

**VILLAGE OF CANTON and TOWN OF CANTON BOARD MEETING
JOINT BOARD MEETING
April 28, 2021**

Village Board Present:

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

Carol Pynchon, Trustee
Anna Sorensen, Trustee

Others Present:

Sally Noble, Village Clerk/Treasurer
Leigh Rodriguez, Econ. Developer
Jeni Reed, Part-Time Clerk

Cara Adams, Deputy Clerk
Gerry Ducharme, Attorney

Town Board Present:

Mary Ann Ashley, Supervisor
Jim Smith, Councilperson

Martha Foley-Smith, Councilperson
Bob Washo, Councilperson

Others Present:

Karin Blackburn, Town Clerk

Linda Casserly, Historian

Public Present

Adam Atkinson; Bob Santimoor; Ellis Giacomelli; Heidi Smith; Kathryn Mullaney; Lenore Vanderzee; Linda Soulia; Marti; Karen McAuliffe; Pat Alder; Richard Grover; John Taillon; Toby Irven; Svi Szafran

Call to Order

The Public Hearing was called to order at 6:02 pm by Mayor Michael Dalton.

Public Hearing Transcription

Mayor Dalton: First item on this meeting is a public hearing. This joint meeting of the boards including the public hearing is being done based on Governor Cuomo's Executive Order 202, and we are up to 202.101. I will add that any time we do this, we will take public comment via email or by regular mail, and I have received none. I'm not sure if the Supervisor had that same message on her agenda when she sent it out; Mary Ann, did you receive anything?

Supervisor Ashley: I have not received anything.

Mayor Dalton: Ok. With that being said, I spoke with Leigh (Rodriguez) a little bit about how this public hearing should proceed; this is specific to some things that she is working on, so I'm going to let Leigh take it from here to begin the process on the public hearing.

Leigh Rodriguez: Did you want to say anything about the legal notice that was given or anything?

Mayor Dalton: I think you were going to handle the legal notice; I know the legal notice was published –

Leigh Rodriguez: I was just going to give an introduction to what we're looking for; I do have the legal notice here if you want me to read that as well?

Mayor Dalton: Yeah, go ahead and do that.

Leigh Rodriguez: Ok. The legal notice that was published: “The Town and Village of Canton will hold a public hearing on April 28, 2021 at 6pm for the purpose of hearing public comments on the Town and 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 2021 program year. The CDBG program is administered by the New York State Office of Community Renewal (OCR), and will make available to eligible local governments approximately \$60 million for the 2021 program year, for housing, economic development, public facilities, public infrastructure, and planning activities, with a principal purpose of benefiting low-moderate income persons. The hearing will provide further information about the CDBG program, and will allow for citizens’ 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 projects will be received at this time. The hearing is being conducted pursuant to section 570.486 subpart 1 of the CFR and in compliance with the requirements of the Housing and Community Development Act of 1974 as amended. If special accommodations are needed for persons with disabilities, those with hearing impairment, can contact the Village Clerk’s office at least one week in advance. The public hearing will be conducted by Zoom,” - I’m not going to list that; you’re all here. “Public comments may also be submitted via email, addressed to Leigh Rodriguez at lrodriguez@cantonny.gov or by regular mail to my office, Director of Economic Development, 60 Main Street, Canton, NY 13617, to be received by 4pm, Wednesday, April 28, and they will be made part of the public record.” I have not received anything either.

Just a little bit more about the program though; this is a little more description: The Housing Trust Fund, or HTFC, has announced availability of approximately \$60 million of federal funds, for the New York State Community Block Grant Funding, for CDBG-CV COVID-19 response. The New York State Community Development Block Grant program is a federally funded program administered by the Housing Trust Fund, Office of Community Renewal. The CDBG-CV COVID-19 program will provide resources to non-entitlement communities and all entitlement jurisdictions, to prevent, prepare for, and respond to COVID-19. An applicant, which is a municipality, may request funding for one or more activities: (1) supporting small business - examples include point of sale improvements, new equipment or fixtures to guide social distancing, working capital to resume operations, etc.; (2) improving air quality in public facilities examples: assist municipal public facilities, nursing homes, supportive and public housing developments, and other critical institutions with reconfiguration and physical adjustments, to comply with social distancing, reduced occupancy, and other requirements; (3) environmental improvements in housing for safe shelter - examples: lead remediation, rental and single family homeowner repairs, reconfiguration of communal spaces, down payment assistance to increase homeownership and reduce density in housing, etc; (4) conversion of underutilized buildings for affordable housing examples are conversion of vacant residential and commercial properties for housing to better respond to COVID-19; and (5) public services - examples include vaccine outreach and awareness, support for mental health services, wi-fi connectivity for underserved communities.

So, some of the ideas that we have thought of that are open for discussion and that we’re considering, are support for childcare centers such as the Canton Childcare Center, housing initiatives, assistance to local businesses such as the microenterprise program we did a few years ago or small businesses, library improvements, equipment support for the fire station, expansion of the police department to another facility, a generator for the municipal building and police department, those are just a few ideas that we are considering.

Certain pre-award costs may be eligible back to January 21, 2020, and all projects must be completed within 12 months. A clear connection to the prevention, preparation for, or the response to COVID-19 must be demonstrated. Funding limits for the 2020 CDBG-CV round are \$100,000 minimum up to a maximum of \$500,000 for towns, cities, and villages. If a municipality applies for more than one activity, the maximum award amount can be up to \$2 million. This application became available on March 17, 2021, and they are accepting them on a rolling basis until 4pm Friday, August 27, 2021 or until funding has been exhausted.

So that's a summary of the program, and now I think we would like to open it up to the community to see if anyone has any input. And is there protocol that you want to state, Mike, that people should follow when they're speaking, or how are we going to do this?

Mayor Dalton: I would just like if people would like to comment, to ask to be recognized, and tell us who you are - I think we have everyone identified. And please limit your comments to a couple of minutes, and we'll move on. If we have time for more then, from a single person, we'll be happy to let you go again.

Kathryn Mullaney: This is Kathy Mullaney, I'm here to express interest from the Canton Daycare Center in using some of these funds, and I don't know if you want to hear what kinds of things we could spend it on, but it would be, I think it would fit into the categories of responding to the COVID-19. We would add permanent air conditioning, bathrooms for the school-age program so they wouldn't be sharing bathrooms with the other children, and finish the ceiling so that the air wouldn't - right now the air goes between four classrooms, and so I think that those changes would fit into this. I don't know if - we're not talking about increasing licensed capacity, we would still have the same licensed capacity of children, but it would actually allow us to use the space; we actually had to close the school-aged program the last six months or so. It wasn't because of space, though, it was because of staffing. And I don't know if anybody is - I heard that this funding could go towards operating expenses, and I don't know if adding to our operating budget so we could pay more for staff that may be we would be able to hire more, but that was just kind of an off as I was listening to you this evening. So I don't know if that fits into the kinds of projects that you're thinking of applying for.

Mayor Dalton: Well, I appreciate your comments - everything that you said will be taken into account.

Kathryn Mullaney: Ok.

Mayor Dalton: As just a point of this whole public hearing is just to look for the ideas that may be out here in our community and what we should be looking to do.

Leigh Rodriguez: And Kathy, I just wanted to point out that as well - just make sure that you heard that expenses dated back to January 21, 2020 are also eligible, so if you had to make adjustments through the pandemic, back to that date, it's possible that those could be retroactively reimbursed as well.

Kathryn Mullaney: Ok.

Leigh Rodriguez: If you had to make adjustments for spacing or supplies or anything related to COVID we can look at that and that could be an easy way, potentially, to do it within 12 months and put some money back into the daycare that's already been spent. So I just wanted to make sure that that was clear.

Kathryn Mullaney: Ok, that -

Leigh Rodriguez: That doesn't often happen.

Kathryn Mullaney: Right - I was very surprised to be able to go back that far.

Leigh Rodriguez: It's kind of a - it's nice that they're recognizing that people have already spent a significant amount of money just to be where they are now.

Kathy Mullaney: Right.

Mayor Dalton: Kathy, Jeni Reed just put up in the chat box a link to some more information about the program, if anybody is interested, just go to the chat box and you can see what Jeni posted. There's some information there.

Kathryn Mullaney: Ok, thank you.

Leigh Rodriguez: Yes, I apologize - I should have pointed out that there is - we prepared a handout and that's what Jeni has posted in the chat box, so if everyone can access it it is the Notice of Funding Availability in its entirety, and also the Frequently Asked Questions which are very helpful in trying to figure out if something you're considering or thinking about is eligible; and there's also - you can always ask too if there are questions that aren't answered there. But it's helpful.

Mayor Dalton: Ok, is there anyone else who would like to make comment or make suggestions on where we should be looking?

Richard Grover: I could jump in on this.

Mayor Dalton: Hi Richard.

Richard Grover: Put in a word for trees. I looked at the program announcement today, didn't notice anything specific that would be pertinent to improving the tree situation in Canton, but it didn't say it wasn't either. Might fall into the category of a special project. I'm speaking, by the way, as the chair of the Village Tree Committee; most of you probably know that. And we're going through a transformation now in the way we see trees in the village. It used to be trees on this street, trees on that park, and you've heard the expression he can't see the trees for the forest, or rather he can't see the forest for the trees, and we're now through all the assistance and guidance we get from the state DEC, seeing the trees in the community in fact, as components of a community forest. Seeing - and if you've seen drone photographs, you see a completely different view of a community and its trees. A community especially like Canton in fact is homes and businesses within a forest that extends from every corner of the village and out into the surrounding countryside. We are embarking now, I think village board members will all know this, embarking soon on preparation of a community forest management plan. With assistance from the state DEC. And that will provide a blueprint for improved maintenance of the existing tree infrastructure of the village of Canton, and also improved techniques for making decisions on expansion of trees along village streets and commercial areas and in the public spaces within the village. And while our grant is limited to public spaces, the tree forest or the community forest that I mentioned extends to include private land as well. So part of our mission is to encourage private landowners and quasi-public landowners to churches, the universities for sure, to all work together to improve our community forest. So there may be

something in this plan that is fundable from this new money that is becoming available, and certainly the Tree Committee would welcome working with the village to secure that kind of funding.

Mayor Dalton: Thanks Richard. Anyone else? Linda? Oh.

Pat Alden: I'd like to speak.

Mayor Dalton: I'm sorry. Pat, go ahead. Pat Alden.

Pat Alden: Thank you. As the list was read, the thing that seems to me to be the most compelling has to do with housing and low-income housing. And I am certainly in favor of trees and I am certainly in favor of the daycare center, but those sound to me like potentially relatively modest asks, whereas to do something about housing would be very expensive but we know that a lot of people are going to - a lot of renters are going to be in deep trouble when the ban against kicking people out is lifted. And I just wonder if anybody's been thinking about housing.

Mayor Dalton: Thank you Pat.

Toby Irven: Mike? This is Toby Irven.

Mayor Dalton: Yes Toby.

Toby Irven: Thank you Pat, for those comments; I'd like to, if I may, jump on part of that and express interest in a remediation project for our low-income housing and our senior housing at 35-37 Riverside, to ameliorate some of the significant problems in those buildings. I've been a board member for the Enriched Housing Program for quite a number of years; that program is in the process of going out of business because of funding and other reasons associated with management in the buildings; but the need is great for serving a segment of the population who live in the complexes. The seniors are not receiving the necessary services any longer that were provided by the Enriched Housing Program, and I think our partner United Helpers would stand ready to jump on this idea of trying to refund a program that was very successful for perhaps 20 years in those buildings. So I would urge that, and I would certainly be willing to work cooperatively to address a project there.

The second point I would make is with the conclusion of the survey by DANC for high-speed internet connection in the county, I'd like to see the Town and Village of Canton jump on the opportunity to ameliorate the problems in the town. We have significant black-out areas in this Town, and here's an opportunity to work with our partner SLIC to develop better high-speed internet connections. The provision for students from the school, from Canton Central School, of high-speed connectivity during the pandemic, has been a struggle at best. So there's a real opportunity to jump on funding the high-speed internet connections. Thanks very much.

Leigh Rodriguez: I have to apologize that broadband is definitely something that we have discussed as well, and we recognize that it's a concern; we've had people come and speak to each of the boards I think about their concerns; particularly since COVID, so thank you for bringing that up again Toby.

Mayor Dalton: Thank you Toby. Linda, go ahead.

Linda Casserly: Yes. I read some of that over, and I'm just going to bring this up; I agree with Pat Alden because there is a problem down with the high-rises for our seniors. But I'm also concerned about teenagers; there's nothing in Canton for teenagers. And I know a lot of parents are wondering what they can do. I've met with Ruth Doyle and the Sheriff and two other historians about the Sheriff Matron house and the jail cells. I've been thinking about retired professors, teachers, I've walked through it three times, and there's this huge space. And the county is really into doing something with the buildings. So, I don't know - I have to read that all over again about if there's anything in there for providing youth today like we had a great youth center. Dennis Barr would say if it wasn't for the youth center, he wouldn't be where he is. So I don't know if that wording is in there, or if a thought about that could be included just like what we're doing with the seniors. And that's all I have to say - my children are grown but I have grandchildren coming up, and teenagers need a place to be these days. Ok - that's me.

Mayor Dalton: Thank you Linda.

Leigh Rodriguez: Yup - I just want to add to that; as you were speaking about your ideas, they have to be connected to COVID in some way, whether to prevent, prepare for, or respond to COVID; so we will have to make that connection very clear.

Linda Casserly: Ok.

Leigh Rodriguez: Not saying we couldn't - but just keep that in mind. To everyone.

Mayor Dalton: I do think this conversation, even though this program needs to be specifically focused towards COVID; it's always nice to hear what people have to say about the needs in our community. And just because it may not fit the bill perfectly right now, opportunities come along all the time. And if we know what's of concern to you, we can go from there. Anybody else have some comment or would like to give us any suggestions on where we head with this?

Marti McArthur: This is Marti McArthur, I'm just a community member, but I would like to reiterate what both Pat Alden and Toby Irven both said, and I think low-income housing is a huge problem in our community, and the high-speed internet; so many students struggled terribly. I have nephews in the school who had problems where they lived, but also their friends just couldn't possibly do their work. Thank you.

Mayor Dalton: Thanks Marti.

Leigh Rodriguez: Mike, can I make one more comment?

Mayor Dalton: Absolutely.

Leigh Rodriguez: I just wanted to make people aware too if they weren't already that we do have an outstanding - we have a current grant through the CDBG program for the high rise at 35 I think -

Mayor Dalton: 35

Leigh Rodriguez: To help them replace both elevators so that's an ongoing project right now, and I just wanted to make sure that those people here are aware of that. That doesn't preclude us from requesting more funds through the CDBG program, but I just wanted to make you aware

that we have worked with them; we are working with them now on at least some of the infrastructure issues that are going on there - not programming but infrastructure.

Mayor Dalton: Anyone else with thoughts or ideas? I have to flip between my screens here - there's too many of you.

Nothing more? Leigh, anything more you want to add?

Leigh Rodriguez: No, I don't think so - I just appreciate everyone taking the time to come and give us your feedback.

Kathryn Mullaney: I have a question - what are the next steps involved in the CDBG grant?

Mayor Dalton: Leigh?

Leigh Rodriguez: Well I think the municipalities have to get together and take in what they've heard, and see what's realistic for us and what makes sense for us to pursue - we need to do a letter to Office of Community Renewal, and discuss our thoughts with them, and then they will, if they approve or if they like our concepts, we will then be invited to do a full application.

Kathryn Mullaney: About how long do you think that will take?

Leigh Rodriguez: I don't know if I know the answer to that - this is the first step, holding this public hearing and getting the feedback from the community is the first step we needed to take, so I'd like to get it done as soon as we can because as I read, it's a rolling basis, and I think the sooner we can get in on it the better.

Pat Alden: I'm just wondering if you have any sense about the amount that would be sensible to ask for?

Leigh Rodriguez: No, we would have to obviously, we would have to designate what that would be for, for example if we were going to go for business assistance, I'd have to work with some of the businesses and probably get something in writing from them that would demonstrate the need there; we wouldn't necessarily have to choose what businesses that would be receiving assistance, but we would have to demonstrate that there are enough in the community that need it to justify what we're asking for. Same as the daycare; I would like to talk more with Kathy and the board there and see exactly what their needs are, if they have estimates I'm sure we're going to have to document our needs; we can't just ask for something without justification for it, and if there are needs for housing I can talk with Amanda or the board over there and see what they have to provide to us that can demonstrate their needs and make the justification for the request. And we can request for multiple action items, not just one. So we can put all of these things; we could put all of these things, both the Town and the Village can each do separate applications. They can each request funding for these things if they wish, however is appropriate. And ask for multiple things in one application.

Pat Alden: I'd like to make the potential connection if we pursued wi-fi internet stuff, that potentially impacts small businesses and potentially micro-businesses, and the schools, and it is really clearly related, with the schools, clearly related to COVID. And so I think that makes it a very strong argument in my view.

Mayor Dalton: Thank you Pat.

Leigh Rodriguez: Yes, that's been on our radar for some time, even prior to COVID, but it's become more relevant, I think, or even more pronounced through COVID and as I said there have been people that come to the boards I think and talked about their lack of connectivity and inability to do college work from home; I know the K-12 school has done a survey and knows families that aren't able to access the internet, so we've got - and now as Toby mentioned, that DANC is doing a survey with the county so there's information there that could be justifiable. Our issue is we have to make sure, again, that we can do this, whatever we're doing, within 12 months. So it might be more hotspots, it might be infrastructure, or technology, or equipment that can help to spread the signal; but we'll have to do some more looking into it to figure out exactly what we want to propose.

Beth Larrabee: Can I comment quick?

Mayor Dalton: Yeah Beth - go ahead.

Beth Larrabee: It just occurred to me while you were talking about bandwidth, and connecting the youth and Linda Casserly talking about the space in the former jail; could we connect the two of those and make that a space where youth could go to have a hotspot there? Just a thought. Trying to be creative with that because I think it's a good idea, and I'm trying to connect it to COVID in my head.

Leigh Rodriguez: Potentially, as long as we could do it within a year.

Beth Larrabee: Yeah. Ok. Just trying to be creative.

Leigh Rodriguez: And I appreciate that very much. When you - you have to be when you're looking at these kinds of things and there's a lot of ways that I think we can make the justification.

Mayor Dalton: Bob, you looked like you wanted to say something?

Bob Washo: Yeah. Thanks everybody for chiming in. These are great ideas and many of them should be priorities. I think the broadband's a little bit more of a moving target in that it's not just replacing an elevator or something it's really scattershot across the town without any clear path as to how to bring those islands all together. Those deserts rather, not islands but deserts. So Leigh, when you say this is on a rolling basis, does that mean in another six months there's another chance to apply for similar funding? Or how does that rollout happen and does it give us some time to dig a little deeper on the broadband issue and even start to get some numbers and some estimates, because even without any hard numbers on that broadband issue, it's a pretty difficult ask - the target's kind of a moving target. So how do we buy ourselves time to do the homework necessary to be in better shape for that ask?

Leigh Rodriguez: What I mean by rolling basis is that you can apply anytime until August 27 or until funds are exhausted. Which is why I feel like doing it sooner rather than later would be better for us. There are other opportunities coming, so if that's a priority, maybe there's something we can do as a short-term measure to address, buy more equipment or something to address some of the issues - I think that broadband - to cure the broadband issue it's got to be a regional thing. It can't just be us, it's got to be bigger than us. But it doesn't mean that there aren't things we can do in the meantime to help the situation. So I think that the way it works is that their board meets monthly, so at this point we're May, June, July, August - there's only four months of opportunity to get your application in front of their board. So again, this is a short

term - and the fact that this one is retroactive and we can look at expenses that have already been made, there may be another source coming down that might be better suited for broadband. I think that's part of the discussion too, is this is just one source. There are others that we are aware of that are coming that we have to look at what all of our priorities are as a community and try to fit those into the funding opportunities that are coming through. And maybe broadband is one of those that it might better fit into one of those buckets.

Bob Washo: That all makes sense to me but I'm just curious how do we start to collect the hard financial data for when we do have an ask even to make the internet improvements that are within our control? The broadband that's in our control? Then the various hotspots. How do we start to gather that data in order to have that information that you can plug into an application at some point whether it's this one or another one?

Toby Irven: Bob, if I may respond to that in part at least, I believe acting with one of our community agencies such as SLIC or Spectrum, and a map of the data that we will get from DANC, we have a fairly concrete example of where we need to go. And then, they can do the costing of those pole, space, rentals and all of that. That costing is not rocket science, and doesn't take very long to accumulate. So I think that it's a matter of speaking with our community agencies, SLIC and Spectrum, and maybe there are others, and get that data. It's just not that difficult to put a plan together and then you have to see, ok, which can we accommodate in which program?

Bob Washo: I don't disagree but I think that data has been asked for before, especially from Spectrum and SLIC but with DANC doing this new survey then with that information we can use some industry standards for estimating costs to resolve it, at least what's under our local control.

Toby Irven: Yes, I believe that DANC survey solves the problem of where we need service in the Town and Village of Canton, and then the providers can cost that out quickly.

Bob Washo: But it's a step that we would need to take and I just wanted to raise it as a possibility.

Toby Irven: Sure.

Leigh Rodriguez: And I would just like to take this opportunity to say that if there is anyone that's particularly interested in something or has any knowledge about a particular issue that they'd like to share, and help us to develop these things, we would welcome your volunteer hours to help with development. You can reach out to me if you're interested.

Mayor Dalton: Ok. Is there anyone else that would like to provide some input? Thoughts? Concerns? Leigh - you have everything you need? Oh, go ahead Anna.

Anna Sorensen: Not a concern but definitely a thought - I just wanted to say thank you and to second what you said earlier Mayor about the appreciation for folks coming and sharing; the benefit of hearing from you, what it is you see as the needs in the community that just can not be overstated. So, thank you very much.

Mayor Dalton: Thanks Anna. If there isn't - go ahead Leigh.

Leigh Rodriguez: I was going to say, I'm all set Mike.

Mayor Dalton: Ok. If there isn't any more comment, we can close the public hearing portion of this meeting and move on to the first item of our agenda.

Beth Larabee: Thanks everybody.

Mayor Dalton: Thank you.

Adjournment

The Public Hearing was closed at 6:40 pm.

Mayor Dalton opened the Joint Meeting at 6:41pm.

- 1. Discuss Returning to in Person Meetings-** Trustee Pynchon advised the Board that the Communication and Technology Committee Members have a joint committee between the Village and the Town. She stated that the Committee has been working on in person meetings to accommodate the needs of people who are not comfortable or able to come into the building. The Town and Village purchased an Owl to allow people to view and hear multiple people in the room together. She stated that she is eager to meet together safely and follow precautions and protocols.

Mayor Dalton stated that it would be a Board decision when the Board is comfortable to start doing their own meetings in person.

Supervisor Ashley added that they have to consider the cleaning of the room since Court is held on Wednesday. She stated that they need to make sure that the room is in order, setting up the room to appropriately accommodate everybody. She added that they are not sure what the Executive Order is for how many people can be in the room, which is another factor. She stated that she agrees with Mayor Dalton that they are close to meeting in person but need to get those answers. She stated that she would like to be in person no later than July.

Mayor Dalton said that is important to look at this in a hybrid perspective for people to have options on whether they join via zoom or in person due to limitations on occupancy.

Trustee Larrabee agreed on keeping it hybrid for convenience.

Trustee Sorensen stated that after some professional advice a projector and portable screen will serve the needs for the folks on Zoom would appear on the screen and they will be able to see who is in the room through the Owl.

Supervisor Ashley proposed starting in person meetings in June, considering the following factors, cleaning and setting up the room and cleaning the room after the meeting is over to make sure everybody is safe.

Councilperson Washo added that they need to be conscious of the Executive Orders.

Mayor Dalton stated that they are paying attention to the Executive Orders and the Village Attorney keeps a close watch on them.

2. **Discuss Shared Services Agreements-** Trustee Pynchon stated that the Shared Service Committee is Trustee Pynchon, Trustee Proemm, Councilperson Foley-Smith and a vacant seat for the Town. Supervisor Ashley filled in for the Town. The Shared Service Agreements should have been updated and signed for the first of the Year but due to the Pandemic they were delayed. The Agreements have written into them now that they will be reviewed in December and signed in January.

The following are the Shared Service Agreements:

- Assessor
- Historian
- Municipal Building
- Recreation
- Economic Development
- Court

Trustee Pynchon gave a background that when Shared Services were encouraged the Village and Town began working together. She stated that it is one of the things that they are proudest of that the Village and Town cooperate and work well together and share services for efficiency, quality and expediency. She stated it was important to get them in writing every year to clarify the terms of the shared services are.

Town Constable Peace Officer Shared Service Agreement-

Mayor Dalton stated that the Town Constable Peace Officer was added. It is a ongoing agreement and there were no changes suggested but was provided to the Board for their review.

Assessor Office Shared Service Agreement-

Trustee Pynchon stated that the agreement remained unchanged.

Supervisor Ashley stated it was important for the public to know that the terms include taxpayer dollars and suggested to state the position and the total costs.

Assessor is a Town position and the Village pays 1/3 of the total costs.

All Board members agreed to the Assessor Shared Service Agreement, as written.

Historian Office Shared Service Agreement-

Town position and the Village pays half of the total cost. No additional changes to the agreement.

All Board members agreed to the Historian Shared Service Agreement, as written.

Court Office Shared Service Agreement-

Mayor Dalton stated that the Village does not have a Court but the Village has to maintain the records of the former court and there is an exchange of money from the Village to the Town to cover labor for the Court Clerk.

Trustee Pynchon stated that the figure is based on an assessment that the Village Clerk's Office has helped with the estimate. The Village pays the Town \$1,000 a year.

All Board members agreed to the Court Office Shared Service Agreement, as written.

Attorney Ducharme asked if the Agreements are Annual Agreements that have specific terms. Trustee Pynchon stated that the first line is the term of agreements and shall run from January 1 to December 31 of that year. Attorney Ducharme asked if the agreements automatically renewed. Trustee Pynchon stated that they will meet at the end of every year to review and resign the agreement. It states that the agreement will stay in force if they do not take action. After further discussion, depending on the employer who holds that position, the review would be down in October in anticipation of having a figure for the Town Budget or in March, for the Village Budget. The Shared Service budgets would need to be agreed upon by either the Shared Service Committee or the appropriate committee. The agreements last for the Calendar year.

Attorney Ducharme asked that the expectation is that in or by December of each year the Boards will decide if they are going to have any changes or renewals for the coming year? Trustee Pynchon stated that it might not be in all of agreements but it is in some of the agreements.

Councilperson Washo clarified that the Committee's will initiate the review process.

Municipal Building Shared Service Agreement-

Trustee Pynchon stated that the Municipal Building Shared Service Agreement was at one time just for custodial work but they realized that the building, upkeep, all costs associated with the building and utilities were all shared. The Town and Village share half of the total costs.

Mayor Dalton asked if the agreement will change the relationship on the water and sewer costs (number 10 on the agreement). He stated that the village is going to consume all of the water and sewer costs? Trustee Pynchon stated that is how it has always been and that is not a change. Mayor Dalton stated that the Village bills the Town half. Trustee Pynchon stated that they need to move the water and sewer costs up with electricity, gas and trash removal to bill the Town half.

Councilperson Washo added that the Town has been billed for half of the water and sewer but wanted to know if they can change or think about not charging the Town and Village commercial utility rates. He asked for help understanding the difference of why the Town and Village are being charged commercial rates opposed to just the cost of service.

Clerk Noble clarified that rates are based on the three-inch pipe size that comes into the municipal building.

After further discussion, Trustee Pynchon asked if the water and sewer pay half go into number 9 in the agreement with the electricity, gas and trash removal bills? Mayor Dalton agreed to the location. The Board agreed to allow Mayor Dalton and Supervisor Ashley to sign the agreement with the change.

Economic Development Shared Service Agreement-

Trustee Pynchon stated that the agreement is between the Village and Town but includes contributions from the Consortium Members. Economic Development is a Village

expense and its employees the staff that office. The Village receives the consortium payments which include \$20,000 from the Town.

All Board members agreed to the Economic Development Shared Service Agreement, as written.

Recreation Shared Service Agreement-

Trustee Pynchon stated that the shared service agreements describe how the service is shared and not as how much it is. The understanding in item 10 says that the Town will contribute to half of the budgeted operating costs of the department. Included in the calculations will be in kind contributions made by the Village or Town, for example, Village Superintendent's time, Village Electrician's time, Town Highway sand supply, etc.

Trustee Pynchon stated that item 9 needs to be changed to meet in March and October, to review the contributions for the respective budgets and develop the Recreation budget together.

Trustee Larrabee supported meeting in October as a Committee to discuss the proposed budget for true transparency and the spirit of shared decision making.

Trustee Pynchon clarified item 9 in the agreement, reading "the recreation committee will meet in October and March to develop and review the recreation budget in anticipation of the village and town budgeting processes, the village and town boards will approve the proposed annual recreation budget at a joint meeting."

Councilperson Washo stated he is inclined to be in favor of all of the agreements and table the Recreation Agreement until all of the moving parts are more static.

After further Board discussion the Town and Village Board's agreed to table the Recreation Shared Service Agreement.

Trustee Pynchon made a motion to authorize Supervisor Ashley and Mayor Dalton to sign all of the Shared Service Agreements except Recreation Shared Service Agreement. Trustee Proemm seconded the agreement. All voted in favor. Motion carries.

- 3. Discuss Recreation Department Proposal-** Trustee Pynchon presented on behalf of the Joint Recreation Committee the proposal. The Reimagining Recreation Committee made recommendations that have been posted on the website and shared publicly.

Trustee Pynchon read the following proposal:

Staffing

Responsibilities of Recreation Department leadership include:

- Management and maintenance of Village and Town facilities, parks, and trails
- Department administration, leadership, and supervision
- Budget management and strategic planning
- Program planning and implementation
- Communications and marketing
- Partner development and coordination

To handle those responsibilities and accomplish the goals of the recommendations, we propose:

- Continue the position of *Recreation Director*, job description/expectations for which are consistent with Civil Service requirements
- The Recreation Director collaborate with the Village Superintendent on management and maintenance of Village and Town facilities, parks, and trails
- The Recreation Director be responsible for all other aspects of Recreation Department oversight and management, including serving as Village Department Head and supervising Recreation Department staff
- Recreation budget continue to be shared evenly between the Village and Town; included in the calculation of budget/expenses are any in-kind contributions made by the Village or Town, e.g., Village Superintendent's time, Village electrician's time, Town Highway sand supply, etc.; consideration should be given to appropriate contribution by Village of Rensselaer Falls toward Recreation budget
- The Recreation budget be incorporated into the Village budget as a department budget, thus moving it to a June to May fiscal year; the Recreation Director with the Joint Recreation Committee develop the annual recreation budget in March/April of each year, to be approved by both Boards for inclusion in Village budget
- A Shared Services agreement to reflect this shared commitment

Structure

- Recreation Director is a Village employee, reports to the Mayor and Village Board, with support from the Joint Recreation Committee
- The Recreation Director co-manages facilities, parks, and trails planning and decision making with the Village Superintendent
- Recreation Department staff report to the Recreation Director
- The Recreation Director and Joint Recreation Committee will convene and work with a Canton Recreation Advisory Committee to advance the recommendations and goals identified through the Reimagining Canton Recreation process and other strategic planning
- The Advisory Committee will comprise 12 to 15 community members who represent the community's recreation interests as broadly as possible, including the members of the Joint Recreation Committee, representatives of Canton Central School, SUNY Canton, and St. Lawrence University, and the Recreation Director; the Advisory Committee will be constituted by the Recreation Committee with input from partner organizations to ensure fair representation of all interest groups

Trustee Pynchon stated that there is a Civil Service list but it is not complete. There is a posting and a job description that is ready to go with approval from the Board.

Mayor Dalton stated that the Civil Service List will be asked for first and then will be able to advertise.

Town of Canton-

Councilperson Washo made a motion to move forward with the Recreation Plan as proposed. Councilperson Foley-Smith seconded the motion.

Councilperson Washo clarified that this is the proposal to move forward with the search but not on the cost sharing.

All voted in favor. Motion carries.

Village of Canton-

Trustee Pynchon made a motion to move forward with the Recreation Plan as proposed. Trustee Proemm seconded the motion. All voted in favor. Motion carried.

- 4. Discuss Upcoming Grant Opportunities-** Economic Developer Rodriguez stated that she received word that the Consolidated Funding Application (CFA) process was approved in the budget. The typical timeline should be released mid may and the applications are due at the end of July.

Downtown Revitalization Initiative Program has been approved- 10 million contest that goes to one Community in each of the ten Economic Development Regions in the State. Encouraged to continue to apply. A group is being put together to touch up the pervious application. Decided to stay in the game.

American Rescue Act- timeline of the funding has been released.

A lot of money will be coming soon and need to have a discussion with the Town and Village to see what the priorities are for grant writing.

Trustee Pynchon stated that the Village Board discussed this at the last meeting. Trustee Pynchon read the following:

In the context of letting people know about and getting their input on anticipated funding opportunities, e.g., CDBG/CARES, CFA, DRI, we want to establish an overall process for identifying and prioritizing grant opportunities and researching/writing the applications.

- The ED Office identifies and shares information about community and economic development-related grant funding opportunities with appropriate staff and board members via email, committee/board/ department head meetings, etc.
- While the ED office supports the municipalities' grant writing and administration functions, it is not the office's responsibility to find and coordinate application for *non-ED related grants*; staff, board/committee members should explore and share

information about potential funding/grant opportunities relevant to their field/area of interest among potential partners, e.g., with the Mayor, at department head meetings, and/or with relevant committees.

- When a funding source is matched with a municipal need, the person/people wishing to pursue the grant – staff, board, committees – may request a meeting with Leigh to see if it is possible/appropriate for her office to provide support and, if so, to create a plan.
- If the ED Office is asked to facilitate/write a grant application, they will need specific information about the project/need and the grant; they will need assistance writing sections that require expertise beyond economic development; grant lead should be familiar with grant requirements; expectations, timelines and assignments will be established at a grant planning meeting.

Discussion about project/funding priorities of departments and committees must be ongoing – around budget time and regularly throughout the year.

Economic Development Rodriguez wanted to make a point that it is not about writing the grant but the multiple tasks that have to be satisfied for every grant to be accomplished in the way that they want them to be accomplished.

Supervisor Ashley stated it is about cash flow to have the money up front which is not easy. Especially when they are under funded and understaffed which is the critical when applying for a grant.

Economic Development Rodriguez stated that there is an opportunity to make funds for the administration piece to be incorporated as part of the budget to help offset some of the salaries and to allow in-kind contributions. This requires a lot of documentation, time and specific detail to be done.

Trustee Sorensen suggested going back to review the plans that have already been completed to help for prioritization.

Supervisor Ashley agreed with the Comprehensive Plan to target specific things. Economic Developer Rodriguez suggested waiting for the booklet for the CFA process to come out for the Boards, Committee's and Department Heads to review to see if there is something that fits one of their priorities and a potential opportunity to pursue.

After further Board discussion, the Board set up a Joint Meeting Grant Priority Meeting on May 26th, 2021 at 6:00pm.

- 5. Discuss Broadband Access in the Canton Community-** After Board discussion, the Boards agreed to form an ad hoc Broadband Committee to include Toby Irvan, someone from Canton Central School District, partners from both Colleges and someone from Boces.

- 6. Discuss the DOT Letter on RT 11 Speed Reduction Request-** Mayor Dalton passed along the DOT Letter on Route 11 speed reduction request to the Board. There was another accident over the weekend at the intersection by the Health Systems. There is a bill on the Senate Floor and Assembly Floor that we would like them to move forward. He stated that it was suggested to him that Route 11 is considered a Federal Highway, might be able to make a push at the federal level for changes. Mayor Dalton stated that someone is going to get seriously hurt.

Councilperson Washo stated that these issues were raised during the planning process and they were largely ignored by multiple people. He stated that DOT is willing to sit down and talk about a redesign in that area. He asked why they are trying to get a speed reduction when they are willing to discuss turning lanes and infrastructure changes.

Trustee Larrabee stated that her husband Trooper Rob Larrabee will be submitting paperwork for road improvements in that area.

Supervisor Ashley stated that they have been working on this since February 2018. She appreciates Senator Ritchie and Assembly Member Walczyk for bringing this to the floor. She stated that they tried to get movements on this. There is some resistance on this, who will pay for the costs of the major changes.

Mayor Dalton stated that there were some engineering studies done that DOT would not accept. They wanted more professional study done by a different engineering firm.

Mayor Dalton stated that they spoke with the Health System the other day about turning lanes and even talked about another entrance. He stated that the whole area is growing and that section is getting very busy.

Supervisor Ashley stated that the traffic on the East side is increase, especially with McDonald's coming in.

Councilperson Washo stated that there are things that the Town and Village can do in terms for code to discourage additional curb cuts.

Attorney Ducharme shared an observation with Best Western across the street from McDonald's and Mountain Mart. He has a concern, especially with students coming back that are staying at the Best Western, crossing Route 11 late at night or early morning to get to McDonald's with no recognizable walkways or traffic controls.

Trustee Proemm stated that he has heard many complaints about this dangerous crossing area.

Toby Irven stated that Complete Streets has drawn up plans for crossing Route 11 that can be modified. Complete Streets would be happy to work with problem by McDonald's.

Mayor Dalton stated that there has been a lot of foot traffic that crosses from the Best Western.

Mayor Dalton stated that the comments are noted. Mayor Dalton and Supervisor Ashley will continue to work on getting the speed down and discuss the turning lane.

7. **Village Resolution to Transfer Funds-** Trustee Larrabee made a motion to authorize the transfer of funds from contingency fund to payroll. Trustee Proemm seconded the motion. All voted in favor. Motion carried.

RESOLUTION

On a motion by Trustee Larrabee, seconded by Trustee Proemm, it was:

RESOLVED: That the Village of Canton Board of Trustees authorize the Village Clerk-Treasurer to transfer funds from contingency funds to payroll and to pay the following:

- The Superintendent of Public Works, Marty Miller, for additional work responsibilities in the amount of \$5,000 distributed over the course of 6 payroll periods.
- The Village Clerk, Sally Noble, for unused vacation accruals that expired on February 2, 2021, in a lump sum of \$4,361.39

Dated: April 28, 2021

EXECUTIVE SESSION-

Trustee Sorensen made a motion to enter into executive session at 8:19pm for a purpose as identified in Public Officers Law §105(1) (h). Trustee Proemm seconded the motion. All in favor. The motion carries.

Supervisor Ashley made a motion to enter into executive session at 8:19pm for a purpose as identified in Public Officers Law §105(1) (h). Councilperson Smith-Foley seconded the motion. All in favor. The motion carries.

Trustee Pynchon made a motion to come out of executive session at 9:18pm. The motion was seconded by Trustee Sorensen. All voted in favor. The motion carries.

Supervisor Ashley made a motion to come out of executive session at 9:18pm. The motion was seconded by Councilperson Foley-Smith. All voted in favor. The motion carries.

Trustee Proemm made a motion to adjourn the meeting at 9:19pm. The motion was seconded by Trustee Sorensen. All voted in favor. The motion carries.

Supervisor Ashley made a motion to adjourn the meeting 9:19pm. The motion was seconded by Councilperson Foley-Smith. All voted in favor. The motion carries.

Respectfully submitted,

Cara Adams
Deputy Clerk