

# Village of Canton, New York

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## VILLAGE BOARD MEETING Meeting Minutes: November 21, 2016

### ***Board Present:***

Michael Dalton, Mayor  
Beth Larrabee, Trustee

Carol Pynchon, Trustee  
Sean O'Brien, Trustee

### ***Others Present:***

Gerald Ducharme, Village Attorney  
Leigh Rodriguez, Village Econ. Dev.  
John Taillon, Rec. Director  
James Santimaw, Police Chief  
Megan Mousaw, Part-Time Clerk

Sally Noble, Clerk/Treasurer  
Cara Adams, Deputy Clerk  
Rusty Lawrence, Code Officer  
Brien Hallahan, Superintendent

### **PUBLIC HEARING-** Mayor Dalton opened the Public Hearing at 6:17pm.

Mayor Dalton read the Legal Notice for the proposed subdivision.

Proposed subdivision of property location on the northerly side of US route 11 at 5933 US 11 in the Village of Canton (*Tax Map #88.036-7-2*). The property is located in the C-2 zone. The applicant, New Venture Assets, LLC, proposes to subdivide the eastern undeveloped portion of property, consisting of approximately 9.60 acres for sale and subsequent development for a hotel. Public comment will be received concerning the subdivision proposal, and the environmental impacts, if any, which may result from the proposed subdivision.

Mayor Dalton asked if there was Public Comment.

Erica Leonard, General Manager for University Suites located at 6000 U.S. Route 11. Stated that she is against having another hotel in the area. She stated that the University Suites can barely hit 50% occupancy and now with the Hampton Inn open 45% occupancy. She does not think it is good for the economy and is concerned for the University Suites staff and owner and it does not look good for the Village if there are empty buildings.

Charles Rouse, Village Resident stated that he would like the Village to take a hard look and redevelop of property within the Village first.

Ashlynn Miller, current General Manager at Best Western. Shared with the Board a hotel market analysis. She stated that the Canton Markets occupancy is currently at 52%. When the Hampton Inn opened, it dropped the market by 10%. Adding another 82 overnight rooms would damage the current market. The statistics were based on 2015 and 2016 market analysis. She stated that there were five (5) weeks in the year when the hotel was filled.

Tom Jenison, Village resident clarified that the Board was just looking at the subdivision and not looking at the site plan review. He asked Mayor Dalton what the St. Lawrence County Planning Board sent back to the Board.

Mayor Dalton stated that the St. Lawrence County Planning Board returned for local action of the Subdivision. Stating that the subdivision deemed by staff does not have County wide inter-municipal significance and returned it to the Village Board for local action. The site plan review was returned with a list of actions.

Kevin Hickey from CHA representing the Hotel stated that this is truly for subdivision approval not site plan review.

Mayor Dalton clarified stating that this is dividing one parcel into two parcels. He stated that the Board needs to be careful on how this is handled.

Charles Rouse read a part from a publication from the Department of State regarding the Zoning Plan. He stated that the zoning laws need to follow the comprehensive plans.

Mayor Dalton closed the Public Hearing at 6:34pm.

**ORDER OF BUSINESS:** The Mayor opened the regular meeting at 6:34pm.

**ORDER OF BUSINESS:**

**Approve minutes of October 17, 2016-** Trustee O'Brien made a motion to approve the minutes of October 17, 2016; seconded by Trustee Larrabee. 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.

Chief James Santimaw stated that they completed an active shooter training block on October 6, 2016; feedback was good. The Department took part in a drug take back day at Kinney Drugs. He stated that the Police Department is going to accept drug back at the Police Station all the time.

Code Officer Rusty Lawrence informed the Board that he hasn't received anything back on the ISO audit. He stated that the Village Flats is now weather tight and sprinklers are being installed.

Mayor Dalton asked Economic Developer how the Downtown project was coming. Leigh stated that the bids came in higher than expected, she is rethinking it to keep the costs down for the owners.

Trustee Pynchon asked Superintendent Brien Hallahan about the Bend in the River Park upgrades. Superintendent Hallahan stated that the Bath House will be done in the Spring. He stated he and Economic Developer Leigh are going to apply for partial payment on the work that was completed.

Economic Developer Leigh stated that an application was submitted and returned from the State to be completed. The box was checked and submitted back to the State by Mayor Dalton.

Superintendent Hallahan is going to follow up.

Trustee Larrabee thanked Superintendent Hallahan for the snow removal.

**COMMITTEE REPORTS:**

**SolarCity Update-** Mayor Dalton updated the Board on SolarCity. He stated that there has been a change in the PPA rate. National Grid has made an update to their CESIR report. Solar City is now in the process of paying for the interconnect. National Grid should have a check within a week. That starts the clock with National Grid to get the upgrades done to move forward on the solar site. The environmental study that was done on the site is stating that there is a femoral stream that runs through the property and has changed the design. The Solar array will be constructed in the Spring.

**COMMUNICATIONS AND INFORMATION:**

Mayor Dalton informed the Board on the following Communications and Information:

1. Payment from St. Lawrence University of \$7,500 on Economic Developer.
2. ISO (Insurance Service Office) Report changing the Fire Department rating from 4 to 3. This should save residents on homeowner insurance rates.

**PUBLIC COMMENT:**

No Comment

**OLD BUSINESS:**

**a. Discussion of an Asset Management Plan-** Mayor Dalton met with Carrie Tuttle from DANC and Superintendent Hallahan regarding an Asset Management Plan. He stated that this is a good tool to keep inventory on all operations including street lighting, sidewalks and curbs. They would come up with an inventory and help guide the Village with upgrades. It is a master plan. The cost would be approximately \$14,500. The Board agreed to have Carrie Tuttle at the December 19, 2016 meeting to discuss.

- b. Email Service Update-** Mayor Dalton updated the Board regarding the new e-mail service. He stated that Trustee Stevenson held a training with the staff.

Clerk Noble stated that there are still some people that need to have their old information migrated over to the new system.

- c. Golf Course Cart Lease-** Attorney Ducharme stated that the lease is the same as the 2013 lease except the Lenders name has changed and there are some typo's that need to be corrected. He stated that the lease agreement is five (5) payments (June-October).

Trustee Pynchon made a motion to authorize the Mayor to sign the Golf Course Cart Lease. Trustee Larrabee seconded the motion. All voted in favor. Motion carries.

- d. Discussion of Pay Increase for Two Part-Time Recreation Employees-** Trustee Pynchon stated that the Recreation Committee is fine with the increase.

Trustee Pynchon made a motion to approve the pay increase for the two (2) part-time recreation employee's retroactively to their start date for this season. Trustee Larrabee seconded the motion. All voted in favor. Motion carries.

- e. Reapprove Rite-Aid Subdivision-** Attorney Ducharme stated that the Rite-Aid Subdivision needs to be reapproved due to the final map not being filed within 90 days with the County Planning Board. There have been no changes to the map and the property is zoned C-2.

Trustee Pynchon made a motion to reaffirm the Rite-Aid subdivision. Trustee O'Brien seconded the motion. All voted in favor. Motion carries.

Attorney Andy Silver who is representing Rite-Aid requested an easement for the sewer line. He stated that the property transaction is going to take place in two weeks and the title company has requested the easement.

The easement would move the sewer line 40-feet back, so the sewer line is not under the building. Attorney Silver showed the Board a map of where the sewer line is currently and where the sewer line would be moved. Superintendent Hallahan stated he is agreeable but wants to see the finalized map.

Trustee O'Brien made a motion to authorize Attorney Ducharme and Superintendent Hallahan to amend the easement for the sewer line on the Rite-Aid property with maps attached and authorize Mayor Dalton to sign. Trustee Larrabee seconded the motion. All in favor. Motion carries.

- f. Clean Energy Communities-** Trustee Pynchon introduced Carol Gable and Ann Heiednreich with the Sustainability Committee to discuss the Clean Energy Communities opportunity through ANCA that is available to apply for money.

Carol Gable discussed the ten (10) high impact actions. She stated that if the Village does four (4) of the action items they would qualify. The Village has completed number 5 Solarize and has run a local solarize campaign and possibly number 3 by converting the streetlights to energy efficient LED lights. Carol stated the following impact actions that the Village would be able to complete:

1. Benchmarking- Adopt a policy to report the energy use of buildings.
6. Unified Solar Permit- Streamline the approvals process for Solar.
7. Energy Code Enforcement Training- Train compliance officers in energy code best practices.
8. Climate Smart Communities Certification- Get certified by the NYS Department of Environmental Conservation.

Ann Heiednreich discussed the Climate Smart Communities Certification. She asked the Board if the Village would affirm the pledge. The Pledge is on file at the Clerk's Office.

Trustee Pynchon made a motion to affirm the Climate Smart Communities Certification Pledge. Trustee O'Brien seconded the motion. All voted in favor. Motion carries.

Ms. Gable discussed adopting a policy for Benchmarking. She stated that the benchmarking is through ANCA and NYSERDA. They will write the \$100,000 grant application for the Village.

Attorney Ducharme brought up the following amendments to the Resolution:

1. Change the date to January 31, 2017.
2. Change the department to include Superintendent and Village Clerk.

Trustee Pynchon made a motion to approve the resolution to adopt energy benchmarking policy requirements for certain municipal buildings in the Village of Canton with the amendments to the resolution. Trustee O'Brien seconded the motion. All in favor. Motion carries.

Ms. Gable discussed the Unified Solar Permit to help with streamlining the approval process and the Energy Code Enforcement Training. They would also provide training here in Canton.

Code Officer Rusty Lawrence stated that they are already attending the Energy Code Enforcement Training.

Ms. Gable stated that the training will need to be verified. The Energy Code Enforcement Training needs to include the code officer and two (2) other paid employees.

Ms. Gable discussed the Unified Solar Permit. If the Unified Solar Permit is adopted, then the Village would receive \$2,500. The Unified Solar Permit consistent a crossed the communities.

Code Officer Rusty Lawrence stated that he is not an advocate for the Unified Solar Permit since it sets certain time perimeters and handcuffs the Village. He is not in favor of it.

Ms. Gable invited Code Officer Lawrence to the Sustainability Meeting to discuss the Unified Solar Permit further.

- g. Discuss and Take Action on Subdivision of Land @ 5933 U.S. Route 11-** Mayor Dalton explained the actions the Board could take on the Subdivision of Land at 5933 U.S. Route 11.

Attorney Ducharme stated that the property is zoned as C-2 and the proposed use is an allowed use in the zone and is not restricted. Attorney Ducharme provided an overview on the subdivision.

Trustee Pynchon thanked Attorney Ducharme for the overview. She feels it is not for us to tell them what to do.

Trustee O'Brien asked for clarification on the SEQR question number 6 and 13B.

Attorney Ducharme read what the County Planning Board returned back to the Village Planning Board regarding the subdivision.

Code Officer Rusty Lawrence informed the Board that the Planning Board has a meeting on December 6, 2016.

CHA Representative Kevin Hickey stated that they have not received approval from DOT regarding access from Route 11. He stated that the subdivision approval will help with the approval of the access off Route 11.

Mayor Dalton asked the Board what the Board would like to do regarding the subdivision.

After further discussion, the Board decided to table the Subdivision of Land at 59633 U.S. Route 11 until the December 12, 2016 Special Board Meeting.

**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 #6 of 2016-2017. Trustee Pynchon seconded the motion. All voted in favor. Motion carries.

General Fund	\$82,243.97	Golf Course	\$21,971.32
Water Fund	\$13,202.73	Joint Activity	\$15,911.30
Sewer Fund	\$22,748.69	Remington Arts	\$1,557.58

**b. Bicycle Use of Sidewalks-** Tabled

**c. Authorize Towing Bid Advertisement**– Trustee Pynchon made a motion to authorize towing bid advertisement. Trustee O'Brien seconded the motion. All voted in favor. Motion carries.

**d. Part-Time Police Dispatcher Resignation and Replacement-** Trustee Pynchon made a motion to accept the resignation of part-time Police Dispatcher Helen Bunt with gratitude and authorize advertising to fill the position. Trustee Larrabee seconded the motion. All voted in favor. Motion carries.

**e. Approve New Fire Department Member-** Trustee Larrabee made a motion to appoint Trent Martin and Dan Holcomb to the Canton Fire Department. Trustee Pynchon seconded the motion. All voted in favor. Motion carries.

**f. Discussion of Organization Meeting Date-** The Board agreed to move the Organization Meeting from December 5, 2016 to December 12, 2016 at 6:00pm. This will be a Special Meeting for the Organization Meeting and to discuss the Subdivision of 5933 U.S. Route 11.

**PUBLIC COMMENT:**

Trustee Pynchon stated that the term for a Village Trustee is a 2-year Term. She stated that NYCOM supports 2 or 4 year terms for Village Trustees. Trustee Pynchon informed the Board that the Town Councilman is a 4-year Term. She is interested in what the Board thinks of the terms.

Attorney Ducharme will send the Board the procedure to change the term limits to review.

Trustee O'Brien informed the Board of a number issues that SUNY Canton Students had when trying to vote on Election Day. Over 80 students were not able to vote. The students were contacted by the President and Student Government and Affairs at SUNY Canton regarding their voting experience. They received one positive comment. Trustee O'Brien will share the final report that SUNY Canton is putting together.

Trustee Larrabee made a motion to adjourn the meeting at 8:28PM. Trustee Pynchon seconded the motion. All voted in favor. The motion carries.

Respectfully submitted,

Cara Adams  
Deputy Clerk