

MINUTES OF THE WORK SESSION MEETING OF THE VILLAGE OF DEPOSIT  
BOARD OF TRUSTEES HELD ON FEBRUARY 24, 2004 AT 7:00 P.M. AT THE  
VILLAGE HALL

Present: President Ron Hayes, Trustees, Smith, Maasch, Edwards, and Place, Public Works Administrator (PWA) Hubbard, Clerk Treasurer (CT) Meg Hungerford, Officer In Charge (OIC) Ladd Dawson, Codes Officer Barry Conklin, Tony Smith, Sharon Wright, Pat Brown.

President Hayes called the meeting to order at 7:10 p.m.. He indicated that the meeting was preceded by an employee meeting regarding a possible change in the health insurance plan offered by the village. The clerk-treasurer will report on this at the next meeting.

**STREETS**

PWA Hubbard reported that he had reviewed the garage bids and also spoken with several trustees. He recommended that the village award the bid to Proffitt's garage, the low bidder.

**MOTION #480/03-04**

Motion made by Trustee Edwards, seconded by Trustee Maasch to award the bid for work on village DPW vehicles to Proffitt's garage for a term of 90 days to be renewed at the option of both parties at the end of that term. Motion unanimously carried.

PWA Hubbard indicated that Moody is working on the check valve for well house #2.

**SEWER**

PWA Hubbard reported that there will be a status meeting with Stearns & Wheler in regards to the sewer plant engineering at 3:00 p.m. on February 28<sup>th</sup>.

**CODE ENFORCEMENT**

Codes Officer Barry Conklin reported that he is working with the 3 major construction sites. There are issues with the insulation installation at the fire hall and he is working Joe McDonald. The Chinese restaurant and the day care center are both moving along. He also spoke to Bill Stewart from the State Codes Office regarding the boards decision for public assembly fire inspections. Mr. Stewart expressed concern that the village would be opening itself up to liability and suggested we review the situation with our attorney.

Sharon Wright expressed concerns regarding the parking on Church Street.

Codes Officer Conklin also indicated that he is working with the Attorney on the Junk Car Law, and starting multi-family dwelling fire inspections. He also indicated that he denied a certificate of occupancy for 2 Oak Street, as he believes it is currently zoned institutional.

**MOTION #482/03-04**

Motion made by Trustee Maasch, seconded by Trustee Edwards to approve the February code enforcement report. Motion unanimously carried.

PWA Hubbard indicated that there is lots of trash left at 15 Monument Street. He contacted local garbage haulers to get quotes for removal. The only response received was from Harry Warner at a cost of \$3500.00. The Village is also incurring costs related to the removal of cats from the property.

**MOTION #483/03-04**

Motion made by Trustee Smith, seconded by Trustee Place to approve Harry Warner to remove garbage from 15 Monument Street at a cost of \$3500. Motion unanimously carried.

President Hayes indicated that the Village can sell the property through whatever means it chooses, but an auction will be the most likely.

CT Hungerford indicated that Attorney Schaeve had been unable to obtain a signed stipulation agreement from Delaware County DA, Richard Spinney's office, and requested approval to forward the agreement to the Delaware County Treasurer's Office at their request.

**MOTION #484/03-04**

Motion made by Trustee Smith, seconded by Trustee Edwards to approve CT Hungerford to forward the proposed stipulation agreement for 15 Monument Street to the Delaware County Treasurer's Office. Motion unanimously carried.

**POLICE**

**MOTION #485/03-04**

Motion made by Trustee Smith, seconded by Trustee Maasch to hire John Demoe as a part time officer, at \$9.00/hr, and send him to the police academy. He will be covering all costs for the academy. Motion unanimously carried.

Trustee Edwards inquired if we get village applicants for the police department and if they are interviewed. OIC Dawson indicated that we had one village candidate, but that candidate never got back to us, and another village candidate applied more recently who has not yet been interviewed or contacted.

**MOTION #486/03-04**

Motion made by Trustee Smith and seconded by Trustee Place to approve 2 new hires, Moyer and DeMeo to attend the Otsego County Law Enforcement Academy class for pepper spray and baton. There will be no cost to the village for time or class. Motion unanimously carried.

OIC Dawson indicated that he had obtained two quotes for a surveillance system, which would be purchased under the Libous equipment grant. One quote from Century Alarm \$5,150, and the other from Neotech in the amount of \$4,833.53.

**MOTION #487/03-04**

Motion made by Trustee Smith, seconded by Trustee Place to approve the purchase of the four surveillance camera system from Neo Tech. Motion unanimously carried.

OIC Dawson informed those present that he had received the official award letter that the village pd will be receiving a \$10,000 line item grant.

Discussion took place regarding citizen complaints about parking dogs, and the pd procedures for response to these complaints.

**FINANCE**

CT Hungerford indicated that she had contacted Computel Consultants regarding the amount of work required by village employees in order to participate in the NYSEG billing review. The amount of village time involved is minimal and CT Hungerford requested approval to sign necessary agreements with Computel.

**MOTION #488/03-04**

Motion made by Trustee Smith, seconded by Trustee Place to approve CT Hungerford to enter into an agreement with Computel Consultants to try to review NYSEG billing rates. Motion unanimously carried.

PWA Hubbard asked that the board review and revise the procurement policy as he felt the requirement that all purchases in excess of \$100.00 be pre-approved by the village board was too strict.

**MOTION #489/03-04**

Motion made by Trustee Smith, seconded by Trustee Edwards to revise the Village of Deposit procurement policy to indicate that purchases in excess of \$500.00 be pre-approved by the Village Board. Motion unanimously carried.

The board also requested that CT Hungerford and PWA Hubbard bring a recommendation to the board regarding revisions for quotes required by the procurement policy.

**MOTION #490/03-04**

Motion made by Trustee Smith, seconded by Trustee Edwards to approve the attached bond resolution in the amount of \$50,000 to be awarded to Chase Bank, the low quote. Motion unanimously carried. (see attached)

**MOTION #491/03-04**

Motion made by Trustee Place, seconded by Trustee Smith to approve attached resolution regarding publication of the forgoing bond resolution. Motion unanimously carried. (see attached)

**MOTION #492/03-04**

Motion made by Trustee Smith, seconded by Trustee Place to approve Rotella pay request in the amount of \$78,971.22 Motion unanimously carried.

CT Hungerford that the official copies of previously approved change orders numbers 9 and 10 had been received.

CT Hungerford requested board approval obtaining the remaining income surveys for the 2004 Small Cities Grant application. These need to be obtained as soon as possible.

**MOTION #493/03-04**

Motion made by Trustee Edwards, seconded by Trustee Maasch to schedule the public hearing on the Defense and Indemnification Local Law for March 23<sup>rd</sup> at 7:30 p.m, at the village hall. Motion unanimously carried.

**MOTION #494/03-04**

Motion made by Trustee Smith, seconded by Trustee Edwards approving the President's signature on the Environmental Assessment Form (EAF) for 2 Oak Street. Motion unanimously carried.

**MOTION #495/03-04**

Motion made by Trustee Smith, seconded by Trustee Edwards to schedule the public hearing regarding the rezoning of 2 Oak Street for March 23, 2004 at 7:00 p.m. at the village hall. Motion unanimously carried.

**MOTION #496/03-04**

Motion made by Trustee Edwards, seconded by Trustee Maasch to approve the attach resolution declaring that the Village intends to be the lead agency for the SEQR process in regard to 2 Oak Street. (see attached resolution) Motion unanimously carried.  
Roll call vote: Smith: aye, Place: aye, Maasch: aye, Edwards: aye.

**MOTION #497/03-04**

Motion made by Trustee Edwards, seconded by Trustee Maasch approving CT Hungerford to pay all 2/29/04 year end bills, and present to Village Board for approval at 3/9/04 meeting. Motion unanimously carried.

**MOTION #498/03-04**

Motion made by Trustee Smith, seconded by Trustee Edwards to approve payment of pay request #1 from Stearns and Wheler and Allardice and Associates in regarding to the sewer plant consent order and engineering. Motion unanimously carried.

President Hayes announced the grievance day will be March 5, 2004 at the village hall.

**MOTION #499/03-04**

Motion made by Trustee Maasch, seconded by Trustee Place to approve the records destruction list presented by CT Hungerford. Motion unanimously carried.

CT Hungerford will get a quote for shredding.

OIC Dawson requested that the \$650 charge for installing the surveillance camera's come from the 2003-2004 pd equipment budget. The board agreed.

**MOTION #500/03-04**

Motion made by Trustee Smith, seconded by Trustee Place to enter into and out of executive session. Motion unanimously carried.

The meeting adjourned at 9:00 p.m.

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Meg Hungerford  
Clerk Treasurer