

VILLAGE OF SHERMAN
MINUTES OF THE REGULAR BOARD MEETING
Village Board Work Session on WWTP Project (at 5:30pm)
Wednesday, December 4th, 2019 at 7:03pm

The work session started at 5:30 with the Board of Trustees and engineers, Ken Knutsen and Matt Zarbo, to discuss the scope of the WWTP Project. One member of the public was in attendance.

The mayor opened the regular meeting of the board at 7:10pm and led everyone in the Pledge of Allegiance. Board members Colleen Meeder, Isaac Gratto, Donna Higginbotham, Kirk Ayers, Ryan Sanders, Clerk-Treasurer Jeanette Ramm, Chief Operator Jay Irwin, Engineers Ken Knutsen and Matt Zarbo from Barton & Loguidice, County Executive Bill Ward, Gary Emory and the press were present.

The clerk congratulated and swore in recently elected trustees Isaac Gratto and Ryan Sanders. Mayor Meeder introduced new County Legislator Bill Ward and allowed him to address the group.

RES 2019-12-04.1:

Motion to accept the previous minutes of the Regular Board Meeting and Municipal Zoning Board Meeting held November 6th, 2019.

Moved by Trustee Gratto Seconded by Trustee Higginbotham

Ayes: 5 Nays: 0 Carried

MUNICIPAL ZONING BOARD MEETING (deferred to January):

Mayor Meeder said that ZEO Greg Gormley is currently attending a Building Inspector – Code Enforcement training. His primary focus over the last month has been the Farmer’s Mill amongst other minor concerns. He would give his report at the next meeting.

MAYORAL ADDRESS:

SEWER PROJECT

The mayor explained that the \$6.2 million WWTP upgrade is a multi-tiered and multi-phased process. The USDA RD Award involves two parts (1) grant for \$2,265,000 and (2) loan of \$3,922,000 for 38 years at 2.125%. We have applied for a Water Infrastructure Improvement Act (WIIA) grant, if awarded this Dec/Jan, it will cover 25% of the net (un-granted) cost; (which in the above example would be 25% of \$3,922,000 = \$980,500 WIIA grant).

Next July we are applying to CDBG (Community Development Block Grant) for the sewer project, in anticipation of another million dollars in grant funding. *(This will lower the WIIA grant to approximately \$730,500, given it’s a percentage of the net cost.)* CDBG funds have strict time restrictions related to construction, therefore, we have to be ‘shovel ready’ at the time of receipt and have had to intentionally wait until next year’s application cycle, after engineering is long underway.

There is a rather robust ‘contingency’ built into the \$6.2 million project. The preliminary scope of the WWTP is only now being drafted. It will require a year of engineering before it even goes

out to bid. Therefore, the final cost and the grant funds are **not-at-all** set-in stone. The final financing terms at *closing* will not be determined for at least three years, i.e. at the close of the project. In the interim we have to go out for Bond Anticipation Notes (BAN's) or short-term financing to cover the costs as they are incurred. At the end they are bundled together and refinanced into long-term debt. We know the final terms will not exceed 2.125% for 38 years. We are locked in to not exceed 2.125% with the USDA RD, however if rates are lower *at the time of closing (i.e. in 3+years)* we could enjoy a lower fixed rate for the 38-year period (period is set by governmental accounting regulations).

Thirty-year financing would only be in the event of 0% EFC financing, which we would only receive if we qualify (score) for hardship, which at this point we do not qualify for hardship for sewer. This could change during the course of the project.

Matt Zarbo said the Sewer Department didn't qualify for hardship because we are not negatively affecting the environment, i.e. the French Creek is not being adversely impacted by our wastewater treatment plant, so we didn't warrant the hardship award. On the other hand, the Water Department did qualify for hardship because of our failing system. Mr. Zarbo clarified that it is not the quality of our water that failed, but the actual infrastructure. Doug Crane is using broken infrastructure, similar to the sewer infrastructure of which only half works. Mr. Crane is producing good quality water even though he has no monitoring systems. Mr. Zarbo explained that Mr. Crane is starting his day checking the water tank levels, then going to the pumps and turning them on, then returning to check the tank levels and then again, returning later to turn the pumps off. Because he has no monitoring systems, this part of his job is very labor-intensive. This is alongside his other water and streets responsibilities. Mr. Zarbo mentioned how amazing it is that Mr. Crane doesn't complain about this. Mayor Meeder added that this is the reason Mr. Crane is always driving up and down Miller Street, and these are the aspects of Doug Crane's job that go unnoticed by the public. (paragraph added as per RES 2020-02-05.6)

Mayor Meeder reiterated that we have a carefully orchestrated plan involving the engineers, fiscal advisors, and bond council; and it's choreographed by the funding agencies and their requirements (USDA RD, HCR CDBG, and EFC / WIIA). There is over 35% in USDA RD grant funding and the end goal is a total of 65% in total grant funding, a percentage which is rarely ever seen. This is an exceptionally good funding package, that the grant funders are particularly excited about. The parameters for this project have been set, but the final details will be rolled out over the course of the next three to four years.

PLANNING BOARD

The Planning Board has reviewed the stormwater infrastructure concept plans, discussed the upward trend in sales tax revenue as a result of internet sales, and law changes. The next meeting is scheduled for Monday, December 9th, at 4pm, at the Village municipal office.

GROCERY STORE

Mark Graham has received entry to the building, and closing is still pending.

MAIN STREET PROPERTIES

- No decisions have been made regarding the future of any property use, beyond the permanent home of the Food Pantry.

- The property deeds were recorded on 10/25/19 and received by the Village on 12/2/19.
- John Sundquist of Barton & Loguidice started the Phase 1 environmental review for the property at 130 W Main Street.
- Village Attorney Peter Clark is preparing sample lease agreements according to their original individual arrangements.
- Dan Maus asked for permission to park trucks for sale at the parking lot of 130 West Main Street.
- Tom Whitney, STEL (Southern Tier Environments for Living) came to look at all the buildings.
- 121, 123, and 129 West Main Street buildings are all in need of new furnaces.

FOOD PANTRY

- The floors have been installed and the food pantry will be moving in this month.
- FeedMore WNY denied the grant due to an error in the number of copies submitted.
- The clerk has applied for a Chautauqua Region Community Foundation Grant to cover the food pantry rental expenses for 2020.

SPECIAL NOTES

- Friday Dec 6th- Sunday Dec 8th, is the annual Sherman Christmas celebration.
- Saturday Dec 14th Jerry Russell and Melford Swanson will be inducted in the Sherman Central School Wall-of-Fame,
- Linda Chambers has provided the clerk with the Cooler Café’s annual renewal notice, as required by the NY State Liquor Authority.
- Mayor Meeder met with Mark Persons (Sherman Town Supervisor) earlier this month.
- The mayor ended with a comparison of the summer/part-time employees’ budget and actual expenditure amounts:

	1/1/2019-12/3/19		
	<u>Labor</u>	Actual	Budget
2019-03-06.8	M Gratto	408	No limit
2019-05-01.42	R Ramm	738	2,500
2019-06-05.19	G Rater	-	
2019-06-05.20	J Swabik	483	2,500
2019-06-05.20	G Emory	2,115	
	(1,256)	3,744	5,000
2018-12-05.6	P Fisher	1,095	5,000
		284	
	(3,621)	1,379	5,000
	(4,877)	5,123	10,000

SEWER REPORT FROM CHIEF SEWER OPERATOR:

Earlier today the Sewer Committee (Colleen Meeder, Isaac Gratto, Jay Irwin, Melanie, Ken Knutsen and Matt Zarbo) met to discuss the scope of the sewer project. (Details are recorded in the mayor’s address). The next step in the project are the WIIA grants which are awarded in the second week of December.

WATER AND STREETS REPORTS FROM DPW SUPERINTENDENT:

At the June 5th, 2019 Board Meeting it was recorded that Klondyke, Willard, First, and Edmunds Streets were estimated to cost \$110,000 with a minimum of 3” of binder and 1” of F7 top. To-date the project has cost \$93,478.03 and this includes the additional stormwater DI pipes that weren’t originally budgeted in the \$110,000. The First Street topcoat will be done in the spring, completing the project. The First Street Water Project is currently in the survey phase. Another leaf pick-up will be scheduled before Christmas, depending on the weather.

FINANCIAL REPORT FROM CLERK-TREASURER:

General Checking Account: Balance (12/04/2019) is \$18,012.57 & book balance \$-62,520.85
Special Bank Account: Balance (12/04/2019) is \$13,250.00 & book balance \$2,500.00
CD Account: Balance (12/04/2019) is A\$150,065.03, B\$65,125.84
CD Transfer: \$65,000 to General Checking Account
Unpaid Taxes: N/A
Account adjustments: N/A

RES 2019-12-04.2: VOUCHER

Motion to approve Voucher #7 for \$102,688.81 as presented for November 2019, of which \$10,750 is from the NYS Special Fund.
Moved by Trustee Higginbotham Seconded by Trustee Ayers
Ayes: 5 Nays: 0 Carried

RES 2019-12-04.3: CD TRANSFER

Motion to move \$65,160.16 from the CD (B) to the General Checking Account.
Moved by Trustee Ayers Seconded by Trustee Gratto
Ayes: 5 Nays: 0 Carried

CEO Dave Heckman approved the building permit / commercial remodel permit fee of \$40 for Graham’s Market to move an inside wall.

RES 2019-12-04.4: GRAHAM’S MARKET, LLC – Building Permit Adjustment

Motion to approve a \$0 permit fee for permit #19-31, for the commercial remodel building permit for Graham’s Market, LLC.
Moved by Trustee Higginbotham Seconded by Trustee Gratto
Ayes: 5 Nays: 0 Carried

OLD BUSINESS:

TAX FORECLOSED PROPERTY

The outstanding Water & Sewer account (Account #193) for \$359.88 has been paid in full.

Motion to move into executive session for a personnel matter and contracts at 8:30pm.

Moved by Trustee Higginbotham Seconded by Trustee Gratto

Ayes: 5 Nays: 0 Carried

Motion to exit executive session and adjourn the meeting at 9:40 p.m.

Moved by Trustee Gratto Seconded by Trustee Ayers

Ayes: 5 Nays: 0 Carried

Respectfully submitted

Jeanette Ramm

Clerk-Treasurer

Notes:

Planning Board

Mon, Dec 9th, 4pm, Village Office

Comprehensive Plan Steering Committee

Mon, Dec 9th, 6pm, Fire Hall (upper room)

Regular Board Meeting

Wed, Jan 8th, 6pm, Village Office

January Meeting Items:

2018-2019 FY Audit by Financial Committee