

January 5, 2021

The regular meeting of the Varick Town Board was called to order by Supervisor Robert Hayssen at 7:00 p.m. Present at this meeting were Councilmen Eric Riegel and Richard McCulloch, Town Clerk, Donna Karlsen, and Bookkeeper, Angela Testa. Absent: Councilman Tom Fox and Richard Peterson, Highway Superintendent, Ben Frier and Attorney for the Town, Joe Midiri.

**Abstract: Abstract:** A motion by Richard McCulloch, seconded by Eric Riegel and so carried unanimously to approve Abstract No. 1, General, Vouchers A0021-001 to A0021-06 in the amount of \$35,171.80, Highway, Vouchers DAO21-002 o DA021-002 in the amount of \$4,391.22, Varick Water District No. 1, Vouchers VW121-001 in the amount of \$196.53, Seneca Lake Water District, Vouchers SWS21-001 to SWS21-004 in the amount of \$5,920.19, Varick Water District No. 3, Vouchers VW321-001 in the amount of \$248.11 , Varick Water District No. 4, Vouchers VW421-001 to VW421-002 in the amount of \$1,98.91, Varick Sewer District No. 1, Vouchers VS121-001, in the amount of \$196.53 , Varick Sewer District No. 2, Vouchers SSS21-001 in the amount of \$822.15.

**Highway:** Nothing to report

**Water Operator:**

Water Operator Monthly Report for December 2020

- Marked out Dig Safes.
- Got weekly meter reads.
- Did weekly water tests for each district.
- Took Bac T samples in all 4 districts.
- Filled out and submitted monthly water report to health department.
- Data logged water usage in each district.
- Turned water off as needed.
- Answered questions dealing with each water districts and sewer systems.
- Called in Dig Tickets for upcoming projects.
- Changed meters.
- Cleaned shop.
- Fixed broken curb stops.
- Inspected new water service on Rt. 89.
- Installed new water service on Rt. 89.
- Ordered new parts for upcoming projects.
- Dealt with water break in Varick Water 1.

**Varick Water District No. 1:** Mr. Karlsen reported there was a water leak at Seneca Street and Russell Road on December 23rd that the Town of Romulus originally reported was in the cast iron pipe running across the road and was in their water district. After further inspection by them they notified Mr. Karlsen that evening they thought the leak was in the Town of Varick. Mr. Karlsen was out of town at that point and requested the Village of Waterloo to repair this break. Mr. Karlsen reported that while doing the repair the main broke in three additional spots. This main is in

extremely poor condition and will need to be replaced. He further reported another water break in the same approximate area occurred a few days later but has not been possible to repaired as of this meeting because the Town of Romulus also experienced two breaks and is unable to turn the water off to the Town of Varick servicing our break. Both the Town of Romulus and the Town of Varick will coordinate a time to complete all repairs at once.

**Seneca Lake Water District:** East Lake Road residents and the Village of Waterloo's pump station experienced a brown-out on Saturday, January 2nd. Although Mr. Karlsen did not request the Village of Waterloo to complete this repair, they were on scene with their equipment when he arrived. Mr. Karlsen reported that he had already made arrangements to complete the repair in-house, but because the Village was already on site, they completed the repair. Another leak was discovered Sunday, January 3rd within the same area as the prior leak and was repaired by Mr. Karlsen with the assistance from the highway department. He reported that the air release valve in this area was not installed correctly at the time of construction and will need to be fixed but he will require assistance to do so as it is in a confined space.

**Varick Water District No. 3:** Nothing to report.

**Varick Water District No. 4:** Nothing to report.

**Varick Sewer District No. 1:** Supervisor Hayssen reported he had a discussion with Supervisor Hayes from the Town of Romulus regarding the Yaws bill and electric bills for the pump stations. Supervisor Hayes agreed the Town of Romulus will continue to pay their portion of these bills. Supervisor Hayssen reported the original agreement between the two towns regarding this district should remain in effect. He will continue discussions with Supervisor Hayes and work with the town attorney, Joe Midiri, regarding this matter.

**Varick Sewer District No. 2:** Yaws contacted Brewer's to pump the tank at the pump station due to the brown-out and the subsequent electric outage on January 2<sup>nd</sup> which affected the operation of the pumps. Mr. Karlsen will follow up with Bill Kolbeck on the maintenance of the generator. He reported that 10 grinder pumps were ordered and received by this district.

**Supervisor's Report:** A motion by Eric Riegel, seconded by Richard McCulloch and so carried unanimously to approve the Supervisor's Report.

**South Seneca Ambulance:** South Seneca Ambulance provided an annual contract for an Ambulance Services Agreement between South Seneca Community Ambulance Corps and the Town of Varick for 2021. The board reviewed the contract and needs Section 3 Compensation, Letter B No. 1 to be changed to read that the payable dates will be quarterly. Once this is completed and a new contract submitted with stipulated reports, the board authorized the supervisor to sign the annual contract.

A motion by Richard McCulloch, seconded by Eric Riegel and so carried unanimously to authorize the Supervisor to sign the 2021 South Seneca Ambulance Service Annual Agreement once the payment schedule is changed to quarterly payments and stipulated reports are submitted

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**Town Clerk's Report:** A motion by Eric Riegel, seconded by Richard McCulloch and so carried unanimously to approve the Town Clerk's Report.

**Minutes:** A motion by Richard McCulloch, seconded by Eric Riegel and so carried unanimously to approve the minutes of December 1, and December 30, 2020. Supervisor: \$105, NYS Ag & Markets: \$13, Total Disbursements: \$118.

**Planning Board:** No new business.

**Court:** Mr. Riegel will continue to try to set a date to review court records.

**New Business, Old Business, Correspondence:**

Mrs. Karlsen questioned the board if the town wanted to carry Cyber Security Insurance. The decision was tabled. Supervisor Hayssen will look further into this.

It was reported that Governor Cuomo signed legislation requiring all public employers to create plans to protect employees and contractors in the event of another public health emergency declaration in New York State. The requirement for these plans applies to all local, county and state government entities. Plans must be finalized by April 1, 2021. Supervisor Hayssen will direct the research and development of this plan to Attorney Midiri to present to the board for review and approval.

Mrs. Karlsen reported that the State Archives revised its local government records retention and disposition schedules and issued a single, comprehensive retention schedule for all types of local governments on August 1<sup>st</sup>, 2020. The new schedule, Retention and Disposition Schedule for New York Local Government Records or LGS-1 will supersede and replace the current MU-1 retention schedule adopted by the town and provided a resolution to be passed by the town:

Resolved, by the Town Board of the Town of Varick that Retention and Disposition Schedule for the New York Local Government Records (LGS-1) issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein,

Be It Further Resolved that in accordance with article 57-A:

- (a) Only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;
- (b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Motion: Richard McCulloch

Seconded: Eric Riegel

So Carried Unanimously

Dated: January 5, 2021

**Code Enforcement Officer:** Tim Dorn provided a written annual report for building permits issued for 2020 which will be filed with the official meeting minutes.

**Reorganization 2021:**

**Appointments: 1 year**

Supervisor Hayssen appointed Eric Riegel and Richard McCulloch to the auditing committee and Richard Peterson and Tom Fox as alternates to this committee.

Supervisor Hayssen appointed Richard McCulloch and Eric Riegel to a town water and sewer district committees.

**Appointments: 5 year**

A motion by Richard McCulloch and seconded by Eric Riegel and so carried unanimously to appoints Richard Olsen to the Planning Board for a term to expire December 31, 2024.

A motion by Richard McCulloch, seconded by Eric Riegel and so carried unanimously to appoint Andrew Herkovic to the Zoning Board of Appeals for a term to expire December 31, 2024.

**Designation of Banks and Legal Newspaper:**

It was reported that the town currently has accounts at the Community Bank, Lyons National Bank and Five Star Bank. The costs for legal notices were compared between the town's current legal paper of the Ovid Gazette and Finger Lakes Times. It was noted that the Ovid Gazettes costs had escalated in 2020 and were higher than what the Finger Lakes Times was quoting. It was also noted that the Finger Lakes Times offers six editions a week versus the Ovid Gazette who offers one a week.

A motion by Eric Riegel, seconded by Richard McCulloch and so carried unanimously to designate the following town of Varick approved banks to conduct business with: Community Bank, Lyons National Bank and Five Star Bank.

A motion by Eric Riegel, seconded by Richard McCulloch and so carried unanimously to designate the town's legal newspaper as the Finger Lakes Times.

A motion by Eric Riegel, seconded by Richard McCulloch and so carried unanimously to adjourn the meeting at 7:55 p.m.

Respectfully Submitted:

Donna Karlsen  
Varick Town Clerk