





packets by the Streets Committee and on file with the Village Clerk. Mr. Allstadt seconded the motion and a vote had the following results:

AYES: Falk, Dean, Allstadt, Sternberg, Dewey Motion carried.

Mr. Dean made a motion to accept the Streets Committee report as presented. Mr. Allstadt seconded the motion and a vote had the following results:

AYES: Falk, Dean, Allstadt, Sternberg, Dewey Motion carried.

**Buildings Committee** – A copy of the September committee minutes was provided in the Trustee packets.

Mr. Allstadt noted that the bids have been let for the second floor window replacement and a clarifying addendum has been issued.

He noted projects in the ballroom are being scheduled to be completed as the Art Association is finishing with the space for the time being.

He stated that the electric has been installed for the generator and a test will be conducted Saturday morning.

Mrs. Dewey made a motion to accept the Buildings Committee report as presented. Mr. Dean seconded the motion and a vote had the following results:

AYES: Falk, Dean, Allstadt, Sternberg, Dewey Motion carried.

**Treasurer's Report** – A copy of the Treasurer's Report was provided in the Trustee packets.

**Finance and Personnel Committee:**

**Finance:**

Trustees review the August 2018 RBC Wealth Management Statement.

Mr. Allstadt reviewed proposal from Dave Rogers of RBC Wealth Management for portfolio changes to reflect an active allocation portfolio, two additional alternatives were reviewed.

Following discussion, Dr. Sternberg made a motion to approve Alternative #2. Mr. Dean seconded the motion and a vote had the following results:

AYES: Falk, Dean, Allstadt, Sternberg, Dewey Motion carried.

Trustees reviewed the updated sales tax report.

It was noted the AUD (Annual Update Document) was filed with the State Comptroller's Office on September 17 and acknowledged as received.

**Streets:**

Mr. Allstadt made a motion to declare the garbage truck as surplus equipment and to sell it through Auctions International. Dr. Falk seconded the motion and a vote had the following results:

AYES: Falk, Dean, Allstadt, Sternberg, Dewey Motion carried.

Mr. Allstadt made a motion to declare the stone millings from the Pioneer Street project as surplus and put up for sale. Dr. Falk seconded the motion and a vote had the following results:

AYES: Falk, Dean, Allstadt, Sternberg, Dewey Motion carried.

**Water:**

Mr. Allstadt made a motion to declare the J line water pump, Ford 6: pump, 9 LP heaters and 1 electric heater as surplus equipment to be sold. Mr. Dean seconded the motion and a vote had the following results:

AYES: Falk, Dean, Allstadt, Sternberg, Dewey Motion carried.

**Capital Projects:**

Mr. Allstadt made a motion to close out the capital project accounts for HMS (checking and MMDA) and transfers the funds to the HTP Capital Project (TEP) account. Dr. Falk seconded the motion and a vote had the following results:

AYES: Falk, Dean, Allstadt, Sternberg, Dewey Motion carried.

**Personnel:**

Trustees reviewed the overtime reports for payrolls 122 and 123 and the leave analysis for August.

Mr. Allstadt made a motion to approve the conference and training requests as submitted for Streets personnel indicated for the NYMIR Snow and Ice Removal Training and the Logging Level 1 training. Mr. Dean seconded the motion and a vote had the following results:

AYES: Falk, Dean, Allstadt, Sternberg, Dewey Motion carried.

Mr. Allstadt made a motion to approve the following abstracts and transfers:

**Abstracts:**

<b>General</b>	<b>34,978</b>	<b>PR# 123</b>
	<b>42,853</b>	<b>PR# 122</b>
	<b>16,956</b>	<b>Non-Payroll Expenses</b>
	<b>(4,255)</b>	<b>Non-Payroll Expenses Paid</b>
	<b>12,701</b>	<b>Non-Payroll Expenses to be Paid</b>
<b>Water</b>	<b>7,211</b>	<b>PR# 123</b>

	8,482	<b>PR# 122</b>
	2,123	<b>Non-Payroll Expenses</b>
	( 142)	<b>Non-Payroll Expenses Paid</b>
	1,981	<b>Non-Payroll Expenses to be Paid</b>
<b>Sewer</b>	6,812	<b>PR # 123</b>
	6,979	<b>PR# 122</b>
	34,210	<b>Non-Payroll Expenses</b>
	(7,308)	<b>Non-Payroll Expenses Paid</b>
	26,902	<b>Non-Payroll Expenses to be Paid</b>
<b>Trolley</b>	2,043	<b>Non-Payroll Expenses</b>
	(51)	<b>Non-Payroll Expense Paid</b>
	1,992	<b>Non-Payroll Expenses to be Paid</b>
<b>WWTP</b>	33,371	<b>Non-Payroll Expenses</b>

**The listing of transfers are on file with the original minutes.**

Dr. Falk seconded the motion and a vote had the following results:

AYES: Falk, Dean, Allstadt, Sternberg, Dewey Motion carried.

Dr. Falk made a motion to accept the Finance and Personnel Committee report as presented. Mr. Dean seconded the motion and a vote had the following results:

AYES: Falk, Dean, Allstadt, Sternberg, Dewey Motion carried.

#### **Administrator's Report:**

1. Grants and projects update:
  - a. WWTP Upgrade –EFC is still reviewing amended preliminary engineering report, review needs to be complete and approved prior to proceeding further with finalizing design and bid phase
  - b. TEP Project – Construction company started last week, demolition has begun, weekly updates are being provided Friday afternoons to email list obtained at public information meeting, as well as being placed on homepage of website. Construction Observation Engineer is utilizing the conference room
  - c. Grove Street Culvert Project – Delaware advises this is on hold until progress begins on WWTP Upgrade
  - d. Doubleday Project – have met with engineers to review information in order to have renderings prepared, working with ESD on MWBE components
  - e. Dormitory Authority – providing updated information to Dormitory on various projects
  - f. 22 Main Street –2<sup>nd</sup> floor windows pre-construction meeting was held on Wednesday, September 19, bid opening Wednesday, October 3
2. Police – certificate of eligible to fill 3<sup>rd</sup> vacancy of full-time officer has been sent and Village is proceeding with canvass

3. Fire Contracts (Otsego/Middlefield/Springfield) – 2019 contract amounts were sent to municipalities with spreadsheet showing expenditures and percentage of calls
4. Annual Fiscal Year End Audit – Proposal received from Cwynar & Company of Norwich, New York for the audit for fiscal year end 2018. Mr. Allstadt made a motion to accept the proposal as submitted by Cwynar and Company for the annual audit for fiscal year end 2018. Mr. Dean seconded the motion and a vote had the following results: AYES: Falk, Dean, Allstadt, Sternberg, Dewey. Motion carried.
5. Otsego County Civil Service advised that a change to Section 75 law was signed into effect on September 7, providing labor class employees the same rights under Section 75 as non-competitive employees
6. Reminder – Public hearings for September will occur on Monday, September 24 at 7 pm
7. Reminder – Administrator and Treasurer will be at NYCOM Fall Training School from September 24 – September 28
8. Two year appointment for Village Administrator is due for re-appointment, current two-year term expires September 27, 2018. Mayor Tillapaugh appointed Teri Barown as Village Administrator, effective September 27, 2018 for a two year term expiring on September 27, 2020. Dr. Falk made a motion to ratify the appointment as made by Mayor Tillapaugh. Mrs. Dewey seconded the motion and a vote had the following results: AYES: Falk, Dean, Allstadt, Sternberg, Dewey Motion carried.

**Watershed Supervisory Committee** – A copy of the September committee report was provided to the Trustees in their packets.

Mayor Tillapaugh noted that the use of pesticide by the owner of a camp on Otsego Lake was referred to the Watershed committee and they will follow up with the owner for educational components.

**Economic Development and Sustainability Committee** – A copy of the September committee minutes was provided in the Trustee packets.

Dr. Falk reviewed upcoming community events as noted in the minutes.

Discussion was held regarding the timing of the Doubleday Project in relation to the parking season as well as potential loss of parking spaces and therefore parking revenue in relation to the project components in the parking lot area. Dr. Falk noted that we were not full this year on an average basis. She stated generally we are at 60% capacity and this year it appears to be 40% capacity but will have complete statistics at the end of the season.

She noted that Mohawk Valley Regional Economic Development project rankings will be made public on October 1.

She stated that the committee continues their review of the Comprehensive Plan.

Mrs. Dewey made a motion to accept the Economic Development and Sustainability Committee report as presented. Mr. Dean seconded the motion and a vote had the following results:

AYES: Falk, Dean, Allstadt, Sternberg, Dewey Motion carried.

**Parks Board** – A copy of the September minutes was provided in the Trustee packets.

Mrs. Dewey noted that the committee worked on update of the park plan with incorporation of the recent parks survey and ADA recommendations.

She noted that the board felt it was important to invite a member or members of the Lake and Valley Garden Club to the Parks Board to discuss the buffer strip and how low growing plants could be incorporated and maintained.

Mrs. Dewey stated that replacement of the Fishing Pier at 3 Mile has been made necessary due to substantial ice damage early this year. She noted that approximately 40% of the replacement cost has been dedicated by outside organizations.

Dr. Falk made a motion to accept the Parks Board report as presented. Mr. Allstadt seconded the motion and a vote had the following results:

AYES: Falk, Dean, Allstadt, Sternberg, Dewey                      Motion carried.

**Water and Sewer Board** – A copy of the Water and Sewer Board minutes was provided in the Trustee packets.

Dr. Falk made a motion to accept the September report as submitted. Dr. Sternberg seconded the motion and a vote had the following results:

AYES: Falk, Dean, Allstadt, Sternberg, Dewey                      Motion carried.

**New Business:**

Mr. Allstadt made a motion to approve the request of House Hunters to film in the Village and sign the release as submitted. Dr. Falk seconded the motion and a vote had the following results:

AYES: Falk, Dean, Allstadt, Sternberg, Dewey                      Motion carried.

Mr. Allstadt made a motion to award the low bid for fuel oil and propane from October 1, 2018 – September 30, 2018 to Buell Fuels as outlined in the bid submission. Dr. Falk seconded the motion and a vote had the following results:

AYES: Falk, Dean, Allstadt, Sternberg, Dewey                      Motion carried.

Mr. Allstadt made a motion to adjourn to executive session at 8:02 p.m. to discuss a contract and the work history of a particular individual. Dr. Falk seconded the motion and a vote had the following results:

AYES: Falk, Dean, Allstadt, Sternberg, Dewey                      Motion carried.

Mr. Allstadt made a motion to return to regular session at 9:03 p.m. and adjourn the meeting. Mrs. Dewey seconded the motion and a vote had the following results:

AYES: Falk, Dean, Allstadt, Sternberg, Dewey                      Motion carried.

Respectfully submitted,

Teri L. Barown, RMC  
Village Administrator, Village of Cooperstown