

**This TOWN BOARD**

**MONDAY**

**June 8, 2020**

**Zoom Meeting**

<https://madisoncounty-ny.zoom.us/j/95357212634>

**Meeting ID: 953 5721 2634**

**Dial by your location**

**1 646 558 8656 US (New York)**

**Supervisor Zupan opened the meeting at 7:35 p.m. with all Councilors present.**

*The Town of Cazenovia is committed to practicing the social distancing guidelines that are currently in place. In accordance with the Governor's Executive Order 202.1, our June meeting was held via videoconferencing. This meeting notice was posted on the Town's website and on the sign board at the outside entrance of the Town Hall and published in the newspaper.*

**This meeting was video-recorded.**

*The Town Supervisor asked the Town Clerk to take a roll call attendance of all Board members.*

**Roll call:**

<b>Councilor Andersen</b>	<b>Present</b>
<b>Councilor Race</b>	<b>Present</b>
<b>Councilor Golub</b>	<b>Present</b>
<b>Councilor Reger</b>	<b>Present</b>
<b>Supervisor Zupan</b>	<b>Present</b>

\*\*\*\*\*

**Correspondence:** *There was no unshared correspondence.*

\*\*\*\*\*

**Motion by Councilor Golub, seconded by Councilor Race to accept the minutes from the May 11, 2020 regular meeting. The motion was unanimously approved.**

\*\*\*\*\*

Supervisor Zupan asked if anyone cared to speak to the Town Board regarding any subject on this meeting's agenda.

**Public comment #1:** *There were no comments.*

\*\*\*\*\*

*Supervisor Zupan said Mr. Cunningham is doing a conservation subdivision on Moseley Road and already received approval from the Planning Board.*

*John Langey, Esq. explained under the conservation subdivision regulations, the Planning Board has the discretion to look at a piece of land and determine if there are portions of it that would be better off preserved in some way. He said, on this parcel, there are some wet and open spaces and the applicant voluntarily entered the property into the conservation easement regulations. The Planning Board worked with him and approved Mr. Cunningham’s plans subject to him offering a deed which would help preserve some of the land. He thought there were 5 or 6 building lots out of the parcel.*

*Councilor Andersen said this helps preserve “green space” and useful forests, historic features and wetlands.*

**Resolution No. 63 presented by Councilor Race, seconded by Councilor Reger**

**AUTHORIZING THE ACCEPTANCE OF  
THE DEED OF CONSERVATION EASEMENT OFFERED BY  
PHILLIP CUNNINGHAM FOR THE CUNNINGHAM SUBDIVISION**

To authorize the Town of Cazenovia to accept the Deed of Conservation Easement offered by Phillip Cunningham to the Town of Cazenovia, consistent with the Town of Cazenovia Planning Board approval of the “Cunningham Subdivision”, approved on January 2, 2020, and further authorizing the Supervisor to execute the Conservation Easement and the necessary recording documents.

**Roll call:**

<b>Councilor Andersen</b>	<b>Yes</b>
<b>Councilor Race</b>	<b>Yes</b>
<b>Councilor Golub</b>	<b>Yes</b>
<b>Councilor Reger</b>	<b>Yes</b>
<b>Supervisor Zupan</b>	<b>Yes</b>

**Supervisor Zupan declared Resolution No. 63 adopted.**

\*\*\*\*\*

*Supervisor Zupan stated Madison County Dept. of Health is no longer weighing in on the functions. The resolution has to be changed to reflect that modification.*

**Resolution No. 64 presented by Councilor Race seconded by Councilor Andersen**

**TOWN BOARD CORRECTIVE RESOLUTION  
20<sup>TH</sup> ANNUAL CAZENOVIA TRIATHLON**

To correct the May 11, 2020 Town Board Resolution (Resolution No. 56) relative to the 20<sup>th</sup> Annual Cazenovia Triathlon.

The Town of Cazenovia Town Board Resolution adopted on May 11, 2020 (Resolution No. 56) shall hereby be amended to read in its entirety as follows:

To approve the use of Hoffman Road, Ridge Road, and Chard Road (portion of road course that utilize Town roads) as part of the 2020 Cazenovia Triathlon on Sunday, August 30, 2020. The Town of Cazenovia has a non-discriminatory policy. The 4 races that will occur are the Triathlon Sprint Race, Triathlon Intermediate Race, Aquabike Sprint Race and the Aquabike Intermediate Course. The starting and finish lines for all four races are at Lakeside Park. It is understood that the Madison County Sheriff’s Department and the Cazenovia Village Police Department will be utilized for traffic control and that CAVAC will be on-site.

A one million dollar Certificate of Liability Insurance, naming the Town of Cazenovia as “also insured” and reciting coverage for the name of the activity has been filed with the Town Clerk and must be maintained throughout the date of the event.

Due to social distancing restrictions that are in place to limit the spread of COVID-19, this approval is contingent upon the submission of a plan to the Town Board that follows the appropriate guidelines for this event at that time. Additionally, any mandate that is in place on August 30, 2020 as a result of the Governor’s Executive Order must be followed.

**Roll call:**

<b>Councilor Andersen</b>	<b>Yes</b>
<b>Councilor Race</b>	<b>Yes</b>
<b>Councilor Golub</b>	<b>Yes</b>
<b>Councilor Reger</b>	<b>Yes</b>
<b>Supervisor Zupan</b>	<b>Yes</b>

**Supervisor Zupan declared Resolution No. 64 adopted.**

\*\*\*\*\*

*Supervisor Zupan stated this is the same as the previous resolution where Madison County Dept. of Health is no longer weighing in on the functions and the resolution has to be changed to reflect the Dept. of Health is no longer included in the resolution.*

**Resolution No. 65 presented by Councilor Race, seconded by Councilor Golub**

**TOWN BOARD CORRECTIVE RESOLUTION**

**NEW WOODSTOCK WOMEN’S SOFTBALL LEAGUE  
USE OF NEW WOODSTOCK BALL FIELD**

To correct the May 11, 2020 Town Board Resolution (Resolution No. 57) relative to the New Woodstock Women’s Softball League Use of New Woodstock Ball Field.

The Town of Cazenovia Town Board Resolution adopted on May 11, 2020 (Resolution No. 57) shall hereby be amended to read in its entirety as follows:

To approve the use of the New Woodstock Ball Field by the New Woodstock Women’s Softball League for the 2020 season.

This approval is contingent upon the submission of a one million dollar liability insurance certificate to the Town Clerk prior to any use of the field. The certificate must name the Town of Cazenovia as the certificate holder and note the activities and state the time period of coverage. The liability insurance must be continuously maintained throughout the 2020 season.

Completed “player waiver” forms with original signatures must be signed by all players, coaches, and participants in any capacity, must be submitted to the Town Clerk’s Office before the start of the season or prior to any use of the field, whichever date comes first.

Due to social distancing restrictions that are in place to limit the spread of COVID-19, this approval is contingent upon the submission of a plan to the Town Board that follows the appropriate guidelines for this event at that time. Additionally, any mandate that is in place during the softball season as a result of the Governor’s Executive Order must be followed.

**Roll call:**

<b>Councilor Andersen</b>	<b>Yes</b>
<b>Councilor Race</b>	<b>Yes</b>
<b>Councilor Golub</b>	<b>Yes</b>
<b>Councilor Reger</b>	<b>Yes</b>
<b>Supervisor Zupan</b>	<b>Yes</b>

**Supervisor Zupan declared Resolution No. 65 adopted.**

\*\*\*\*\*

**Resolution No. 66 presented by Councilor Race, seconded by Councilor Reger**

**TOWN BOARD CORRECTIVE RESOLUTION**

**CAZENOVIA ROWING CLUB USE OF A PORTION OF GYPSY BAY PARK**

To correct the May 11, 2020 Town Board Resolution (Resolution No. 58) relative to the Cazenovia Rowing Club use of a portion of Gypsy Bay Park.

The Town of Cazenovia Town Board Resolution adopted on May 11, 2020 (Resolution No. 58) shall hereby be amended to read in its entirety as follows:

To approve the following specific uses and no others from the Cazenovia Rowing Club for the use of a portion of Gypsy Bay Park for the 2020 rowing season with the following conditions:

1. Approval for 2020 must be obtained by CRC from NYS Office of Parks, Recreation and Historic Preservation and a copy of the approved permit submitted to the Town Clerk’s Office a minimum of 10 days prior to any use of Gypsy Bay Park in 2020.

2. A one-day Memorial Day Fund Raiser by CRC to be held at the Gypsy Bay parking area is permissible.
3. The half-day annual “Learn to Row” event is permissible.
4. Any special CRC event must have the approval of the Cazenovia Town Board.
5. Any special event that will necessitate parking along US Route 20 will require CRC to hire a special agency to direct traffic and to complete Form Perm 33C with submission to New York State Dept. of Transportation.
6. A one million dollar liability insurance certificate naming the Town as also insured must be received by the Town Office covering the 2020 season. The insurance certificate must be continuously maintained throughout the 2020 CRC season.
7. No more than the current approved 64 ft. floating dock is allowed. Highly visible markings must be placed and maintained at the corners of the dock.
8. Approval for usage of the park is for CRC members only, includes only residents of the Cazenovia School District, and on a seasonal basis. Permission for usage by others must be granted by the Cazenovia Town Board. Refrain from using the rowing club's website to promote access to Cazenovia Lake as a membership benefit.
9. This approval authorizes the use of one vehicle to take the shells to the racks in the spring and the use of one vehicle to remove them in the fall, and only one or two vehicles to transport the shells as needed to allow CRC to participate in summer and fall races. A schedule of such races will be provided to the Town Board for the 2020 rowing season. The un-authorized use of motorized vehicles within the boundaries of Gypsy Bay Park may jeopardize the future use of the park by CRC. Parking at the racks is not permitted.
10. No duplication of CRC's single key to the Gypsy Bay Park gate is authorized. There is no authorization for use of the key by other than responsible CRC members.
11. CRC must limit user membership of Gypsy Bay to not more than a total of 150 members.
12. The CRC must protect the Town of Cazenovia, by naming the Town of Cazenovia on the US Rowing Waiver as an entity that is exempt from liability for the Cazenovia Rowing Club members.
13. Due to social distancing restrictions that are in place to limit the spread of COVID-19, this approval is contingent upon the submission of a plan to the Town Board that follows the appropriate guidelines for this event at that time. Additionally, any mandate that is in place during the rowing club's season as a result of the Governor's Executive Order must be followed.

**Roll call:**  
**Councilor Andersen**      **Yes**  
**Councilor Race**            **Yes**  
**Councilor Golub**           **Yes**  
**Councilor Reger**          **Yes**  
**Supervisor Zupan**         **Yes**

**Supervisor Zupan declared Resolution No. 66 adopted.**

\*\*\*\*\*

*Supervisor Zupan said they are trying to extend the route so people can socially distance.*

*Councilor Andersen inquired who would oversee the submission of the plan and what guidelines are relevant for that phase.*

*Councilor Reger said he has reached out to all three groups where the resolutions were altered. He thought the State guidelines should be listed in their report for the phase requirements.*

**Resolution No. 67 presented by Councilor Race, seconded by Councilor Reger**

**4<sup>th</sup> of JULY PARADE**

To approve the use of Ridge Road, Ten Eyck Avenue, and Lincklaen Road for the “4<sup>th</sup> of July Parade” scheduled for Saturday, July 4, 2020 commencing at 4:00 p.m. It is understood that the Cazenovia Village Police and Madison County Sheriff’s Department will be utilized for traffic control and CAVAC will be on-site.

This approval is contingent upon receipt of an endorsed Certificate of Liability Insurance, naming the Town of Cazenovia as an additional insured with coverage in the amount of One Million Dollars. Coverage must be maintained throughout the date of the event. Since the area of the Town-owned “Green”, located between Emory Avenue and Green Street will be utilized that must also be noted for coverage on the insurance certificate. The Certificate of Liability Insurance shall be filed with the Town Clerk no later than Friday, June 26, 2020.

Due to social distancing restrictions that are in place to limit the spread of COVID-19, this approval is contingent upon the submission of a plan to the Town Board that follows the appropriate guidelines for this event at that time. Additionally, any mandate that is in place on July 4, 2020 as a result of the Governor’s Executive Order must be followed.

**Roll call:**  
**Councilor Andersen**      **Yes**  
**Councilor Race**            **Yes**  
**Councilor Golub**           **Yes**  
**Councilor Reger**          **Yes**  
**Supervisor Zupan**         **Yes**

**Supervisor Zupan declared Resolution No. 67 adopted.**

\*\*\*\*\*

**Resolution No. 68 presented by Councilor Race, seconded by Councilor Andersen**

**TO AUTHORIZE A CREDIT TO A USER’S ACCOUNT OF THE WATER POLLUTION CONTROL FACILITY**

To authorize the Sewer Billing Clerk to issue a credit in the amount shown to the following account of the Water Pollution Control Facility and re-issue a new bill:

- **Windmill Courts (Building 4)**
  - Service ID: 1720 (8 Clark Street)                      **\$ 1,586.16**

**Roll call:**

<b>Councilor Andersen</b>	<b>Yes</b>
<b>Councilor Race</b>	<b>Yes</b>
<b>Councilor Golub</b>	<b>Yes</b>
<b>Councilor Reger</b>	<b>Yes</b>
<b>Supervisor Zupan</b>	<b>Yes</b>

**Supervisor Zupan declared Resolution No. 68 adopted.**

\*\*\*\*\*

*Attorney's Report: John Langey, Esq. said about 4-5 of the cable franchise agreements are getting negotiated at the same time. He stated the attorney for the cable company asked for more time to respond to some of the changes that they made. He suspects the public hearing will be scheduled for the August meeting. On another note, he mentioned Dave Lucas has a solar project for a parcel in New Woodstock. This project will be coming to the Planning and Zoning Board of Appeals and the Town Engineer will be involved. He said it is a 4-5 megawatt project which is a sizeable project and will be the first big solar project that the Town has seen.*

*Supervisor Zupan said the project is on Barrett Road.*

*John Langey, Esq. stated there are new changes at the State-level, but they will not affect this application. Those changes do not “kick in” until 20 megawatt and this project is 4-5 megawatt. He does not expect this to be too controversial since there are not a lot of neighbors around this project.*

\*\*\*\*\*

**Supervisor's Report:** *Reported he has been working on Town insurance.*

\*\*\*\*\*

**Councilor Race** (Highway Department, South Cemetery, Water Pollution Control Facility & Water Districts): *Reported they completed the first phase of Ballina Road which turned out really well. The CHIPS funding will be coming through. The new truck is in and the equipment that will be installed on it should be done soon, since the borders are starting to “loosen up.” (Referring to the COVID – 19 pandemic)*

*Dean Slocum said it is projected to be completed in 6-8 weeks. He mentioned the 2013 truck that was sold to the Town of Windsor has been picked up and payment has been received. On another*

*note, he said four beaver were caught in New Woodstock and the trapper does not feel there are anymore at the dam. The dam has been opened up and the water is flowing freely and everything is looking good.*

**Councilor Andersen** {Planning & Zoning, CACDA, Shared Services, CACC, Future of the Town Office (Gothic Cottage)}: *Reported she has been at the Planning Board and Zoning Board of Appeals meeting via Zoom. The meetings are more complicated than the Town Board meetings because there are applicants and landscape architects. She mentioned they are moving forward with the Waterfront Revitalization Program Grant and she is preparing information that the State needs inventory on, in regards to near-the-lake infrastructure including sewer, water and the roads.*

**Councilor Golub** {Future of the Town Office (Gothic Cottage), Cazenovia Lake Association & Cazenovia Lake Watershed Council}: *Reported there are a number of initiatives that the Cazenovia Lake Association is doing. ESF will be installing a buoy, but they have to re-open before that can be done. He stated this will have to wait until we progress into the 3<sup>rd</sup> or 4<sup>th</sup> phase. The Cazenovia Lake Association is going to fund a sensor at the Lakeland Park docking area of the beach which will measure water quality and conditions that are favorable for HABs. The harvester will be in the water starting this Wednesday, but the milfoil is minimal. The CLA will measure the effects of septic. There are PhD students that will travel around the lake in search of high phosphorus levels. If they get a high-level, they will follow up and do testing. Greg Boyer is going to loan his camera that gets hooked to a phone and can take pictures of potential HAB's and will allow for instant results. Lastly, he mentioned the Canal Corporation and Dave Miller of the CLA have been in discussion because when we get large rainfalls, the water runs backwards and silt gets into the lake. He is trying to get a sensor, so the Canal Corporation is looking into funding for this instrument.*

*Councilor Andersen mentioned the European Frog-Bit is starting for the 3<sup>rd</sup> year. According to Lauren Lines of CACDA, they have enough volunteers and paid folks to work on the project.*

**Councilor Reger** (Senior Recreation & Joint Youth Recreation, New York State Police, Parks, New Woodstock Fire Department & Planning and Zoning): *Reported calls to the Caz COVID response team have declined in recent days. He has worked on coordination with the food and dairy drives in which the nutritional aspect has been a large part of this team. He said the team has switched gears and is now looking at upcoming community needs as things re-open and ways to help businesses. He mentioned he continues to be at the Farmer's Market which has been a success and everyone has been very compliant. He said there are a lot of volunteers that are part of the COVID Response Team willing to help. He got confirmation today that the school is not going to be providing food service during the summer. He talked to CazCares and they will provide this service to children in need. Regarding Youth Recreation, the waterfront is open down at Lakeland. He said they are looking at doing four mini-camps, 50 children each week and none of the children will repeat weeks. He said it will be an opportunity for 200 children to participate. He said they are still in need of a medical director and it is getting down to the wire.*

\*\*\*\*\*

Supervisor Zupan asked if any member of the public cared to use the second comment period to speak to the board regarding any area of Town Board oversight.

**Public comment #2:**

*Supervisor Zupan asked Kate Hill of the Cazenovia Republican to put something in the newspaper asking people to support local businesses now that they are re-opening. He said they have been down for 60 days and it would be nice to see people shop here as opposed to Syracuse.*

*There were no other comments.*

\*\*\*\*\*

**The Town Clerk presented the monthly bills list.**

The Town Board's method-of-choice for review of the monthly bills:

The Town Board's first review takes place when detailed lists of the monthly bills are emailed to them on the weekend preceding the meeting. As a second review, the Town Clerk reads aloud the monthly bills list as the Town Board followed along with hard copies. The invoices are present at the meeting and the Town Board visually inspects them and discusses them at their discretion.

**Motion by Councilor Andersen, seconded by Councilor Golub to approve payment of the bills. Councilor Race recused himself from payment of the Suit-Kote invoice. Otherwise, the bills were unanimously approved.**

\*\*\*\*\*

**Motion by Councilor Golub, seconded by Councilor Raceto adjourn this meeting. The motion was unanimously approved.**

**At 8:10 p.m., Supervisor Zupan will declare this meeting adjourned.**

\*\*\*\*\*

**Signed:**           *Connie J. Sunderman*          

Connie J. Sunderman, Town Clerk