

**TOWN BOARD
REGULAR MEETING**

MONDAY

AUGUST 9, 2021

Supervisor Zupan opened the meeting at 7:31 p.m. with all Councilors present.

Pledge of Allegiance.

Correspondence: *There was no unshared correspondence.*

Motion by Councilor Race, seconded by Councilor Andersen to accept the minutes from the July 12, 2021 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 introduced the following resolution and said this project had to be re-bid because bid sheets were sent out to 3-4 companies and nobody responded. Once feedback was received by the companies, some slight changes were made to the specifications.

Resolution No. 93 presented by Councilor Race, seconded by Councilor Reger

AUTHORIZATION FOR THE SOLICITATION OF RE-BIDS IN CONNECTION WITH THE RESIDENTIAL WATER METER INSTALLATION IN THE NEW WOODSTOCK WATER DISTRICT, HAMLET OF NEW WOODSTOCK, TOWN OF CAZENOVIA

WHEREAS, the Town of Cazenovia oversees and maintains the New Woodstock Water District located in the Hamlet of New Woodstock in the Town of Cazenovia; and

WHEREAS, the Town of Cazenovia Town Board has been advised by the Town Engineer of the need for the solicitation of bids relative to the installation of approximately 135 Neptune R900 (3/4") water meters (to be supplied by the Town) in homes/dwelling units located in the New Woodstock Water District in the Hamlet of New Woodstock, which installation would include determining a feasible location on the incoming interior water service line, cutting the interior service pipe will be cut, and installing all necessary fittings/adapters/reducers/spacers to then allow insertion of the new water meter with watertight connections, including any mounting or support devices needed to secure the meter. If there is not an interior shutoff valve upstream of the new meter, the Contractor will install a 3/4" valve, all in compliance with the technical specifications prepared in association with the procurement; and

WHEREAS, pursuant to the Town of Cazenovia's Procurement Policy and the requirements of the General Municipal Law Section 103, such purchases were advertised for bid as approved by the Town Board; and

WHEREAS, the Town caused to be prepared through its Consulting Engineer, specifications for said installation of approximately 135 Neptune R900 (3/4”) water meters for the New Woodstock Water District in the Hamlet of New Woodstock and a bid proposal document attached hereto as Exhibit “A”, subject to final amendment by the Town’s Consulting Engineer.

WHEREAS, bids were due on August 5, 2021 and no bids were received; and

WHEREAS, the Town Board desires to re-bid the project with modifications to the warranty and completion requirements.

NOW, THEREFORE, BE IT RESOLVED that the Town of Cazenovia Town Board hereby authorizes the solicitation of re-bids for the installation of approximately 135 Neptune R900 (3/4”) water meters for the New Woodstock Water District in the Hamlet of New Woodstock pursuant to the terms contained therein (form of advertisement for bids and notice attached).

EXHIBIT “A”

**Town of Cazenovia
Cazenovia, New York**

***Residential Water Meter Installation in the New Woodstock Water District
Hamlet of New Woodstock, Town of Cazenovia***

ADVERTISEMENT FOR BIDS

Sealed Bids for Services for the installation of approximately 135 Neptune R900 (3/4”) water meters (to be supplied by Town) in homes/dwelling units located in the New Woodstock Water District in the Hamlet of New Woodstock (Town of Cazenovia) will be received by the ***Town of Cazenovia***, at the office of the ***Town Clerk*** until 3:30 p.m. local time on September 8, 2021 at which time the Bids received will be publicly opened and read aloud. The Town Board reserves the right to delay the Bid Award for up to 30 days.

The project is located in the Hamlet of New Woodstock, in the Town of Cazenovia. The scope of work is ***the installation of 3/4” Neptune R900 water meters (supplied by the Town) in approximately 135 homes/dwelling units in the Hamlet of New Woodstock. Specifically, inside each building, the contractor will determine a feasible location on the incoming interior water service line, ahead of any usage fixtures or tees, to install the water meter. The water service will be temporarily shut off (either at the curb stop or inside), the interior service pipe will be cut, and all necessary fittings/adapters/reducers/spacers installed to then allow insertion of the new water meter with watertight connections. The work includes any mounting or support devices needed to secure the meter. If there is not an interior shutoff valve upstream of the new meter, the Contractor will install a 3/4” valve. The operating pressure of the New Woodstock water system is approx. 60 psi.***

The Contractor will be responsible for contacting each homeowner to arrange for access to the building to do the work. The Town will provide the Contractor with all contact information. Unless special arrangements are made, water service to each home should not be interrupted for more than 2 hours.

This shall be a per unit bid for each unit to be installed.

Payment will be per water meter and valve satisfactorily installed.

Bid: Unit price cost to install each ¾” water meter \$ _____/meter
Unit price to install ¾” valve(when needed) \$ _____/valve

Any special conditions encountered where additional work would be required to install a meter in a particular home will be negotiated with the Town and homeowner separately.

All bids will be in accordance with the conditions on file with the Town and the successful bidder will execute a contract with the Town.

Contractor references and experience will be required.

The Bid Documents may be examined beginning August 11, 2021 at the following locations:

***Town of Cazenovia: Gothic Cottage, 7 Albany Street, Cazenovia, NY
Highway Garage, 3425 Constine Bridge Road, Cazenovia, NY***

Copies of the Bid Documents (including specifications) may be obtained starting July 15, 2021 at the issuing office:

***Town of Cazenovia, Gothic Cottage, 7 Albany Street, Cazenovia, NY 13035,
(315) 655-9213***

***Town of Cazenovia Highway Garage, 3425 Constine Bridge Road, Cazenovia,
NY 13035, (315) 655-4852***

Bid security in the form of a Bid Bond, Certified Check, Bank Cashier/Teller/Treasurer’s Check payable to the “Town of Cazenovia” in the amount of 5% of the total estimated bid amount must accompany each proposal as a guarantee that if the proposal is accepted, a contract will be entered into.

Bidders’ attention is referred particularly to all state and local governing laws and regulations, including applicable Affirmative Action Requirements, Equal Employment Opportunity, and Minimum Wage Rate Requirements to be paid under the Contract, and Prevailing Wage Rate Requirements to be paid under this Contract.

The Town reserves the right to waive any and all irregularities, and to reject any and all bids, or to rebid the project solely at the Town Board’s discretion.

Contact: ***Connie Sunderman, Town Clerk - Town of Cazenovia (315) 655-9213.
Dean Slocum, Town Highway Superintendent (315) 655-4852.***

Roll call:

Councilor Andersen Yes
Councilor Race Yes
Councilor Golub Yes
Councilor Reger Yes
Supervisor Zupan Yes

Supervisor Zupan declared Resolution No. 93 adopted.

Resolution No. 94 presented by Councilor Reger, seconded by Councilor Golub

**AUTHORIZE THE PROCUREMENT OF NEPTUNE T-10
RESIDENTIAL WATER METERS IN CONNECTION WITH
THE NEW WOODSTOCK WATER DISTRICT**

WHEREAS, the desired products (Neptune T-10 water meters) are available only through a single provider in the eastern portion of the United States and is considered sole source for this product taking into account availability and shipping; and

WHEREAS, the Town desires to achieve uniformity in the use of said equipment for efficiency of the water system and for immediate repair and replacements; and

NOW, THEREFORE, BE IT RESOLVED, that the Town of Cazenovia Town Board authorizes the procurement of 135 Neptune T-10 Water Meters with integrated E-Coders from Ti-Sales per the quote dated July 26, 2021. The meters will be used in the New Woodstock Water District and previously the same style of meter was purchased for use in the Mt. Pleasant Water District. Said purchase shall not exceed Thirty-One Thousand Four Hundred Ninety-Nine Dollars and 55/100 (\$ 31,499.55).

Roll call:

Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Yes
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 94 adopted.

Resolution No. 95 presented by Councilor Golub, seconded by Councilor Andersen

**AUTHORIZE A PUBLIC HEARING FOR
BURDIN’S ANNUAL JUNKYARD PERMIT RENEWAL**

To authorize a public hearing at the Cazenovia Town Offices located at 7 Albany Street in the Town of Cazenovia on September 13, 2021 at 7:30 p.m., or as soon thereafter as the matter can be heard for the annual renewal of Burdin’s Junkyard Permit (a.k.a. Don’s Auto Barn).

Roll call:

Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Yes
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 95 adopted.

Supervisor Zupan explained the next resolution and said it was recently discovered that the highway department employees are the only individuals covered under the disability insurance based on a resolution from 1984. He said it is being extended to everyone working at the office and the insurance is relatively cheap.

**Resolution No. 96 presented by Councilor Reger, seconded by Councilor Race
AUTHORIZE NEW YORK STATE DISABILITY BENEFIT INSURANCE TO
FULL-TIME AND PART-TIME TOWN OF CAZENOVIA EMPLOYEES**

WHEREAS, municipalities are exempt from providing mandatory Disability Benefit Law (DBL) benefits unless they opt in for such coverage; and

WHEREAS, the Town of Cazenovia, previously in or around August 1984 (Resolution No. 47), authorized application for New York State Disability Benefit Insurance to Town of Cazenovia Highway Department Employees; and

WHEREAS, the Town Board desires to extend the New York State Disability Insurance Benefit to all Town of Cazenovia Employees working Full-Time or Part-Time.

NOW, THEREFORE, BE IT RESOLVED, the Town of Cazenovia Town Board authorizes the Town Supervisor to make application to the New York State Worker’s Compensation Board to provide coverage to all Full and Part-Time Employees for the Town of Cazenovia for Disability Insurance coverage; and

IT IS FURTHER RESOLVED, the maximum contribution be deducted from each employee’s pay.

Roll call:

Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Yes
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 96 adopted.

Resolution No. 97 presented by Councilor Race, seconded by Councilor Andersen

**APPOINT DAVID VREDENBURGH AS A
ZONING BOARD OF APPEALS MEMBER**

To appoint David Vredenburg as a Member of the Zoning Board of Appeals to complete the unexpired term of Joseph Anderson ending December 31, 2021.

Roll call:

Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Yes
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 97 adopted.

Resolution No. 98 presented by Councilor Race, seconded by Councilor Reger

**APPROVE HIGHWAY SUPERINTENDENT ATTENDANCE
AT NEW YORK STATE ASSOCIATION OF TOWN SUPERINTENDENTS
OF HIGHWAYS, INC. CONFERENCE**

To approve the Highway Superintendent, Dean Slocum’s, attendance at the *New York State Association of Town Superintendents of Highways, Inc. (NYSAOTSOH) Conference* in Saratoga Springs on September 28 – October 1, 2021 with expenses paid.

Roll call:

Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Yes
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 98 adopted.

Resolution No. 99 presented by Councilor Reger, seconded by Councilor Andersen

**APPROVE BOOKKEEPER’S REMOTE ATTENDANCE AT NEW YORK
GOVERNMENT FINANCE OFFICERS’ ASSOCIATION WEBINARS**

To approve the Bookkeeper, Elizabeth B. Merrill’s, remote attendance for the webinars provided by the *New York Government Finance Officers’ Association* on September 1, 2021 titled Advanced Internal Control and September 16th and 30th titled Advanced Debt Management Fall 2021 with registration fees paid.

Roll call:

Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Yes
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 99 adopted.

Resolution No. 100 presented by Councilor Race, seconded by Councilor Reger

**JUDGE PALMER’S ATTENDANCE AT THE
2021 MAGISTRATE’S CONFERENCE**

To approve Judge Fred Palmer’s attendance at the Annual NYS Magistrate’s Conference in Niagara Falls, New York, September 26 – 29, 2021 with expenses paid.

Roll call:

Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Yes
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 100 adopted.

Resolution No. 101 presented by Councilor Andersen, seconded by Councilor Race

WATER DISTRICTS COLLECTOR RECORDS AUDIT

WHEREAS, THE Town of Cazenovia Town Board performed an audit of the Water Districts Collector records at a work session on August 4, 2021; and

NOW, THEREFORE, BE IT RESOLVED that the 2019 and 2020 financial records of the Water Districts Collector records appear to be complete and in good order.

Roll call:

Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Yes
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 101 adopted.

Resolution No. 102 presented by Councilor Reger, seconded by Councilor Andersen

AUTHORIZE THE TOWN SUPERVISOR TO EXECUTE A LETTER OF SUPPORT FOR THE *VILLAGE OF CAZENOVIA CONSOLIDATED FUNDING GRANT APPLICATION*

The Town Board of the Town of Cazenovia authorizes the Town Supervisor to execute the below-referenced Letter of Support to the New York State Canal Corporation and New York State Department of State for the *Village of Cazenovia Consolidated Funding Grant* application.

July 19, 2021

NYS Canal Corporation
30 South Pearl Street
Albany, NY 12207

NYS Department of State
Office of Planning, Development and Community Infrastructure
99 Washington Avenue
Albany, NY 12231

Re: Village of Cazenovia Consolidated Funding Application

I would like to express my support for the Consolidated Funding Application submitted by the Village of Cazenovia. The funds from this grant would be used to repair the lakefront wall infrastructure and a portion of the canal wall located within Lakeland Park.

Lakeland Park is a municipal park that is widely used as a place for recreation, community gatherings, and events. The Village of Cazenovia has worked hard to expand and enhance the use of Lakeland Park for enjoyment by the public. This has included the stabilization of an historic building within the park, the creation of a master plan for the park and expansion of the waterfront for youth and adult swimming. Lakeland Park is an important hub for recreational activity during the summer months which results in significant economic activity for the historic business district. The Village would like to enhance this activity by providing essential repairs to the historic infrastructure.

I ask that you give this application serious consideration for funding. It would be an excellent investment to help assure that this park and a variety of recreational activities will be experienced in a safe and positive way by residents and visitors for many years to come.

Sincerely,

William N. Zupan,
Town Supervisor

cc: Town of Cazenovia Town Board

Roll call:

Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Yes
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 102 adopted.

Resolution No. 103 presented by Councilor Reger, seconded by Councilor Golub to approve the following 2021 budget transfers:

(Authority NYS Town Law section112 “The town board, during a fiscal year, by resolution, may make additional appropriations or increase existing appropriations and shall provide for the financing thereof. Moneys therefor may be provided from the unexpended balance of an appropriation, from the appropriation for contingencies, from unappropriated unreserved fund balance or unanticipated revenues within a fund or by borrowing pursuant to the local finance law.”).

New Woodstock Water SW1

Transfer additional budget required to accommodate new testing required by New York State for water districts.
To: SW1 8330.4 Purification CE \$2,600.00
From: SW1 8320.2 Source Power Pump EQ (2,600.00)

Mt. Pleasant Water SW2

Transfer additional budget required to accommodate new testing required by New York State for water districts.
To: SW2 8330.4 Purification CE \$2,000.00
From: SW2 8340.1 Transmission/Distribution PS (2,000.00)

Wellington Water SW3

Transfer additional budget required to accommodate new testing required by New York State for water districts.
To: SW3 8330.4 Purification CE \$2,000.00
From: SW3 8320.2 Source Power Pump EQ (2,000.00)

Roll call:

Councilor Andersen Yes
Councilor Race Yes
Councilor Golub Yes
Councilor Reger Yes
Supervisor Zupan Yes

Supervisor Zupan declared Resolution No. 103 adopted.

Resolution No. 104 presented by Councilor Reger, seconded by Councilor Andersen

AUTHORIZE THE PROCUREMENT OF A FLAT FILE FOR THE ZONING DEPARTMENT RECORDS

To authorize the purchase of a Safco Style # 4996 5-Drawer Steel Flat File for use in the Zoning Department in an amount not too exceed One Thousand Fifty-Six and 04/100 Dollars (\$ 1,056.04) through the Office of General Services from Intivity, 6804 Manlius Center Road, East Syracuse, New York 13057 (OGS Contract PC68407).

Roll call:

Councilor Andersen Yes
Councilor Race Yes
Councilor Golub Yes
Councilor Reger Yes
Supervisor Zupan Yes

Supervisor Zupan declared Resolution No. 104 adopted.

Attorney's Report: *John Langey, Esq. highlighted the tasks he has been working on over the past month. He reported the Solar Committee has been meeting. Councilor Golub is also a part of this Committee and good progress has been made. He wants to talk to the Committee on decommissioning security and a few other items. Additionally, his office has done the cannabis presentation for many of the towns throughout the County. He stated the Town Clerk is doing "Yeoman's Work" as she works through the water district information from the late 1920's for the consolidation project. He commented on the Planning Board meeting and how quick it was; however, the Zoning Board was not quite as fast.*

Supervisor's Report: *Reported sales tax County-wide is up 26% from last year which is an extra four million dollars compared to last year. He mentioned if this continues the Town should see a large increase in sales tax distribution. He said he has been assisting with the New Woodstock Water District meter project, disability insurance and what the recovery money can be used for in the Town. He said some of the factories are starting to hook-up for the newly created Route 20 Water District. He thought in a month the water tower could start to be filled and the bags will be removed from the fire hydrants. He also stated an operation will be underway to inspect the sewers on Fenner Street, Sims Lane and a few other locations. A TV camera will be used to see if there are any problems with the lines. He said this is a joint project with the Village.*

Councilor Race (Highway Department, South Cemetery, Water Pollution Control Facility & Water Districts): *Reported they are ready to take delivery of the new truck. He said a lot of the Town's work is done so they are helping in other places. The past few weeks they have been in Oneida and this is reciprocal with things they do.*

Councilor Andersen {Planning & Zoning, CACDA, Shared Services, CACC, Future of the Town Office (Gothic Cottage)}: *Reported Lauren Lines has been busy with the Consolidated Funding application for the Lakeland Park wall. She is also submitting an application for the Town to do sewer and water work on Lincklaen Road. She mentioned the Town also received the National Park Service Grant to potentially help with one or more of the projects that were laid out in the Waterfront Revitalization Plan. She said one of the items might be an educational boardwalk at the north end of the Lake and extending some of the trails-Lauren Lines and Jocelyn Gavitt are going to meet with some National Park representatives. She said the Town has also received the Community Development Block Grant for the Madison County Distillery which is similar to the one the Town got for Empire. This will provide money when moderate income jobs are created. On another note, she said there are some vacancies on the Planning Board and Zoning Board of Appeals. She will send another article to the newspaper. She lastly mentioned the Adventure Challenge that is an activity where you get clues and go around to different places in the community. It can be done on foot or bike and an individual can potentially win a \$ 1,000.00. She said it is a lot of fun and the feedback has been great.*

Councilor Golub {Future of the Town Office (Gothic Cottage), Cazenovia Lake Association & Cazenovia Lake Watershed Council}: *Reported on the solar front, Jen Wong came to the Solar Sub-Committee meeting with a student from Colgate who is using a program, similar to the one used by the Scenic Hudson Valley, that shades different areas to determine where solar would be a good idea.*

Councilor Andersen said this program maps a bunch of different attributes: soil type, transmission lines, views, historic buildings and migratory bird paths. This tool will help where solar could be a good idea.

Councilor Golub said at the last meeting there was a public presence and he met with an individual that lives near the Sadlon proposal. He said they spent over an hour talking about the issues.

The Cazenovia Lake Association held a Community Action Group at his place and there were about ten participants besides the CLA members. He said a range of things were discussed: sediment in the lake, dams, development around the lake, etc.

Councilor Reger (Senior Recreation & Joint Youth Recreation, New York State Police, Parks, New Woodstock Fire Department & Planning and Zoning): *Reported this is the last week of the Youth Recreation Program. Oddly enough, with the summer being so rainy, they have only had one day indoors. He complimented the Director on the job she did this year. He said the County Health Dept. performed an inspection last week which passed. He complimented the Zoning Board on the fine job they did at last month’s meeting. He said Caz Cares is doing their push for school supplies and there are about 200 families that will be helped with this program. Additionally, Fresh Foods is going to happen tomorrow. He said the Cazenovia Triathlon is coming up and they are looking for volunteers. He spoke with the New Woodstock Fire District and the new rescue truck was delivered last week. He has been in contact with the Rowing Club and the new building has been staked out since the June 30th storm.*

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:

Gerald Mehlbaum of 2103 Ballina Road said he has represented a group of folks on Ballina over the past few months and he is impressed with the professionalism of the Town Board, Planning Board and Zoning Board. He said these past few months have been his first experience with the processes within the town. He thanked everyone for their efforts and appreciated Councilor Golub hosting him last week as they exchanged ideas. He said he has attended the Solar Sub-committee and it is a fascinating tool that CPF is looking into. He encouraged open public communication as to what is happening and to keep the public informed.

Councilor Andersen suggested to the Editor of the Cazenovia Republican, who was present, an article might be nice.

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 Golub, seconded by Councilor Reger to approve payment of the bills. Councilor Race recused himself from payment of the Suit-Kote invoice. Supervisor Zupan recused himself from payment of the Cunningham Trucking invoice. Otherwise, the motion was unanimously approved.

Motion by Councilor Andersen, seconded by Councilor Race to adjourn this meeting. The motion was unanimously approved.

At 8:00 p.m., Supervisor Zupan declared this meeting adjourned.

Signed: *Connie J. Sunderman*
Connie J. Sunderman, Town Clerk