

**SPECIAL MEETING
VILLAGE OF CANDOR BOARD OF TRUSTEES
138 MAIN STREET, CANDOR, NY
OCTOBER 22, 2013**

Call to Order

The special meeting of the Village of Candor Board of Trustees began at 6:30 pm with the pledge of allegiance and was called to order by the Honorable Mayor Eric Halstead on October 22, 2013 at the Village Hall, 138 Main Street, Candor, NY.

Those in attendance included Mayor Eric Halstead; Board Trustees Chris Brown, Gary Consalvi, Connie Naughton; Clerk Betsy Lipka and Deputy Clerk Lynne Roberts. Absent from the meeting were Board Trustee Nancy King due to a previous commitment and DPW Supervisor Eric Lang due to work being completed on the water meters at Crimson Court.

Guest in attendance was Jason Bellis to talk about water projects for the next five-to-ten years.

Jason Bellis Highlights

- ü Our system has some definite deficiencies and areas of need.
- ü Area of most concern is outside the Village Hall on Main Street; this should be the first area to be upgraded/maintained. This will also be the most expensive area to repair.
- ü Most important focus to start with is to know how much water each well produces from the main meters
- ü Second focus is to assure that all water customers have an accurate/reliable meter.
- ü Assure meters (well mains and customer units) are properly calibrated if there's a problem; more water coming out of the ground than is being read from the meters.
- ü Keep water waste to a minimum.
- ü Choice is to do a big project now or work on a few smaller projects now (like new meters), get a handle on our budget, and do some master planning (five- and ten-year projects) for large capital improvement projects.
- ü We would start in year three to do our five-year project.
 - o Plan our budget for what services we'll need for the project (engineering, survey, etc.).
 - o Update our preliminary engineering report.
 - o Submit the report.
 - o Consider applying for an EFC grant to assist with funding.
- ü Our Village is in better shape than a lot of other hardship villages.
 - o We're a ground-water system.
 - o Our ground-water treatment meets all the current guidelines.
 - o We've already had a preliminary engineering report done.
- ü Department of Transportation projects out of the residencies are maintenance only. They will let Jason know of any significant upcoming projects. DOT does not want any utilities within their pavement areas; they want them removed (i.e., our water mains from wells to customers).
- ü We should consider look at our water rates and consider a rate adjustment. Make plans for a scheduled adjustment to assist with future planning.
- ü Drinking water is a very competitive market these days.
- ü Get a temporary Water Operator to help installing new meters.
- ü He will email a recent announcement from Governor Cuomo regarding water infrastructure.

New Water Meters – There is enough in our capital fund account to purchase 15 meters every two months; meters are approximately \$150 each. We need to hire a temporary Water Operator to assist with installation.

A motion was made by Trustee Brown, seconded by Trustee Consalvi, to hire Lonny Seeley as the temporary Water Operator to assist with installation of new water meters, for 16 hours per week at a salary of \$8.00/hour; to start as soon as possible (no later than November 1) through December 31, 2013. His salary will be charged against account F8340.4/Transmission & Distribution-Contractual. A vote was taken; Mayor Halstead and Trustees Brown, Consalvi, and Naughton voted aye. The motion was approved and carried.

Meeting Items Tabled From October 15

Christmas Lights – There are 14 lights to be hung but only 11 spots where lights can be put. We have additional hangers but cannot tell what needs to be fixed (timers, hangers, wiring, etc.) until you are up at the pole.

Bub Hover's quote for electrical work is \$15/hour for labor and \$20/hour for the bucket truck. A motion was made by Trustee Brown, seconded by Trustee Consalvi, to approve hiring Bub Hover to repairs on our Christmas lighting, per his quote, not to exceed 20 hours (\$700.00 total for labor and bucket truck combined) and \$300.00 for materials required for repairs. A vote was taken; Mayor Halstead and Trustees Brown, Consalvi, and Naughton voted aye. The motion was approved and carried.

NYCOM Utility Savings Audit – Computel Consultants already did a study in 2011. The Village is not eligible for another study until 2017.

Unified Court System – We are required to do an audit on the Village Court Justice books. Court Clerk Lynn Craig is doing the paperwork to be submitted for the November 5 Board meeting. Deputy Clerk Roberts will audit the paperwork provide a copy to the NYS Unified Court System.

Sidewalk Repair – Mayor Halstead reported last meeting that they were working on them. George Thomas contacted Eric Lang and they will be working on them this week and next.

Budget Transfer – A motion was made by Trustee Naughton, seconded by Trustee Brown, to approve budget transfer of 2012-13 FEMA monies into 2013-14 budget for use in repairing and painting the Coal Barn as presented. A vote was taken; Mayor Halstead and Trustees Brown, Consalvi, and Naughton voted aye. The motion was approved and carried.

Williamson Software User Group Workshop – There are four sessions offered by Williamson to become more proficient with their accounting software. Clerk Lipka and Deputy Clerk Roberts would benefit from this workshop; the office would have to be closed for them to attend.

A motion was made by Trustee Brown, seconded by Trustee Consalvi, to approve close the office on Tuesday, November 19, to allow the Clerk and Deputy Clerk to attend Williams Software User Group training in Whitesboro, NY; as well, the training is free and we will pay reimbursement of mileage to and from training. A vote was taken; Mayor Halstead and Trustees Brown, Consalvi, and Naughton voted aye. The motion was approved and carried.

Web Site – David Sersen will be in the office tomorrow (October 23) to see the errors on the web site and resolve them. Trustee Brown and Frank Naughton will try to be here at that time.

Adjournment

A motion was made by Trustee Consalvi to adjourn. There being no further business, Mayor Halstead adjourned the meeting at 7:33 pm.

Respectfully submitted,

Lynne D. Roberts
Deputy Clerk/Treasurer