

Village of Canton, New York

VILLAGE BOARD MEETING

Meeting Minutes: December 16, 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
James Santimaw, Chief

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 Wednesday, December 16, 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, 202.67, 202.72 and 202.79*).

ORDER OF BUSINESS:

Mayor Dalton added the following under

New Business:

k. Towing Bids

- a. **Approve minutes of November 9, November 18th and December 7th** - Trustee Pynchon made a motion to approve the minutes of November 9, November 18th and December 7th seconded by Trustee Proemm. All voted in favor. Motion carries.

ACCEPTANCE OF DEPARTMENT HEAD REPORTS:

Economic Development Report- Economic Developer Rodriguez stated that she is working on the New York Main Street Application that is due January 15, 2021. She is finalizing everything to get the word out and to solicit interest from the Property owners for the program.

Trustee Pynchon asked about the Culvert Contract and when it started? Economic Developer Rodriguez stated that it started this year and 5 years to complete. Trustee Pynchon stated that Pleasant Street was originally in the contract but it is sidelined. She asked if there is any flexibility and would they be able to use the whole contract? Economic Developer Rodriguez stated that she is working with Superintendent Miller. They have been refining the work plan and will hopefully have the contract ready to be signed soon. She stated that the original project was for improvements to the culverts and catch basins on Crescent and Pleasant Streets. She stated that some work has been done on Pleasant Street, since they applied. She stated that Superintendent Miller and her spoke about taking the funds and doing the remainder of Pleasant Street.

Trustee Pynchon asked Economic Developer Rodriguez if she was able to register for the Business Retention and Attraction Conference in January. Economic Developer stated that she has not registered yet and will speak with Clerk Noble to take care of.

Assessor Report- Assessor Brand stated that the Sales Website on the Assessment Community page will be open to the Public. She stated that this is good news because it was only open to the Assessors, County Directors and Real Estate Professionals who had access to the records. She stated that anyone will be able to access the records of the sales in New York State and St. Lawrence County over the last 7-10 years.

Superintendent Report- Superintendent Miller stated that the Palmers on Tallman had their water connected today.

Trustee Pynchon asked if the water is over to Community Bank? Superintendent Miller stated that he is hoping the water will be connected tomorrow. He stated that they have a few things to finish up inside. He stated by the end of the week multiple units will have water running. Trustee Pynchon stated that they should doing a press release or a ribbon cutting. She thanked everyone who worked hard on the project.

Economic Developer Rodriguez added that a press release should be done and acknowledge and highlight the funding source Community Bank.

Mayor Dalton stated that the big sponsor of this Project is Community Bank. He stated that he is thankful for their support and they will work on a press release.

Trustee Sorensen stated that she looks the idea of the maintenance checklist and likes the details in Superintendent Miller's report. She stated that she feels informed and has an idea on what is going on. She stated that she appreciates that and it will be helpful to have a realistic sense of the needs as they go into the next budgeting process.

Superintendent Miller stated that the Board has the opportunity to see where they need to spend the funds moving forward. He stated that this will help the Board make easier decisions and what projects need to be scored most important or least important.

Treasurer Report- Treasurer Noble added that she will be starting to do year end W-2 and 1099's. She informed the Board that Federal Minimum Wage is increasing to \$12.50 an hour and Insurance Rates are increasing but not at the percentage that they normally do, now that they have switched to the high deductible plan. Treasurer Noble stated that the Owl Pro should be mailed the first week of January.

Police Chief Report- Chief Santimaw informed that Board that the Watch Guard Body Cameras are taking longer than planned to arrive and should show up in the near future. The install date is April 19, 2021.

Historian Report- Historian Casserly shared that she did a project with Connie Molnar about Lauren Styles, who great up in Canton and now lives in Ithaca and is writing a book. Historian Casserly was able to send him photos of houses and buildings. She stated that she received an email from the people that live at 1 Rushton Drive, when they were digging up their backyard this summer for a pool, they found shoes that were from the race tracks from the 1800's. She stated that someday they will meet up to share photos. Historian Casserly stated that she

received the Pomeroy Marker that will go in front of the Municipal Office. She suggested moving the Bell that was part of the Old Town Hall in front of the building and put by the marker. She stated that she can apply for 5 a year. The amount of \$1,400 will be deposited and the markers will be paid for.

Code Officer Report- Code Officer Murray had nothing to add to his report.

Trustee Pynchon asked where the O'Reilly Auto Parts Store at 2 Main Street is located? Code Officer Murray stated that it is where the Family Dollar Store was located. Code Officer stated that he has spoken with them regarding signage but they have not applied for a building permit yet.

Code Officer Murray asked about the Color Palette Chart to be used downtown. He stated that the O'Reilly Auto Parts color scheme is the exact scheme as Sergis' but the colors are not on the palette. He stated he does not know how to deal with this since in the Code it stated to use the Color Palette but the Palette that is located in the Village Clerk's Office has 1 of 5 written on the palette but the Village only has one chart. He asked the Board how they can say to someone that they can not use those colors when there is a place that used the colors. He stated that the Village does not a completed color palette chart. Code Officer Murray stated that Glow Spa just painted, he is asking them to show him what color they chose and as long as it is a muted color and is in line with the palette, he has been letting them use those colors. He stated that he does not have a guide to use.

Trustee Pynchon asked if the Planning Board had the color palettes? Code Officer is going to check with the Planning Board.

Attorney Ducharme stated that when the Historic District Code was established, there was a provision about the color palettes. Part B stated that the Board of Trustees by Resolution following Public hearing shall establish written standards and regulations which include standard regarding exterior painting and siding. Upon on recommendations of the Planning Board will revise and update the standards as necessary.

Trustee Pynchon and Trustee Proemm stated that they are willing to serve on the Historic District Paint Committee along with Code Officer Murray, Economic Developer Rodriguez and Planning Board Chair to establish the colors for the Historic District. Mayor Dalton will set up the Special Committee to establish the colors for the historic district.

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

COMMITTEE REPORTS:

Recreation Committee- Trustee Pynchon informed the Board that the Pavilion is closed and they will continue to follow the guidance and direction from the School and Department of Health. She stated that the School is closed until January 4, 2021 and will keep up with that and keep the Board apprised. Superintendent Miller is working with the staff on the work at the Pavilion and other tasks. Trustee Pynchon shared that they had the first Reimagining Meeting. 23 people attended along with the Committee Members and Superintendent Miller. She stated that it was a good start and have great representation from interest areas, constituencies, stakeholders and demographics. The meeting had breakout groups and good discussions. It was the beginning for people to identify what they value and what is important to the recreation

realm. The goal in the end to come up with an idea that the Recreation Committee will present to the Town and Village Boards, to say this is what they think the Recreation Department can do and how it can be structured and be staffed. They will continue to have meetings in January and February. They plan to have a good structure and plan in place when they start the budget for next year. She stated that they will be posting the Committee Members for the Advisory Group and the meeting dates. They are counting on the Committee Members to reach out to the Community, since they can not have big public meetings and gather information and input. She stated that there will be a place on the Website where people can share information. The next meeting is January 7, 2021.

Communication & Technology Committee- Trustee Pynchon thanked Clerk Noble for ordering the Owl. Once the Owl comes in, they will be testing it out. The Committee is working on refining the procedures and processes for virtual meeting and moving into the next stages when meetings can be in person but for people to participate remotely. They are currently working on access and security for meetings.

Economic Development- Trustee Sorensen added that she is on the agenda for the Canton Chamber Meeting in January to communicate the desire to work with them and identify the expectations in advance for the budgeting process.

COMMUNICATIONS AND INFORMATION:

- a. County Legislator Update- was not in attendance.

Mayor Dalton stated the County Legislature Update is on the agenda but he was not on the meeting. He stated that he did speak with Legislature Dan Fay. He stated that he will make it a more formal invitation going forward and will leave the space open for the update on the agenda. Mayor Dalton stated that Legislature Fay stated that they are working on the Sales Tax share formula and is pleased that the DANC Survey will go forward with some contribution from the County.

Mayor Dalton stated that he received a note from Sally McElhearn resigning from the Zoning Board of Appeals. He stated that there will be an opening on the Board.

Mayor Dalton stated that he received a copy from several people a letter that was sent out from the Canton Chamber to their members. He stated that it did not have a letterhead on it, which created some confusion. He stated it contains some misleading/erroneous information about the Village not making a payment this year, which was incorrect. He stated that contact was made with Carol Spadacini regarding the letter and she recognizes that it was sent out. He stated that the Village did in fact make the payment that was budgeted and he stated that he believes the Town made payment too. He stated he was disappointed with the letter. He stated the Chamber is financially viable without the funding.

Trustee Larrabee stated that the Police Reform had a meeting on December 2. She stated that they were working some ideas in terms of recommendations. The next step is to come up with a strategy to reach out to the rest of the Community to receive comments. Mayor Dalton added that Deputy Clerk Cara Adams will be adding a sticker on the water bill to referring the residents to the website to review the draft document. Deputy

Clerk Adams showed the Board an example of a water bill and the location the sticker would be. She stated that she does email bills and will be putting the information in the email. Trustee Pynchon asked about email bills and how people can sign up? Deputy Clerk Adams stated that the person can call the Village Office to set it up. Trustee Pynchon suggested putting information on the website.

OLD BUSINESS:

- a. **Executive Order 203 Update-** Trustee Larrabee stated that they had meeting on December 2. She stated that they were working some ideas in terms of recommendations. The next step is to come up with a strategy to reach out to the rest of the Community to receive comments. Mayor Dalton added that Deputy Clerk Cara Adams will be adding a sticker on the water bill to referring the residents to the website to review the draft document. Deputy Clerk Adams showed the Board an example of a water bill and the location the sticker would be. She stated that she does email bills and will be putting the information in the email. Trustee Pynchon asked about email bills and how people can sign up? Deputy Clerk Adams stated that the person can call the Village Office to set it up. Trustee Pynchon suggested putting information on the website.
- b. **Ethics Disclosure Statement and Acknowledgement Form-** Mayor Dalton stated that the Board has not formally adopted the Ethics Disclosure Statement and Acknowledgement Form. Trustee Pynchon added that the Ethics Law was adopted separately due to the disclosure form being cumbersome and complicated. She stated that the disclosure form was kept separate from the Ethics Law on purpose due to the discussion on the disclosure form and if there is a revision than the law would not have to be changed. Trustee Pynchon stated that the people required will be complete and give it back to Clerk Noble.

Mayor Dalton stated that Clerk Noble will be the keeper of this. Trustee Pynchon stated that was correct the Town Clerk is the keeper for the Town and Village Clerk for the Village. If the Ethics Board needs the information they will work with the Clerk's. Mayor Dalton stated that the information does not automatically gets forwarded to the Ethics Board.

Trustee Pynchon made a motion to adopt the Village and Town Annual Disclosure Statement and Ethics Code Acknowledgement Form that was developed with the Town. Trustee Sorensen seconded the motion. All voted in favor. Motion carries.

Trustee Pynchon asked about the Ethics Law being posted on the Website? She asked what the effective date of when the law was submitted? Attorney Ducharme stated that the effective date is when it was filed with the Secretary of State. He stated that Clerk Noble normally sends those out after it was approved last November. Clerk Noble stated that she will pull the file to check when the letter was received. Trustee Pynchon will post it on the website after she receives that date.

- c. **Discuss Street Light Conversion Options-** Mayor Dalton stated that he has received several versions of the proposal from NYPA. At the last meeting the Board discussed maintenance. He asked the NYPA Rep to provide information about maintenance on the lights and where to purchase the street lights. He stated that the information he received; the expense is \$20.00 per fixture annually, the Village has 366 lights. Mayor Dalton informed the Board that version 5 of the Proposal takes into account maintenance and

the financing terms has changed to 13 years, to show a positive cash flow in each year of the program. Mayor Dalton stated that the spreadsheet he received from NYPA to be able to change the terms and the financing, reinforces that the best decision would be to go with National Grid. He stated that he is not interested in the Village getting involved in the maintenance.

Trustee Proemm and Trustee Sorensen agreed with Mayor Dalton with going with National Grid.

Mayor Dalton stated that he will move forward with talking with National Grid and getting the process going.

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 # 7 of 2020-2021. Trustee Pynchon seconded the motion. All voted in favor. Motion carries.

General Fund	\$106,377.48	Golf Course	\$6,990.14
Water Fund	\$23,035.31	Joint Activity	\$3,505.20
Sewer Fund	\$19,027.50		

- b. **Appoint Kara McLuckie and Chris Roramel (alternate) to the Village Planning Board-** Trustee Proemm made a motion to appoint Kara McLuckie and Chris Roramel to the Village Planning Board. Trustee Larrabee second the motion. All voted in favor. Motion carries.

- c. **Resolution in Support of the 2020 New York Main Street Program**

**RESOLUTION BY THE VILLAGE OF CANTON
APPROVING AND ENDORSING AN APPLICATION TO
NYS HOMES AND COMMUNITY RENEWAL
FOR FUNDING UNDER THE NEW YORK MAIN STREET PROGRAM**

Motion By: Trustee Pynchon
Seconded By: Trustee Larrabee

WHEREAS, the Village of Canton desires to apply for up to \$500,000 in financial assistance through the 2020 New York Main Street Program; and

WHEREAS, the application proposes funding to assist property owners to complete building renovations to downtown “main street” buildings in the business district; and

WHEREAS, the proposed funding will contribute to ongoing community revitalization efforts; and

WHEREAS, the Office of Economic Development is able to provide necessary administrative services for the work to be performed as part of this grant initiative to both prepare the application and administer the grant program, upon award, for the duration of the project; and

WHEREAS, the grant application requires that the applicant obtain the approval and endorsement of the governing body of the municipality in which the project will be located.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Village of Canton approves and endorses the 2020 New York Main Street Grant for assistance prepared and to be submitted by, the Village of Canton; and

BE IT FURTHER RESOLVED, that upon approval of grant funding, the Mayor of the Village of Canton is hereby authorized to enter into and execute a project agreement with the New York State Housing Trust Fund Corporation, and any other documents required to provide financial assistance to the Village of Canton for the New York Main Street Grant.

Passed by the following vote of all Board of Trustee Members voting in favor thereof:

Affirmative Village of Canton Board of Trustees Members:

Affirmative: 5

Negative: 0

Abstain: 0

I, Sally Noble, do hereby certify that this resolution was passed at a meeting of the Village of Canton Board of Trustees held on December 16, 2020, and is on file as part of the minutes of such meeting, and that said resolution has not been altered, amended or revoked and is in full force and effect.

Sally Noble, Clerk

Date

[Official Seal]

Trustee Pynchon made a motion to approve and endorse an application to NYS Homes and Community Renewal for Funding under the New York Main Street Program. Trustee Larrabee seconded the motion. All voted in favor. Motion carries.

- d. **Resolution for Reaffirmation of Adoption of Fair Housing Plan and Fair Housing Officer** – Trustee Proemm made a motion to approve the resolution for Reaffirmation of Adoption of Fair Housing Plan and Fair House. Trustee Pynchon seconded the motion. All voted in favor. Motion carries.

RESOLUTION

DECEMBER 16, 2020

**REAFFIRMATION OF
ADOPTION OF FAIR HOUSING PLAN AND FAIR HOUSING OFFICER**

BE IT RESOLVED by the Village Board of Trustees of the Village of Canton, New York, as follows:

WHEREAS, the Village of Canton adopted a Fair Housing Plan and Officer on the 29th of July, 1993, to champion impartial access to housing for all persons; and

WHEREAS, the plan and position are to be reviewed and affirmed annually to comply with grant recipient criteria; and

WHEREAS, the Mayor and Board of Trustees of the Village of Canton feel the plan is essential to upholding the Constitutional rights of all Americans; and

WHEREAS, the Mayor and Board of Trustees of the Village of Canton are steadfast in their desire to assist the residents of the village in the elimination of discrimination;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees of the Village of Canton that the policy in regards to Fair Housing is to be continued, to wit:

That it is the policy of the Village of Canton Fair Housing Plan that no person, including one or more individuals, corporations, partnerships, associations, labor organizations, legal representatives, mutual companies, joint stock companies, trusts, unincorporated organization, fiduciaries shall discriminate against any individual in the sale, rental, advertising, financing, provision of brokerage services, or appraisal of housing within the Village of Canton; and

BE IT FURTHER RESOLVED that the Village Board of Trustees reaffirms its appointment of Village official, **Gerald Ducharme, Village Attorney** “Fair Housing Officer” for the Village of Canton to administer the program.

Duly adopted this 16th day of December, 2020, by the following vote:

Ayes 5 Nays Absent



 Sally Noble
 Village Clerk/Treasurer

- e. **Resolution for Reaffirmation of Adoption of Affirmative Action Policy and Representative-** Trustee Pynchon made a motion to approve the resolution of Adoption of

Affirmative Action Policy and Representative. Trustee Sorensen seconded the motion. All voted in favor. Motion carries.

RESOLUTION

DECEMBER 16, 2020

**REAFFIRMATION OF
ADOPTION OF AFFIRMATIVE ACTION POLICY AND REPRESENTATIVE**

BE IT RESOLVED by the Village Board of Trustees of the Village of Canton, New York, as follows:

WHEREAS, the Village of Canton adopted an Affirmative Action Policy on the 8th of July, 1993, to promote minority and women’s accessibility for participation in the bidding process and labor force; and

WHEREAS, the policy and position are to be reviewed and affirmed annually to comply with grant recipient criteria; and

WHEREAS, the Mayor and Board of Trustees of the Village of Canton are supportive of the objectives of the program and the spirit in which they were drafted;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees of the Village of Canton that the policy in regards to Affirmative Action is to be continued, to wit:

It is the policy of the Village of Canton that it will carry out the mandates of New York State Executive Law, Article 15-A on activities financed by the State Water Pollution Control Revolving Fund (SWPCRF). The Village acknowledges their obligation to develop a comprehensive Minority and Women’s Business Enterprise /Equal Opportunity Program which will assure the meaningful participation of minority and women in the workforce associated with the project to be financed through the SWPCRF; and

BE IT FURTHER RESOLVED that the Village Board of Trustees reaffirms its appointment of Village official, **James Santimaw**, as “Affirmative Action Representative” for the Village of Canton to administer the program.

Duly adopted this 16th day of December, 2020 by the following vote:

Ayes 5 Nays Absent


Sally Noble
Village Clerk/Treasurer

- f. **Adopt a Grievance Procedure for Section 504 ADA Compliance-** Trustee Sorensen made a motion to adopt a Grievance Procedure for Section 514 ADA Compliance with the recommended changes to the first person language. Trustee Proemm seconded the motion. All voted in favor. Motion carries.

- g. Set Second Public Hearing for Dairy Queen CDBG Project-** Public Hearing is set for January 20, 2020 at 6:15pm.
- h. Discuss Selling the Chevy Impala-** Mayor Dalton recommended selling the Chevy Impala. He informed the Board that Enterprise will handle the sale of the car. He stated that the car was used when others needed transportation to go to conferences, he stated it is an expense that is sitting out there that we do not need. He suggested that if someone needs to go to a conference, they could use their own vehicle or rent a car for a few days. After the Board discussion, they agreed to sell the car.
- i. Discuss National Grid Energy Audit –** Superintendent Miller stated that the Federal Government demand power companies to offer these programs and this would provide relief on the transmission lines and distribution of power, that would reduce substations and manpower. He stated that they are looking to save money. This would reduce the demand of power. He stated that that three out of the five grants are 95% funding and the other grants are 80% funding. Superintendent Miller said that the ballast would be replaced and making it accessible for LED light. He stated that the one place that would take some work would be the Pavilion, with the lights over the rink. He suggested bringing in the hockey, figure skating and anyone that will use the Pavilion to make sure the lights are going to be compatible with what they need and making the right decision.

The Board agreed with moving forward with the audit.

Trustee Pynchon made a motion to move forward with the National Grid Energy Audit and to allow Clerk Noble and Mayor Dalton to work out the budget details. Trustee Proemm seconded the motion. All in favor. Motion carries.

- j. Approve the Fire Contract Between the Village, Town and Canton Fire Corporation-** Mayor Dalton stated that the only part of the contract that has been changed since the building has been paid off there will be no money transferred to the Village. He stated that the Town had made a commitment to the Village to pay off the share of the construction for the building. The only thing left is a payment for the vehicle.

Trustee Pynchon suggested cleaning up the contract with the worder regarding first part/second part and the language that talks about the fire department and the fire corporation interchangeable. She stated that the language is confusing. She stated that she supports the contract but the language is problematic.

Mayor Dalton suggested Trustee Pynchon to highlight the parts in the contract and the Mayor will speak with the Supervisor of the Town of Canton since it is a contract that the Town provides. Mayor Dalton will send an electronic document to Trustee Pynchon and Attorney Ducharme.

Attorney Ducharme stated that he can work with the Town Attorney to get the wording fixed up.

Trustee Pynchon made a motion to approve the Fire Contract Between the Village, Town and Canton Fire Corporation with the understanding it will be reviewed and revised for next year. Trustee Larrabee seconded the motion. All voted in favor. Motion carries.

k. Advertise for Towing Bids- Trustee Pynchon made a motion to approve Clerk Noble to advertise for Towing Bids. Trustee Proemm seconded the motion. All voted in favor. Motion carries.

PUBLIC COMMENT:

NONE

EXECUTIVE SESSION- Trustee Larrabee made a motion to enter into executive session at 7:58pm for a purpose as identified in Public Officers Law §105(1) (e, h). Trustee Proemm seconded the motion. All in favor. The motion carries.

Trustee Proemm made a motion to come out of executive session at 8:33pm. The motion was seconded by Trustee Larrabee. All voted in favor. The motion carries.

Trustee Sorensen made a motion to adjourn the meeting at 8:33pm. Trustee Pynchon seconded the motion All voted in favor. The motion carries.

Respectfully submitted,

Cara Adams
Deputy Clerk