



## REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF WATKINS GLEN HELD TUESDAY, SEPTEMBER 21, 2021

### PLEDGE OF ALLEGIANCE

The public session of the meeting was called to order at 6:00 pm by Mayor Luke Leszyk. Present were Mayor Luke Leszyk, Deputy Mayor Louie Perazzini, Trustee Laurie DeNardo, Trustee Nan Woodworth, Trustee Bob Carson, Superintendent Terry Wilcox, Village Clerk Lonnie Childs and Treasurer Rhonda Slater. Also, present were Parks and Event Center Manager Craig Bond, Code Enforcement Officer Darrin Stocum, Sergeant-in-Charge Ethan Mosher and Electric Supervisor Minard LaFever. There was one other person in attendance.

### PUBLIC BE HEARD

There were no comments from the public.

### APPROVAL OF MINUTES

#### Minutes for Regular Meeting September 7, 2021

Deputy Mayor Louie Perazzini made the motion to approve the minutes for the Regular Board of Trustees meeting held on September 7, 2021. Trustee Bob Carson seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

### DEPARTMENT REPORTS

Trustee Laurie DeNardo made the motion to approve the department heads reports. Trustee Nan Woodworth seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

The Board was informed that the Parks Department will be meeting with the NYS Department of Health on September 28, 2021 regarding the warming kitchen in the new Events Center.

Parks and Event Center Manager Craig Bond also stated that he has applied for two grants for the Parks. The first grant is a \$4,000 grant with the intended use to be the purchase of ice skates for the new rink. The second grant was a NYS Urban Forestry Council grant for \$2,000 to help purchase trees for the park.

### VOTING ITEMS

#### Keyboard Specialist Jennifer Schoffner – Pay Increase

Trustee Laurie DeNardo made the motion to approve a one-year anniversary pay increase for Keyboard Specialist Jennifer Schoffner of \$1.25, moving her hourly wage to \$16.00/hr. effective September 14, 2021. Deputy Mayor Louie Perazzini seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

#### Temporary Seasonal Laborer Positions for Parks Skate Programs

Trustee Nan Woodworth made the motion to allow the Village Clerk to post vacancies for three temporary seasonal laborer positions for the Parks Department to work the skate programs at a rate of \$14.00/hr. Trustee Laurie DeNardo seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

#### New Hire, Full Time Cleaner – Jordan Tuttle

Trustee Bob Carson made the motion to hire Jordan Tuttle as a full time cleaner starting September 27, 2021 at a rate of \$14.36/hr. Trustee Laurie DeNardo seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

### [Adoption of the Continuation of Operations Plan](#)

Trustee Nan Woodworth made the motion to adopt the Continuation of Operations Plan as presented. Trustee Bob Carson seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

### [Adoption of the Section 504 Grievance Procedure](#)

Deputy Mayor Louie Perazzini made the motion to adopt the following Section 504 Grievance Procedure for the Village of Watkins Glen. Trustee Bob Carson seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

It is the policy of the Village of Watkins Glen not to discriminate on the basis of disability. The Village of Watkins Glen has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of the Village Clerk, 303 N Franklin St, Watkins Glen, NY 14891, (607)535-2736, who has been designated to coordinate the efforts of the Village of Watkins Glen to comply with Section 504; and

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the Village of Watkins Glen to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

#### **Procedure:**

- Grievances must be submitted to the Section 504 Coordinator within 10 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of the Village of Watkins Glen relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Village of Watkins Glen Board of Trustees within 15 days of receiving the Section 504 Coordinator's decision. The Village of Watkins Glen Board of Trustees shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

The Village of Watkins Glen will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

## Resolution Regarding Procurement Policy for MWBE and EEO

Trustee Nan Woodworth made the motion to approve the following resolution. Trustee Laurie DeNardo seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

WHEREAS, the Village of Watkins Glen (herein the Village) maintains a Procurement Policy adopted by the Village Board of the Village of Watkins Glen; and

WHEREAS, the Village of Watkins Glen is the recipient of Office of Community Renewal Community Development Block Grant (CDBG) funds for the Water Improvements Project; and

WHEREAS, the Office of Community Renewal requires that the Village of Watkins Glen develop the NYS CDBG Program Local Recipient Administrative Plan prior to release of funds; and

WHEREAS, CDBG Recipients must have a local procurement policy that includes Equal Employment Opportunity (EEO) language; and

WHEREAS, CDBG Recipients must demonstrate good-faith efforts to contact Minority and Women Owned Business (M/WBE) firms.

NOW, THEREFORE, BE IT RESOLVED, For CDBG funded projects, the Village of Watkins Glen will, at a minimum, comply with the following standards relating to MWBE:

- Ensure that small businesses, minority-owned firms, and women's business enterprises are used fully practicable.
- Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises.
- Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises
- Encourage contracting with consortiums of small businesses, minority-owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.
- Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the solicitation and utilization of small businesses, minority-owned firms and women's business enterprises. The Village will obtain a list of Minority and Women-Owned Business Enterprises (MBE/WBE) certified firms by contacting the, ESD Division of MWBD, Albany, NY12245, (518) 292-5250or utilize the website-based retrieval process at <http://www.esd.ny.gov/MWBE.html>.C.Section 3 of the Housing and Urban Development Act of 1968 (12 USC 170); and

IT IS FURTHER RESOLVED, that for CDBG funded projects, the Village of Watkins Glen will, at a minimum, comply with the following standards relating to Section 3:

- Ensure that employment and other economic opportunities generated using NYS CDBG funds, shall, to the greatest extent feasible, be directed to low- and very-low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns that provide economic opportunities to low- and very-low-income persons.
- Ensure that hired Contractor's with contract amounts exceeding \$100,000
- comply with the standards stated in the "Section 3 Rider" attached hereto and made a part hereof.

IT IS FURTHER RESOLVED, that the Village Board of the Village of Watkins Glen hereby will, at a minimum, comply with the following EEO standards for CDBG funded projects:

- All non-exempt federally-assisted construction contracts awarded in excess of \$10,000 shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity,"; and
- Ensure that all federally-assisted construction contractors and subcontractors on a NYS CDBG-assisted construction project take affirmative actions to ensure that employees and applicants for employment are not discriminated against because of race, color, religion, sex or national origin.

This resolution shall take effect immediately.

## AUDIT

### General Audit

Trustee Laurie DeNardo made the motion to approve the general audit dated September 20, 2021 in the following amounts:

General	\$45,379.95	Sewer	\$159.10
Electric	\$217,527.86	Water	\$3,015.66
Joint Activity (CVWRF)	\$5,247.50		

Trustee Bob Carson seconded the motion. The Board then voted on the motion to approve and all were in favor. Motion Carried.

### Online Audit

Trustee Bob Carson made the motion to approve the online audit to pay the August fines and fees payment totaling \$3,156.00 and the EFC interest payment in the amount of \$21,853.52. Trustee Nan Woodworth seconded the motion. The Board then voted on the motion to approve and all were in favor. Motion Carried.

## BOARD CONCERNS

### Water Treatment Plant Operator-in-Charge Resignation

WTP Operator-in-Charge Martin Pierce tendered his resignation effective October 30, 2021. Martin Pierce has provided the Village of Watkins Glen with almost thirty years of service.

### New Phone System – Municipal Building & Parks Department

The Municipal Building and Parks Department new phone system is now operational. Parks and Events Center Manager Craig Bond stated that it has helped significantly with customer support and satisfaction having three operational lines at the park office instead of only one.

### Code Enforcement Department moving to Municipal Building

The Codes Department has been transitioning over to the back portion of the Municipal Building. They should be completely out of the Shared Services building by the end of this month.

### Short-Term Rental Moratorium Extension

The Village Clerk informed the Board that the Village will hold a public hearing at the next Board meeting on October 5, 2021 for proposed law to extend the Short-Term Rental Moratorium until the completion of the new zoning law.

### DRI BAN renewal update

The Village Treasurer updated the Board on the current BAN for \$2.5 million that was taken out to cover the

expenses incurred during the Clute Park Improvements Project. The BAN will come due in October. The recommendation is to renew the BAN at \$750,000 to cover the costs until the project is completed. Parks and Event Center Manager Craig Bond stated that the project should be complete in the spring of 2022.

**Zoning Violations Pertaining to Completed Projects**

Code Enforcement Officer Darrin Stocum updated the Board on the next steps that need to occur for those properties that have been found to be in direct violation of the Zoning Code. The property owners will need to apply for a variance from the Zoning Board of Appeals. He then discussed a property on Second Street that is looking to obtain a waiver from the Village Board allow a historically four unit dwelling to be rebuilt in a district that does not currently allow for this type of construction. The building was partially destroyed in a fire and has been empty for more than one year, causing his current grandfathered permit to expire. Under the new zoning law, the building would be permissible. The Board waiver would allow him to begin the construction several months earlier. The Board was in favor of considering a waiver.

**Adoption of the Clute Park Rates for 2022**

Trustee Laurie DeNardo made the motion to approve the following park rates. Deputy Mayor Louie Perazzini seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

<b>Campground Rates</b>		<b>Misc.</b>	
Full Hook-up Site	\$ 70.00	Firewood	\$ 8.00
Tent Site (8)	\$ 40.00	Ice	\$ 2.00
Weekly	\$ 450.00	Dump Station	\$ 12.00
Monthly	\$ 925.00	Kayak Storage	\$ 40.00
Peak Month	\$ 1,250.00	Propane	\$ 25.00
Seasonal Campsite	\$ 2,900.00	Roller Skate Admission	\$ 7.00
*Discount if paid by April 15th	\$ 2,800.00	Ice Skate Admission	\$ 7.00
Seasonal Monthly	\$ 4,625.00	Seneca Lake Event Center	\$ 1,000.00
Cable TV	\$ 250.00	Community Center	\$ 500.00
Winter Camper Storage	\$ 250.00	Lakeside Pavilion	\$ 225.00
		East and West Pavilion	\$ 25.00
<b>Parking</b>		Splash Pad - B-day Rental	\$ 50.00
Lakeside	\$ 7.00	Roller Skate B-day Rental	\$ 100.00
Boat Launch Daily	\$ 7.00	Jet Ski	\$ 110.00
Launch Seasonal Parking	\$ 230.00	Camping in Park/Vendor	\$ 35.00
Seasonal Campers w/Boat	\$ 80.00	Kayak Vendor Rent	\$ 500.00
Winter Boat Storage	\$ 225.00	Concession Stand Vendor Rent	\$ 750.00
		Café Vendor Rent	\$ 1,000.00
<b>Dock Rentals (20)</b>		Farmer's Market	\$ 50.00
Seasonal - Apr to Oct	\$ 850.00	Summer Concerts	\$ 50.00

**Water Treatment Plant Operator 2A Resignation**

The Board accepted the resignation of WTP Operator 2A John Rekczis effective October 5, 2021.

**EXECUTIVE SESSION**

Trustee Nan Woodworth made the motion to exit public session and enter into executive session at 6:33 pm for the following items: Current Litigation, Codes Department and Water Department personnel matter regarding employment status. Trustee Laurie DeNardo seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

**ADJOURN**

With no further business to come before the Board, Trustee Laurie DeNardo made the motion to adjourn at 7:09 pm. Deputy Mayor Louie Perazzini seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

Meeting Adjourned.

Respectively Submitted,

Rhonda E Slater  
Treasurer