

NOVEMBER 7, 2012

The regular meeting of the Village of Cassadaga was held at 7:00PM on November 7, 2012 with Deputy Mayor Rodney Waite presiding. Trustees present were Mike Lehnen, and Valerie Culverwell. Also in attendance was Tom Fetter. Absent: Mayor LeeAnn Lazarony and Trustee Ronald Dechard.

**RESOLUTION # 141
APPROVAL OF MINUTES**

Motion made by Trustee Lehnen, second by Trustee Culverwell to approve the minutes of October 17, 2012 minutes. VOTE: 3 AYES, 0 NAYS.

**RESOLUTION # 142
ACCEPT AGENDA**

A Motion was made by Trustee Culverwell, second by Trustee Lehnen to approve the agenda. VOTE: 3 Ayes, 0 Nays.

GUESTS: Bill Astry, 178 Maple Ave.

Bill asked the board if they wanted him to service the infrared heaters in the buildings. The same quote as last year is still available at \$70 per unit.

**RESOLUTION #143
SERVICE INFRARED HEATERS**

Trustee Lehnen moved, second by Trustee Culverwell to accept his quote of \$70.00 per unit. VOTE: 3 AYES, 0 NAYS.

ATTORNEY MIKE NORRIS' REPORT: No report

STEARNS & WHEELER REPORT:

- Clerk Astry reported that Greg will not be at meeting and that they are answering concerns brought up by the Health Department on the specs.

MAYOR LAZARONY'S REPORT: Absent

CLERK ASTRY'S REPORT:

- She stated we need to decide on billing format for the new water billing program. We can print on paper or on preprinted postcards. New postcards would have to be printed and cost the last time was around \$600 for 1000. The paper would be cheaper in the long run even with increase in postage. The board asked her to check into bulk mailing.
- A decision needs to be made on employee health insurance with renewal on December 1st. The board wanted the costs updated with a true comparison as the one they have also includes a family plan that we do not use. She will have the Walsh Group send a new comparison with decision to be made at next meeting.

- A resolution needs to be passed regarding Federal Tax Rules. According to our Bond Council this will help alleviate an IRS Audit.
- She has been instructed by the New York State Employee Retirement System that we need to have another resolution like we did with Trustee Dechard for Valerie Culverwell, Tom Fetter and herself stating work day. Even though Valerie opted out of retirement system at the village she must become a member as she is through the school. Mayor Lazarony will need to be keeping a time system and after election another resolution will need to be made.
- She asked board to determine exactly what they want to name the Capital Reserve that we put in budget for building addition of \$20,000. A resolution will have to be made specifically to open up the reserve. She will transfer the designated \$5,000 for each of the Highway Equipment and Fire Apparatus Reserve funds.
- Randy Graham reported that he has received the quote from Trident and it is basically the same cost as last year. They are very competitive and have kept costs low. The board decided they would like him to come to a meeting.
- The next meeting is on the 21st, day before Thanksgiving and wondered if we wanted to change it to the 20th. Discussion held and because there was conflicts on Tuesday it was decided to change meeting date to Monday, November 19th with workshop at 6:30 and meeting at 7:00 PM

RESOLUTION #144

ADOPT NEW WATER BILLING FORMAT

Trustee Culverwell moved, second by Trustee Lehnem to change water billing format to a paper bill with amount of penalty shown on the bill if paid late. VOTE: 3 AYES, 0 NAYS.

RESOLUTION #145

ADOPT THE INTERIM POST-ISSUANCE COMPLIANCE PROCEDURES

Deputy Mayor Waite moved second by Trustee Culverwell to adopt the following; VOTE: AYES; WAITE, CULVERWELL, LEHNEN

WHEREAS, the Internal Revenue Service has issued new regulations requiring issuers of tax-exempt obligations to certify on Form 8038-G that they actively monitor compliance with federal tax rules following the issuance of such obligations; and

WHEREAS, the Village is an occasional issuer of tax-exempt obligations and thus is subject to the aforementioned compliance

requirements which are critical for the preservation of preferential tax status of those obligations; and

WHEREAS, it is therefore in the best interest of the Village to adopt formal written procedures to ensure such compliance and to designate an official responsible for ensuring that such procedures are followed;

NOW THEREFORE, BE IT RESOLVED, that Village hereby adopts the interim post-issuance compliance procedures attached hereto as "Schedule A" and resolves to be governed thereby; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon its adoption.

Schedule A

- a. Purpose: The purpose behind implementation of post-issuance compliance procedures is to ensure that the Village is compliant with federal tax law requirements related to its outstanding tax-exempt obligations for the life of the obligations.
- b. Compliance Officer Designation, Education and Training: The Village will designate a "Compliance Officer" who will be the primary official responsible for monitoring post-issuance compliance with federal tax laws. The Compliance Officer will attend training and educational seminars at least annually at the law firm of Hodgson Russ and will consult with bond counsel as needed to keep current on IRS regulations and developments relating to post-issuance compliance for its obligations. The Village's designated Compliance Officer is Village Clerk Treasurer,
- c. Record Retention and Due Diligence Review: The Compliance Officer is responsible for thorough record retention of all material documents relevant to the issuance of the Village's tax-exempt obligations including, but not limited to, the transcript of proceedings, closing binder, bond counsel opinion, tax certificate, IRS-required filings, records of investments and expenditures made with proceeds, documents pertaining to existing or potential private and public use of bond-financed property, etc. The Compliance Officer will conduct due diligence review of these documents both upon receipt and at regular intervals throughout the life of the obligation.

- d. **Monitoring Compliance:** Compliance Officer will monitor use of proceeds and arbitrage restrictions through implementation of accounting methods and consultation with bond counsel and a rebate consultant when necessary.
- e. **Correcting Potential Non-Compliance:** Upon discovery of potential or existing non-compliance with post-issuance tax laws, Compliance Officer will promptly take steps, including consultation with bond counsel, to correct such non-compliance.

RESOLUTION # 144

STANDARD WORKDAY ESTABLISHED FOR PUBLIC OFFICIALS.

Trustee Lehnen moved, second by Deputy Mayor Waite to establish 6 hour work day for Public official Trustee Culverwell and Clerk Treasurer and 8 hour work day for Public Works Superintendent. **VOTE: 3 AYES. 0 NAY.**

TITLE	NAME	SOCIAL SECURITY #	REGISTRATION NUMBER	Standard Workday	TERM	TIME KEEPING	TIER
Trustee	Valerie Culverwell	5124	3758568-4	6	4/1/2011 4/1/2015	No	4
Clerk.	Roxanne Astry	91	3625387	6	4/1/2012		4
Treas.					4/1/2013	Yes	
Supt.of	Thomas Fetter	7202	3742272	8	4/1/2012	yes	4
Public					4/1/2013		
Works							

SUPERINTENDENT OF PUBLIC WORKS; Tom Fetter

- The winter hours for parking is now in effect. No on street parking from 2AM to 6AM till April 1st.
- Lily Dale will be flushing their hydrants on November 12th and we may get dirty water.
- Snowplows are on truck and snow blower on tractor, sand and salt is mixed and ready for first snow fall.
- The tile is broken under parking lot across the street so water doesn't drain. Will need to have back hoe to make repairs and will get shared service help.
- Discussion held on flooding of parking lot and beaver dam and what we could do about it.

OLD BUSINESS:

1. Meter replacement and water pits. A new list will be compiled after the current readings and it was noted that the water pit on

Dale Drive is still not done. Clerk Astry will find out from Attorney Norris where we are on that because letter was written.

2. Stockton Fire Contract was discussed and still need to negotiate and have decision by next meeting. It was decided to add one more year to contract and have increase included.

TRUSTEE WAITE'S REPORT: No report

TRUSTEE DECHARD'S REPORT: Absent

TRUSTEE LEHNEN'S REPORT:

- Reported that the new ambulance is now in service and the old ambulance is now converted to utility truck. Discussion held on what to do with old utility truck and no decision made.
- The light by step is fixed but street light in parking lot is out. Tom Fetter to call National Grid on a few street lights that are out.

TRUSTEE CULVERWELL'S REPORT:

- She judged the Halloween Party Saturday night and it was well attended.
- Wants to get rid of scrap material behind village barn. Discussion held on possibly putting some of it out for silent bid. Will need to check with Mike Norris if we can sell the trailers and sail boat that were confiscated in the Right of Way on Dale Drive.
- Decorating Ames Common was discussed and decided to do it on November 17th at 9:00AM.

RESOLUTION # 145

APPROVAL OF FINANCIAL STATEMENT

Trustee Culverwell moved second by Trustee Lehen to approve the Financial Statement of November 7, 2012. VOTE: 3 AYES, 0 NAYS.

GENERAL FUND:	\$	200,417.47
WATER FUND:	\$	350,726.40
CAPITAL FUND:	\$	471,326.85
RESERVE CVFD	\$	861.62
RESERVE DPW	\$	136.14

RESOLUTION # 146

APPROVAL OF BILLS AND PAYROLL

A motion was made by Trustee Lehen moved second by Trustee Culverwell to pay bills as per Abstract of November 7, 2012 and Payroll of Oct. 26, 2012 and November 9, 2012. VOTE: 3 AYES, 0 NAYS

General Abstract Nov. 7, 2012 checks 5942-5959	\$	4,512.21
Water Abstract Nov. 7, 2012 checks 5942-5959	\$	2,830.12
Capital Water Nov. 7, 2012 checks 209-211	\$	2,500.00
Payroll Oct. 26, 2012 General, checks 4542	\$	1,661.88
Payroll Oct. 26, 2012 Water, direct deposit.	\$	1,618.79

Payroll Nov. 9, 2012 check 4542	\$ 1,703.86
Payroll Nov. 9, 2012 direct dep.	\$ 1,660.78

Being no further business Trustee Culverwell moved, seconded by Trustee Lehnen to adjourn at 8:29 PM.

Respectfully submitted,

Roxanne Astry, Clerk Treasurer

