

The regular DPW Friday meeting of the Red Creek Village Board was held on **October 30, 2015** at the Village Hall, 6815 Church Street, Red Creek, NY.

BOARD MEMBERS PRESENT:

Mayor Palermo
Trustee Bettis
Trustee Barnes

OTHERS PRESENT:

June Smith - Health Officer
Susan Saylor - Clerk/Treasurer
Steve Lapp - DPW
Bob Day - Code Enforcement Officer
Lance Powell

CALL MEETING TO ORDER:

Meeting was called to order at 9:30 am.

MINUTES:

No discussion of minutes this meeting, but will be approved at next meeting.

TIME OFF SLIPS:

One time off slips was presented for this week. There was a discussion about looking at time cards before the regular DPW meetings. Trustee Barnes, and Mayor Palermo will meet at 9 to look at time cards.

DPW:

There was a discussion regarding Erick falling while trying to break up the dam in the creek. June noted that an incident report should be completed to cover the employee and the village. The clerk will give Steve a form to fill out. Any future accidents should be reported immediately and a form filled out.

There was a discussion about purchasing a grapple hook to pull logs and limbs from the creek. The board ok'd Steve to purchase a grapple hook from Northern for \$69.99. Because the dam was being discussed, June presented the board with a Deficiency Report Summary from Tectonic Engineering dated November 2012:

Dam classified as Class C - **High Hazard Dam** - property and loss of life if dam fails

Phasing Schedule: recommended to investigate and construct **by 12/2015**

- Concrete repair & reconstruction of - embankment wall, sidewalls, training walls and weir
- Repair areas of erosion and placement of rip - rap
- Address spillway capacity

Specific Needs:

- Small rill on North end of walkway bridge parallel to spillway>ruts and puddles
- Minor erosion in rill by bridge
- North embankment concrete wall is cracked and has efflorescence at north end
- Embankment concrete wall has cracking & spalling near outlet channel in very poor condition
- Northernmost embankment section has void forming near waterline along 20' section
- South upstream embankment - gravel layer over erosion control geotextile eroded away near entrance to spillway, replace with heavier rip-rap (not gravel)
- Top of sidewalls are in total disrepair and crumbling, reconstruct so same height as crest
- Spalling at spillway face & apron surface needs repair
- Crest surface conditions fair to poor
- Channel floor has minor spalling visible, check further
- Training walls are in poor condition upstream of weir
- Erosion along dam toe, monitor
- Erosion of southern embankment armor
- Slope protection eroded away by outlet on south embankment
- Discharge area needs to be cleared
- Heavy growth of brush & trees on south end of bridge needs to be cleared

Emergency Plan;

Required: Orientation meeting with officials and first responders
 Annual test - tabletop, functional, full-scale
 EAP Coordinator - Mayor

Regarding the above items, Mayor Palermo stated that the village is discussing with the county the spillway capacity as well as working on concrete repair and reconstruction. Steve will get quotes for having the larger rip rap installed at Hunter Park. He will also look to see who can set the stones. June suggested taking the special needs list and prioritizing what needs to be done. June will contact Kevin Rooney at the county to see about the village and county working together on a grant for dam repairs. The special needs list will be divided as to what Steve and Erick can do and what would need to be contracted out. Regarding the emergency plan, a table top test needs to be done annually. Bob Day will get people together to do a mock emergency. This is scheduled for November 13, 2015 at 9:30 am. After this discussion, it was noted that all board members need Incident Command training. There was also a discussion regarding metal plates put in the dam instead of the boards that are now there. Mayor

Palermo wondered if a hand crank could be used to raise and lower the metal plates to raise and lower the water levels of the pond. The village may have to look at other municipalities to see how they handle raising and lowering water levels.

The following lists were presented to the board:

Projects to be Done:

- Side walk to village hall - got prices for this - \$16.00 a piece for the paver stones - will need about 25 blocks
- Beaver dam
- Boards on dam - pulled two boards - 10/27/2015
- Paint floors at pump house
- Mow grass, weed eat - Done on 10/27/2015
- Christmas decorations - clean prime and paint
- Quote on concrete at storage building
- Insulate vent holes at village hall - Done
- Brush pick up (Thursday) - Done 10/29/2015
- Cupboard, remove kitchen at village hall - done 10/28/2015
- Dispose of Weed Killer - Sterling Station Road Building
- Store Flower Pots - Done
- Hinge and hasp door on pasture well, remove fence
- Trim Trees along walks before winter
- Remove fence at Fletcher Well
- Remove and clean injectors
- Water meters installed (?)
- Curb stop broken - Methodist Church

Projects Completed:

- Met with Sheryl Robbins , NYS Health Department - 10/27/2015 - 10 am - 1:30 pm
- Loft in village garage - 13'x14', 2"x10" floor joist
- Clean village maintenance building - 10/28/2015
- Clean village vehicles - 10/28/2015
- Clean chlorine building - 10/28/2015
- Check dam for buildup - 10/27/2015
- Service- oil change, grease John Deere, put on cab, and V plow -
- Clean out and organizing filing cabinets
- Clean and painted hubs on dump truck, bed of truck
- Boards on dam removed

- mow grass and weed eat
- insulate vent holes at village hall
- brush pick up
- cupboard removed from kitchen at village hall
- removed and store flower pots
- remove black top, try to locate valve on Wolcott Street

Rain Day Items

- Clean Village, maintenance
- Clean vehicles, inside and out
- Clean Chlorine Building (once a week)
- Check dam for build up
- Clean storm drains
- service (oil change, grease) equipment
- Measure loft maintenance building (load limit)
- Check street lights (mornings)
- Clean out file cabinet in store room
- Hubs and bed painted on dump truck

Lance has helped Steve with putting together the project lists. We will need to add a date to Steve's projects completed list so the forms will all be dated. Erick cleaned and painted the hubs on the dump truck. It was not done the way it should have been. In the future, Steve will encourage Erick to participate but will explain to Erick why they are done a certain way. Steve will make a list of procedures of how hubs are to be painted. There was a discussion about the municipal parking lot and plowing in the winter. Part of the parking lot is owned by the Hotel. The village will no longer be plowing the part owned by the Hotel, Trustee Bettis will let the hotel know. The pavement by the Pit Stop is crumbling and the board asked Steve to take a look at it to see what can be done. Steve will do a list of items included in the maintenance of vehicles, and buildings done on a weekly and monthly basis. The board would also like Steve to break down jobs by one and two man jobs.

Because Christmas is coming and the village hall is used to hand out toys, there was a lengthy discussion about how to address the lack of a walkway to the meeting room door. Mayor Palermo suggested putting down pavers, but the cost was high for a temporary fix. After more discussion, it was decided to lay down a 4' wide section of crusher run.

CODE ENFORCEMENT:

- Inspections of two permits
- Evaluations of open permits

- Checking on Church Street - Greg is working on it
- Internet is being hooked up
- Jenkins Road house will be inspected again today with Health Officer
- Several violations in the village
- 2 people will be taken to court this month
- Photos of houses in the village now that leaves are almost done - June will put tax map numbers on pictures

There was a discussion regarding the computer program to map out pipes and water lines - Bob will research it and bring in a demo. Mayor Palermo would like to spend \$2000 or less on the program.

HEALTH OFFICER'S REPORT TO VILLAGE BOARD:

CMP = Complete UR=Unresolved

Health Complaint (s) Status:

- #005 - per CEO on 10/9/2015, new owner plans to demolish & remediate before snow fall - **UR**
- #006 - knocked down but still safety hazard, want to re-issue criminal nuisance; CEO stated 10/9/2015 owner was to remediate that weekend - **UR**
- #008 - CEO & HO check on garbage in yard & home complaint; talked w/resident who met us outside, stated can't afford garbage pick-up, gave her info on financial assistance and 2 weeks to clean up with garbage not in garage/in covered containers, recheck today after meeting. - **UR**

Other Health Issues:

Discussed open dumpsters with CEO, violates Property Code 307.1-3, CEO checked out uncovered - **UR**
 CEO to take pictures of every property/rate based on Neighborhood Analysis grading (att) - **UR**
 Emergency Contact Forms - **CMP**

Other Village Projects:

- Employee handbook -sent to Clerk and Wayuga 10/13 for printing - **CMP ???**
- DPW Storm Policy - Need to write w/Board suggestions, refer to Emergency Management Plan? - **UR**
- Rules of Procedure - revised, handed out, review/approve? - **UR**
- Staff evaluations - based on job description, handed out example, review/approve? - **UR**
- Start review/revision of Comprehensive Plan after holidays? -

Grant(s) Progress:

- Called NY Land Bank program coordinator, report - **UR**
- Should hear on NY Main Street grain in 12/15 - **UR**

Mike: Meeting re: sidewalks w/Rocky on Saturday?; Hannibal redoing theirs; need contact info from Mike for sidewalk estimates then look at grant opportunities - **UR**

Reviewed Tectonic Dam Report 5/2015; list of deficiencies handed out; correlate with water usage discrepancies (60 mil gal pumped/15 mil gal billed) and Department of Health inspection recommendations; Contact info from Chuck - ? Kevin Rooney? - for bridge/dam plans to look at grant opportunities - **UR**

Unavailable 11/4-11/12 - granddaughter here, first visit since Alissa's death nearly 6 years ago

It was decided to do staff evaluations the end of March. Mayor Palermo informed June that Kim Park is in charge of blighted properties in Wayne County. There was discussion regarding the water billed/pumped issue. Sheryl will have recommendations regarding what may need to be done. the 10' meter at wells is over 13 years old. Should be replaced.

ADJOURNMENT:

Motion to adjourn: Mayor Palermo

2nd: Trustee Barnes

Meeting adjourned at 11:07 am.