

Village of Canton, New York

VILLAGE BOARD MEETING

Meeting Minutes: July 18, 2016

Board Present:

Michael Dalton, Mayor
Dwight Stevenson, Trustee
Sean O'Brien, Trustee

Carol Pynchon, Trustee
Beth Larrabee, Trustee

Others Present:

Gerald Ducharme, Village Attorney
Leigh Rodriguez, Village Econ. Dev.
Linda McQuinn, Town Comm. Dev.
Rusty Lawrence, Code Officer

Sally Noble, Clerk/Treasurer
Cara Adams, Deputy Clerk
John Taillon, Rec. Director

Public Hearing to receive comments on the Village of Canton's community development needs, and to discuss the possible submission of one or more Community Development Block Grant (CDBG) applications for the 2016 program year.

Mayor Dalton read the Legal Notice of the Public Hearing (Attachment A).

Economic Developer Leigh Rodriguez additional written information was available (Attachment B).

Leigh stated that the maximum amount that can be requested through the Microenterprise program is \$200,000. 50% of CDBG funds must go to startup businesses. Owners of the businesses will need to be low-to-moderate income, or create one full time equivalent job (FTE) for persons of low-to-moderate income. Businesses must contribute 10% cash equity. The amounts that can be awarded to the owners range from \$5,000 to \$35,000. Leigh stated that if we are awarded a grant, a scoring process will be created to determine which businesses will receive funds. Canton's program will prioritize business that will occupy vacant storefronts on Main Street. Leigh is currently meeting with potential business owners and prescreening their eligibility to justify the amount of funds we are requesting in our application to the CDBG Microenterprise program.

No Public Comment

Public Hearing closed at 6:21pm.

Attachment A

LEGAL NOTICE
Notice of Public Hearing
Village of Canton Economic Development Grant Application

Village of Canton will hold a public hearing on **July 18, 2016 at 6:15pm at 60 Main Street, Canton, New York in the Municipal Building board room**, for the purpose of hearing public comments on the Village of Canton's community development needs, and to discuss the possible submission of one or more Community Development Block Grant (CDBG) applications for the 2016 program year.

The Village of Canton, upon approval of the Board of Trustees, intends to submit an application for funding under the CDBG program to establish a Microenterprise Grant Program. The CDBG program is administered by the New York State Office of Community Renewal (OCR), and will make available to eligible local governments up to \$25 Million for the 2016 program year for housing, economic development, public facilities, public infrastructure, and planning activities, with the principal purpose of benefitting low/moderate income persons. The hearing will provide further information about the CDBG program and will allow for citizen participation in the development of any proposed grant applications and/or to provide technical assistance to develop alternate proposals. Comments on the CDBG program or proposed project(s) will be received at this time. The hearing is being conducted pursuant to Section 570.486, Subpart I of the CFR and in compliance with the requirements of the Housing and Community Development Act of 1974, as amended.

The municipal building board room *is not* accessible to persons with disabilities. If special accommodations are needed for persons with disabilities, those with hearing impairments, or those in need of translation from English, those individuals should contact Leigh Rodriguez, Director of Economic Development, at 315-386-2871 x5 or lrodriguez@cantonny.us at least two (2) days in advance of the hearing date to allow for necessary arrangements. Written comments may also be submitted to Leigh Rodriguez, Director of Economic Development, at 315-386-2871 x5 or lrodriguez@cantonny.us until July 21, 2016.

Attachment B

NYS OFFICE OF HOMES AND COMMUNITY RENEWAL

**Community Development Block Grant
First Public Hearing
6:15pm, Monday, July 18, 2016
Municipal Building, Board Room
60 Main Street, Canton, New York 13617**

CITIZEN INPUT IN THE PLANNING AND DESIGN OF A CDBG APPLICATION

Federal CDBG regulations require that communities involve the public in the planning and design of applications for public assistance. That regulation is being met, in part, through this public hearing, and through a second public hearing to be held at a later date to be determined.

Residents of the community are encouraged to participate in the development of the proposal. Written comments may be submitted to:

Leigh Rodriguez, Director of Economic Development
Village of Canton
60 Main Street
Canton, New York 13617
Email: lrodriguez@cantonny.us

Please submit written comments no later than July 19, 2016 at 4pm.

OVERVIEW

The Community Development Block Grant (CDBG) Program is a federally funded program authorized by Title I of the Housing and Community Development Act of 1974. The Office of Community Renewal is New York State's administrative agency for the CDBG Program. The CDBG Program provides grants to smaller communities in order to: ensure decent, affordable housing for all; provide services to the most vulnerable in our communities; create jobs and expand business opportunities for implementing a variety of community and economic development activities directed toward neighborhood revitalization and economic development; and to provide improved community facilities and services. Under the CDBG Program, approximately \$40 million of funding is available annually to eligible communities within New York State.

The New York CDBG Program provides community development grants to towns, villages, and cities with a population less than 50,000 and counties with an unincorporated population less than 200,000. The CDBG Program provides smaller communities with the opportunity to make local decisions concerning community development without duly increasing the local tax burden of their citizens.

OBJECTIVES OF THE NEW YORK STATE (NYS) CDBG PROGRAM

Financial assistance will be provided for the development of projects that meet the NYS CDBG Program Objectives and that provide decent, safe affordable housing, access to clean drinking water, proper disposal of household wastewater, access to local public facilities, and economic opportunities for persons from LMI families by supporting development projects that are designed to create or retain employment opportunities.

In support of New York's community development goals, the NYS CDBG Program will:

1. Support a mix of rehabilitation and conversion activities to preserve and increase affordable housing, for both renters and homeowners;
2. Encourage investment in communities by assisting local governments in devising and implementing economic development strategies to revitalize viable communities and provide economic opportunities that principally benefit LMI persons;
3. Revitalize the vibrancy of New York's communities and enhance the quality of life;
4. Develop and implement strategies that facilitate the coordination of NYS CDBG funding with other Federal, State, and local community development resources.

FUNDING AVAILABILITY

Approximately \$25 million of NYS CDBG funds is available in 2016. New York State received an annual allocation of funds from the U.S. Department of Housing and Urban

Development (HUD). New York State intends to allocate these funds to eligible non-entitlement grant recipients according to the following categories: Community Development Funding, Economic Development Assistance, Imminent Threat, Program Administration, and Technical Assistance and Capacity Building. Actual allocation percentages are dependent upon the number of applications received in any given year.

ELIGIBLE APPLICANTS

Cities, towns, and villages located in non-entitlement areas with a population under 50,000 and counties with an unincorporated population of 200,000 are eligible to apply for CDBG funding through the Office of Community Renewal. Eligible applicants must be in substantial compliance with all applicable State and Federal laws, regulations, and Executive Orders that pertain to the CDBG Program.

TYPES OF APPLICATIONS

New York State's CDBG Program is divided into two primary components: Community Development Funding and Economic Development Assistance and two secondary components: Imminent Threat and Technical Assistance and Capacity Building.

Applicants applying for Community Development Funding must address and resolve specific community development needs within the areas of Housing, Public Infrastructure, or Public Facilities. Applications for Economic Development activities must support business creation, expansion or retention.

In 2011, Governor Andrew M. Cuomo announced a comprehensive strategy to transform New York State by aligning agency resources to further the State's economic recovery and to support new economic development opportunities. To coordinate and streamline these extraordinary economic development opportunities in each region of the State, Governor Cuomo created ten Regional Economic Development Councils (Regional Councils) that are comprised of local experts and stakeholders who know their regions best.

The grant application process for New York State's various economic development agencies has been streamlined as a result of the Consolidated Funding Application (CFA). The CFA enables municipalities, businesses and other entities to apply to multiple agency funding sources through a single, web-based application.

In addition to HCR, multiple state agencies and authorities have pooled together resources to be made available through the CFA. HCR has dedicated up to \$41.2 million in resources to economic development and community revitalization projects through the CFA. Homes and Community Renewal has announced available funding from four (4) Office of Community Renewal programs, including: Urban Initiatives, Rural Area Revitalization Projects, New York

Main Street, and the Community Development Block Grant categories of Economic Development, Small Business Assistance, Public Infrastructure, and Public Facilities. Each program is a competitive process with applications accepted through New York State's [Consolidated Funding Application \(CFA\)](#).

Applicants seeking funding for public infrastructure, public facilities and economic development activities should apply for assistance through the New York State Consolidated Funding Application available from <http://nyworks.ny.gov>.

Applicants seeking assistance for CDBG housing activities including housing rehabilitation, homeownership, and private water/wastewater activities should apply for funding under the 2012 Housing Application process. In order to apply for the following programs, please visit the Housing Resources Funding Opportunities page:
<http://www.nyshcr.org/AboutUs/Offices/CommunityRenewal/HousingResourcesFundingOpportunities.htm>.

In addition to the above, the Office of Community Renewal will entertain additional inquiries for applications related to Imminent Threat, and Technical Assistance and Capacity Building. If an application in either of these categories is being considered, Applicants must first contact the Office of Community Renewal to determine eligibility and potential application requirements.

JOINT AND COUNTY ON BEHALF OF APPLICATIONS

Under New York State's CDBG Program, two or more eligible applicants facing a common problem may submit a joint application. In order to qualify, local governments must not only share a common problem, but must also be able to demonstrate that a joint effort is required to solve the problem. With the exception of housing applications, joint applications submitted only for administrative convenience are not accepted.

Counties may apply on behalf of units of general local government located within their jurisdiction when the unit of general local government has authorized the county to apply. The unit of general local government will be considered the applicant for determining grant limits, and its statistics will be used for purpose of the selection factors.

MAXIMUM GRANT AMOUNTS

Community Development Funding

Towns, Cities, Villages:

Housing/Public Facilities	\$400,000
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Public Infrastructure (water/sewer only) \$600,000

Counties:

Housing/Public Infrastructure Facilities/Public \$750,000

Joint Applicants*

Public Infrastructure (water/sewer only) \$900,000

* Projects must meet specific requirements in order to qualify for funding under the Joint Applicants category.

Economic Development

Economic Development program (Assistance to a business or public infrastructure projects in support of a business) \$750,000 (minimum of \$100,000)

Small Business Assistance program (Award range for grant assistance to an individual business) \$100,000 (minimum of \$25,000)

Applicants may submit multiple applications, but the total requested amount within the categories of Housing, Public Infrastructure, and Public Facilities may not be exceeded. For example, an Applicant may submit multiple housing applications, but the cumulative total of all requests cannot exceed \$400,000 for Towns, Cities or Villages or \$750,000 for Counties. Applicants seeking economic development funds may also submit multiple applications. However, the total amount awarded in a program year for both Economic Development and Small Business Assistance may not exceed a total of \$750,000. The NYS OCR may exceed these caps if a project or projects have significant and transformational impacts beyond the immediate public benefit.

ELIGIBLE ACTIVITIES

The activities eligible under the CDBG Program are identified in [Section 105\(a\) of the Housing and Community Development Act of 1974](#), as amended and 24 CFR 570.482, as amended.

PRIMARY AND NATIONAL OBJECTIVES

All CDBG projects are required to meet the two program goals - the primary and national objectives. The primary objective of the CDBG program is to develop viable communities by providing decent housing and a suitable living environment by expanding economic opportunities, principally for persons of low and moderate income. To achieve this primary objective, New York State must ensure that at least 70 percent of its grant funds are used for activities that benefit low- and moderate-income persons.

In addition to meeting the primary objective, applicants must also meet one of the three National Objectives: benefit low- and moderate-income persons, prevent or eliminate slums and blight, or address an urgent community development need. All applicants must maintain data to demonstrate that the project is meeting one of the above listed objectives.

TYPES OF GRANTS

Housing

There are three types of housing projects eligible for NYS CDBG funding: housing rehabilitation, direct homeownership assistance, and private water/wastewater system assistance. The primary goal of any housing project is to increase the supply of affordable housing for low- and moderate-income residents. Through a needs analysis and detailed survey of income and housing conditions, each applicant will be able to determine the most suitable approach for addressing these goals.

1. Housing Rehabilitation

Many of New York State's communities are concerned with high rates of substandard housing that are difficult to reduce because of homeowners' inability to address costly repairs. In order to make an application competitive, a community should conduct two types of surveys: a housing conditions survey to determine the location and severity of the substandard conditions of housing, and an income survey to identify applicants who are income eligible and willing to participate. When conducting the housing conditions survey, Applicants should adhere to the Office of Community Renewal's definition of substandard housing as stated in the CDBG Application Guidance.

The CDBG program is highly flexible, allowing for communities to develop an approach to rehabilitation that best suits their needs. The following are examples of program designs:

- Direct financial assistance as a grant or loan or a combination thereof.
- A target area approach for substandard housing located in a defined geographic area.
- A non-target area approach for substandard housing on scattered sites.
- A focus on a certain income categories (i.e. below 50% of the median income).
- Selection criteria based on severity of need or first come, first serve approach.
- Rehabilitation can be for owner-occupied, renter occupied, or vacant units to be occupied by low- and moderate-income persons.

All of the above are examples of the ways in which a community can address their substandard housing conditions. Programs designed to conduct housing rehabilitation activities that provide safe and habitable housing primarily for low-and moderate-income households at standards of quality meeting New York State building codes and federal and local regulations are strongly encouraged.

2. **Homeownership**

In addition to housing rehabilitation needs, communities may have homeownership needs that could be addressed through a homeownership assistance program. Such a program would provide financial assistance to low- and moderate-income first-time homebuyers for the purchase of homes for sale. As with the Rehabilitation activities, the program is designed to be flexible so communities can determine the appropriate means of assistance. Activities that are commonly found in homeownership programs include the following:

- Direct financial assistance including down payment assistance and closing costs
- Counseling of prospective homeowners to ensure applicants have an understanding of program obligations, budgeting, and overhead costs.
- Minor rehabilitation of certain houses that are otherwise structurally sound.
- A successful homeownership application will include: information on the manner in which the program will be marketed to potential applicants; a list of potential eligible applicants to document the market and need; real estate data including average cost of homes and number of homes available within the price range; and evidence that the amount available

3. **Private Water/Wastewater System Assistance**

Providing safe drinking water and wastewater systems to individual property owners falls under the category of housing, as these types of assistance provide a direct benefit to those receiving funding. Direct assistance activities can include drilling of private wells,

construction or rehabilitation of septic systems, and installation of lateral connections to low- and moderate-income households from the public water/sewer mains. Applications for funding of lateral connections can be stand-alone projects or can be part of a larger [public infrastructure](#) project. However, in order for a community to construct the laterals out of CDBG funds, the homeowners must be low- and moderate-income.

Successful applications for private water/wastewater systems will include evidence that property owners are eligible and willing to participate in the program, information as to how the program will be marketed, and information on the level of subsidy and type of subsidy (loan or grant).

Public Facilities and Public Infrastructure

Communities throughout New York are faced with a variety of issues that affect public health, safety, and welfare. Through the CDBG public facilities grants, many of these issues can be addressed. At least 51% of the persons benefiting from these activities must qualify as low- and moderate-income, as determined by the U.S. Census or an income survey. In general, public facilities projects fall into two categories: public infrastructure and public service facilities.

Public Infrastructure

Public Infrastructure includes activities consisting of, but not limited to, water source development, storage, and distribution; sanitary sewage collection and treatment; flood control and storm water drainage. Eligible projects may include the repair or replacement of existing systems, construction of new systems, or expansion of existing systems into areas previously unserved that are in compliance with the NYS Smart Growth Public Infrastructure Act (Chapter 433 of the Laws of 2010). Applications requesting funding solely for residential water and sewer lateral connections are considered for funding under the Housing Funding Category. However, applicants may seek funding for lateral connections under the public infrastructure category as long as the activity is incidental to a larger public infrastructure project.

For projects that require funding above the maximum funding level available from the Office of Community Renewal, the applicant must find additional sources of funding and provide evidence that funding is committed to the project. For additional information on other sources of information, applicants may contact the [New York Co-Funding Initiative](#).

Public Facilities

Public facility activities include, but are not limited to, funding for: structures to house or serve special-needs populations; senior services; child care centers; removal of architectural barriers for the disabled (installing lifts, automatic doors, ramps, etc.); and multi-purpose buildings housing several qualifying activities for low- and moderate-income persons. NYS CDBG funds can be used for construction or renovation of facilities, but cannot be used to cover the day-to-day operational costs, nor can funds be used for buildings that are primarily for the general conduct of government business (i.e. town halls). Any public facility funded with NYS CDBG

funds must be maintained in the same capacity as funded for a period of five (5) years after the project is formally closed out by OCR. OCR reserves the right to inspect such facilities during the five (5) year period to substantiate compliance. Grant funds may also be used for standalone public works activities such as sidewalks, streets, parking, open space, and publicly owned utilities. Eligible projects may include the repair or replacement of existing systems, construction of new systems, or expansion of existing systems into areas previously unserved that are in compliance with the NYS Smart Growth Public Infrastructure Act (Chapter 433 of the Laws of 2010).

For projects that require funding above the maximum funding level available from the Office of Community Renewal, the applicant must find additional sources of funding and provide evidence that funding is committed to the project.

Economic Development

The Office of Community Renewal recognizes that New York's smaller communities must have an economy that encourages business development and promotes jobs for low- and moderate-income persons. Through the Economic Development Program, the Office of Community Renewal provides grants to communities that wish to sponsor economic development activities that create or retain jobs for low- and moderate-income persons. The goal of the program is to fund projects that result in high quality, full-time jobs that are well paying and provide benefits and training to low- and moderate-income persons.

The NYS CDBG Economic Development program consists of two funding activities: Economic Development and Small Business Assistance. Eligible applicants must apply on behalf of the business seeking CDBG funds. Awards are made to the applicant community and not directly to businesses. Economic development funds are flexible and can be used for most legitimate business purposes. Eligible uses of NYS CDBG Economic Development funds include, but are not limited to: acquisition of real property; financing of machinery, furniture, fixtures and equipment; building construction and renovation; working capital; inventory; and employee training expenses. Funds awarded under the NYS CDBG Small Business program may not be used for new construction activity.

Economic Development

Funding is provided for traditional economic development activities such as business attraction, expansion, and retention projects to provide financial assistance to for-profit businesses for an identified CDBG eligible activity. The project must result in the creation or retention of permanent job opportunities principally benefitting low- and moderate-income persons.

Small Business Assistance

Funding is provided to eligible communities to foster small business development and growth. For the purposes of the Small Business Assistance program, a small business is defined as a commercial enterprise with twenty-five (25) or fewer full-time equivalent employees at the time of application.

2016 CFA COMPETITIVE ROUND

NYS CDBG funds provide **small** communities and counties in New York State with a great opportunity to undertake activities that focus on community development needs such as creating or expanding job opportunities, providing safe affordable housing, and/or addressing local public infrastructure and public facilities issues. The primary statutory objective of the CDBG program is to develop viable communities by providing decent housing and a suitable living environment by expanding economic opportunities, principally for persons of low and moderate income. The state must ensure that no less than 70% of its CDBG funds are used for activities that benefit low- and moderate-income persons. A low- and moderate income person is defined as being a member of a household whose income is less than 80% of the area median income for the household size. A principal benefit to low- and moderate-income persons requires at least 51% of the project beneficiaries to qualify as low- and moderate-income.

Eligible Activities / Program Benefit Requirements:

NYS CDBG applicants must address and resolve a specific community or economic development need within one of the following areas: (1) Public Infrastructure (2) Public Facilities (3) Community Planning (4) Microenterprise.

1) Public Infrastructure

The NYS CDBG Public Infrastructure program consists of two funding activities: drinking water/ clean water/stormwater and public works. Eligible projects for NYS CDBG Public Infrastructure may include the repair or replacement of existing systems, construction of new systems, or expansion of existing systems into areas previously unserved that are in compliance with the NYS Smart Growth Public Infrastructure Act (Chapter 433 of the Laws of 2010) and principally benefit low- and moderate-income persons. Under the Public Infrastructure category, the benefit to low- and moderate-income persons is most commonly achieved through an area benefit. For more information regarding National Objective Compliance, refer to the Application Guidance located on the HCR website:

<http://www.nyshcr.org/AboutUs/Offices/CommunityRenewal/FundingOpportunities.htm>.

The drinking water/clean water/stormwater activity includes, but is not limited to, water source development, storage, and distribution; sanitary sewage collection and treatment; flood control and storm water drainage. The aforementioned types of projects may also include ancillary public works components such as sidewalks, streets, parking, open space, and publicly-owned utilities.

The Public Works activity consists of, but is not limited to, standalone public works components such as sidewalks, streets, parking, open space, and publicly-owned utilities. Public works activities should be creatively designed to leverage the availability of other Consolidated Funding Application (CFA) funding sources to the greatest extent possible.

Funding for residential water and sewer lateral connections is not available as part of the CFA. These types of applications may be available separately as part of HCR's Housing Funding Category, which may be announced later this year. For information on HCR's non-CFA funding opportunities see the HCR website at: <http://www.nyshcr.org/Funding/>.

2) Public Facilities

The NYS CDBG Public Facility program activities include, but are not limited to, structures to house or serve special-needs populations; senior services; child care centers; removal of architectural barriers for the disabled (installing lifts, automatic doors, ramps, etc.); and multi-purpose buildings housing several qualifying activities where benefits are provided principally to low-and moderate-income persons. Removal of architectural barriers is not eligible in new construction. Under the Public Facilities category, the benefit to low- and moderate-income persons is achieved most commonly through a presumed benefit, which is applicable for seniors, the severely disabled or abused children. National Objective compliance for public facilities can also be met through the Low/Mod Area (LMA) benefit.

For more information regarding National Objective Compliance, refer to the Application Guidance located on the HCR website:
<http://www.nyshcr.org/AboutUs/Offices/CommunityRenewal/FundingOpportunities.htm>.

NYS CDBG funds can be used for construction or renovation of facilities, but cannot be used to cover the day-to-day operational costs of an assisted facility, nor can funds be used for buildings that are primarily for the general conduct of government business (e.g. town halls). Any public facility funded with NYS CDBG funds must be maintained in the same capacity as funded for a period of five (5) years after the project is formally closed out by OCR. OCR reserves the right to monitor the use of such facilities during the five (5) year period to substantiate compliance.

3) Community Planning

The NYS CDBG Planning program consists of two activities: Community Needs Assessments and Preliminary Engineering Reports. Any planning proposal must address an activity which, if implemented, meets at least one of two national objectives under the CDBG program. That is, it must be shown that either 1) at least 51% of the persons who would benefit from implementation of the plan are low- and moderate- income persons, or 2) the plan addresses a slum or blighted area in the community.

The Community Needs Assessment activity must be used by eligible applicants to identify the assets of a community and determine potential concerns that it faces. The needs assessment analysis may focus on one or more of the following: 1) Public Infrastructure, 2) Public Facilities and/or 3) Economic Development.

Eligible planning activities for Public Infrastructure includes development of engineering reports for eligible applicants to develop preliminary engineering reports for a municipality's drinking water, clean water and/or stormwater needs. The goal of this infrastructure planning grant is to assist eligible applicants to initiate a planning process that will result in follow-up implementation plans that will address these critical infrastructure needs.

Eligible planning activities for Public Facilities includes, but is not limited to Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis, energy conservation plans, and building studies. Comprehensive Plans, Strategic Plans, and Master Plans are not being considered for funding under this round of the CFA.

Market studies and feasibility studies are eligible planning activities for determining economic development needs if performed on behalf of the grant recipient to determine the market for some type of facility or business. Market studies and feasibility studies performed on behalf of a particular business are **not** eligible planning activities. For example, studying the need for a new hotel downtown would be eligible for planning assistance but conducting a study of a specific proposed hotel project would not be eligible for planning assistance.

Successful applicants must propose a Community Needs Assessment or Preliminary Engineering Report activity designed to assist the municipality in seeking future funding opportunities from NYS CDBG or other State and Federal agencies that will result in a benefit to low-and moderate-income persons. Requests for assistance that are not designed to assist the municipality in implementing a specific future project may not be considered.

- NYS CDBG can fund up to 95% of the total project cost, not to exceed the maximum grant amount.
- NYS CDBG Planning funds may be used as match for other CFA funded planning activities when other funding agencies permit the use of CDBG funds as match.
- At least 5% of the total project cost must be provided as a cash match through other non-CDBG funding sources. In-kind services, force account and volunteer services cannot be considered as match.

4) Microenterprise

The NYS CDBG Economic Development program through the CFA includes Microenterprise activities. Eligible applicants must apply on behalf of the business seeking CDBG funds. Awards are made to the applicant community and not directly to businesses. Eligible uses of NYS CDBG funds include, but are not limited to: acquisition of real

property; financing of machinery, furniture, fixtures and equipment; working capital; inventory; and employee training expenses. Funds awarded under the Microenterprise activity may be used for all other uses, with the exception of construction or other improvements where Davis Bacon and Related Acts apply.

Eligible non-entitlement units of local government must apply for microenterprise assistance which is defined as a commercial enterprise that has 5 or fewer employees, 1 or more of which is the principal and owns the enterprise at the time of application. The size of the microenterprise includes all part-time and full-time employees (head count, not full-time equivalents).

- A minimum of 50% of the CDBG award must be awarded to start-up businesses. A start up business is defined as an enterprise that has been in operation for fewer than six (6) months at the time of application for assistance.
- Individual grant amount to business: \$5,000 (minimum) to \$35,000 (maximum).
- Each microenterprise must either be owned by a low- to moderate-income person or the project must result in the creation of at least one full-time equivalent position to benefit a low- to moderate-income person
- At least 51% of all jobs created must be held by or made available to low- and moderate-income persons.
- NYS CDBG can fund up to 90% of a total project cost.
- Minimum of 10% owner equity contribution (cash equity only) to the project is required.
- Certified completion of a locally approved entrepreneurial assistance or small business training program is required. Cost of training may be a CDBG eligible expense; attendee may be reimbursed after completing the training.
- A Business owner cannot be included or reported as a created job unless fulfilling the LMCMC (low-to-moderate income owner) National Objective.

For Economic Development projects, funds cannot be used to re-finance or pay off existing personal or business debt or fund speculative investment. Funds awarded under the NYS CDBG Small Business program may not be used for new construction activity. Construction, building or other improvements are not an eligible use of CDBG Microenterprise funds when Davis Bacon and Related Acts must be applied. Recurring expenses associated with repairing, operating or maintaining public facilities, improvements and services are also ineligible.

Activity Funding Limits:

<i>County, Town, City or Village:</i>	<i>Maximum</i>
Public Infrastructure*	\$750,000
Public Facilities	\$300,000

Joint Applicants:

Public Infrastructure* (drinking water and/or clean water only) \$900,000

County, Town, City or Village

Microenterprise Program \$200,000

County, Town, City or Village

Planning \$ 50,000

Exceptions to these limits may be made in cases where it is found that a project or projects may have a significant impact that may realize a potential for regional or statewide economic impact. For Public Infrastructure, Public Facility and Microenterprise projects, Applicants may only apply for the amount of funding that can be fully expended and propose the type of activities that can be completed within the specified project completion period of twenty-four (24) months. All proposed accomplishments must be completed and accomplishments reported within the project completion period.

For planning projects, Applicants should only apply for the amount of funding that can be fully expended and the type of activities that can be completed within the specified project completion period of fourteen (14) months.

TECHNICAL ASSISTANCE

The Village of Canton Office of Economic Development can render technical assistance about the program to those interested in advance alternative proposals for use of CDBG funds as requested or needed. For technical assistance, contact the Office of Economic Development at: (315) 386-2871.

ORDER OF BUSINESS: The Mayor opened the regular meeting at 6:22pm.

ORDER OF BUSINESS:

Approve minutes of June 20 and July 12, 2016- Trustee Stevenson made a motion to approve the minutes of June 20 and July 12, 2016 seconded by Trustee O'Brien. All voted in favor. Motion carries.

DEPARTMENT HEAD REPORTS:

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

Town Community Developer Linda McQuinn added to her report that a Public Meeting for the Grasse River Blueway Trail will be held on Thursday, July 21 at 6:30pm at the Louisville Fire Hall. All Communities along the Grasse River are encouraged to attend. A brochure was circulated that was approved by the Department of State.

Recreation Director John Taillon added that there was been great attendance at Taylor Park.

Mayor Dalton asked Code Officer Rusty Lawrence for an update on Gouverneur Street property. Rusty stated that the property lines worked out, the issue does not need to be brought to the ZBA and the design is being worked on by Carl Bender.

Mayor Dalton added to Superintendent Brien Hallahan report that paving will begin this week. They are still waiting on the agreements to move forward with the new water source.

Attorney Ducharme stated that they have received the maps. The maps will be sent to Attorney Silver. The next step is to draft the agreements.

COMMITTEE REPORTS:

Mayor Dalton clarified the miscommunication regarding the Taylor Park Facebook page and GoFundMe Account asking for donations for upgrades to Taylor Park. He stated that a conversation took place with Ms. Locy regarding upgrades to Taylor Park which lead to an e-mail be sent requesting donations to the St. Lawrence University Community. Trustee Pynchon stated that she is not comfortable accepting money without a plan in place. Mayor Dalton asked Town Community Developer Linda McQuinn if Rotary could accept donations. Linda stated that the Rotary Club could accept the donations. Mayor Dalton stated that the Recreation Director John Taillon will need to be involved and they will need to decide how the donations will be handled. Mayor Dalton is going to contact Ms. Locy to clarify the miscommunication.

Recreation Committee- Mayor Dalton stated that the committee will handle Recreation Directors John Taillon replacement when he retires next year.

Economic Steering Committee- Trustee Stevenson stated that they discussed Canton Island Park and the need for housing in Canton due to the new Health Center.

COMMUNICATIONS AND INFORMATION:

Mayor Dalton shared with the Board the following communication:

- Letter from Dutchess County, County Executive regarding a Resolution that was passed. Mayor Dalton is going to send a copy to the Board to review.
- Letter from Betty Jaskowski regarding the idea of someone purchasing the plaza owned by Garry Cohen.
- Annual Fire Summit is Tuesday, July 19th at 6:00pm.

PUBLIC COMMENT:

No Comment

OLD BUSINESS:

- a. **Review SEQRA for the Proposed Rite Aid Subdivision and Zoning Change, discuss and take action on the requests-** Attorney Ducharme informed the Board that Part 1 of the SEQRA has been submitted by St. Lawrence University. The County Planning Board has provided the feedback on the Subdivision and Zoning Change.

Mayor Dalton stated that the feedback from the County Planning Board will be addressed during site plan review with the Village Planning Board.

Attorney Ducharme clarified that 93 E. Main Street property is not part of the proposed Subdivision and Zoning change. The property that is part of the proposal is 95 E. Main Street and 97 E. Main Street plus six (6) acres behind the property.

Attorney representing St. Lawrence University, Attorney Andy Silver reassured the Board that the restrictive covenants has been removed from the deed.

Trustee Pynchon made a motion to approve the Negative Declaration for the Subdivision and Rezoning to 95 E. Main Street and 97 E. Main Street. Trustee O'Brien seconded the motion. All voted in favor. Motion carries.

NEGATIVE DECLARATION

***ST. LAWRENCE UNIVERSITY
SUBDIVISION AND REZONING APPLICATION***

WHEREAS, St. Lawrence University owns the following parcels in the Village of Canton: (a) 95 East Main Street, *Tax ID #88.036-6-9*; (b) 97 East Main Street, *Tax ID #88.036-6-10*; and (c) an adjoining 6± acres parcel, *Tax ID #88.036-6-2.1*. The University proposes to create a new 1.53± acres parcel, by subdividing a portion of the foregoing 6± acres parcel and consolidating that subdivided portion with the properties at 95 and 97 East Main Street. The properties which are the subject of the foregoing subdivision proposal are located in the *R-1* Residential District, and the University proposes that the newly created 1.53± acres parcel be rezoned to *C-2* General Commercial District; and

WHEREAS, the Canton Village Board of Trustees has considered the effect the foregoing proposals may upon the environment;

NOW, THEREFORE, it is hereby

RESOLVED, that upon review of the Short Environmental Assessment Form (*Parts I and II*), filed herewith, it is determined that the proposed subdivision and zoning proposals will not have a significant adverse effect upon the environment. In making this determination, the Village

Board of Trustees has considered the following criteria and has made the following determinations:

1. The proposed actions will not create a material conflict with adopted land use plans or zoning regulations:
 - a. The property in question is located in the *R-1* Residential District, but is bounded by property on the north and east which are zoned C-2. The property across the road from the subject property is also zoned C-2.
 - b. The Village Planning Board has endorsed the proposed zoning change from R-1 to C-2 for the subject parcel.
 - c. The proposal has been reviewed by the County Planning Board, which has determined that the proposed C-2 designation is consistent with the district adjacent to the proposed development. The County Planning Board has returned the subdivision zoning requests to the Village Board of Trustees for determination.
 - d. The proposed development at the site is a drug store facility, which is a permitted use in the C-2 zone. The County Planning Board has noted four conditions that the Village Planning Board should consider upon its site plan review for the project.
2. The proposed action result in a change in the use or intensity of use of land, but such change is not deemed to have a significant adverse impact on the environment. Presently, two houses owned by the University are situated at 95 and 97 East Main Street, respectively. These will be removed to make way for the new drug store facility proposed for the site. The remaining portion of the newly created parcel will be developed consistent with site plan conditions imposed by the Village Planning Board, having in mind the conditions identified for consideration by the County Planning Board.
3. The proposed action will not impair the character or quality of the existing community. The Board has considered the uses that presently exist in the project area. Across the street from the subject property is a medical services facility, which also houses North Country Public Radio. Located east of the subject property, at 101 East Main Street in the C-2 zone, is the SeaComm Federal Credit Union; beyond that are the Mountain Mart Store at 103 East Main Street, and the Price Chopper grocery store. To the west of the subject property are houses owed by the University in the R-1 zone. The proposed drug store facility is consistent and compatible with existing uses in the area.
4. The subject property is not located in, nor adjacent to, a designated Critical Environmental Area (*CEA*).

5. The proposed action is not expected to result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkways. The County Planning Board has made recommendations for Village Planning Board consideration as part of site plan review dealing with access and parking in connection with the proposed project.
6. The proposed action is not expected to cause an increase in the use of energy. The incorporation of reasonably available energy conservation or renewable energy opportunities may be further considered as part of site plan review.
7. The proposed drug store facility will be connected to Village water and sewer services, which are deemed sufficient to accommodate the connection. Such connections will be in accord with Village Code requirements.
8. The proposed action and the proposed drug store project are not expected to impair the character or quality of important historic, archaeological, architectural or aesthetic resources in the Village. The property is not located within an historic district, and the project will be completed in conformity with site plan requirements directed by the Village Planning Board.
9. The subject property is not located in or adjacent to a wetlands area. The Board has identified no adverse change to natural resources, including wetlands, water bodies, groundwater, air quality, flora and fauna, as a result of the proposed action.
10. The Board has identified no increase in the potential for erosion, flooding or drainage problems, as a result of the proposed action.

Based on its foregoing assessments, the Board of Trustees of the Village of Canton, New York concludes that the proposed action will not create a hazard to environmental resources or human health, and hereby issues a Negative Declaration for the action identified in this Resolution.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call which resulted as follows:

Mayor Michael Dalton	voting	<u> Aye</u>
Trustee Carol Pynchon	voting	<u> Aye</u>
Trustee Elizabeth Larrabee	voting	<u> Aye</u>
Trustee Dwight Stevenson	voting	<u> Aye</u>
Trustee Sean O'Brien	voting	<u> Aye</u>

- b. **Take action on the proposed Local Law “Zoning Designation”-** Trustee Larrabee made a motion to approve Local Law #5 Zoning Designation of 95 E. Main Street and 97 E. Main Street. Trustee Stevenson seconded the motion. All voted in favor. Motion carries.

*Village of Canton, New York
Local Law # 5 of the year 2016*

*A local law entitled
“Zoning Designation – 1.53 Acres Property at 95-97 East Main Street”*

Be it enacted by the Board of Trustees of the Village of Canton, New York, as follows:

- A. This local law hereby designates the zoning classification of the following property:
 - 1. The property which is the subject of this local law is located at 95-97 East Main Street, in the Village of Canton, New York. Said property includes: (a) the property at 95 East Main Street, Tax ID #88.036-6-9; (b) the property at 97 East Main Street, Tax ID #88.036-6-10; and (c) a portion of the adjoining parcel, Tax ID #88.036-6-2.1. Said property is described at Exhibit “A”, attached hereto. Also attached to this local law is a map showing the location and dimensions of said property. A copy of said map is also filed with the Office of the Canton Village Clerk.
 - 2. The zoning designation for the said property shall be, and is hereby established as, C-2 General Commercial District.
 - 3. The Zoning Map of the Village of Canton shall hereby be amended to reflect the zoning designation for the said property as C-2 General Commercial District.
- B. This local law shall be effective upon passage by the Village Board of Trustees and filing with the New York Secretary of State pursuant to Village Law §7-706(7), but said local law shall take effect from the date of its service against a person served personally with a copy thereof, certified by the Canton Village Clerk and showing the date of its passage and entry in the minutes of the Board of Trustees.

- c. **Review Rental Registration Proposal-** The Board discussed the Rental Registration proposal. The Board still has questions that need to be clarified by the Rental Registration Committee. They Board decided to add the Rental Registration Proposal for discussion at the August 15 meeting and are planning to hold a Public Hearing on September 19, 2016.

- d. **Complete Streets, add Valerie White to the Committee-** Trustee Pynchon made a motion to appoint Valerie White to the Complete Streets Committee. Trustee Stevenson seconded the motion. All voted in favor. Motion carries. Valerie will replace Trustee O’Brien on the committee.

NEW BUSINESS:

- a. **Authorize payment of vouchers & transfer of funds –** Trustee Pynchon made a motion to authorize payment of vouchers & transfer of funds for abstract #2 of 2016-2017. Trustee Larrabee seconded the motion. All voted in favor. Motion carries.

General Fund	\$91,528.97	Golf Course	\$46,600.19
Water Fund	\$16,800.00	Joint Activity	\$18,716.77
Sewer Fund	\$173,042.26		

b. Discuss and Take Action on the Submission of CDBG Applications for 2016-

Mayor Dalton stated that the Empire State Development Grant is addressing the need to expand municipal water to support the business and residential units in the "Maple Hill Subdivision."

Trustee Pynchon made a motion to approve the Empire State Development Resolution. Trustee Larrabee seconded the motion. All voted in favor. Motion carries.

Trustee Pynchon made a motion to approve the Community Development Block Grant Economic Development Microenterprise Program. Trustee Stevenson seconded the motion. All voted in favor. Motion carries.

c. Window and Door Bids- Mayor Dalton stated that the window and door bids came in higher than expected. The bids ranged from \$184,000-\$197,000. The bids were higher due to the positive testing of asbestos and PCB in the caulk around the windows.

The bid ranges are more than what was budgeted for the upgrades. Senator Ritchie has a \$50,000 grant available, Assemblywomen Addie Russell has contributed \$5,000, and the Town and Village of Canton each budgeted \$20,000.

Mayor Dalton stated that the Board needs to discuss what direction they should go with the upgrades. He asked the Board if they would like to do some of the project or none of the project?

Trustee O'Brien stated that the first priority is making the entry to the building handicap accessible.

Mayor Dalton stated that more information is needed before a decision is made.

d. Building Appraisal Fee- Mayor Dalton informed the Board that Town Supervisor Button approached him regarding splitting the cost for an appraisal of the Municipal Building. The total amount for the appraisal is \$1,500.

Trustee Larrabee made a motion to pay for half of the appraisal fee. Trustee Stevenson seconded the motion. All voted in favor. Motion carries.

e. North Shore Solutions- Mayor Dalton removed this item from the agenda.

f. Review and Take Action on the Short Environmental Assessment forms for the Bend in the River Park Upgrades and Municipal Building Upgrades - Trustee Stevenson made a motion to declare a Negative Declaration for the Bend in the River Park Upgrades. Trustee Larrabee seconded the motion. All voted in favor. Motion carries.

Attorney Ducharme stated that the Short Environmental Assessment form and Negative Declaration will need to be completed, if the Board decides to do the Municipal Building Upgrade to the windows and doors. The Board decided to make a motion to declare a Negative Declaration in the event they decide to do the upgrades.

Trustee Pynchon made a motion to declare a Negative Declaration for the Municipal Building Upgrades. Trustee O'Brien seconded the motion. All voted in favor. Motion carries.

g. Approval of Canton Fire Department Members- Trustee Pynchon made a motion to appoint Dawson Gibson and David Zuhlsdorf to the Canton Fire Department. Trustee Larrabee seconded the motion. All voted in favor. Motion carries.

h. Police Chief Appointment- Tabled

PUBLIC COMMENT:

Toby Irving brought up a Complete Streets concern with the bridge repair on Main St. over the Grasse River. Toby also brought up concerns regarding the timing of the stop lights to be bicycle friendly.

Mayor Dalton stated that he is sending the letter onto the Engineers. They are approaching them during the design phases. They plan to remove the concrete down to the rebar during the bridge repair. Mayor Dalton stated that he will be discussing the timing of the lights with DOT.

Executive Session – Trustee Pynchon made a motion to enter into executive session at 7:29PM for a purpose as identified in Public Officers Law §105(1) (f. personnel). Trustee O'Brien seconded the motion. All voted in favor. The motion carries.

Trustee Pynchon made a motion to come out of executive session at 8:07PM. Trustee O'Brien seconded the motion. All voted in favor. The motion carries.

Trustee Larrabee made a motion to approve the Resolution to Afford the Chief of Police the Benefits of Section 207-m of the New York State General Municipal Law Beyond the Date of Repeal of that Section of Law. Trustee O'Brien seconded the motion. All voted in favor. The motion carries.

Trustee Stevenson made a motion to adjourn the meeting at 8:08PM. Trustee Larrabee seconded the motion. All voted in favor. The motion carries.

Respectfully submitted,

Cara Adams
Deputy Clerk