

Board of Trustees
October 23, 2017
6:30 p.m.
AGENDA

Call to Order

Comments from the public

Public Hearings: **none**

Review of Minutes: September 25, 2017 regular meeting

Zoning Official Report (attached)

Permits:

1. 4C's – Santa Parade – November 24, 2017
2. American Fireworks – fireworks display for wedding – November 18, 2017
3. American Fireworks – fireworks display for wedding – December 2, 2017
4. Catskill Area Hospice – Cooperstown Tree of Life – Front Lawn (reception inside) – December 3, 2017
5. Cooperstown Lions Club – Winter Carnival – 1/19/18 – 2/12/18 (includes set up/take down)
6. Cooperstown Chamber of Commerce – Cooptoberfest 2018 – 10/6/18 – Save the Date

Public Safety Committee:

Police Committee (minutes attached)

Fire Committee (no meeting this month)

Other Committee Reports:

Doubleday Advisory Committee (committee report attached)

Streets Committee (committee report attached)

Buildings Committee (committee report attached)

Treasurer's Report (attached)

Finance and Personnel Committee:

Finance

1. LOSAP items:
 - i. RBC Wealth Management statement - September, 2017

- ii. RBC Wealth Management Portfolio Review, period ending 9/17
- iii. Review and approve Penflex Service Fee Agreement including preparation of Finance Disclosures for NYS LOSAP Audit Package and GASB 73 Package
2. Sales Tax – August 2017 - pending
3. Review and approve Edmunds and Associates 2018 Software Maintenance Invoice – half paid 2017-18 and second half paid in 2018-19 budget – total invoice - \$14,655
4. Authorize renewal of Retiree health insurance plan with CD-PHP – 3% increase for 2018 (same benefits)
5. Authorize Treasurer to apply to Community Bank for credit cards for use by Departments - \$3,000 credit limit each (Administrator, DPW, Treasurer)

Donations:

1. Friends of the Park - \$5,000 for Fairy Spring Retaining Wall – authorize transfer to Parks Reserve
2. Accept Donation from Jim Florczak of \$5,000 for new flagpole – increase A 2705 (General Fund Revenue) and A 5112-200 (General Fund Appropriations – Streets Permanent Improvement – Equipment) – budget modification

Doubleday:

1. Otsego County IDA contribution - \$15,250 for Doubleday Field Planning Project – Increase A2705 (General Fund Revenue) and A7140-440 (General Fund Appropriations - Doubleday Field Contract – Professional Services) – budget modification
2. Approve purchase of EV charging station and proposal items per attached proposal submitted by Lilypad EV, LLC

Buildings:

1. Authorize proposal of A. Treffeisen & Son to repair leaks found in pipe while installing boiler at a cost not to exceed \$3,849.00
2. Authorize Service Agreement renewal with Postler & Jaeckle Group for boiler maintenance – 22 Main Street - \$3,000
3. Proposed Fee Schedule for Events in 22 Main Street Ballroom
4. Authorize approval for Kaps Krew Invoice for electrical wiring for the AV/Lighting Project in the ballroom
5. Authorize going to bid for library window project and gutter project

Streets/Water/Sewer:

1. Review and approve payment to G. DeVincentis & Son Construction – Pioneer Street Reconstruction Project – Pay Application No. 1 – total \$202,378.50

Parks:

1. Authorize going to bid for replacement of west Village dock

2. Authorize transfer of \$2840.57 from A5112-440 to A7110-460 – parks paving/sealing

Personnel

1. Training and Conference Requests:
 - a. Seminar for Local Officials – NYS Comptroller's Office – Training – Cynthia Miller – December 13, 2017 – Troy, NY
 - b. Building your EMS Leadership Skills – J. Alessi, S. Clancy, R. Satriano – November 18, 2017 – Speculator, NY
2. Overtime Report – PR# 98
3. Hours of Leave Report –September 2017 (through payroll # 97)

Finance

1. Abstracts & Transfers

Administrator's Report:

1. Induction Planning meetings start October 25 – State Police Headquarters in Oneonta – Mitch, Mike and myself will attend
2. Attended Natural Disaster Awareness for Community Leaders – on October 18 sponsored by NYS Homeland Security and Emergency Services
3. Participated in Webinar for a public safety, hazardous weather notification, community events/public meetings system (Nixle) – Cindy, Mitch, Mike participated
4. Wastewater Treatment Plant Operator – have worked with Steve Grimm – NY Rural Water Association to revise job description and provide to Otsego County for approval to advertise

Watershed Supervisory Committee (no report)

Economic Development and Sustainability Committee (minutes attached)

Board Reports:

Parks Board (minutes attached)

Water and Sewer Board (minutes attached)

New Business:

Upcoming Meetings:

Next Regular Board of Trustee meeting – November 27, 2017 at 6:30 p.m.