the chronic non payers is frustrating. She stated that it does affect us since what happens at the County affects the Village. She stated it is frustrating since there is nothing they can do.

Trustee Sorensen asked if the Fleet Management delays were due to Covid and what is the effect on the Village?

Treasurer Noble stated that the Village is in a good position, orders have already been placed. She stated it affects people that have not placed orders. She informed the Board that the Village is in a good position to get more money for the used vehicles.

Trustee Sorensen asked if there is any concern in any places in the budget?

Treasurer Noble stated that she would like to do a cash forecast for the Board. She stated that there are no concerns at this time. She stated that Superintendent Miller and her dealt with Auctions International and found a local excellent shape vehicle which will allow the Village to buy another piece of equipment. She stated that they are being creative. Treasurer Noble stated that they purchased a 10-wheeler for \$60,000.

Trustee Pynchon asked Treasurer Noble about the NYCOM conference? Treasurer Noble stated it was good but easily distracted doing it online in the office. After Board discussion they agreed that if anyone needs to attend an online conference, they can stay home to attend the conference.

**Superintendent Report-** Superintendent Miller added to his report that there was a sewer main break on Romoda Drive. He thanked the Town of Canton and the County for their help. He thanked the 300 students who participated on October 9<sup>th</sup> with raking Bend in the River, downtown, painted part of the fence and helped local Community members with their yards. He informed that Board that he plans to create health & safety plans for the crews along with training toolbox/tailgate talks. He stated that he is working on understanding the expenditures on each piece of equipment and vehicles that Village owns.

Trustee Sorensen stated that it would be good to receive pictures of the Students.

Trustee Larrabee stated she would be the point person to get some pictures from the University.

**Historian Report-** Historian Casserly informed the Board that she is on the next round for the Pomeroy application, she will hear back in two weeks to let her know if she needs more primary documents. She thanked the Village for including Rachel in the Shared Services Budget, the Town was thinking of cutting her but they did not. Rachel comes in five hours a week to help her.

**Golf Report-** Golf Pro Maginn informed the Board that the golf season is wrapping up with one more week to go. July-September were good months. He stated that he saw new people and lots of kids playing golf this year. He stated it was a taxing year. Golf Pro Maginn stated that next year will be busy as things change around.

**Code Officer Report-** Code Officer Murray did not have anything to add to his report.

**Assessor Report-** Assessor Brand added that the County Auction is being held online from October 16-October 23. She stated that there is only one parcel in the Canton. Assessor Brand stated that the data collector will be coming back to work with her in December. She informed the Board that the BAR meeting on Wednesday to make corrections to the final role.

Trustee Sorensen stated she did not understand the example of the over assessed home due to deferred maintenance and not changing the assessment due to the type of sale?

Assessor Brand stated that she could change the assessment but she spoke with the property owner who is making major improvements on the property. She stated that she wants to wait until the taxable status date. She does not want to bring the assessment down and then bring it back up.

**Police Chief Report-** Chief Santimaw added that a meeting has been scheduled at St. Lawrence University next Tuesday at 7:00pm in the Student Center. He stated that Sheriff Bigwarfe and St. Lawrence University Security Chief Gagnon will be speaking. He stated that students, faculty and staff will be attending. Chief Santimaw stated that he is working on Executive Order 203.

Trustee Pynchon asked about the format of the meeting at St. Lawrence University. Chief Santimaw stated that he believes it will be in person and zoom. He stated that there will be questions and then the meeting will open up to the group.

Trustee Pynchon asked if they will be doing a meeting at SUNY Canton. Chief Santimaw stated that he has reached out but he knows the University Police have been meeting with groups.

Trustee Sorensen asked Chief Santimaw if he is getting reports about people not following the social distancing rules and wearing masks? Chief Santimaw stated that were getting some reports that would usually come from the County 911 or Sheriff. He stated that he has not had anything in awhile except the occasional party.

Trustee Sorensen said that people have shared some concerns about safety at the polls at the voting booth. She stated that some people are anxious with everything that is going on this year. She asked if he is hearing the concerns? Chief Santimaw stated that he has heard it from associated colleges, local politicians and law enforcement. He stated the Sheriff Department is in charge with working with the Board of Elections to make sure everything runs smoothly. He stated that they work with them every election cycle. He stated he has been debating about putting another Officer on duty that night. He stated that there is only one polling place in the Village.

Trustee Larrabee made a motion to approve the Department Head Reports. Trustee Sorensen seconded the motion. All voted in favor. Motion carries.

### **COMMITTEE REPORTS:**

**Recreation Committee-** Trustee Pynchon updated that Board that they had their first night of skating with Hockey and the Figure Skating Club. She stated that Ken and Ryan are working overtime to get the ice down and get the rink cleaned. She appreciates the support from Superintendent Miller. Trustee Pynchon said that they are limiting the amount of people in the rink, having no spectators is hard for parents, they are working the kinks out and then they might open it up. She stated that they are working on being able to open the rink up to other groups but they are waiting to see if the High School boys teams will play. Trustee Pynchon said that Public Skating will be the last step. She gave kudos to the staff, Superintendent Miller, Clerk Noble and Mayor Dalton to

help keep things moving. Trustee Pynchon stated that Ryan Hughes will be coming up on his one-year anniversary on October 20. She asked if the Board should vote to make him a permanent employee? Mayor Dalton added this item under New Business.

**Complete Streets Committee-** Trustee Proemm stated that the County is started to stripe Judson Street. He thanked Superintendent Miller for facilitating. He stated that there is going to be a buslane in front of Social Services and two travel lanes. The shoulder will be striped for bike/pedestrian path on each side of Judson Street to HWY 310. He stated that Miner Street, Park Street and Sullivan Drive will be striped.

Trustee Proemm informed the Board that the ridership is up to 75% which is an improvement that went down to 30% at the height of the pandemic.

Trustee Proemm thanked Toby Irven and Dan Dominie for continuing to work on the Remington Trail mileage markers.

Trustee Pynchon added that the next big thing for Recreation is to take a deep dive into doing an assessment of the program and imagining what the Recreation Program will look like and staffing. She stated that the public will be part of the conversation. She stated that how they handle and manage the Remington Trail will be part of the conversation.

**Golf Committee-** Trustee Larrabee stated that the vendor GT's closed at the Golf Course on October 9<sup>th</sup>. She stated that they were pleased with being able to do the food at the Golf Course. She stated that she is hopeful that they will continue but her and Trustee Pynchon will be meeting with them. Trustee Larrabee stated that Golf Pro Maginn will be closing the Golf Course on Friday, November 3.

**Communication and Technology Committee-** Trustee Sorensen stated that the Committee is researching how to make the Board Meetings more accessible and inclusive when the meetings are in person. She stated that the Committee has some ideas but will take some equipment, she asked the Board for approval of \$750 for equipment. After discussion, the Committee is going to speak with Mayor Dalton regarding the equipment. All of the Board members support the purchase of equipment.

**Economic Development Committee-** Trustee Sorensen stated she was asked to bring the recommendation to the Board to hold off on deciding about the Chamber funding. She stated that she has been talking to and hearing from the members of the Chamber Board about the plans for the services to the Community. She stated that they are interested in hearing about the services beyond the events that they are going to provide to the Canton Businesses.

Mayor Dalton stated that the item will be removed from the agenda.

#### **COMMUNICATIONS AND INFORMATION:**

None

#### **OLD BUSINESS:**

- a. **Executive Order 203 Update-** Trustee Sorensen stated that the Advisory Committee is formed and have met twice. Meetings are scheduled every other week. The Committee

is reading the guidance and asking questions. She stated that she is pleased with the Committee with the questions that are being raised in the conversations that they are having. She stated that in the near future they will have material to bring to the wider Community and to seek input from the Community.

Trustee Larrabee added that things are going really well. Chief Santimaw did a presentation and then they spoke with the group. She stated that after the initial questions they broke up into Committees. She stated that they have received really thoughtful questions and have had open honest conversations. They are pleased with the process. She stated it is a good team and thanked them for taking on the challenge and investing in the Community.

Trustee Pynchon asked about the composition of the Committee.

Trustee Sorensen stated that they have between 15-17 people. She stated that there is a cross section of Canton with expertise of Mental Health, affiliated as Teacher/Administrators, Diversity/Equity/Inclusion Coordinators/Vice Presidents, Community Members, Members of Faith, Faculty, and Staff.

Trustee Larrabee added people who work in Social Work, someone who works at Canton Potsdam Hospital and Renewal House and people who represent a different population in our Community.

**b. Update on Changes to Village Code § 233-2 and § 233-3- Tabled**

**c. Code Review Update-** Trustee Pynchon stated that there was a meeting with Attorney Ducharme, Code Officer Murray, Economic Developer Rodriguez, Monica from River Street, ZBA Chair Conrad Stuntz and PB Chair Barry Walch. She stated that they took a long time looking at the Zoning Map and reviewing the Comprehensive Plan and translating it into the new zoning code. Trustee Pynchon stated that they are trying to make sure that all of the areas in Canton are zoned properly with how it is laid out in the Comprehensive Plan. She stated that it changes a little with Covid and how the world is changing. She stated they are looking at what the best usage now and going forward.

Attorney Ducharme stated that Monica is working on changing some definitions. He stated that they went through the schedules that she put together for allowed uses and zones and will be revising based on the discussion they had today. He said the tentative date is Monday, November 16<sup>th</sup> to circle back around and then they will decide on another day to present it to the Committee.

**d. Chamber of Commerce Contract- Tabled**

**e. Consider Change to the Day of the Village Board Meeting-** After Board discussion they decided to move the next meeting to Wednesday, November 18<sup>th</sup>. The meetings will be moved to the third Wednesday's during the Annual Meeting in December.

**f. St. Lawrence County State Snow & Ice Contract- Tabled**

**NEW BUSINESS:**

- a. **Authorize payment of vouchers & transfer of funds** – Trustee Proemm made a motion to authorize payment of vouchers & transfer of funds for abstract # **05 of 2020-2021**. Trustee Sorensen seconded the motion. All voted in favor. Motion carries.

General Fund	\$134,797.78	Golf Course	\$27,960.17
Water Fund	\$15,238.13	Joint Activity	\$10,825.67
Sewer Fund	\$51,376.09		

- b. **Discuss and Approve New Rates for Constellation Contract-** Mayor Dalton shared the following with the Board on the new Rates for Constellation Contract. He stated that this is in our favor since it has decreased from the current rate. The amount would be the 36 months rate of .04194.

**New Fixed Rates – Starting 12/2/20**

12 Months = .04287

24 Months = .04222

36 Months = .04194

**The Village's Current Fixed Rate = .04578**

(Dec 2018 – Dec 2020)

Trustee Sorensen made a motion to approve the new rates for the Constellation Contract. Trustee Larrabee seconded the motion. All voted in favor. Motion carries.

- c. **Authorize Sending Unpaid Property Taxes to St. Lawrence County-** Trustee Sorensen made a motion to approve sending the unpaid property taxes in the amount of \$43,037.94 to St. Lawrence County. Trustee Proemm seconded the motion. All voted in favor. Motion carries.
- d. **Approve New Fire Department Members: Brooke Larrabee & Lehlomela Mofali-** Trustee Larrabee made a motion to approve new Fire Department Members Brooke Larrabee & Lehlomela Mofali. Trustee Sorensen seconded the motion. All voted in favor. Motion carries.
- e. **Approve Part-Time Employees for Pavilion-** Trustee Pynchon made a motion to approve Mia Mousaw, Erin Grandaw, Zach Frank and Paige Glasgow Part-Time Employees for the Pavilion at a rate of \$12.00 an hour effective immediately. Trustee Proemm seconded the motion. All voted in favor. Motion carries.
- f. **Set a Joint Meeting with Town-** Trustee Pynchon will send out a Doodle Poll to see what date will be best for both Boards.
- g. **Discuss Halloween-** Mayor Dalton asked the Board what their thoughts are from the Guidance from the County and what Heuvelton is going too do? Mayor Dalton stated that the Board could choose to not make changes and let people decide for themselves how they would like to approach Halloween. He stated that if someone's lights are off then the kids do not stop. He stated that people should be careful not to allow trick or treaters to stick their hands in the bowl and be careful on things are passed out. He stated that they are suggesting not have anyone come to your door and to be outside on the sidewalk. He asked

the Board if they have any guidance that they would like to direct to the Community via Social Media?

Trustee Sorensen said that she does not want to tell anyone what to do but suggested doing a one pager and do a press release with safe ways. She stated that the Village needs to do as much education as possible for people to consider before going out to every home. She stated that there are things people can do to lower the risk by wearing masks and social distancing.

Trustee Larrabee stated that she has heard a lot about Halloween and people are eager to be creative in passing out Canton. She asked Chief Santimaw if there will be more patrols on since Halloween is on a Saturday?

Chief Santimaw stated that they will have at least three officers on. He stated that Halloween is usually not too crazy in Canton.

Trustee Pynchon read a comment from Eileen Raymond, who suggested consulting with the School. Mayor Dalton stated that he would speak with the School.

After Board discussion they decided to keep it simple and will put out some guidance.

- h. Permanent Appointment- Ryan Hughes** – Trustee Pynchon made a motion to appoint Ryan Hughes as a permanent employee on his anniversary rate of 10/28/2020. Trustee Larrabee seconded the motion. All voted in favor. Motion carries.

**PUBLIC COMMENT:**

Eileen Raymond stated that she would like to reiterate the discussion of Halloween. She stated that the School Board has had discussion about what is appropriate and not appropriate during the Covid times. She suggested to speak with Ron Burke or one of the principals in the Elementary and Middle School about what they are telling their kids. She stated it would be bad if the Board says something that contradicting as they are concerned about a surge. She stated that she would appreciate it if they would call the school administrations before anything is done.

Eileen stated that she lives on East Main Street, were there was a high-speed pursuit of somewhere between eight to ten vehicles that went through the Village after dark. She wanted to know if Chief Santimaw could fill them in on what was going on and how can we make sure these things don't happen this way again. She stated that she is very thankful that nobody was hurt.

Chief Santimaw stated that he should have brought this up during his report. He stated it happened Saturday evening and started in the Village of Malone. He said that three people from the Rochester area were in Malone, their car broke down and they held someone at gunpoint and stole the vehicle. He stated that the State Police started following them from Malone at a very high speed. From what he understands the St. Lawrence County Sheriff's Department did not know until they were in Potsdam. He stated the first Deputy got involved on Route 11 around U-Haul. They clocked the person going 110 mph. He stated the speed through the Village on Main Street was 80 mph. He stated that the Officers paid attention to the Village traffic and the pedestrians. He stated that he can only speak on the report from the Sheriff's Department. He had



one Officer on duty at the time and she got involved once it was on Main Street. Stop strips were put down the underpass past Best Western but they went around that. He stated that the second stop strips by the other underpass worked and the car was disabled and everyone was taken into custody without any incidents. He stated that from his understanding that all of the Officers from the Sheriff's Department and the Village Officer were very professional. He is not sure what other agencies were involved.

Ms. Raymond stated due to personal reasons she is a concerned resident.

Trustee Pynchon made a motion to adjourn the meeting at 8:10PM. Trustee Sorensen seconded the motion All voted in favor. The motion carries.

Respectfully submitted,

Cara Adams  
Deputy Clerk