

**Village of Port Dickinson  
Special Meeting  
April 24, 2012  
Port Dickinson Elementary School**

**Officers Present:**

**Mayor  
Trustees**

**Kevin M. Burke  
Robert Aagre  
Michael Cashman  
James DeGennaro  
Richard Felo  
Susan Fox  
Cheryl Miller**

**Clerk  
Treasurer**

The Special Meeting was called to order at 5:00 pm.

1. Public Participation: McKeon, 689 Chenango St, had questions regarding a Code Violation. Mayor Burke requested that they put a plan in writing and submit to the Code Officer.
2. Mayor Burke discussed the selection process for choosing an Engineer/Architect for the CDBG project. 4 companies were chosen for interview, 1 declined. Trustees Aagre, Cashman & DeGennaro also participated in the interview process. Hulbert Engineering & Land Surveying PC was chosen from the qualified applicants.

Motion by Trustee Cashman seconded by Trustee DeGennaro, for a RESOLUTION AWARDDING CONTRACT FOR ENGINEER/ARCHITECTS SERVICES REGARDING CDBG BLOCK GRANT PROJECT AND AUTHORIZING MAYOR TO EXECUTE AGREEMENT SUBJECT TO OFFICE OF COMMUNITY RENEWAL APPROVAL

WHEREAS, the Village of Port Dickinson, Broome County, New York (the "Village") has applied to the New York State Housing Trust Fund Corporation, represented by the Office of Community Renewal (collectively the "Corporation") for Community Development Block Grant ("CDBG") funds to finance the community development activities (the "Project") described in the Village's Program Year 2011 Grant Application (the "Application"), and

WHEREAS, the Corporation has selected the Village to receive an award in the maximum amount of \$400,000.00 to a Project consisting of construction of accessibility to the Village Hall, and

WHEREAS, the Village has solicited proposals from professions engineers/architects to provide services for said Project, and

WHEREAS, the Village has received and reviewed six (6) such proposals and based upon the contents thereof desires to award the contract for such services in the amount of Thirty Thousand Six Hundred Five Dollars (\$30,605.00) to Hulbert Engineering & Land Surveying P.C. , subject to the approval of the Office of Community Renewal, for the following reason(s):

Patricia Every, who prepared the preliminary drawings for this project is affiliated with the Hulbert firm. She will be primarily responsible for overseeing this project for that firm. She has previously performed similar services on CDBG projects. The financial proposal of the Hulbert firm also was the lowest received. The proposal of one other major firm was over 60% in excess of the Hulbert proposal. Another proposal received from an out of town firm was lower than the Hulbert proposal but the additional charge for site visits would have brought that proposal above the Hulbert proposal.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Village of Port Dickinson in regular session duly convened as follows:

1. Mayor Kevin Burke be and hereby is authorized to execute the attached agreement with Hulbert Engineering & Land Surveying P.C. on behalf of the Village, subject to the approval of the approval of the Office of Community Renewal;

2. This resolution shall take effect immediately.

AYE TRUSTEES AAGRE, CASHMAN, DEGENNARO, FELO  
NAY NONE

3. Review of parking problem between curb and sidewalk: review at 5/22 Work Session with list of streets to be included.
4. Treasurer Miller and Trustee Aagre have reviewed sewer rates with respect to the Town of Fenton.

Motion by Trustee Aagre, seconded by Trustee Felo, for a resolution increasing the sewer rate for the Town of Fenton by 6%.

AYE TRUSTEES AAGRE, CASHMAN, DEGENNARO, FELO  
NAY NONE

5. Discussion regarding a problem with resident putting garbage/recycling at the curb up to several days before refuse collection. This creates problems due to animal infestation and weather. Proposed amendment to the Village Code to require residents to put their garbage at the curb no earlier than 5:00pm the day before refuse collection.

Motion by Trustee Aagre, seconded by Trustee DeGennaro, for a resolution to schedule a Public Hearing on 5/8/12 at 6:00pm at Port Dickinson Elementary School Proposed Local Law 4-2012, A Local Law of the Village of Port Dickinson Amending Chapter 30 of the Village Code Entitled "Dumping"

AYE TRUSTEES AAGRE, CASHMAN, DEGENNARO, FELO  
NAY NONE

6. Discussion regarding change to method of billing for water/sewer to a flat operational cost plus actual user charges. Trustee Aagre indicated that the water rate would be \$1.75/100 cf and the sewer rate \$4.19/100cf. The operational cost for water (which includes the purchase of 40 automated meters/year) would be \$33.63 and the operational cost for sewer would be \$28.95. Total operational cost of \$62.58.

Motion by Trustee Cashman, seconded by Trustee Aagre, for a resolution to schedule a Public Hearing on 5/8/12 at 6:00pm at Port Dickinson Elementary School Proposed Local Law 5-2012, A LOCAL LAW OF THE VILLAGE OF PORT DICKINSON AMENDING CHAPTER 62 OF THE VILLAGE CODE ENTITLED "WATER"

AYE TRUSTEES AAGRE, CASHMAN, DEGENNARO, FELO  
NAY NONE

Motion by Trustee Cashman, seconded by Trustee Aagre, for a resolution to schedule a Public Hearing on 5/8/12 at 6:00pm at Port Dickinson Elementary School Proposed Local Law 6-2012, A LOCAL LAW OF THE VILLAGE OF PORT DICKINSON AMENDING CHAPTER 49 OF THE VILLAGE CODE ENTITLED "SEWERS"

AYE TRUSTEES AAGRE, CASHMAN, DEGENNARO, FELO  
NAY NONE

7. Motion by Trustee Cashman, seconded by Trustee DeGennaro, for SECTION 504 RESOLUTION/VILLAGE OF PORT DICKINSON)

**WHEREAS**, Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in programs and activities conducted by the U.S. Department of Housing and Urban Development (HUD) or by grantees that receive financial assistance from HUD, and

**WHEREAS**, Part 8 of Title 24 of the Code of Federal Regulations (24 CFR) requires adoption of grievance procedures to address complaints of those who feel they may have been discriminated against on the basis of disability and also requires the provision of notice of said grievance procedures, and

**WHEREAS**, it is the policy of the *Village of Port Dickinson (the "Village")* not to discriminate against any individual, person or group on the basis of disability and the intent of the *Village* to address any complaints that may arise pursuant to Section 504,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Village of Port Dickinson does hereby adopt by resolution internal grievance procedures (the "Procedure") providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 of the U.S. Department of Health and Human Services regulations implementing the Act, and

**BE IT FURTHER RESOLVED**, that the Board of Trustees of the Village does hereby designate the Code Enforcement Officer of the Village as the Grievance Coordinator who shall be responsible for receiving and addressing complaints pursuant to the Procedure adopted hereby and attached hereto, and

**BE IT FINALLY RESOLVED**, that the *Village* will place its employee, the public, and potential beneficiaries of certain federal public programs on notice by undertaking certain actions that will include, but may not be limited to (1) providing a copy of the grievance procedure to its employees, (2) putting the public on notice by placing a notice in the *Village's* official newspaper subsequent to adoption of this Procedure, (3) placing copies of the Procedure in the Village Hall for review and dissemination, and (4) adding language to federal program brochures to insure all potential program beneficiaries are aware of the *Village's* adopted grievance procedures.

AYE TRUSTEES AAGRE, CASHMAN, DEGENNARO, FELO

NAY NONE

8. Motion by Trustee DeGennaro, seconded by Trustee Felo, LEAD AGENCY RESOLUTION  
**WHEREAS, the Village of Port Dickinson was awarded a 2011 Small Cities Community Development Block Grant to install an elevator/shaft and make other improvements to its main municipal building located at 786 Chenango Street that are in compliance with the Americans with Disabilities Act (ADA) recommendations; and**  
 WHEREAS, the Village of Port Dickinson has determined that the Municipal Building Accessibility Project is an Unlisted Action as defined in the State Environmental Quality Review Act (6 NYCRR §617); and  
 WHEREAS, said regulations require that the Village undertake an environmental review of such a project prior to its implementation; and  
 WHEREAS, the Village has determined that New York State Department of Environmental Conservation and the New York State Office of Community Renewal are also Involved Agencies, as defined in said regulations;  
 AND WHEREAS, the Village has determined that any potential impacts from this project are primarily of local significance;  
 THEREFORE, BE IT RESOLVED that the Village has declared itself lead agency for the purpose of completing the environmental review required under SEQRA;  
 AND BE IT FURTHER RESOLVED that the Village of Port Dickinson will provide notification of this declaration to all other involved agencies, as defined herein, in order that it may undertake a coordinated review of the project  
 AYE TRUSTEES AAGRE, CASHMAN, DEGENNARO, FELO  
 NAY NONE
9. Proposed Amendment to the Village of Port Dickinson Employee Personnel Policy – to be discussed at 5/8/12 meeting.

Motion by Trustee Felo seconded by Trustee Aagre to adjourn at 6:00 pm.

Respectfully submitted,  
 Susan E. Fox, Village Clerk