

VILLAGE OF COPENHAGEN BOARD OF TRUSTEES REGULAR MEETING MINUTES

April 29, 2021, 2021 6:30 PM
@Village Hall

Mayor Mark Souva
Trustee Benjamin Snyder
Trustee Gerald Shambo
Trustee Kim Vogt
Trustee Shareef Stokely

Attendance

In Attendance: **CLERK:** Sue Parker, **Treasurer Assistant:** James Yuhas, **DPW:** David Potocki
GUESTS: Matt Cooper **Via ZOOM:** Diana Russell, Shane Henry, Terry Williams, TJ Williams,

Meeting called To Order

Meeting was called to order at 6:30 p.m. by Mayor Mark Souva.

Minutes

A motion was made by Trustee Vogt and was seconded by Trustee Stokely to approve the March 25th Regular Meeting Minutes and April 6th Special Meeting Minutes,
Vote taken: All in favor, motion carried.

DPW Business

The Board reviewed the DPW Report.

- Dave reported that he received a call from the water plant at 10:00 pm on Tuesday night informing him that there was a low water level in the tower. There was no communication between the water plant and the tower.
- Dave contacted Aqua Logics who came to inspect it and determined that it was a blown fuse. The issue was then taken care of.

Fire Department

- TJ Williams stated that they have the mutual aid agreements completed and will get copies to the Village for both Jefferson and Lewis Counties.
- Two officers needed to be approved by the Village Board.

Resolution No. 20-2021-A motion was made by Trustee Shambo and was seconded by Trustee Vogt to approve the following officers:

| | |
|--------------|---------------------------|
| Shane Henry | 2 nd Assistant |
| Brian Sheitz | Captain |

Vote taken:

| | |
|-----------------|-----|
| Trustee Snyder | AYE |
| Trustee Shambo | AYE |
| Trustee Vogt | AYE |
| Trustee Stokely | AYE |

With (4) AYES and (0) NAYS, the motion passed.

- Diana Russell informed the Board that the fire department approved the Village using the fire hall too conduct their meetings as long as they are given notice ahead of time.

New Business

- Mayor Souva informed the Board that two line items in the budget that pertained to salaries, need to be changed before the budget can be adopted.

A1325.1

Trustee Shambo wanted it known that the amount of the change is considerably less than what was requested.

Trustee Vogt stated that the expectation is unrealistic.

The Clerk asked if it should be discussed in Executive Session?

Resolution No. 21-2021 A motion was made by Trustee Vogt and seconded by Trustee Stokely to change line item A1325.1 in the budget to a previous commitment of 3% increase -\$37,176.00.

Vote taken:

| | |
|-----------------|-----|
| Trustee Vogt | AYE |
| Trustee Stokely | AYE |
| Trustee Shambo | NAY |
| Trustee Snyder | NAY |
| Mayor Souva | AYE |

With (3) AYES and (2) NAYS, the motion carried.

Resolution No. 22-2021 A motion was made to change line item A5110.1 in the budget to a 7% increase -\$15.00 per hour.

Vote taken:

| | |
|-----------------|-----|
| Trustee Vogt | AYE |
| Trustee Stokely | AYE |
| Trustee Shambo | AYE |
| Trustee Souva | AYE |

With (4) AYES and (0) NAYS, the motion carried.

- Trustee Snyder inquired about the audit that the Mayor was requesting and what line that it would come out of. Jim Yuhas stated that there was not a line item in the budget for it.
- Jim Yuhas asked what the audit was for. Mayor Souva said he just wanted an audit of the books. Mr. Yuhas asked what he was here for then. Trustee Snyder said that is what Jim was hired for. Mayor Souva said that he was not aware that was what he did. Mayor Souva said that he wants the village set up in Quik Books and asked Mr. Yuhas if he could do that, and he said no.
- Trustee Snyder asked where the money for the audit was coming from and Trustee Vogt said the contingent account.

Resolution No. 23-2021-A motion was made by Trustee Vogt and was seconded by Trustee Souva to Adopt the 2021-2022 Village Budget at a rate of 7.75 per thousand.

Vote taken:

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|-----------------|-----|
| Trustee Snyder | AYE |
| Trustee Shambo | AYE |
| Trustee Vogt | AYE |
| Trustee Stokely | AYE |

With (4) AYES and (0) NAYS, the motion carried.

- Mayor Souva informed the Board that he needed the authorization for signing checks. Kenneth Clarke would be removed as signer and he would be added along with the existing signers, Trustee Snyder and the Clerk, Sue Parker.

Resolution No. 24-2022-A motion was made by Trustee Vogt and was seconded by Trustee Stokely to authorize Sue Parker, Mark Souva and Gerald Snyder as the signers on Village Accounts. Checks will require two of the three signatures. Kenneth Clarke will be removed as a signer.

Vote taken:

| | |
|-----------------|-----|
| Trustee Snyder | AYE |
| Trustee Shambo | AYE |
| Trustee Vogt | AYE |
| Trustee Stokely | AYE |

With (4) AYES and (0) NAYS, the motion carried.

- The Organizational Meeting was set for May 10th at 6:30 p.m. The meeting will be set up through zoom for public.
- The Board discussed if they wanted to start paying Disability Insurance again. The Clerk will look into it further before the next meeting.
- Mayor Souva informed the Board that there is an IMA through RACOG that he needs to be authorized to sign. The IMA is to add Lowville as part of RACOG.

Vote taken:

| | |
|-----------------|-----|
| Trustee Snyder | AYE |
| Trustee Shambo | AYE |
| Trustee Vogt | AYE |
| Trustee Stokely | AYE |

With (4) AYES and (0) NAYS, the motion carried.

- Mayor Souva informed the Board that he and Trustee Vogt met with Lewis County and they are looking to meet with the Village in regard to their Central Lewis County Water Study. The Board decided to meet on May 6th at 4:30 at the village hall. Because there will be a quorum, the meeting must be advertised and open to the public. A zoom conference will be set up.
- Mayor Souva informed the Board that he had a locksmith come in and give a quote on putting new locks on all of the Village doors.
- Mayor Souva asked Trustee Vogt if she wanted to have the person who they wanted to conduct the audit come in and talk to the Board. It was decided to have her come in at the Organizational Meeting to talk to them. The clerk asked if they should get more quotes. Trustee Vogt said she would get them.
- The Board discussed village wide cleanup week. Trustee Vogt said there is going to be a village event on May 8th and they need to stay away from Memorial Day. The Board discussed bringing in a dumpster. Trustee Vogt said she would call and get quotes on dumpsters. Trustee Vogt said that one person can't do it alone and there was nobody else that could help
- Trustee Shambo requested approval for him to obtain quotes for handicapped accessibility of the gazebo. Trustee Shambo asked that Dave begin the process of scrapping and pressure washing the gazebo.
- Trustee Shambo said that Randy Nicols submitted (3) quotes for the band wagon building. The building needs to be insulated and a new door and light installed. The drum to the bandwagon can then be displayed with the wagon.
- Mayor Souva told the Board that the clerk informed him that with COVID-19, the Village is being told they may not be able to relevy unpaid water and sewer bills this year. Also, the Village can not charge late fees or shut water off at this time. The clerk stated that she spoke with the County and they told her that the bill has not actually been signed or passed yet. She was told to submit the relevies and that the sewer relevy may be able to be allowed even if the water is not.
- The clerk questioned how to collect unpaid water and sewer that was already relevied from computer and will not show up as arrears on future bills.
- The clerk said that if anyone sends in a payment with a late fee, she will credit it to their next bill.
- Trustee Vogt said that Eric Johnson got ahold of her and informed her that they are trying to start up a youth soccer program, AYSO. Trustee Vogt said the Village has \$2,500.00 in their Youth Agencies contractual fund. The money has been sitting there for a long time, leftover from summer rec. Trustee Vogt said that they are asking the

Village to purchase a goal for them. Trustee Vogt said we can not write a check and donate it, but we could purchase the goal for the Village. Eric Johnson said they are looking to purchase a 6 ½ x 18 ft goal. Mr. Johnson said that the goal should cost between \$500-\$800.00, but they are still looking and will get final numbers to the Board by the next meeting.

- Mayor Souva announced that the Memorial Day Parade will be taking place.
- Mayor Souva asked if the Board read letter regarding information being requested for a car wash. The clerk said they are just researching, and nothing is set in concrete. The clerk will send a copy of the Site Plan Review Law. Matt Cooper said that the Site Plan will have a step-by-step procedure for them to follow.
- Mayor Souva said the Board needs to hold meeting to go over DPW applications. The Board decided to go over applications after the Organizational Meeting, May 10th.

Old Business

- Matt Cooper provided the Board with both water and sewer updates.
- The Board Authorized Barton & Loguidice to proceed with design and to begin the steps listed in Wastewater Treatment Facility Disinfection and Improvements Project Agreement so that the November 1st deadline can be met.

Resolution No. 25-2021-A motion was made by Trustee Vogt and was seconded by Trustee Stokely to approve Amendment No. 3 of the Wastewater Treatment Facility Disinfection and Improvements Project. The Amendment is to increase the estimated hourly fee total by \$6,250. for Funding Assistance services to reflect the additional anticipated cost of services for the project. The Amendment also reduces Subsurface Investigation by \$1,000 and Mapping by \$250 to reflect a decrease in anticipated costs for these services. The net increase of the Agreement is \$5,000.

Vote taken:

| | |
|-----------------|-----|
| Trustee Snyder | AYE |
| Trustee Shambo | AYE |
| Trustee Vogt | AYE |
| Trustee Stokely | AYE |

With (4) AYES and (0) NAYS, the motion carried.

- Mr. Coor informed the board that the Village was prepared for last year's water funding rounds, and the funding round never happened. Mr. Cooper said that the Village is still prepared for the next funding round.
- Trustee Shambo gave update on Express Pay. Mayor Souva will meet with Trustee Shambo and go over what needs to be done.
- The Board discussed the trade-in on the F350. The Board agreed to have Groff's tow the truck back from Caskinette's to his garage. The Board said to have Groff's give the Board an estimate on what it would cost to fix it.

Resolution No. 26-2021—A motion was made by Trustee Vogt and was seconded by Trustee Shambo to have the clerk write checks out of each of the three accounts payable to Caskinette's for the new F250. The total amount of \$33,515.00 should be divided between the general, water and sewer accounts. The invoice will show up on May's Abstract.

- Mayor Souva brought up the issue of the phone booth. It is unclear to where the power comes from and whose responsibility it is. Mayor Souva will look into and contact the post office.
- The Board discussed getting their Harassment & Discrimination Training Certificates into the clerk to be filed.

Open Forum

- No public comment
- Mayor Souva recognized a letter that was submitted by a village resident regarding putting in doggy waste stations in the village. Trustee Vogt said that she looked into what other village's do and stated that it becomes an issue for the person who has to pick it up. The Board discussed just sending out fliers to residents, since there already is an ordinance.
- Mayor Souva also addressed the same letter in regard to the legalization of marijuana and a dispensary showing up in the Village. The Village has the opportunity to opt in or out from that happening. The issue was tabled until next month.

Approval for Claims and Bill Payment

The Board reviewed the bills, and a motion was made by Trustee Vogt and was seconded by Trustee Shambo to pay the bills that are listed on Abstract # 11. Vote taken: All in favor, motion carried.

| Account | Voucher | Amount |
|---------|-----------|------------|
| General | 267 - 292 | 154,980.19 |
| Water | 110 - 123 | 29,595.58 |
| Sewer | 97 - 107 | 83,990.03 |

A motion was made by Trustee Vogt and was seconded by Trustee Stokely to enter into Executive Session at 8:26 pm to discuss Employee matter. Vote taken: All in favor, motion carried.

A motion was made by Trustee Vogt and seconded by Trustee Snyder to exit Executive Session at 9:21 p.m. Vote taken: All in favor, motion carried.

A motion was made by Trustee Vogt and seconded by Trustee Snyder to adjourn the meeting at 9:22 p.m.. Vote taken: All in favor, motion carried.

Mayor

Clerk
