

**VILLAGE OF SHERMAN**  
**MINUTES OF THE REGULAR BOARD and MUNICIPAL ZONING BOARD,**  
**PUBLIC HEARING – USDA RD LOADER & TRUCK LOAN APPLICATION**  
**PUBLIC HEARING – CDBG APPLICATIONS**  
**PUBLIC HEARING – 2020-2021 BUDGET**  
**Wednesday, April 15<sup>th</sup>, 2020**

**Due to the COVID-19 pandemic and NYS Executive Order #202.1 the meeting was held remotely by videoconference. Mayor Meeder welcomed everyone and opened the meeting at 6:05pm 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, Matt Zarbo (Barton & Loguidice), Gary Emory, Jennifer TeWinkle and the press were in attendance.**

Mayor Meeder confirmed that everyone could see the slide presentation and informed everyone that if any member of the public had difficulty asking a question or trying to speak through Zoom, they could phone the office directly on (716) 761-6781. She informed everyone that there would be opportunity to ask questions after each public hearing, and again at the end of the meeting.

**RES 2020-04-15.1:**

Motion to accept the previous minutes of the Regular Board Meeting and the meeting of the Municipal Zoning Board held March 4<sup>th</sup>, 2020.

Moved by Trustee Gratto                      Seconded by Trustee Higginbotham

Ayes: 5      Nays: 0      Carried

Motion of suspend the Regular Board Meeting and move into the Public Hearings.

Moved by Trustee Ayers                      Seconded by Trustee Sanders

Ayes: 5      Nays: 0      Carried

**PUBLIC HEARINGS**

**HOME OCCUPATION AND SPECIAL USE PERMIT**

Tanya Beatman is wanting to put a 16 x 24 inch shed (on skids i.e. not permanently) on her property at 108 Hayes Street. This was discussed at our previous board meeting. There is no variance required but it will require a special use permit. Code Enforcement Officer, Greg Gormley, found nothing in conflict with our village ordinances or regulations, and the placement itself is not too close to the corner so the location will not cause a problem. Since Mrs. Beatman is in a residential district, she also needs a Home Occupation Permit to run her business. Everything she is requesting is permitted under the residential (R1) regulations under Local Law 01-2009 sections 401 and 605. As long as she complies with these regulations there should be no issues with her request. Mayor Meeder clarified that Mrs. Beatman is not applying for a variance. No-one had any questions or concerns.

**USDA RD LOAN APPLICATION FOR STREETS EQUIPMENT**

This project includes a 2020 Case Loader with 60” forks and a 2020 F350 Truck with a snowplow and stainless-steel dump body. The total cost for this project, including administrative fees (bonding, attorney’s fees, etc.) will be \$228,029. We are required to put 5% down (\$12,000) and could receive a grant of anything between \$30,000 and \$50,000. We plan to sell the 2014 F350 truck and the 2015 loader. This gives us a project total of either \$136,029 or \$156,029 with a 15 year note at 2.75%

interest. This is the highest possible interest rate and was offered before the pandemic. With dropping interest rates, we expect to close within the next year at a much lower rate. This public hearing is to inform residents of what we are applying for. In the future we will have another public hearing about the specifics of the bond we would be taking out.

Our previous USDA Rural Development loan (11/5/2015) for the current loader was \$100,000 for 15 years at 3.25%. The truck was also purchased at that time, it was not included in the loan but paid directly from the General Fund. Thomas Becker (USDA) recommends we apply for a loan for both the new loader and truck, which will better align us for the full \$50,000 grant. We plan on rotating the loader out ever 3-5 years to ensure it is always under warranty as it is a valuable piece of equipment. We also plan to make one more payment on the current loader loan before this new project.

Currently the Village of Sherman has a total debt of \$357,300 for all the funds. This is made up of the \$300,000 sewer BAN and \$57,300 general fund debt for the current loader which we plan to sell as part of the street's equipment project. This would leave only the new loader and truck as a general fund debt from the USDA RD.

**NYS CFA - CONSOLIDATED FUNDING APPLICATIONS:**

**CDBG PULIC INFRASTRUCTURE GRANT**

This is a co-funding grant for our \$6,200,000 Wastewater Treatment Plant and Sanitary Sewer Infrastructure Improvement project. The grant is through NYS CFA (Consolidated Funding Application). It is due in mid-July, awarded in December 2020 and available for the 2021 year. This funding must be used for construction within a two-year period i.e. 2021 and 2022. We didn't apply sooner as we are still in the engineering phase. This co-funding grant is part of the NYS Department of Homes and Community Renewal, under CDBG (Community Development Block Grant) for up to \$1,000,000, which will be used toward our \$6,200,000 WWTP project. Matt Zarbo from Barton & Loguidice responded to some questions about the risks in these uncertain times, reassuring everyone that our WWTP and sanitary sewer infrastructure improvements are essential and would continue.

Our present grants can be summarized as follows:

USDA RD	\$ 2,265,000	36.6%
WIIA	\$ 980,500	15.8% (25% of 'net cost')
<b>Total</b>	<b>\$ 3,245,500</b>	<b>52.4% already committed</b>
With the CDBG \$ 1,000,000 grant:		
USDA RD	\$ 2,265,000	36.6%
CDBG	\$ 1,000,000	16.2%
WIIA	\$ 730,500	11.8% (25% of 'net cost')
<b>Total</b>	<b>\$ 3,995,500</b>	<b>64.6% if CDBG is awarded</b>
Project Budget =	\$6,187,000	
Local Cost/Loan =	\$2,192,000	(over 38 years)
Loan with USDA RD at	2.125%	(OR LOWER, only determined at time of closing)
<b>Total estimated cost/user</b>	<b>\$ 782</b>	<b>average annual cost for sewer base and usage/user</b>

Mayor Meeder said that in order to reach the average sewer annual cost of \$782 per user there would be an increase to the sewer base charge of \$5 this year, a \$4 increase in 2021, and a \$4 increase in

2022. More details about this will be discussed later in the meeting. Mayor Meeder opened the floor to questions about the CDBG grant application.

### **CDBG COMMUNITY PLANNING GRANT**

The CDBG Community Planning Grant is funded through NYS Consolidated Funding Application (CFA). We plan to apply in July 2020, the award will be made in December 2020, and funds would be received in January 2021 if the grant is awarded. This grant will be used to evaluate the four municipally owned properties on Main Street:

- 130 W Main St (Old Ford Garage)
- 129 W Main St (Miss Laura's)
- 123 W Main St (Classy Clippers & Food Pantry)
- 121 W Main St (Vacant Building)

The grant would cover surveys of the condition of each building; preliminary engineering and architectural plans; as well as complete phase two of the environmental survey (possible contaminants in the lower drain and the underground gas tanks) of 130 West Main Street. The grant will help determine the best use of the buildings and get us shovel ready for future grants. CDBG grants of up to \$300,000 or Local Government Efficiency (LGE) grants of up to \$200,000 (with a 10% match) become available after the studies are complete. This CDBG (Community Development Block Grant) is a NYS Department of Homes and Community Renewal Grant for \$50,000 with a Village match of 5% (\$2,500). A total grant amount of \$52,500. The good thing about the CDBG study grants is that when you do the project, the Village match becomes part of the project. This is a huge investment into the Village with very little risk. The mayor added that when we discuss the budget, we will see the Village match for the sewer project's study (2018) being paid back to the general fund. During the open discussion Mr. Zarbo said that the grant will be used to determine if the buildings are safe, what rehabilitation is required and what the community would like the buildings to be used as.

### **NYMS-TA (New York Main Street – Technical Assistance Grant)**

We plan to apply for a Technical Assistance (*Community Planning*) Grant through NYS- CFA which is part of the NYS Department of Home and Community Renewal, but with a different funding source. This grant is funded through the NYMS Program. NYMS has different programs, and we are applying for the Main Street Technical Assistance Grant (NYMS-TA) which is essentially a community planning grant. This grant would help us look at all the other buildings along Main Street i.e. the non-municipally owned buildings. The NYMS-TA grant is a \$20,000 grant with a 5% (\$1,053) Village match. Effectively for \$3,550 we can get \$73,253 to evaluate and study our entire Main Street and where we want to go with it as a community. Mr. Zarbo added that NYMS grants are for good public-private relationships by enabling the municipality to assist private entities with grants for rehabilitation and restoration.

Building Reuse and Feasibility Study would include:

- Provide property owners with resources to make informed decisions
- Historic & architectural analysis
- Building condition assessment
- Building code analysis
- Structural engineering study
- Proposed uses and opportunities for upper story apartments
- Plan drawings

- Green technologies (energy efficiency)
- Cost estimates and Funding Strategies

Design Guidelines:

- Preserving downtown architecture
- Educational tools and technical assistance
- Practical recommendations for renovating downtown

Shovel ready for future CDBG & NYMS Grants

- Downtown Stabilization Project
- Downtown Anchor Project
- Target Area Building Renovation Project

The application for the NYMS-TA grant is due in July 2020, awarded in December 2020 and made available in January 2021 if awarded. This is a \$20,000 grant with a 5% Village match of \$1,053 making it a total project grant of \$21,053. This study is directly in line with our comprehensive plan. It must be community driven and support what the community wants. We also intend to apply for the GIGP (Green Innovation Grant Program) to complete the Main Street improvements that are determined through this grant. The Comprehensive Plan, Community Visioning Workshops and Steering Committees will help determine what the community wants our Main Street to look like. The mayor allowed time for questions. Mr. Zarbo confirmed that the NYMS-TA grant and CDBG Planning Grant work together with the GIGP grant.

**2020-2021 BUDGET**

The mayor went through each item of the Sewer Fund, Water Fund and General Fund using a visual presentation. Each line item showed the 2019 final cost, 2020 budget and projected total, and the 2021 budget amount. Mayor Meeder highlighted that after the purchase of stainless-steel manhole covers, our collection costs are minimal. She also highlighted the “sewer reserve” amount which is in preparation for our coming sewer debt.

During discussion about the General Fund, the mayor explained the 2021 revenue budget amount of \$207,792 for property tax includes a 1% increase over last year. She explained that the revenue from village refuse bags was very low since we had waived the cost to residents during the pandemic. We also expect our refuse costs to increase as residents take advantage of the free service, but it is a good sacrifice and helps residents stay indoors at this time. Mayor Meeder explained that the new item “rental of real property” is to offset the costs of the donated properties. She explained that the “sale of equipment” and “Federal Aid” are the sale of the loader and truck, and the grant and loan to replace them. The last revenue item in the general fund is \$16,000 which is the water fund contributing money to the general fund for the use of streets equipment.

Under the general fund expenses, it was noted that the item “taxes on municipal property” is a new line item for Edmund’s Park and the four donated properties. The food pantry as it is non-profit and will be removed from next year’s taxable properties, but the businesses will remain taxable. The code enforcement budget has increased since we still need fire inspections and other building inspections to be carried out, as well as the Covid-19’s added responsibilities for CEOs. The mayor explained that the “public safety” items (which are only for 2020) were simply to separate out the cost of the Farmer’s Mill cleanup. It was not an added expense, but a reallocation of time of personnel. The “streets machinery capital” budget for the new loader and truck is expensed in total at the time of purchase because we are a municipal agency. The museum is a Village asset, although it is managed very well by the Historical Society, we are responsible for maintaining the property (i.e. mowing).



## **REGULAR BOARD MEETING**

### **WATER AND STREETS REPORTS FROM SUPERINTENDENT**

Mr. Crane was not in attendance due to the snow. Mayor Meeder reported that once things dry up work would resume on First Street. Mr. Crane has been working on two water leaks and is preparing to work on Miller Street, but this project is bigger than we planned for this year.

### **SEWER REPORT FROM CHIEF SEWER OPERATOR**

Mr. Irwin said the guys have been working on basic operations and helping with streets and water projects as needed. The sewer project is waiting for information before they can continue with the engineering.

### **MAYORAL ADDRESS**

**The Tree Committee** is trying to set up its next meeting via Zoom. Mary Swanson, Jennifer TeWinkle, Susan Wolfe, Georgianne Peck, Anne Kolesar, Jim Mayshark and Garrett Spitzer are building momentum, and we are always looking for more volunteers.

**The Planning Board** did not manage to meet last month but plans to have a Zoom meeting in May.

**The Steering Committee** will also hold a Zoom meeting in May. The mayor added that Rose Crane is dependable and doing a great job keeping everyone informed and gathering the committee members' input, which is why she appointed Rose as chairperson.

**The Trail Committee** has not had their second meeting yet, but Greg Gormley has put a list together of all the properties that will run along the trail between Sherman and Clymer. Mayor Meeder has spoken to Patrick Johnson from Rails to Trails and our next step will be with the County to determine any existing right-of-way or easements due to the railway, which would save a lot of work dealing with homeowners. We will also be looking at multiple grant opportunities, for example, CFA and Local Government Efficiencies.

**Triple E Manufacturing** has reduced their staff during this time but is still operating and making masks. Mayor Meeder wanted to thank them for their generous donation of masks to the Village employees.

**Graham's Market** is set to open on May 8<sup>th</sup>, 2020 but is still waiting for the inspection by Ag & Markets. Recently Mark Graham found out that the inspectors have not been released to go to locations unless it is an emergency. The inspector is trying to find a way to expedite the inspection as he knows how important this is to our community. Village bags will be sold at Graham's Market so residents can pick them up conveniently while shopping for groceries.

The mayor reported that quite a few residents had expressed appreciation for the "free refuse pickup" during the Covid-19 shutdown, and both the business owners whose rent we waived during this unprecedented time were incredibly grateful.

The mayor informed everyone about the three proposed local laws which will be discussed in detail at our next meeting and can be found on the website. No one chose to comment or ask questions during the opportunity for public participation.

**FINANCIAL REPORT FROM CLERK-TREASURER**

General Checking Account: Balance (4/15/2020) is \$90,678.74 & book balance \$68,154.65  
NYS Fund Bank Account: Balance (04/15/2020) is \$5,040.00 & book balance \$0.00  
Sewer Project Bank Account: Balance (04/15/2020) is \$266,684.52 & book balance \$242,749.52  
CD Account: Balance (02/05/2020) is A\$150,065.03, B\$0  
CD Transfer: N/A  
Unpaid Taxes N/A  
Account Adjustments: N/A

**RES 2020-04-15.5: VOUCHER**

Motion to approve Voucher #11 for \$83,405.93 as presented for March 2020, of which \$12,048.93 is for regular operations, \$5040 is from the NYS Special Fund, \$35,953 is from the Sewer Project Fund and \$3,191 is from the Water Project Acct.

Moved by Trustee Ayers Seconded by Trustee Sanders

Ayes: 5 Nays: 0 Carried

**RES 2020-04-15.6: MAYOR’S EXECUTIVE DECISIONS**

Motion to accept into the record the Mayor’s executive decision to:

- waive the W&S penalties for the months of March and May 2020.
- remove the “Village Bag” requirement for refuse pick-up, through Tuesday, May 12<sup>th</sup>, (*to resume normal pick-up Tuesday, May 19<sup>th</sup>*).
- excuse the rental charge on 129 and 123 West Main St for the months of April and May 2020 (*closed due to Covid-19 as they are deemed non-essential services*).

Moved by Trustee Higginbotham Seconded by Trustee Ayers

Ayes: 5 Nays: 0 Carried

**RES 2020-04-15.7 2020-2021 BUDGET**

Motion to approve the 2020-21 Budget for the Village of Sherman in the amount of \$1,164,672, with a tax levy of \$207,792, a levy increase of 1%.

Moved by Trustee Gratto Seconded by Trustee Ayers

Ayes: 5 Nays: 0 Carried

**RES 2020-04-15.8 WAGES**

Motion to except the payroll schedule for the Village employees' hourly wages, beginning the first full pay period in FY 2021, Monday, June 1<sup>st</sup>, 2020, as follows:

- Streets & Water Superintendent \$26.85
- Chief Operator \$25.75
- Clerk-Treasurer \$21.50
- Utility Workers \$15.45
- Enforcement Officer \$15.00
- Building Inspector \$15.75
- (Primary) Crossing Guard \$17.00

Moved by Trustee Gratto Seconded by Trustee Ayers

Ayes: 5 Nays: 0 Carried



**RES 2020-04-15.16 NYS HCR / MAIN STREET GRANT APPLICATION**

Motion to approve the application through the CFA (Consolidated Funding Application) to the NYS Department of Homes and Community Renewal for a New York Main Street for a Technical Assistance grant in the amount of \$20,000, with a 5% Village match in the amount of \$1,053, (total project \$21,053); and to approve and authorize the mayor to sign all related documents and contractual agreements.

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

**RES 2020-04-15.17 PUBLIC HEARING 5-6-2020**

Motion to schedule a public hearing on May 6<sup>th</sup>, 2020, at 6pm, by online conference for the purpose of reviewing the proposed 2020 Local Laws; followed by the Annual Re-Organizational Meeting and Regular Meeting of the Board of Trustees and Municipal Zoning Board.

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

**NEW BUSINESS**

The Village is proposing two new local laws, in concert with the Town of Sherman and NYCOM recommendations. **Local Law 1-2020** to opt out of the tax exemptions provided by Section 487 of the Real Property Tax Law and **Local Law 2-2020** to regulate telecommunications facilities and small wireless facilities. The Village is also proposing **Local Law 3-2020** which will amend Water and Sewer Rents Laws to include the following increases to the sewer base charge as follows:

- 6/1/2020 increase \$5/month base charge
- 6/1/2021 increase \$4/month base charge
- 6/1/2022 increase \$4/month base charge

These three proposed local laws will be discussed in detail during a public hearing at next month's board meeting.

**Motion to adjourn the meeting at 8:24p.m.**

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

Respectfully submitted,  
Jeanette Ramm  
Clerk- Treasurer