

# Village of Canton, New York

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## SPECIAL VILLAGE BOARD MEETING

Meeting Minutes: July 24, 2017

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

Michael Dalton, Mayor  
Sean O'Brien, Trustee  
Carol Pynchon, Trustee

Dwight Stevenson, Trustee  
Beth Larrabee, Trustee

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

Sally Noble, Village Clerk  
Leigh Rodriguez, Ec. Dev.

Brien Hallahan, Supt.

**4:00PM** – Mayor Dalton opened the special meeting.

- 1. Receive and discuss the DANC Asset Management Plan** – Mayor Dalton introduced Carrie Tuttle and Tyler McDonald of the Development Authority of the North Country (DANC).

Copies of the Asset Management Plan were distributed. Supt. Hallahan has extra copies. The object was to pull all the information together in one place for the Board to use as a planning tool. This is a living document that should be updated. The asset worksheet is in an excel worksheet so changes can be made easily. It includes assets with a value of over \$5,000.00 or have a high risk of theft.

We want to try to get to the point that we don't have surprises. We can try to forecast replacements. We want it to be a living document because if it sits on the shelf and no one looks at it for 5 years it will become dated. It is much better if it can be updated on an annual basis.

When the plan is built the following things are looked at: 1) research and data acquisition and figuring out replacement values (best guess at this time) prices do change; 2) building the asset inventory (useful life is important) 3) GPS locating service (this was an optional service) the Village opted to include streets, street lights, curbs and sidewalks 4) going through and evaluating the data once the asset plan is created and make some recommendations 5) results and recommendations.

\$23,000.000 in assets were identified, 70% of that number is structures. We could use this plan to create a sidewalk replacement plan and or an equipment preventative maintenance plan in an excel spreadsheet. There are some real benefits to have a formal written plan. We do not have a formal preventative plan currently. There isn't any closed circuit televising done on the wastewater system. There is not a manhole inspection program. This would give you a planning device for capital projects. If you were redoing a certain street and you redo the manholes you could put those on a spreadsheet. So annual hydrant flushing, valve exercising, backflow prevention testing those things are preventative maintenance plans that are recommended. The biggest thing is a detailed written report. If you don't write it down it doesn't happen. Someone has to prepare a

cost estimate for budget purposes. Unless you have the detail you can't prioritize what work needs to get done.

The Mayor inquired who typically keeps the master updated? Carrie answered that it really depends on the organizations structure and staffing. You are going to need input from a lot of people. Supt. Hallahan suggested Mark Basford. He has done a lot of the gathering of the information used. DANC is willing to help. They keep copies of everything forever if ever needed.

The Board asked questions and discussed the report. The Mayor thanked Carrie and Tyler for attending our meeting.

Trustee Pynchon made a motion to go into executive session at 5:13 PM. Trustee Stevenson seconded the motion. All voted in favor. The motion carries.

Trustee Stevenson made a motion to come out of executive session at 5:25 PM. Trustee Pynchon seconded the motion. All voted in favor. The motion carries.

Joining the meeting at 5:30 PM was the following:

David Button, Town Supv.  
Bob Washo, Councilman  
Jim Smith, Councilman  
Lisa Hammond, Town Clerk

Charles Nash, Town Attny.  
Paul Backus, Councilman  
Phil LaMarch, Councilman  
Don Chambers, SLC Highway

Mayor Dalton stated there were a couple of things on the agenda for this joint meeting. One being a property on Riverside Drive. Mayor Dalton asked Supervisor Button if the property had been foreclosed on. Supervisor Button replied that it was his understanding that the property had been foreclosed on. St. Lawrence County Attorney Stephen Button was to be here but he is ill. There is a deadline to meet if we are interested in doing something with that property this year. The deadline is the 9<sup>th</sup> of August. Suprv. Button said that if we don't meet the deadline it might go to tax sale and it might not be available if we would like it in future years.

The Mayor said Attny Button approached us. Supvr Button said apparently there are some advantages to us if we do take it over. In light of our interest in waterfront development on Riverside Drive it is possible some other economic development that we have talked about in the past in that neighborhood. Apparently he has had conversations with the Comptroller's Office and with special council and they have indicated that they would like to see this move forward. It was agreed that there will be another special meeting 7/28/17 @ 4:00 PM to meet with SLC Attorney Button.

Don Chambers was asked to be here to talk about Shared Services possibilities with highway, DPW with Town, Village and St. Lawrence County. There has been interest into entering into some type of agreement between the Town, Village and County for a shared maintenance facility for a DPW type operations. Also the possibility of County mechanics providing some type of shared services in that shared facility for all parties involved. Coming up with some type of governance needs to be settled before we move forward on any plans for a building. We need to establish what the needs are for the

three entities. We would need a considerable chunk of property for the storage needs such as pipe, sand, steel, fuel and salt storage. Right now the County storage is not acceptable. Along with storage and environmental concerns when you are talking about a facility that size you are talking a sprinkler system. You are basically going to need public water and sewer. You would also want natural gas. You are talking about a Village facility or very near the Village. If we are looking at a fueling facility we want to be able to take a full load of product at a time. We should look at a parcel of more than 20 acres.

Mayor Dalton wanted to be clear that we are not interested in reducing staff at this time. The shared services conversation is being driven by the state mandate.

Supt. Hallahan added there was a study done about 10 years ago that showed there would be a savings for a shared salt and fuel storage.

After discussion the Boards both agreed to form a committee of two board members from each board. The Village members will be Trustee O'Brien and Mayor Dalton and the Town members will be Councilman Washo and Councilman Smith. Don Chambers and possibly the County Administrator will be included in the committee meetings. Suprv. Button said the money for a study is coming from the Senator as a member item.

Trustee Pynchon made a motion to enter into executive session at 6:08 PM. Trustee Larrabee seconded the motion. All in favor. The motion carries.

Trustee Stevenson made a motion to come out of executive session at 6:28 PM. The motion was seconded by Trustee O'Brien. All voted in favor. The motion carries.

Trustee Stevenson made a motion to adjourn the meeting at 6:30PM. Trustee Pynchon seconded the motion. Everyone voted in favor. The motion carries.

Respectfully submitted,

Sally Noble  
Clerk/Treasurer