

VILLAGE OF SHERMAN
MINUTES OF THE REGULAR BOARD MEETING
Wednesday, September 2nd, 2020 at 6:00pm

The meeting was held remotely via videoconference. Mayor Meeder welcomed everyone and opened the meeting at 6:00pm by leading everyone in the pledge of allegiance. Board members Colleen Meeder, Isaac Gratto, Donna Higginbotham, Kirk Ayers and Ryan Sanders, Clerk-Treasurer Jeanette Ramm, Chief Operator Jay Irwin, and the press were in attendance.

There were no items for the Municipal Zoning Board.

RES 2020-09-02.1: PREVIOUS MINUTES

Motion to accept the previous minutes of the Regular Meeting and the meeting of the Municipal Zoning Board held August 5th, 2020. *(There was not a special meeting called in August.)*

Moved by Trustee Higginbotham Seconded by Trustee Gratto

Ayes: 5 Nays: 0 Carried

WATER AND STREETS REPORTS FROM SUPERINTENDENT

The work on the whole of Kipp Street was planned to be contracted out, however the existing water leak in front of Mary Reyda's had gotten worse. Repairs had to be done even though it was planned to be contracted with the rest of Kipp Street.

We ordered and received the new Loader Forks (with quick release) which are specific to our loader, therefore they will be limited to the use of the Village, Town, and School. The old forks that were easily interchangeable and could be used on tractors went missing for a short period but were recently returned to the Town Building.

The loader and truck will be ordered in the upcoming weeks. Tom Becker, from USDA RD, is currently reviewing the closing and legal bond documents, and everything is going smoothly. Both the loader and truck are on government bids (though Monroe Tractor and Warren Midtown Motors).

Water/Stormwater/Streets maintenance and upgrades all work together. After they install the water lines, they then also address the stormwater issues. Presently their primary focus is completing the work, including paving, along Kendrick and First Streets this 2020 season. After the paving we will focus on the alley behind NAPA, and some driveways, and any other previously planned black top projects.

Other items to be completed this season are the horse ties which are important to our local business owners (Graham's Market, Arlene's Kitchen and Tex's Quick Stop) and their customers. This cement work would end with temporary sidewalk repair on Kipp and Park Streets.

STORMWATER

The DI at the Fire Hall on Park Street was cleaned and appears to be draining into the system correctly.

CAPITAL PROJECT UPDATES

	SEWER	WATER	STORMWATER
2017	Application & Award for Study/Grant		
2018	Preliminary Engineering Study	Application & Award for Study/Grant	
2019	Application for USDA RD Loan and Grant + EFC/WIIA Award	Preliminary Engineering Study, SEQRA & EFC Grant Application Awarded 60% + 0% interest	Preliminary Engineering Study
2020	NYS holding WIIA; EFC short-term financing - pending closing Engineering	EFC short-term financing - pending closing	SEQRA & USDA RD Loan Application - Oct/Nov 2020
2021	CDBG Application no 2020 summer CFA application	Construction	GIGP & WQIP Grant Applications no 2020 summer CFA application
2022	Construction	Construction	Construction
2023	Construction	Completion	Construction
2024	Completion		Completion

SEWER CAPITAL PROJECT: This project has been held up by the EFC who is not releasing the WIIA funds. The COVID-19 pandemic forced many government departments to close their offices. The people working on our projects had no access to their files and so everything has fallen months behind. We are currently trying to close on the EFC short-term financing, but the process is very involved i.e. we are working with 6 individuals at EFC while we have 1 point of contact with USDA-RD. Because we cannot start construction without CDBG approval, we are now one year behind schedule. The CFA application is not even available for us to apply. We may bid in 2021, but we are not likely to begin construction before Fall 2021 or Spring 2022. This means our Wastewater Treatment Plant will be 45 years old at time of completion.

WATER CAPITAL PROJECT: Kipp Street's main and lateral water lines, and West Main Street's laterals were scheduled for construction this year (2020) but because the EFC didn't have anyone available to process the funding, we have not been able to contract out the work on this project. Our funding is approved, but with the pandemic's delays we are just waiting for EFC to release the funding. We were advised not to break out and bid for smaller contractors which we

considered in order to finish West Main and Kipp Streets. Our EFC short-term financing should be available by the end of this year, or the beginning of next year at which time the project will continue. Although we had initially fast tracked this project, with this delay we will only complete it in the spring of 2023. Mr. Crane met with our engineers regarding all the material specifications and he's ordered additional meters (There is a \$27,000 voucher for water meters in this month's vouchers). Currently we have 85 meters installed and working. Mr. Crane is working intensely to keep pumphouse #1 working, so the sooner we can get the EFC short-term financing, the better off we will be.

STORMWATER CAPITAL PROJECT: Tom Becker would like us to submit our USDA-RD loan application by October/November this year. USDA does not do grants for stormwater but would like to hold the loan (offer us the long-term financing). Having our loan application in this year would make sure we had a commitment from USDA in February/March of 2021. Since there was no CFA this summer, we were not able to go out for GIGP or WQIP, which we were hoping to do. The stormwater project's construction will likely be postponed from 2021 to 2022, depending on how late the CFA applications become available.

SEWER REPORT FROM CHIEF SEWER OPERATOR

Mr. Irwin reported that Andrew Norton successfully completed his Basic Operator training. He is scheduled to do his Activated Sludge and Laboratory courses later this month. We have a second vendor, Process Wastewater Technologies (P W Tech) demonstrating another de-watering unit, this demonstration is set for the week starting September 21st. Mr. Irwin told everyone that there is a way to test for COVID-19 through the sewer department, although it is a very costly test.

MAYORAL ADDRESS

Mayor Meeder mentioned that people cannot tell if the office is open since the clerk doesn't always have a vehicle parked in the parking lot and the windows are tinted. We have purchased an "open sign" which is a garden flag that will be placed in front of the office entrance when the office is open. The mayor also mentioned that with the increase in daily cases of COVID in Chautauqua at this time, the office may have periods when it is closed to the public, or we may require appointments being scheduled. Residents will have to be flexible, according to our changing situation.

PUBLIC PARTICIPATION

There were no comments or questions.

FINANCIAL REPORT FROM CLERK-TREASURER

General Checking Account: Balance (09/02/2020) is \$154,213.63 & book balance \$119,899.90
NYS Fund Bank Account: Balance (09/02/2020) is \$0
Sewer Project Bank Account: Balance (09/02/2020) is \$175,643.51
Water Project Bank Account: Balance (09/02/2020) is \$0
CD Account: Balance (09/02/2020) is A\$151,353.25, B\$0
CD Transfer: N/A
Account Adjustments: N/A

RES 2020-09-02.2: VOUCHER

Motion to approve Voucher #4 for \$107,356.44 as presented for August 2020, of which \$0 is from the NYS Special Fund, \$33,223.33 is from the Sewer Project Fund and \$13,265.25 is from the Water Project Fund.

Moved by Trustee Higginbotham Seconded by Trustee Gratto
Ayes: 5 Nays: 0 Carried

RES 2020-09-02.3: REINVEST \$110,000 of CD for ONE YEAR

Motion to approve the reinvestment of \$110,000 into a CD to mature in one year, transferring remaining amount of \$41,353.25 into the general checking account.

Moved by Trustee Higginbotham Seconded by Trustee Ayers
Ayes: 5 Nays: 0 Carried

CASH BUDGET REVIEW

With the use of spreadsheets, the mayor showed the trustees that our cashflow balance to date was \$316,669 compared to last year at this time which as \$268,000. We will be putting money towards the Water Capital project, which we will be getting back, and we have already spent \$6,000 for the loader folks, which is half of our \$12,000 commitment.

OLD BUSINESS:

Trustee Higginbotham mentioned that the newspaper misquoted her saying that she was really impressed with the work on Willard Street. What she actually said was that she was really impressed with the de-watering machine being demonstrated at the sewer plant.

NEW BUSINESS:

RES 2020-09-02.4: BOND RESOLUTION CERTIFICATION - STORMWATER

Motion to accept the Clerk's certification of the Bond Resolution for the Stormwater Improvement Project on August 26th, 2020.

Moved by Trustee Ayers Seconded by Trustee Sanders
Ayes: 5 Nays: 0 Carried

RES 2020-09-02.5: RESIGNATION - EMPLOYEE

Motion to accept the resignation of Trenton Meeder, who gave his two-week notice on August 3rd; last day of work was August 13th, 2020. Trenton received benefits and compensation in accordance with the Employee Handbook/Employee Manual.

Moved by Trustee Higginbotham Seconded by Trustee Gratto
Ayes: 5 Nays: 0 Carried

RES 2020-09-02.6: RESIGNATION – ZBA MEMBER

Motion to accept Nick Kenyon's resignation from the Zoning Board of Appeals, effective August 31st, 2020.

Moved by Trustee Higginbotham Seconded by Trustee Gratto
Ayes: 5 Nays: 0 Carried

Mayor Meeder reminded all the trustees about the Southern Tier West trainings later this month. The clerk would email all the trustees the details again. There may be need for a special meeting later this month to address the purchase of the loader and truck, once we have the exact amounts. Tom Becker said we only need a motion to accept delivery of the equipment once we take ownership.

Motion to move into a brief Executive Session at 6:50pm to discuss legal contract matters, no action will be taken.

Moved by Trustee Gratto Seconded by Trustee Higginbotham
Ayes: 5 Nays: 0 Carried

Motion to exit executive session and adjourn the meeting at 7:28pm.

Moved by Trustee Ayers Seconded by Trustee Sanders
Ayes: 5 Nays: 0 Carried

Respectfully submitted
Jeanette Ramm
Clerk-Treasurer

Next Meeting: **Possible September Special Meeting**
 Wednesday, October 7th, at 6pm Regular Meeting