

**Village of Fair Haven
Board of Trustees Meeting
July 14, 2008**

The meeting was called to order at 7:30 p.m. Board members present Mayor William McVea, Deputy Mayor Walter Krehling, Trustee Mathew Osterhault and Trustee Judith Dunaway and Trustee Holley Webster. Also present DPW Foreman Lynn Mace, Clerk-Treasurer Terri DiGregorio, ALS Supervisor Stan Krawczyk, Gayle McVea, Bob Griggs, Betsy Hughes, Tom Hanford, Cathy Byers, Bill Moore and Freda Harmon.

COMMUNICATIONS:

- In receipt of \$232,791.30 from NYSDOT for the relocation of the water main on Main St. An additional \$57,000.00 is still due to the Village in regards to the clean up of contaminated soil found while digging on Main St.
- In receipt of a thank you card from the Dickerson family for allowing them to hold the benefit run for the National MPS Society in memory of Sara Dickerson.
- Also in receipt of a letter from Dorothy Alessio in regards to her holding tank overflowing due to excessive use.
- In receipt of the signed agreement with the Cayuga County Sheriff's Office for police coverage during the 4th of July celebration. The Village pays \$52.00 an hour for 2 officers and a police car. This has been the Village's donation to SOFA in the past few years.
- Village attorneys Caraccioli and Nelson, PLLC have notified the Village that the hourly rate charged to the Village for their services will be increasing by \$20.00 per hour.
- In receipt of July 10th Cayuga County Water and Sewer Authority (CCWSA) minutes.

PUBLIC FORUM:

There were no public comments.

MINUTES:

The minutes from the June 5th and June 9th board meetings were approved on a motion by Trustee Dunaway and a second by Trustee Webster. All aye, motion carried.

VOUCHERS:

Payment for the following vouchers from abstract #2 was approved on a motion by Trustee Webster and a second by Deputy Mayor Krehling. All aye, motion carried.

- General Fund \$266,990.20
- Water Fund \$35,512.85
- Trust & Agency \$7451.57

COMMITTEE REPORTS:

- June DPW report submitted by Lynn Mace: daily check of pump house, collected water samples and took to Auburn lab for testing, monthly reading of water meters, turned on seasonal water, mowed and trimmed lawns, chipped and picked up brush and leaves, cleaned ditches, installed new meter heads, marked and paved roads, rebuilt fire hydrants, put up street signs, installed bell tower and improvements at bandstand, installed fence at central park and pulled the motor and pump at pump house for well #2. Cayuga County Employment & Training has provided the Village with one teenager this year, Rebecca Ramsey. She is working with the DPW doing various jobs. Because she is 18 she can operate a weed eater and lawn mower.
- Treasurer's report submitted by Terri DiGregorio for period ending 6/30/08. The balance in the general fund including reserves and savings accounts is \$201,680.22, water fund \$271,987.81, Trust & Agency \$12,514.50 and Sewer Project savings \$128.57.
- No Code Enforcement report submitted for the month of June as Bruce Applebee resigned.
- June Ambulance report submitted by Stan Krawczyk. The ambulance service answered 32 calls: 7 BLS, 14 ALS and 11 with no transport. Of these 32 calls, 11 were in the Village, 14 in the Town of Sterling and 7 mutual aid call. Patients were transported to the following hospitals: 13 to Oswego, 2 to Fulton, 1 to Auburn Memorial, 4 to Newark-Wayne and 1 to Syracuse. Average response time - 3.59 minutes. \$342.45 was received in ambulance donations. The reports were accepted on a motion by Trustee Webster and seconded by Deputy Mayor Krehling. All aye, motion carried.

UNFINISHED BUSINESS:

- Main St. will have over 200 trees, bushes and shrubs planted as part of the DOT project. Sod will also be installed for the grassy areas. The nursery providing the trees will be maintaining them for 2 years.
- The sewer line on Main St. is ready to go except for a minor problem with silt in the sewer line from water seeping in. That will have to be flushed out before the line is used. The sewer use rules have been established which follow rules and regulations set by the NYSDEC (New York State Department of Environmental Conservation). This month or next work will start on Fancher Ave., Richmond Ave. and Lake St.
- The neighborhood watch group will be holding monthly meetings. July 28th will be the next meeting. The group is non confrontational and is to report illegal activity if it is observed. Unfortunately there have been a few problems with retaliation.
- The school bell and bandstand dedication to Erwin Fineout took place this past Saturday. Mr. Fineout rang the old school bell and the crowd sang "On Fair Haven". There are still a few improvements to be done to the bandstand.
- Assemblyman Bob Oaks assisted in obtaining a grant for \$7500.00 for the Village to reconstruct the boardwalk at Phillips Park. Cayuga County Soil & Water Conservation District will construct the new boardwalk with the assistance of their Ameri Corp workers. The old wood may be available for free to the public.
- The Village is considering replacing the fencing in Central Park behind the bandstand with a PVC type privacy fence. This type of fencing is somewhat expensive at \$75.00 a section. Cathy Byers came up with the idea of asking the public to sponsor a block of fence. A small plaque would be placed on each block of fence with the name of the person who donated it. On a motion by Deputy Mayor Krehling and a second by Trustee Dunaway a committee will be established for sponsoring blocks of fencing for Central Park. All aye, motion carried.
- The Board of Trustees has established a workplace violence policy. Using a sample policy, Trustee Osterhaut came up with the following version for the Village of Fair Haven.

WORKPLACE VIOLENCE PREVENTION POLICY

The Village of Fair Haven is concerned and committed to our employees' safety and health. We will not tolerate violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WPVP). We will provide adequate authority and budgetary resources to responsible parties so our goals and responsibilities can be met.

Our program ensures that all employees, including administrators and supervisors adhere to work practices that are designed to make the workplace more secure, and do not engage in verbal threats, or accept them, or any physical actions, which create a security hazard for others in the workplace. The Mayor, Trustees, and Supervisors are responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees. All Officers of the Village are expected to enforce the rules fairly and uniformly. This policy will be reviewed and updated as needed.

APPENDIX 1

Nothing is more important to the Village of Fair Haven than the safety and security of our employees. Threats, threatening behavior, or acts of violence against employees, visitors, guests or other individuals by anyone on Village property will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Village property will be removed from the premises as quickly as safety permits and shall remain off Village premises pending the outcome of an investigation. The Village of Fair Haven's response to incidents of violence may include suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and criminal prosecution of those involved.

All Village personnel are responsible for notifying the Mayor, or his designated representative, of any threats they have witnessed or received. Personnel should also report behavior they regard as threatening or violent if that behavior is job-related or might be carried out on a Village controlled site.

An employee who allies for or obtains a protective or restraining order that lists Village locations as protected areas must provide a copy of the petition and declarations used to seek the order and a copy of any restraining order that was granted. The Village of Fair Haven has confidentiality procedures that recognize and respect the privacy of the reporting employee(s).

Adopted on a motion by Trustee Judith Dunaway and a second by Deputy Mayor Walter Krehling and shall be added to the Village employee handbook. All aye, motion carried.

NEW BUSINESS:

- Mayor McVea announced that Clerk-Treasurer Terri DiGregorio has been awarded the New York State Association of City & Village Clerks certification of Registered Municipal Clerk. This designation recognizes the professional competency and fulfillment of the responsibilities of the office of Village Clerk.
- On a motion by Trustee Webster and a second by Trustee Osterhaut permission was granted to allow Praise Seven to perform a free concert at the bandstand on August 22nd at 7:00 p.m.
- A request for a culvert pipe by Richard Bills to install a driveway at 14612 Ontario St. was approved on a motion by Trustee Webster and a second by Deputy Mayor Krehling. All aye, motion carried.
- A letter was received from the property owner of water account #A0790 disputing the water bill stating the home was an office and very little water is used. The water billing department had observed no usage over the last two billing quarters assuming the water meter may not be working properly and therefore estimated the bill. The Board ordered a letter be sent to the property owner notifying them the water department will need to come in the residence to read the meter and repair it if necessary. On a motion by Trustee Webster and a second by Trustee Dunaway a credit of \$33.60 will be issued after the water department is able to check the meter.
- The Village had turned the water off at two residences in the village due to nonpayment of water bills. Upon a motion by Trustee Osterhaut and a second by Trustee Webster water account B1040 and A0900 be reinstated for water service as all fees have been paid.
- At the request of the home owner a permanent disconnection was approved for water account A1510 on a motion by Trustee Osterhaut and a second by Deputy Mayor Krehling.
- There are some properties in the Village with several apartments or mobile homes that have one water meter and are being charged for one water service/base rate. The Board of Trustees reviewed all A book water accounts and approved the following to be charged for additional units: A0570 two units, A0780 three units, A0800 two units, A1690 three units, A1760 two units, A2800 two units. Letters will be sent to these water customers advising of the change and the new charges will take effect October 1, 2008.
- Attendance at the NYCOM Fall Training School from September 15th – 19th for Clerk-Treasurer DiGregorio and Deputy Clerk Goetzmann was approved on a motion by Trustee Osterhaut and a second by Trustee Webster. All aye, motion carried. The Village office will be open mornings only that week from 9:00 a.m. to Noon.
- Mayor McVea conducted a sidewalk survey on Victory St. A request for prisoners will be submitted to dig around and clean the overgrowth off these sidewalks. The Village will then have the sidewalks evaluated.
- Complaints were received in regards to Woods Rd. as there was a gap in the road near Route 104A and it needs additional stone. The road will be chip sealed this year by the Village of Fair Haven and the Town of Sterling as the road is owned by both entities.
- Mayor McVea will have the Planning Board work on revising the shed law in regards to set back restrictions. The set backs are currently 10 feet and the ZBA would like to see them cut back to 3 feet.
- In 1990 Stearnes & Wheler performed a wellhead protection study. Mayor McVea read through board meeting minutes from that time period and did not find where this plan had been adopted by the Village of Fair Haven. Mayor McVea proposed the Board of Trustees adopt the wellhead protection plan by Stearnes & Wheler pending future modifications currently underway. This was approved on a motion by Trustee Osterhaut and a second by Trustee Webster.
- The pump on well #2 is down. A relay in the control panel burned out and is now obsolete. PLS Engineering estimated a cost of \$17,000.00 to replace the pump motor, shaft, piping and electrical panel. The Health Department is strongly recommending the pump be fixed ASAP. The Village still has two other wells with pumps in operation. The Board of Trustees approved the purchase of a new pump and it's components on a motion by Deputy Mayor Krehling and a second by Trustee Osterhaut. All aye, motion carried.
- A proposed local law to regulated fencing in the Village of Fair Haven is under consideration by the Board of Trustees. The Village attorneys have drawn up a sample local law and a section for bay front residents will be added to restrict fencing no closer than 35 feet from the bay. The Planning Board will be given the sample local law for their input. The target date for the public hearing is August 7th.

On a motion by Deputy Mayor Krehling and a second by Trustee Dunaway the Board of Trustees went into executive session at 9:07 p.m. to discuss personnel matters.

On a motion by Trustee Webster and a second by Trustee Dunaway the Board ended executive session at 9:24 p.m.

ADJOURNMENT:

The meeting was adjourned at 9:25 p.m. on a motion by Trustee Webster and a second by Trustee Dunaway. All aye, motion carried.

Approved minutes respectfully submitted.

Terri M. DiGregorio
Clerk- Treasurer