

**SPECIAL MEETING**  
**VILLAGE OF CANDOR BOARD OF TRUSTEES**  
**138 MAIN STREET, CANDOR, NY, 13743**  
**JANUARY 17, 2017**

**Call to Order** – The special meeting of the Village of Candor Board of Trustees began at 10:02 am with the Pledge of Allegiance and was called to order by the Honorable Mayor Eric Halstead on January 17, 2017 at the Village Hall, 138 Main Street, Candor, NY, 13743.

Those in attendance included Mayor Eric Halstead; Board Trustees Gary Consalvi, and Nancy King; Deputy Clerk/Treasurer Lynne Roberts. Absent from the meeting were Board Trustees Gwen Isham (prior commitment) and Chad Edwards (illness).

**Water Grant** – Mayor Halstead announced that the reason for this meeting was due to the award of a NYS Community Development Block Grant (CDBG) to the Village of Candor. Necessary paperwork is due by January 27, 2017. One of those requirements is to have a dedicated, non-interest bearing checking account to electronically receive grants funds and to pay bills. In order for Tioga State Bank to open this account, the Board must have a resolution stating such and who the authorized signers will be on the account.

A motion was made by Mayor Halstead, seconded by Trustee King, to open a non-interest bearing checking account at Tioga State Bank for the CDBG funds with Mayor Halstead and Trustee Consalvi as authorized signers. The account will be opened with \$2,500.00, which is the Village's contributory portion per the grant agreement, per the following budget journal entries:

|  |                    |
|--|--------------------|
| <i>FX8020.4 ~ Planning-Contractual</i>   | <i>\$ 500.00</i>   |
| <i>FX8030.4 ~ Research-Contractual</i>   | <i>\$ 500.00</i>   |
| <i>FX1990.4 ~ Contingent-Contractual</i> | <i>\$ 1,500.00</i> |

A vote was taken; Mayor Halstead and Trustees Consalvi, and King voted aye. The motion was approved and carried.

Mayor Halstead then explained that we need to bid out a "request of qualifications" to work with an engineering group. Because the budget is set, this will not be an RFP just a request for groups to let us know what they can provide for our \$52,500.00 grant funds.

The email acknowledgement to Kathy Reyes, our assigned NYS CDBG Community Developer, was sent on Thursday, January 12. Forms 1-1, 1-2, 7-2, and 8-1 are due January 27.

**Grant Training** – Mayor Halstead received an email from Elaine Jardine, Tioga County EDP, regarding a grant writing session in Syracuse on February 16 and 17, 2017. He wants to send Trustee Isham and Deputy Clerk/Treasurer Roberts. SUNY Oswego is sponsoring the session and it comes highly recommended. The class is \$455.00 per person and they would need to stay overnight. The funds would come out of Trustee-Contractual and Clerks-Contractual.

A motion was made by Trustee King, seconded by Mayor Halstead, to send Trustee Isham and Clerk/Treasurer Roberts to the grant writing session in Syracuse on February 16 and 17. A vote was taken; Mayor Halstead and Trustees Consalvi, and King voted aye. The motion was approved and carried.

**Special Meeting** – Mayor Halstead stated that we need to approve these minutes prior to opening the account at TSB. Another special meeting is scheduled for Saturday, January 21, 2017 at 10:00 am at the Village Hall.

**Adjournment**

A motion was made by Trustee Consalvi to adjourn. There being no further business, Mayor Halstead adjourned the special meeting at 10:17 am.

Respectfully submitted,

Lynne D. Roberts  
Deputy Clerk/Treasurer