



**BOARD OF TRUSTEES
Village of Watkins Glen
OFFICIAL NOTICE OF REGULAR MEETING
JUNE 2, 2021**

A meeting of the Board of Trustees for the Village of Watkins Glen will be held on June 2, 2021 at 6:00 pm in the Board Room of the Municipal Building, 303 North Franklin Street, Watkins Glen, New York

AGENDA

1. PLEDGE OF ALLEGIANCE

2. NEW ADDITIONS TO AGENDA

3. PUBLIC HEARING

- a. Sewer Use Local Law revision – capital recovery, collection of charges
- b. Water Use Local Law revision – capital recovery, collection of charges

4. PUBLIC BE HEARD

5. APPROVAL OF MINUTES

- a. Minutes from Regular Board Meeting held on May 18, 2021
- b. Minutes from Special Board Meeting held on May 27, 2021

6. REPORTS

- a. Parks Report
- b. Streets Report
- c. Codes Report
- d. Water Report
- e. Electric Report
- f. Sewer Report
- g. Superintendents Report
- h. Police Report
- i. Treasurer's Report

The Board of Trustees meets on the first and third Tuesday of the month at 6:00pm in the Board Room of the Municipal Building. All meetings are voting meetings, which opens with a public comment period. Meeting agendas are created from prior public input, Department operating and planning issues and requests made to the Board. The Board reserves the right to limit verbal comments to three minutes if necessary and to request written comments on lengthy or complex issues. This information may then be used to create committee agendas, with the speaker or author invited to attend.



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7. VOTING ITEMS

- a. New Hire – Head Lifeguard, Peighton Cervoni (June 18, 2021 @ \$20/hr.) **no attach*
- b. Fourth of July Fireworks – Clute Park (July 4, 2021) **no attach*
- c. Clute Park Seasonal Campers – reimbursement request for Cargill construction **no attach*

8. AUDIT

- a. General Audit dated June 1, 2021 = \$208,736.26

9. BOARD CONCERNS/NEW BUSINESS

- a. Enterprise Fleet Management program – present via ZOOM for Q&A session
- b. Reopening New York - Mask Restriction Policy
- c. New Meter Reading Equipment – cost per Municipality
- d. Clute Park Basketball Court – resurfacing bids and concrete area **no attach*
- e. Seneca Lake Event Center – Liquor Liability Insurance **no attach*
- f. Police Department and Code Enforcement – relocation of office **no attach*

10. EXECUTIVE SESSION

- a. Pending Litigation – Police Department

11. ADJOURNMENT

The Board of Trustees meets on the first and third Tuesday of the month at 6:00pm in the Board Room of the Municipal Building. All meetings are voting meetings, which opens with a public comment period. Meeting agendas are created from prior public input, Department operating and planning issues and requests made to the Board. The Board reserves the right to limit verbal comments to three minutes if necessary and to request written comments on lengthy or complex issues. This information may then be used to create committee agendas, with the speaker or author invited to attend.

PROPOSED LOCAL LAW NO. __ OF YEAR 2021

Be it enacted by the **BOARD OF TRUSTEES** of the

Village of **WATKINS GLEN, COUNTY OF SCHUYLER** , as follows:

A local law to amend Local Law No. 4 of the Year 2020, relating to the regulation of sewer use in the Village of Watkins Glen, New York.

Section 1. This Local Law is enacted pursuant to the Village Law of the State of New York, and the Municipal Home Rule Law of the State of New York.

Section 2. The purpose of this Local Law is to amend Local Law Number 4 of 2020 to allow for the addition of collection charges for capital improvements to ensure the proper operation, repair and maintenance for the continued functioning of the Sewer Department and sewage treatment plant of the Village of Watkins Glen.

Section 3. Local Law No. 4 of the Year 2020 is hereby amended to provide as follows:

Section 11-E. Capital recovery; collection of charges.

- A) The Village of Watkins Glen may institute an equitable procedure for recovering the costs of any capital improvements made to ensure the proper operation, repair and maintenance continued functioning of the Sewer Department and sewage treatment plant of the Village of Watkins Glen by the addition of such charges to the monthly utility bill.
- B) The collection charge shall be set by the Board of Trustees by Board resolution. At any time, whenever the Board of Trustees of the Village of Watkins Glen deems it necessary, prudent or advisable to change or increase the collection charges, the Board of Trustees may do so upon written resolution adopted by majority vote.
- C) Provisions of Section 11-c relating to the collection of penalties and the authority to re-levy water charges shall apply to the collection of charges for capital recovery.

Section 4. This Local Law will become effective immediately upon filing with the Department of State.

PROPOSED LOCAL LAW NO. __ OF YEAR 2021

**Be it enacted by the _____ BOARD OF TRUSTEES _____ of the
Village of _____ WATKINS GLEN, COUNTY OF SCHUYLER, as follows:**

A local law to amend Village Ordinance No 95 of the Year 1936, relating to Water Regulations in the Village of Watkins Glen, New York.

Section 1. This Local Law is enacted pursuant to the Village Law of the State of New York, and the Municipal Home Rule Law of the State of New York.

Section 2. The purpose of this Local Law is to amend Village Ordinance No 95 of the Year 1936 to allow for the addition of collection charges for capital improvements to ensure the proper operation, repair and maintenance for the continued functioning of the Water Department and water treatment plant of the Village of Watkins Glen.

Section 3. Village Ordinance No 95 of the Year 1936 is hereby amended to provide as follows:

Capital recovery; collection of charges.

- A) The Village of Watkins Glen may institute an equitable procedure for recovering the costs of any capital improvements made to ensure the proper operation, repair and maintenance continued functioning of the Water Department and water treatment plant of the Village of Watkins Glen by the addition of such charges to the monthly utility bill.
- B) The collection charge shall be set by the Board of Trustees by Board resolution. At any time, whenever the Board of Trustees of the Village of Watkins Glen deems it necessary, prudent or advisable to change or increase the collection charges, the Board of Trustees may do so upon written resolution adopted by majority vote.
- C) Provisions of Sections relating to the collection of penalties and the authority to re-levy water charges shall apply to the collection of charges for capital recovery.

Section 4. This Local Law will become effective immediately upon filing with the Department of State.



REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE VILLAGE OF WATKINS GLEN HELD TUESDAY, MAY 18, 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 Supervisor of Village Streets Ken Barber, Water Operator-in-Charge Martin Pierce, Parks and Event Center Manager Craig Bond and Sergeant Ethan Mosher. There were approximately four other persons in attendance.

PUBLIC HEARING

Proposed 2021-2022 Budget

The public hearing on the proposed 2021-2022 budget was opened at 6:01 pm with a motion by Trustee Nan Woodworth and a second by Trustee Laurie DeNardo. The Board then voted on the motion and all were in favor. Motion Carried.

PUBLIC BE HEARD

Sara Karius, homeowner on 11th Street, was present to express her concerns with the parking issue due to Kookalarocs establishment. She also advised that the street is not wide enough to accommodate parking on both sides and asked the Board to consider turning it into a one-way street. Mayor Luke Leszyk stated that the Board will look into options and in the meantime asked Sergeant Ethan Mosher to enforce parking so that residents have access to their driveways. Sara Karius also discussed the disruptiveness of the bands that play at Kookalarocs, both in volume and hours of operation. Sergeant Ethan Mosher stated that the Police Department has been down to test the decibel level and at that time they were within the legal limits.

Cheryl Davis, owner of the Red Kettle Inn Bed and Breakfast located on 4th Street, was present to bring a truck idling issue to the Boards attention. Semi trucks park between her B&B and Twin Tiers Eye Care Associates for long periods of time idling, which is extremely disruptive to her business. Deputy Mayor Louie Perazzini will contact the DOT in regards to installing "no idling" signs along that section of 4th Street. Sergeant Ethan Mosher asked that she call the police each and every time this occurs so they can address it.

APPROVAL OF MINUTES

Minutes for Regular Meeting May 4, 2021

Trustee Laurie DeNardo made the motion to approve the minutes for the Regular Board of Trustees meeting held on May 4, 2021. Deputy Mayor Louie Perazzini seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

DEPARTMENT REPORTS

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

VOTING ITEMS

LaBella Associates – Professional Service Agreement

Trustee Laurie DeNardo made the motion to enter into an agreement with LaBella Associates to provide engineering and design for the Village DRI projects. Trustee Nan Woodworth seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

ITRON Utility Billing System

Deputy Mayor Louie Perazzini made the motion to enter into an agreement with ITRON for cloud based meter reading Temetra Software system. Trustee Bob Carson seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried

Trane Service Agreements

Trustee Laurie DeNardo made the motion for the Mayor to sign the Trane service agreements for the Municipal Building in the amount of \$6,541.68 and the Community Center in the amount of \$3,071.99 for fiscal year 2021-2022. Trustee Nan Woodworth seconded the motion. The Board then voted on the motion to approve and all were in favor. Motion Carried.

Engineering Planning Grant Award

Trustee Laurie DeNardo made the motion to accept a grant in the amount of \$30,000 awarded from the Wastewater Infrastructure Engineering Planning Grant (EPG) for the collection system inflow & infiltration rehabilitations study and designate Mayor Luke Leszyk as the Village of Watkins Glen authorized representative. Deputy Mayor Louie Perazzini seconded the motion. The Board then voted on the motion to approve and all were in favor. Motion Carried.

Special Event Application for Use of Fire Department Building – Fire Company

Trustee Laurie DeNardo made the motion to approve the use of the Fire Department by the Fire Company to hold a chicken BBQ on June 12, 2021 from 9am to 2pm. Trustee Bob Carson seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

Vendor Permit Application – Lucky Hare Brewing Company

Trustee Nan Woodworth made the motion to approve the vendor permit application for Lucky Hare Brewing Company to set up a beer garden within the 3rd Street Village Square on June 26, July 17, Aug. 7, and Sept. 10, 2021. Trustee Laurie DeNardo seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

Event Venue Proposed Rates for 2021-2022

Trustee Laurie DeNardo made the motion to approve the following event venue rates for 2021-2022. Deputy Mayor Louie Perazzini seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

Warren W. Clute Memorial Park: is the area Lakeside of 4th Street in Watkins Glen. Clute Park is a free experience for guest to walk through, picnic or park at. The kayak launch is free if you bring your own kayak. This municipal park has no admission fee and requires a \$5 fee for all non-village residents. The park opens officially Memorial Day each year and remains open through Labor Day.

- \$5 parking charge daily
- \$5 boat launch daily

Seneca Lake Events Center at Clute Park: is a new, multi-purpose, year-round facility which holds up to 250 people overlooking beautiful Seneca Lake. Perfect for smaller gathers, weddings, receptions or corporate trainings, the venue contains a private conference room 15+ (272 sq feet), commercial kitchen, information desk, skate lace up/changing areas, and indoor and outdoor seating areas for food and small gathering. The facility was completed in the early summer of 2021, and has state-of-art equipment, accessible restrooms and is air conditioned. Adjacent to the facility is 150 square foot ice-rink and water splash pad for younger families to enjoy the surroundings of Seneca Lake. 2689 Square Feet Space. This is a fully accessible events center-inclusive splash pad area.

- \$2,000 full day rental, \$1,500 not-for-profit, \$1,000/\$750 half day rental, \$200/\$100 hourly rate.
- Conferences rates are available
- Splash pad is free, Ice Skating is \$7 for an hour/includes skates

Clute Park Community Center: has been a treasured gathering space with Watkins Glen that holds up to 600 people and includes a kitchen, tables, chairs, restrooms, ice machine and is air conditioned. Traditionally the facility has been great for large weddings and can accommodate 75 – 8-foot tables, or 550 folding chairs. The venue is great for trade fairs, weddings, market and roller-skating events. There is a commercial kitchen, ticket office, coat check and accessible ramp to the space, that has ample parking.

- Currently \$500 and \$350 non-for-profit, \$50 hourly
- With new kitchen flooring \$1,000 - \$500
- Roller-skating \$7 (limited schedule)

Clute Park Lakeside Pavilion: holds up to 150 people and includes 14 picnic tables, chairs. The space is 50 feet in width and 86 feet long with a pitched roof. In summers this would be ideal for Summer Camps and dining for weddings, as the space overlooks beautiful Seneca Lake.

- Currently \$200 and hourly of \$50
- With no change \$500 and \$250
- With new windows and paint \$800 and \$500

Clute Park Campground: are some of the best camping sites in New York and located directly to the south of Route 414 and 4th Street in Watkins Glen.

- Seasonal Rate \$2,625
- Monthly 5-month rate is \$900/\$4,500
- July and Aug \$1,200
- \$65 per night - full hook up
- \$35 per night – tents
- Parking \$5
- Boat Launch \$5
- Ice \$2/bag
- Propane \$52/new, \$20 tank trade
- Fire Wood \$7/bundle

Historic Lafayette Park: is home for Tuesday night concerts in the park. The park has a raised stone stage area that is perfect for bands or performers to be elevated as an audience watches from carried in lawn chairs and with adjacent picnic tables. There is also a playground and swings for smaller children to enjoy. The park is located directly off route 414 and runs through downtown Watkins Glen.

- \$25 to rent and use of bandstands
- Concerts in the park are free

Special Event Application - Grand Prix Festival (Sept. 10)

Deputy Mayor Louie Perazzini made the motion to approve the Watkins Glen Promotions application to hold the Grand Prix Festival on Village streets on September 10, 2021. Trustee Bob Carson seconded the motion. The Board then voted on the motion to approve and all were in favor. Motion Carried.

Summer Hours for Village Office and Staff

Trustee Nan Woodworth made the motion to approve summer hours for the Village Office and staff. The Village Office will be opened Monday thru Thursday 7:30 am to 4:30 pm and Friday 7:30 am to 1:30 pm from June 1, 2021 – Sept. 3, 2021. Trustee Laurie DeNardo seconded the motion. The Board then voted on the motion to approve and all were in favor. Motion Carried.

Temporary Seasonal Parks Laborer

Trustee Laurie DeNardo made the motion to hire Elizabeth Woods as a temporary seasonal laborer at \$12.50/hr. starting in July 2021. Trustee Nan Woodworth seconded the motion. The Board then voted on the motion to approve and all were in favor. Motion Carried.

Management & Office Staff Pay Increases

Trustee Bob Carson made the motion to approve the following Management & Office Staff pay rates beginning June 1, 2021. Deputy Mayor Louie Perazzini seconded the motion. The Board then voted on the motion to approve and all were in favor. Motion Carried.

Name	Position	New Rate
Schoffner, Jennifer	Keyboard Specialist	\$14.75
Peterson, Barbara	Deputy Clerk Treasurer	\$18.60
Stocum, Darrin	Code Enforcement Officer	\$48,700.00
Slater, Rhonda	Village Treasurer	\$50,696.73
Barber Jr., Kenneth	Supervisor of Village Streets	\$51,350.00
Childs, Lonnie	Village Clerk	\$52,413.80
Pierce, Martin	Water Tx Plant Operator in Charge	\$63,477.00
LaFever, Minard	Supervisor of Village Electric Dept	\$88,687.00
Wilcox, Terry	Superintendent & WWTP Manager	\$91,343.00

AUDIT

General Audit

Trustee Laurie DeNardo made the motion to approve the general audit dated May 17, 2021 in the following amounts:

General	\$38,251.35	Sewer	\$1,425.06
Electric	\$120,851.11	Water	\$7,554.06
Joint Activity (CVWRF)	\$32,394.55	LWRP #1	\$86,004.65
LWRP #2	\$9,025.00	OPRHP	\$9,359.90
DRI Projects	\$406,432.47	Water Improvements	\$52,483.13

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

BOARD CONCERNS

Sewer Use Local Law Revision & Water Use Local Law Revision – Capital Recovery, Collection of Charges
Treasurer Rhonda Slater provided the Board with copies of proposed local laws to add the capability of charging a capital recovery fee on the utility bills to cover debt services charges. The proposal would consist of a \$3.00 charge for water debt and a \$20 charge for sewer debt collection. The Village will hold a public hearing on these proposed local laws at the next regularly scheduled Board meeting.

Enterprise Fleet Management Program

The Mayor presented the Board with a proposed fleet management program for the leasing of vehicles through Enterprise for their review and recommendations.

Utility Termination Moratorium Law Update

The Governor signed legislation to extend the utility termination moratorium to 180 days after the State of Emergency is lifted or December 31, 2021, whichever is earlier. It also prohibits municipal water suppliers from re-levying unpaid, or past due water charges during this same timeframe.

Police Officer Resignation – Dalton Kenney

The Board accepted the letter of resignation from Part-time Police Officer Dalton Kenney effective April 25, 2021.

Street Sweeper Rental

The Streets Department has rented a street sweeper to clean the Village streets from May 21, 2021 through June 4, 2021. The Village of Watkins Glen will help Burdett clean their roads for a few of the days and the Village of Montour Falls will also utilize the sweeper, but will have their own staff operate the machine. The Village Clerk reminded the Superintendent of Public Works that a Certificate of Insurance listing the Village of Watkins Glen as additional insured is required from the Village of Montour Falls.

Official Name for Event Center

The Board officially declared the name of the new event center as "Seneca Lake Event Center".

Change of Meeting Date & Location

The Village Board moved the Board meeting date of Tuesday, June 1, 2021 to Wednesday, June 2, 2021. All future regular Board meetings will be held at the Village Municipal Building.

Special Year End Board Meeting

The Village will hold a special year end Board meeting on Thursday, May 27, 2021 to help close out yearend payables. The meeting will be held at 3pm at the Municipal Building.

Door-To-Door Vendor Application

The Village Clerk informed the Board that someone submitted a vendor permit to sell educational products door-to-door in the Village of Watkins Glen. The Board requested that the hours of operation be set from 8am to 8pm for this vendor.

Watkins Glen Chamber of Commerce Fireworks

The Watkins Glen Chamber of Commerce would like to host the Fourth of July Fireworks. The location is yet to be determined as they are looking at possibly having the vendor set up at US Salt instead of Clute Park.

Parking on Franklin Street

The Village of Watkins Glen has requested that NYS Department of Transportation add additional striping to designate the area in front of the Village Municipal Building as a non-parking zone.

Sign/Flag Obscenities

The Board discussed complaints regarding obscenities and offensive language on signs/flags within the Village.

PUBLIC HEARING – Revisited Proposed 2021-2022 Budget

Trustee Nan Woodworth made the motion to close the public hearing at 7:21 pm. Trustee Laurie DeNardo seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

Trustee Laurie DeNardo made the motion to approve the attached budgets for the General, Water & Sewer Funds. Deputy Mayor Louie Perazzini seconded the motion. The Board then voted on the motion to approve and all were in favor. Motion Carried.

EXECUTIVE SESSION

Trustee Laurie DeNardo made the motion to exit public session and enter into executive session at 7:22 pm for one Police Department pending litigation matter. Deputy Mayor Louie Perazzini 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 8:02 pm. Trustee Bob Carson seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

Meeting Adjourned.

Respectively Submitted,

Ms. Lonnie M. Childs



**SPECIAL MEETING OF THE BOARD OF TRUSTEES OF THE
VILLAGE OF WATKINS GLEN HELD THURSDAY, MAY 27, 2021**

PLEDGE OF ALLEGIANCE

The public session of the meeting was called to order at 3:00 pm by Mayor Luke Leszyk. Present were Mayor Luke Leszyk, Deputy Mayor Louie Perazzini, Trustee Laurie DeNardo, and Treasurer Rhonda Slater. Absent were Trustee Nan Woodworth, Trustee Bob Carson, Superintendent Terry Wilcox, and Village Clerk Lonnie Childs. There were no other persons in attendance.

VOTING ITEMS

Park Consultant – Michelle Hyde

Trustee Laurie DeNardo made the motion to hire Michelle Hyde as a consultant for the Parks Department at \$35/hr. for a minimal number of hours. Deputy Mayor Louie Perazzini seconded the motion. The Board then voted on the motion and all were in favor. Motion Carried.

Seasonal Parks Laborers – Teagan Lampman-Roisen & Michelle Beyler

Trustee Laurie DeNardo made the motion to hire Teagan Lampman-Roisen and Michelle Beyler as seasonal park laborers at \$12.50/hr. starting May 28, 2021. Deputy Mayor Louie Perazzini seconded the motion. The Board then voted on the motion to approve and all were in favor. Motion Carried.

Budget Amendment Resolution

Trustee Laurie DeNardo made the motion to approve the following budget amendment resolution for the purchase of park equipment. Deputy Mayor Louie Perazzini seconded the motion. The Board then voted on the motion to approve and all were in favor. Motion Carried.

WHEREAS, the Village of Watkins Glen is in the process of purchasing equipment for the Seneca Lake Event Center; and

WHEREAS, the Village has received revenue from campground receipts in excess of the \$390,000 budgeted for fiscal year 2020-21 by over \$50,000;

NOW, THEREFORE, BE IT RESOLVED, that the Treasurer be, and hereby is, authorized to amend the 2020-2021 Budget to increase Revenue Account AA.2002.000 Cable Receipts – Campground and to increase Expense Account AA.7140.200 Community Center - Equipment by \$50,000, respectively.

AUDIT

General Audit

Trustee Laurie DeNardo made the motion to approve the general audit dated May 27, 2021 in the following amounts:

General	\$68,060.71	Sewer	\$1,848.78
Electric	\$12,377.76	Water	\$4,425.85
Joint Activity (CVWRF)	\$21,517.13	Water Improvements	\$52,862.72

Deputy Mayor Louie Perazzini seconded the motion. The Board then voted on the motion to approve and all were in favor. Motion Carried.

JPC Audit

Deputy Mayor Louie Perazzini made the motion to approve the JPC audit for May in the amount of \$372,380.59. Trustee Laurie DeNardo seconded the motion. The Board then voted on the motion to approve 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 3:04 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,

Ms. Lonnie M. Childs

Parks and Events Board Report

For June 2, 2021

Hiring Updates:

Campground Seasonal Staff – fully staffed

Maintenance Seasonal Staff – fully staffed

Parking Ticket/Boat Launch Staff - 1 more required

Lifeguard Staff – Approve Peighton Cervoni as Head Lifeguard, need 5 more seasonal lifeguards for Beach to open June 18th

Park Maintenance:

Park Campground – 40 new trees were planted, 44 more ordered for October
10 Dead trees removed

Stump Grinding – Julie – three remaining until next week

Tree Removal – Remaining 5 trees down with Crane Tree Service

Tree Removal – Parks Maintenance will remove the other smaller 5 trees

Volleyball Courts and Nets are complete

Basketball – Painting and backboards are up - resurfacing bids and discussion of concrete area

Tennis Courts – Discussion Pickle Ball 3 Bids are being gathered

Flowers and Watering – Cart and Wand or move to truck

Clearing Near the Bridge to Kayak area has begun

Seneca Lake Events Center:

Department of Health – Inspection – Completed – requires monthly to do

Splash pad – inspection - Complete

Ice-Rink Set up late October, early November

Café – furniture ordered

Wedding/Events – furniture and moveable units ordered – 250 capacity

Splash Pad – furniture ordered for 3 Reserved area

5 feet pathway to separate center from general public – 3 bids being secured

Kitchen – layout and needs are next steps

Audio Equipment – bid process for indoor and outdoor communication

Insurance Liability

RFP – Vendors for Café and Food Service - Drafted

Upcoming Dates/Calendar:

June 18 – Beach Open – Lifeguards in place

July 3 – Open House

July 4 – Fireworks at Clute Park – Chamber of Commerce

Aug 15th – Beach Closes – Lifeguards return to college

Programming:

Yoga in the Parks - continues

Dragonfly Soul Craft – 5/24 Thurs and Saturdays 7 to 8 pm

Vibrant Life Yoga – Starts Sat 6/5 ends 8/20

Kat Kiklowicz – Yoga Tuesday night classes starts 5/18

LaFayette Park Concert Series:

Collaboration with Watkins Glen Promotions – clarification of roles

Schedule for Tuesdays – July 6 to Aug 31th – 2 spots open for bookings

Managers Meetings/Administration:

Empire and Techline Communications – Phone and Data Bids for Village with

Lonnie has begun – will bring to June 15th Meeting

New rental forms and rates – being added to Website

Concerns and Celebrations:

WENY and WETM – interviews have launched

Thanks for reading – Craig, Diane and Derick

Craig Bond

Parks and Events Manager

parkmanager@watkinsglen.us

607.742.6877

STREET DEPARTMENT
May 17, 2021 – May 30 2021

May 17th thru May 23rd

- Bags and brush pick up
- Did UFPO's
- Trash pickup
- Managers Meeting
- Mowed Cemetery's
- Mowed town of reading and lakeview cemetery
- Did topsoil work in Lakeview Cemetery and seeded and straw
- Clean up topsoiled seeded and straw at Glenwood Cemetery
- Had burial in Glenwood Cemetery
- Took sidewalk blocks out at Chedzoy's Funeral Polar
- Hauled Gravel for Parks Dept.
- Worked with tree cutters at park
- Picked up Sweeper Truck

May 24th thru May 30th

- Bags and Brush pick up
- Did UFPO'S
- Trash Pickup
- Managers Meeting
- Street Sweeping
- Clean up at Clute Park
- Hauling more sand for Clute Park
- Mowing Cemetery's
- Planted Trees in Clute Park
- Mowed for Reading
- Did Stump Grinding in Clute Park
- Met with Run Rite Contracting for Quote on paving behind Municipal Building
- Made sure everything was ready for Memorial Day Weekend

May 2021 Codes Department Report

Complaints:

1. Rubbish & property maintenance – 8
2. Construction work without a building permit – 1
3. Illegal short-term rentals - 1

Larger ongoing projects:

1. Clute Park Redevelopment: Everything getting wrapped up in early June. Dept. of Labor safety walk-through.

Permits issued in May 2021:

1. 16 new permits issued: Roofs; Residential remodels; Pool; Signs; Siding; Addition; Fence.

May 20th - Zoning Board Meeting:

1. No applications – No meeting

May 26th - Planning Board Meeting:

2. No applications – No meeting

Zoning Advisory Committee:

1. May 24th Meeting: Sign and Short-Term Rental regulations
2. Next committee only meeting June 7th, to discuss various topics
3. Next meeting headed by B&L: July 7th

Vacant Building Law – Returned to attorneys, for final review.

SCOPED Projects: Finished Zoning letters.

WATER DEPARTMENT BI-WEEKLY REPORT, 5/19/31 – 6/1/21

Daily operations, UFPO's, Drew THM, HAA samples. Also drew annual chlorite, sodium and nitrate samples. Monthly bac-t samples drawn. Lakeside water turned on and sample drawn. Met with Weliver for splash park demonstration. Ordered and received chemicals. Received water meter for event center and took to site. Aqua logic came to check communication problem in Dix. Bought fill pump for corrosion control station, working on hooking it up. Called for quotes for Dix meter installations. Met with Larsen Design group on water upgrades. Helped hook up new water service in Dix. Read meters substituting for regular person.

BOARD MINUTES FOR ELECTRIC DEPARTMENT

May 28th 2021

Week of May 17th 2021

- Substation checks.
- * UFPOs, safety review.
- * Confirming pole numbers on street inventory.
- Repairing hero banners, wind and truck damage.
- Trucks materials and storeroom. Deliveries.
- Meter reading, transfers.
- Service complaints/requests.
- Scheduling and meeting with contractors, on going jobs.
- Safety review and scheduling.
- Installed conduit behind municipal building for generator.
- Apprentice training school, Hughey, Prodromon.
- Assist street dept, CDL road test.
- Putting up American flags and hometown hero banners.
- Worked with contractors on removing trees at clute park.
- Worked with contractor installing concrete pad for generator behind municipal building.

Week of May 24th 2021

- Meter reading.
- Substation
- UFPOs
- Installation of new pole 14J South Monroe street, transferring all wires, rotten pole.
- Clean and maintenance of shop.
- Vehicle maintenance and cleaning.
- Pole line records and field work.
- Repaired electric service for Capt Bills, garage/kitchen.
- New service upgrade Division/N Monroe street, apartment.

WASTEWATER DEPARTMENT
WORK REPORT

May 18, 2021 – June 2nd, 2021

- Operation and maintenance of WW facility
- Daily and weekly samples
- Daily lab testing
- Training of OIT (ongoing)
- UFPOs
- Vouchers done
- Ops and DEC reports completed for April and submitted to DEC and EPA for both Old and new plants
- Discuss with DEC closing of permit for old plant
- Discuss with DEC mercury sampling and adjustments to current permit.
- F150 in for repairs, needs to return to finish
- Training 5/18 and 5/19
- Draining of SBR 3
- Sludge removal
- Influent samples submitted to lab for testing requested by manufacturer of scree and grit equipment (stainless rusting)
- Po submitted to contractor for Rails for sludge bins
- Po submitted to contractor for Security system plant and for non potable water system upgrades
- Unload rails for sludge bin to be installed by contractor
- Polymer jar testing on sludge 5/20 by Surpass chemical
- Meet with John (Rural water)
- Chemical order placed (EPIC 58) for phosphorous removal
- Req done for SCADA upgrades
- Prepping plant for hi rainfall expected 5/28-29
- Grass cutting weed eating in plant

Regards
Terry A Wilcox

SUPERINTENDENTS REPORT

May 18th 2021 – June 2nd, 2021

- Attend bi-weekly board meetings
- Attend monthly JPC meetings
- Weekly Managers meetings
- Attend bi-weekly Clute Park construction meetings
- Weekly meetings with Parks maintenance
- Asset management training and list compile (ongoing)
- Participate in call for possible CBDG grant
- Internet down village wide 5/18
- Training 5/18-5/19
- Discuss with Parks manager and Streets manager on pad removal reuse at Lakeside.
- Meet with LDG over water project
- Req submitted for flow meter replacement at all water pump stations
- Assist Parks with brush clean up from tree removal
- Meet with contractors bidding on back parking lot behind Village office
- Discuss with contractor roof repairs on Village office, to start tentatively in August
- Discuss with County Assessor old Padua tank and new Padua tank.
- Meet with Electrical Supervisor on asset program and change order as add on
- Meet with Hunt (Tim Stead) on Watkins Brewery lift station repairs needed
- Onsite for tree removal Lakeside
- Water complaint South Ave, water dept notified

Regards
Terry A Wilcox

POLICE DEPARTMENT - VILLAGE OF WATKINS GLEN

**MONTHLY BOARD REPORT
MAY 2021**

TOTAL MONTHLY CALLS FOR SERVICE- 291(year to date calls for service; 1,306)
TRAFFIC TICKETS- 41 (year to date traffic tickets; 271)
ARRESTS- 15 (year to date Arrests; 109)

CALLS FOR SERVICE

11PM and 7AM – 62

7AM and 3PM – 110

3PM and 11PM -- 119

NOTABLE COMPLAINTS

Animal Complaints- **10**

Parking Complaints- **5**

School Resource Officer- **11**

Vehicle and Traffic Complaints- **16**

Aided Case- **5**

Warrants (arrested or added) - **8**

Suspicious condition- **17**

Records- **20**

Larceny- **9**

Noise Complaint- **7**

Burglar Alarms- **4**

Fire Alarm- **0**

Assist Citizen- **15**

Assist other Agencies- **2**

Check Well Being- **3**

Domestic/Disorderly- **10**

Harassment Complaints- **5**

Mental Health Incidents- **4**

Motor vehicle accidents- **14**

Property Checks- **28**

DWI- **0**

Death Investigation- **0**

911 Unknown- **10**

OTHER NOTABLE DEPARTMENTAL ACTIVITY

VEHICLE PURSUIT

On May 13, 2021 at about 11:57pm the Watkins Glen Police Department observed a dark colored SUV, later determined to be a black Audi, bearing NYS registration KEN6101, commit several vehicle and traffic violations. Officers then attempted to initiate a traffic stop on the Audi. The suspect vehicle then failed to comply with officers and fled at a high rate of speed through the Village of Watkins Glen as officers pursued the vehicle.

The driver, later identified as Gary V. Kurbanov, from Ithaca NY, fled from officers at a confirmed speed of 122mph in a posted 30mph zone through the Village of Watkins Glen. At one point, the vehicle crossed the double solid yellow line, nearly striking a tractor trailer before continuing on. Officers continued the pursuit at a high rate of speed out of the Village of Watkins Glen where the Schuyler County Sheriff's Office assisted in the pursuit as it continued through the county.

The pursuit continued into Burdett and down several side streets before continuing out of Burdett. The pursuit got more reckless as it continued and officers terminated the pursuit to ensure the safety of the public and everyone involved in the incident. The driver, Gary Kurbanov, now faces several misdemeanor charges and an active Arrest Warrant has been signed and filed. Gary is considered to be armed and dangerous and has several other warrants out for his arrest.

PERSONAL INJURY MVA

HIT AND RUN: CAR VS PEDESTRIAN

On Wednesday May 12, 2021 at around 1:47pm, The Watkins Glen Police Department and EMS were dispatched to the intersection of N. Franklin Street and Fifth Street for a reported car vs pedestrian Motor Vehicle Accident with injuries.

Upon arrival officers observed a 74 year old male victim laying in the roadway suffering from injuries sustained from the accident. The victim was later transported to a hospital. It was determined the victim suffered several broken bones and remained in the hospital overnight. It was quickly determined the vehicle who struck the victim had not stopped and had fled the scene. According to a witness from the scene, the vehicle was described as an Orange Jeep Cherokee. An investigation began immediately by the Watkins Glen Police Department. Officers canvassed the area for video footage and other witnesses. With the help of local video footage, statements, and information provided by Schuyler County Dispatch, a suspect vehicle and registration was identified.

During the course of the investigation, the Watkins Glen Police conducted several interviews which led police to locate the owner of the Orange Jeep in question. Upon further investigation and interviews throughout the evening, officers were able to identify the vehicle and the driver of the vehicle from the Hit and Run accident.

The driver was identified as Devon J. Schulman, 25, of Berkshire NY. When officers attempted to later make contact with Schulman, Schulman fled a residence on foot. During the course of the night officers attempted to locate Schulman with negative results. An Arrest Warrant issued for Devon Schulman for Aggravated Unlicensed Operation in the Second Degree, a misdemeanor, leaving the scene of a personal injury Motor Vehicle Accident, a misdemeanor, and several other Traffic Tickets, and Devon later turned himself in. **(This is already the third pedestrian hit by a car this year)**

FIGHT IN PROGRESS INVOLVING A KNIFE

On May 30, 2021 at around 7:34pm dispatch received a call for a reported altercation with several men at Landon's Pub. It was also reported one of the men involved had a knife. Officers from the WGPD, Schuyler County Sheriff's Office and NYSP immediately responded. Two WGPD Officers arrived on scene first where they were met by several witness' pointing and shouting toward a man that "he had a knife" as he walked through the parking lot. This individual in question was immediately detained by the WGPD and a knife was located on his person.

It was later determined the man with the knife and several other men got into a verbal altercation inside the bar. The argument spilled outside when the police were then called. Prior to the argument getting violent or physical, the prompt response by the Watkins Glen Police Department prevented further escalation or danger to any and all patrons. It was determined through the investigation on scene nothing physical occurred between the individuals, no one wanted charges filed, and all parties were then asked to leave. Camera footage was reviewed and officers spoke with several witnesses. It was also determined one of the men involved was on probation out of Tompkins County. There were no arrests made and no one was injured.

Arrest and Complaint numbers in 2021 compared to 2020

Complaints in May 2020 **172**
Complaints in May 2021 **291 (+119)**

Arrests in May 2020 **6**
Arrests in May 2021 **15 (+9)**

Traffic tickets in May 2020 **19**
Traffic tickets in May 2021 **41 (+22)**

Total traffic tickets through May 2020 **110**
Total traffic tickets through May 2021 **271 (+161)**

Total calls for service through May 2020 **813**
Total calls for service through May 2021 **1306 (+493)**

Total arrests through May 2020 **36**
Total arrests through May 2021 **109 (+73)**

Respectfully Submitted,

Ethan T. Mosher

Sergeant-in-Charge

Voucher Abstract

Village of Watkins Glen

VOUCHER TRANSDATE	DESCRIPTION BATCH NO	VENDOR NUMBER / NAME POST MO/YR	BANK ID CHECK NO	CHECK DATE	AMOUNT	EFT	DP
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VC 00025908	straw-bale & turf blend	00BANFIELD	Banfield-Baker Corp				
06/01/2021	18,230	6	2021		226.25		
<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>		<u>ACCOUNT DESCRIPTION</u>		
001	straw-bale	41.25	AA.7110.400		PARKS - CONTRACTUAL		
002	turf blend	185.00	AA.7110.400		PARKS - CONTRACTUAL		

TOTAL VOUCHERS FOR VENDOR: 00BANFIELD # OF VOUCHERS: 1 TOTAL AMOUNT: 226.25

VC 00025911	25% Down Payment	00BIZCHAIR	BIZCHAIR.COM				
06/01/2021	18,230	6	2021		4,477.61		
<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>		<u>ACCOUNT DESCRIPTION</u>		
001	25% Down Payment	4,477.61	AA.7110.400		PARKS - CONTRACTUAL		

TOTAL VOUCHERS FOR VENDOR: 00BIZCHAIR # OF VOUCHERS: 1 TOTAL AMOUNT: 4,477.61

VC 00025901	Recycling- June 2021 service	00CARDINAL	Cardinal Disposal				
06/01/2021	18,230	6	2021		4,250.00		
<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>		<u>ACCOUNT DESCRIPTION</u>		
001	Recycling- June 2021 service	4,250.00	AA.8160.400		REFUSE & GARBAGE - CONTRACTUAL		

TOTAL VOUCHERS FOR VENDOR: 00CARDINAL # OF VOUCHERS: 1 TOTAL AMOUNT: 4,250.00

VC 00025899	Dental & Vision insurance	0000000039	CSEA EMPLOYEE BENEFIT FUND				
06/01/2021	18,230	6	2021		4,170.45		
<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>		<u>ACCOUNT DESCRIPTION</u>		
001	Dental & Vision insurance	1,996.38	AA.9060.800		HOSPITAL & MEDICAL INS		
002	Dental & Vision insurance	270.48	FF.9060.800		HOSPITAL & MEDICAL INSURANCE		

Voucher Abstract

Village of Watkins Glen

003	Dental & Vision insurance
004	Dental & Vision insurance
005	Dental & Vision insurance
006	Dental & Vision insurance
007	Dental & Vision insurance
008	Dental & Vision insurance

410.81	JT.9060.800
1,021.97	EE.0785.100
408.84	AA.9089.800
20.66	FF.9089.000
20.66	GG.9089.000
20.65	EE.0233.000

HOSPITAL & MEDICAL INS
EMPLOYEES WELFARE EXPENSES
COMPENSATED ABSENCES
COMPENSATED ABSENCES
COMPENSATED ABSENCES
COMPENSATED ABSENCES

TOTAL VOUCHERS FOR VENDOR: 0000000039

OF VOUCHERS: 1

TOTAL AMOUNT:

4,170.45

VC 00025897 shipping on invoice 0029114
 06/01/2021 18,230

<u>LINE</u>	<u>DETAIL DESCRIPTION</u>
001	shipping on invoice 0029114

00EASTCOAS	East Coast Flag & Banner Inc
6	2021
38.87	EE.0785.200

38.87
ACCOUNT DESCRIPTION
MISCELLANEOUS GENERAL EXPENSES

TOTAL VOUCHERS FOR VENDOR: 00EASTCOAS

OF VOUCHERS: 1

TOTAL AMOUNT:

38.87

VC 00025898 Health Insurance- June 2021
 06/01/2021 18,230

<u>LINE</u>	<u>DETAIL DESCRIPTION</u>
001	health insurance
002	health insurance
003	health insurance
004	health insurance
005	health insurance
006	health insurance
007	health insurance
008	health insurance

00EMPLOYEE	Employees Trust Fund
6	2021
12,414.35	AA.9060.800
1,595.70	FF.9060.800
2,392.85	JT.9060.800
5,836.29	EE.0785.100
3,472.55	AA.9089.800
148.40	FF.9089.000
148.40	GG.9089.000
148.40	EE.0233.000

26,156.94
ACCOUNT DESCRIPTION
HOSPITAL & MEDICAL INS
HOSPITAL & MEDICAL INSURANCE
HOSPITAL & MEDICAL INS
EMPLOYEES WELFARE EXPENSES
COMPENSATED ABSENCES
COMPENSATED ABSENCES
COMPENSATED ABSENCES
COMPENSATED ABSENCES

TOTAL VOUCHERS FOR VENDOR: 00EMPLOYEE

OF VOUCHERS: 1

TOTAL AMOUNT:

26,156.94

Voucher Abstract

Village of Watkins Glen

VC 00025904 Health Insurance- June 2021

06/01/2021 18,230

LINE	DETAIL DESCRIPTION
001	health insurance

AMOUNT	ACCOUNT NO
6	2021
3,499.60	AA.9089.800

3,499.60

ACCOUNT DESCRIPTION
COMPENSATED ABSENCES

TOTAL VOUCHERS FOR VENDOR: 00EXCELLUS

OF VOUCHERS: 1

TOTAL AMOUNT:

3,499.60

VC 00025910 Near 3600 State Route 329-prv

06/01/2021 18,230

LINE	DETAIL DESCRIPTION
001	PRV Station 1001-2585-468

AMOUNT	ACCOUNT NO
6	2021
18.44	FF.8320.410

18.44

ACCOUNT DESCRIPTION
SOURCE OF SUPPLY - UTILITIES EXP

TOTAL VOUCHERS FOR VENDOR: 00000NYSEG

OF VOUCHERS: 1

TOTAL AMOUNT:

18.44

VC 00025902 Annual membership dues

06/01/2021 18,230

LINE	DETAIL DESCRIPTION
001	Annual membership dues

AMOUNT	ACCOUNT NO
6	2021
1,164.00	AA.1410.400

1,164.00

ACCOUNT DESCRIPTION
CLERK - CONTRACTUAL

TOTAL VOUCHERS FOR VENDOR: 00000NYCOM

OF VOUCHERS: 1

TOTAL AMOUNT:

1,164.00

VC 00025900 worker's comp 2020 - 2021

06/01/2021 18,230

LINE	DETAIL DESCRIPTION
001	workers comp contribution
002	workers comp contribution
003	workers comp contribution
004	workers comp contribution
005	workers comp contribution

AMOUNT	ACCOUNT NO
6	2021
85,953.35	AA.9040.800
19,934.87	FF.9040.800
1,643.29	GG.9040.800
5,838.32	EE.0785.120
18,030.17	JT.9040.800

131,400.00

ACCOUNT DESCRIPTION
WORKER'S COMPENSATION

WORKER'S COMPENSATION

WORKER'S COMPENSATION

WORKER'S COMPENSATION

EMPLS WELFARE BENS - WORKERS COMP

WORKER'S COMPENSATION

Voucher Abstract

Village of Watkins Glen

TOTAL VOUCHERS FOR VENDOR: NYSWORKERS

OF VOUCHERS: 1

TOTAL AMOUNT:

131,400.00

VC 00025896 CodeRed extension 6/1/21 - 5/31/22

06/01/2021 18,230

000ONSOLVE ONSOLVE, LLC

6 2021

4,270.65

LINE	DETAIL DESCRIPTION	AMOUNT	ACCOUNT NO	ACCOUNT DESCRIPTION
001	CodeRed extension 6/1/21 - 5/31/22	533.84	AA.5110.400	STREET MAINT - CONTR EXP
002	CodeRed extension 6/1/21 - 5/31/22	533.83	AA.3410.400	FIRE - CONTRACTUAL
003	CodeRed extension 6/1/21 - 5/31/22	533.83	AA.3120.400	POLICE - CONTRACTUAL
004	CodeRed extension 6/1/21 - 5/31/22	533.83	AA.7110.400	PARKS - CONTRACTUAL
005	CodeRed extension 6/1/21 - 5/31/22	533.83	AA.1010.400	BOARD OF TRUSTEES-CONTRACTUAL
006	CodeRed extension 6/1/21 - 5/31/22	533.83	FF.8310.400	ADMIN - CONTRACTUAL
007	CodeRed extension 6/1/21 - 5/31/22	533.83	GG.8110.400	SEWER ADMINISTRATION - CONTRACTUAL
008	CodeRed extension 6/1/21 - 5/31/22	533.83	EE.0781.500	OFFICE SUPPLIES & EXPENSE

TOTAL VOUCHERS FOR VENDOR: 000ONSOLVE

OF VOUCHERS: 1

TOTAL AMOUNT:

4,270.65

VC 00025893 lawn and garden flat repair

06/01/2021 18,230

00PARMENTE Parmenter Motors Inc

6 2021

19.40

LINE	DETAIL DESCRIPTION	AMOUNT	ACCOUNT NO	ACCOUNT DESCRIPTION
001	lawn and garden flat repair	19.40	AA.7110.400	PARKS - CONTRACTUAL

TOTAL VOUCHERS FOR VENDOR: 00PARMENTE

OF VOUCHERS: 1

TOTAL AMOUNT:

19.40

VC 00025903 LOSAP program ending Dec 31.2020

06/01/2021 18,230

000PENFLEX Pentlex, Inc

6 2021

15,011.94

LINE	DETAIL DESCRIPTION	AMOUNT	ACCOUNT NO	ACCOUNT DESCRIPTION
001	LOSAP program ending Dec 31.2020	15,011.94	AA.9025.800	LOCAL PENSION FUND, EMPLOYEE BENEFITS

Voucher Abstract
Village of Watkins Glen

TOTAL VOUCHERS FOR VENDOR: 000PENFLEX # OF VOUCHERS: 1 TOTAL AMOUNT: 15,011.94

VC 00025895 Parking, boat launch booth & lifeguard help wanted 00000DAILY The Daily News
06/01/2021 18,230 6 2021 58.00

LINE	DETAIL DESCRIPTION	AMOUNT	ACCOUNT NO	ACCOUNT DESCRIPTION
001	parking & boat launch booth help wanted	33.00	AA.7110.400	PARKS - CONTRACTUAL
002	lifeguards wanted	25.00	AA.7110.400	PARKS - CONTRACTUAL

TOTAL VOUCHERS FOR VENDOR: 00000DAILY # OF VOUCHERS: 1 TOTAL AMOUNT: 58.00

VC 00025909 Cellular service- 4/24/21 - 5/23/21 & reg. credit 00VERIZONW Verizon Wireless
06/01/2021 18,230 6 2021 265.55

LINE	DETAIL DESCRIPTION	AMOUNT	ACCOUNT NO	ACCOUNT DESCRIPTION
001	cell phones	31.28	AA.8010.410	ZONING - UTILITIES EXP
002	cell phones	31.28	EE.0781.500	OFFICE SUPPLIES & EXPENSE
003	cell phones	31.28	AA.1410.410	CLERK - CONTRACTUAL UTILITIES EXP
004	cell phones	31.28	AA.7110.410	PARKS - UTILITIES EXP -Phones
005	cell phones	89.36	JT.8130.411	TREATMENT - PHONE
006	cell phones	62.56	FF.8320.410	SOURCE OF SUPPLY - UTILITIES EXP
007	reg credit	-1.44	AA.8010.410	ZONING - UTILITIES EXP
008	reg credit	-1.44	EE.0781.500	OFFICE SUPPLIES & EXPENSE
009	reg credit	-1.44	AA.1410.410	CLERK - CONTRACTUAL UTILITIES EXP
010	reg credit	-1.43	AA.7110.410	PARKS - UTILITIES EXP -Phones
011	reg credit	-2.87	JT.8130.411	TREATMENT - PHONE
012	reg credit	-2.87	FF.8320.410	SOURCE OF SUPPLY - UTILITIES EXP

TOTAL VOUCHERS FOR VENDOR: 00VERIZONW # OF VOUCHERS: 1 TOTAL AMOUNT: 265.55

VC 00025912 Utilities 000VILLAGE Village of Watkins Glen
06/01/2021 18,230 6 2021 13,427.34

LINE	DETAIL DESCRIPTION	AMOUNT	ACCOUNT NO	ACCOUNT DESCRIPTION

Voucher Abstract

Village of Watkins Glen

001	e/w/s municipal bldg	437.31	AA.1620.410	MUN BLDGS - CONTR EXP - UTILITIES
002	w/s library	102.00	AA.7410.400	LIBRARY - CONTRACTUAL
003	e/w/s fire house	285.27	AA.3410.410	FIRE - CONTR. UTILITIES EXP
004	electric - streetlights	2,608.21	AA.5182.400	STREET LIGHTING - CONTRACTUAL
005	electric - school lights	12.03	AA.3989.400	MISC PUBLIC SAFETY - CONTRACTUAL
006	e/w/s - parks	525.65	AA.7110.411	PARKS - Utilities Water/Sewer/Elect
007	e/w/s - community center	906.43	AA.7140.410	COMM CENTER - CONTR EXP - UTILITIES
008	e/w/s - campground	999.62	AA.7180.411	Campground - utilities water/sewer/ electric
009	e/w/s - Glenwood cemetery	14.13	AA.8810.400	CEMETERY - CONTRACTUAL
010	e/s - water dept	2,906.66	FF.8320.410	SOURCE OF SUPPLY - UTILITIES EXP
011	e/s - water	46.63	FF.8340.420	TRANSMISSION - MAINTENANCE & REPAIRS
012	sewer lift stations	71.57	GG.8120.410	SANITARY SEWERS - UTILITIES EXP
013	sewer plant water	118.50	JT.8130.413	TREATMENT - WATER
014	sewer plant electric	4,393.33	JT.8130.414	TREATMENT - ELECTRIC

TOTAL VOUCHERS FOR VENDOR: 000VILLAGE # OF VOUCHERS: 1 TOTAL AMOUNT: 13,427.34

VC 00025905	T - Hinge Black 8 inch	00WGSUPPLY	Watkins Glen Supply Inc	23.39	ACCOUNT DESCRIPTION
06/01/2021	18,230	6	2021		
<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>		
001	T - Hinge Black 8 inch	25.99	AA.7110.430		PARKS - MATER & SUPPL EXP
002	discount	-2.60	AA.7110.430		PARKS - MATER & SUPPL EXP

VC 00025906	Paint spray for parks playground equipment	00WGSUPPLY	Watkins Glen Supply Inc	26.95	ACCOUNT DESCRIPTION
06/01/2021	18,230	6	2021		
<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>		
001	Paint spray for parks playground equipment	29.94	AA.7110.430		PARKS - MATER & SUPPL EXP
002	discount	-2.99	AA.7110.430		PARKS - MATER & SUPPL EXP

VC 00025907	eye bold & paint	00WGSUPPLY	Watkins Glen Supply Inc	11.76	ACCOUNT DESCRIPTION
06/01/2021	18,230	6	2021		
<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>		
001	eye bold	2.78	AA.7110.430		PARKS - MATER & SUPPL EXP
002	Paint	8.98	AA.7110.430		PARKS - MATER & SUPPL EXP

Voucher Abstract

Village of Watkins Glen

TOTAL VOUCHERS FOR VENDOR: 00WGSUPPLY # OF VOUCHERS: 3 TOTAL AMOUNT: 62.10

VC 00025894 volleyball equipment 000WGSPO RT Watkins Sporting Goods Inc
 06/01/2021 18,230 6 2021 84.85

<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>	<u>ACCOUNT DESCRIPTION</u>
001	volleyball equipment	84.85	AA.7110.430	PARKS - MATER & SUPPL EXP

TOTAL VOUCHERS FOR VENDOR: 000WGSPO RT # OF VOUCHERS: 1 TOTAL AMOUNT: 84.85

VC 00025891 Meter Usage charge 4/21/21 - 5/21/21 - CVWRF 00000XEROX Xerox Corporation
 06/01/2021 18,230 6 2021 57.54

<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>	<u>ACCOUNT DESCRIPTION</u>
001	Meter Usage charge 4/21/21 - 5/21/21 - CVWRF	57.54	JT.8110.400	SEWER ADMINISTRATION - CONTRACTUAL

VC 00025892 Meter Usage Charge - 4/21/21 - 5/21/21 - Municipal 00000XEROX Xerox Corporation
 06/01/2021 18,230 6 2021 76.73

<u>LINE</u>	<u>DETAIL DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCOUNT NO</u>	<u>ACCOUNT DESCRIPTION</u>
001	copier fees	15.35	AA.1410.400	CLERK - CONTRACTUAL
002	copier fees	15.35	EE.0781.500	OFFICE SUPPLIES & EXPENSE
003	copier fees	15.34	FF.8310.400	ADMIN - CONTRACTUAL
004	copier fees	15.35	GG.8110.400	SEWER ADMINISTRATION - CONTRACTUAL
005	copier fees	15.34	JT.8110.400	SEWER ADMINISTRATION - CONTRACTUAL

TOTAL VOUCHERS FOR VENDOR: 00000XEROX # OF VOUCHERS: 2 TOTAL AMOUNT: 134.27

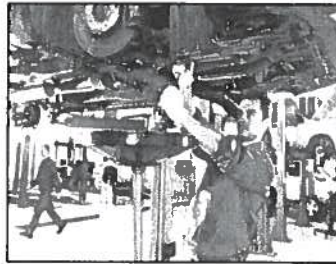
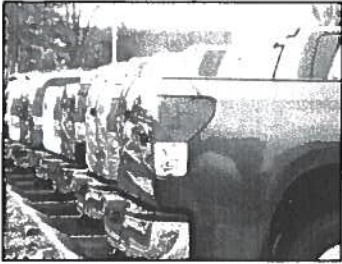
TOTAL # OF VOUCHERS: 22 TOTAL AMOUNT: 208,736.26

Voucher Abstract

Village of Watkins Glen

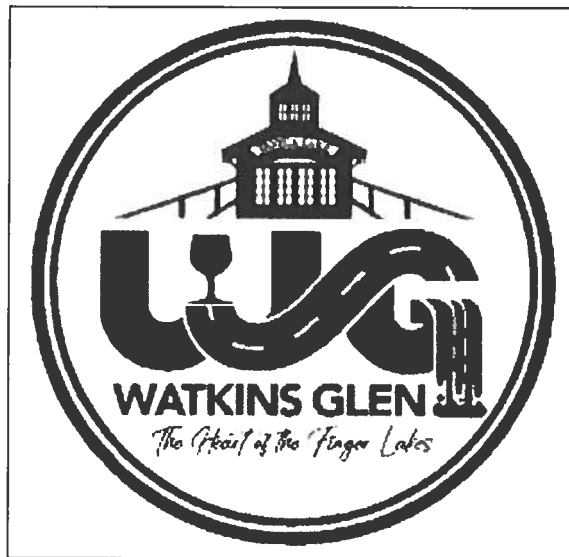
Summary

		Total
AA-GENERAL FUND	AA.0200.000	141,763.91
	Total	141,763.91
EE-ELECTRIC ENTERPRISE FUND	EE.0121.000	13,483.52
	Total	13,483.52
FF-WATER FUND	FF.0200.000	25,550.70
	Total	25,550.70
GG-SEWER FUND	GG.0200.000	2,433.10
	Total	2,433.10
JT-Catherine Valley Water Reclamation Facility	JT.0200.000	25,505.03
	Total	25,505.03
Total		208,736.26



Enterprise

FLEET MANAGEMENT



1320 Brooks Ave
Rochester, NY 14624
585-434-1706 Main
585-391-8597 Fax

Account Executive
585-734-1973 Cell
585-434-1706 Direct

Enterprise

FLEET



Impact of Partnership

Headquarters: Watkins Glen, NY

Industry: Town/Village Government

Total Vehicles: 18 Light/Medium Duty Vehicles – Police Included

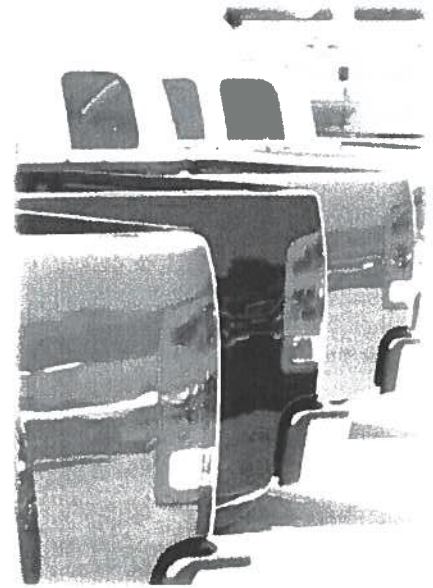
The Village of Watkins Glen is looking for a solution to lower the age of their fleet, reduce operational cost, improve safety, and increase efficiencies.

- 50% of the current fleet is over 10 years old with a current holding cycle of 10+ years
- Older vehicles have higher fuel costs, maintenance costs, and tend to be unreliable/unsafe increasing liability exposure

Enterprise Fleet Management's proposal is to save the village resources and budget dollars through a professionally managed vehicle program.

- Utilize an open-end lease* as a funding mechanism, allowing the town to acquire additional vehicles while avoiding a large capital budget outlay
- Replace aged vehicles with newer/safer models to increase fuel efficiency and reduce maintenance expense
- Establish a proactive replacement plan that maximizes potential equity at time of resale, reduces operational expenses, and increases safety

*An open-end lease means there are no early termination, mileage, or abnormal wear and tear penalties. Leases are written to a residual balance to preserve cash flow. The town receives flexibility of ownership, as well as net equity from sale at time of disposal.



Over 10 Years

HOLD FROM
10 TO 5 Yrs

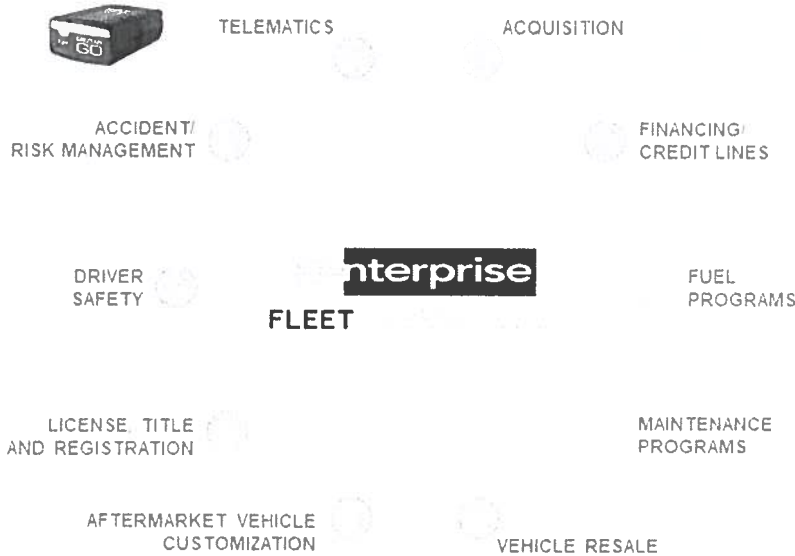


INCREASED
&

By partnering with EFM, the village will have a dedicated account team that will provide recommendations on how to improve efficiencies within the village. This team will meet with you at least three times annually to review maintenance costs, trends, and provide updated on the current market conditions, identifying the best time to acquire and sell vehicles. We have been able to help 60+ Government entities across Upstate New York implement safer, and more reliable vehicles, reduce operating expenses, and liability concerns while staying within annual budgets.

DELIVERING SOLUTIONS. DRIVING RESULTS.

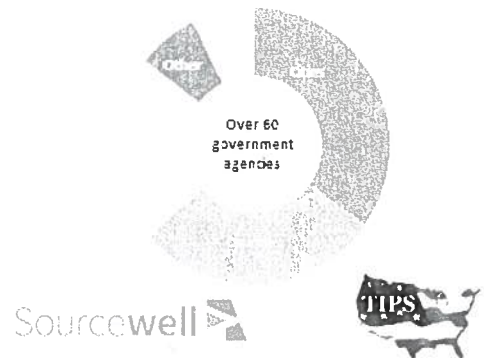
Enterprise
FLEET



- Over 2 Million Vehicles in Fleet as a Company
- Largest Purchaser & Seller of vehicles in the world
- Over 150+ Local Clients Managed Across Upstate NY

REFERENCES

- Auburn Enlarged City School District
- Board of Education, City of Buffalo
- Buffalo Municipal Housing Authority
- City of Amsterdam
- City of Fulton
- City of Lockport
- City of Mt. Vernon
- City of Oneida, NY
- College Association SUNY Canton
- County of Allegany, NY
- County of Cattaraugus, NY
- County of Cayuga, NY
- County of Chautauqua, NY
- County of Chemung, NY
- County of Columbia, NY
- County of Cortland, NY
- County of Erie, NY
- County of Genesee, NY
- County of Lewis, NY
- County of Oneida, NY
- County of Ontario, NY
- County of Otsego, NY
- County of Sullivan, NY
- Dutchess BOCES
- Erie 2 Chaut - Catt Co. BOCES
- Franklin County, NY
- Jefferson-Lewis BOCES
- Madison County, NY
- Madison-Oneida BOCES
- Morrisville SUNY Auxiliary
- Municipal Housing Auth. City of Yonkers
- NYS Troopers Association
- Onondaga-Cortland-Madison BOCES
- Orange County, NY
- Oswego County BOCES
- Mission of Cuba to the U.N.
- Rochester Housing Authority
- Rockland BOCES
- Seneca County, NY
- St. Lawrence County, NY
- St. Lawrence-Lewis BOCES
- Steuben County, NY
- Stony Brook University
- Suffolk County, NY
- Syracuse Housing Authority
- Town / Village of East Rochester
- Town of Cheektowaga
- Town of Gates
- Town of Huntington
- Town of Montgomery
- Town of Newburgh, NY
- Town of Niagara
- Town of Ramapo, NY
- Town of Seneca Falls, NY
- Town of Smithtown, NY



Enterprise

FLEET

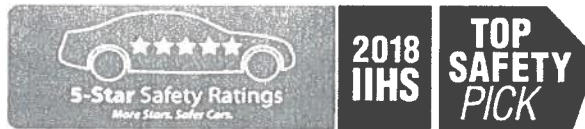
SAFETY

enterprise

FLEET

If you have vehicles that are 10 years old or older, you are not taking advantage of standardized safety improvements:

Older Vehicle	Newer Vehicle	Costs
<ul style="list-style-type: none">- Increased Liability- Increased Fuel Use- Higher	<ul style="list-style-type: none">- Increased Safety- Lower Operating Costs- Lower Depreciation	<ul style="list-style-type: none">- Lower Fuel- Lower Maintenance- Lower Depreciation- Lower Insurance- Lower



Confidential and Proprietary

FLEXIBLE FINANCING OPTIONS

enterprise

FLEET

Enterprise Fleet Management offers a variety of financing options to meet your needs. From traditional lease to purchase, we have a solution for every budget and business model. Our flexible financing options allow you to choose the best option for your fleet, whether you're looking for a low monthly payment or a higher monthly payment with a lower total cost of ownership. Our financing options are designed to help you maximize your fleet's performance and reduce your risk.

Title Benefits

- All administration handled by Enterprise
- Robust reporting and visibility
- Enhanced leverage with manufacturers as part of Enterprise Holdings' fleet
- Better administration of recalls
- Easier resale process
- Access to maintenance, fuel and risk programs
- Increased tax efficiencies over purchase

enterprise

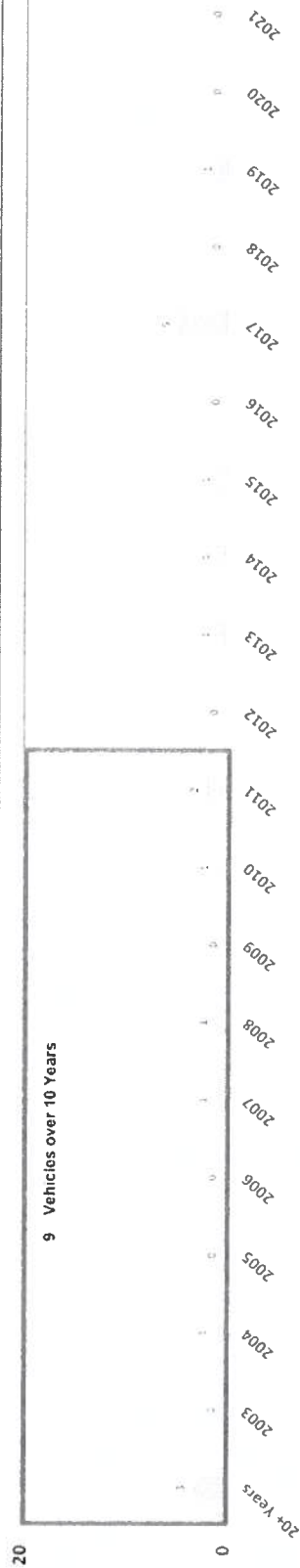
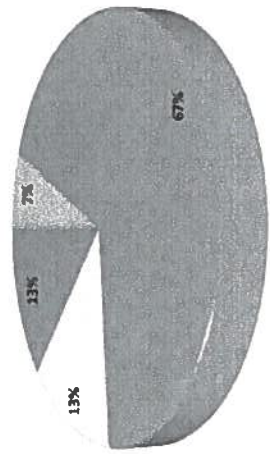
FLEET

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Village of Watkins Glen - Fleet Profile

Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage	2021	2022	2023	2024	2025	Under-Utilized
Full-size Sedan	1	13.4	17,100	1	0	0	0	0	0
Compact SUV 4x4	1	4.3	9,200	0	0	0	1	0	0
Full Size SUV 4x4	1	4.3	9,200	0	0	0	1	0	0
1/2 Ton Pickup Reg 4x2	1	25.6	2,700	1	0	0	0	0	0
1/2 Ton Pickup Ext 4x2	1	11.4	1,700	1	0	0	0	0	0
3/4 Ton Pickup Reg 4x2	1	19.5	6,600	1	0	0	0	0	0
3/4 Ton Pickup Ext 4x4	1	10.4	3,800	1	0	0	0	0	0
1 Ton Pickup Reg 4x4	2	3.3	4,000	0	0	0	1	1	0
1 Ton Pickup Quad 4x4	2	8.4	6,700	1	0	1	0	0	0
1 Ton Cab Chassis	3	19.2	2,600	3	0	0	0	0	0
1 1/2 Ton Cab Chassis	1	4.3	8,100	0	0	0	1	0	0
Mid Size SUV 4x4- ERV	3	6.7	9,500	0	1	1	1	0	0
Totals/Averages	18	10.8	6,500	9	1	2	5	1	0

* Fiscal Year 2021 = 10 years old and older, or odometer over 100,000
 * Fiscal Year 2022 = 8 years old and older, or odometer over 92,300
 * Fiscal Year 2023 = 5 years old and older, or odometer over 86,600
 * Fiscal Year 2024 = 4 years old and older, or odometer over 79,900
 * Fiscal Year 2025 = Remaining Vehicles
 * Underutilized = Annual Mileage less than 1,000



Village of Watkins Glen - Fleet Planning Analysis

Current Fleet Cycle	18	Fleet Growth Annual Miles	0.00%	Proposed Fleet Cycle	18
Current Cycle	10.00	Annual Miles	6,500	Proposed Cycle	5.00
Current Maint.	\$135.00	Current MPG	12	Proposed Maint.	\$39.21
Maint. Cents Per Mile	\$0.25			Price/Gallon	\$2.80

Fleet Costs Analysis



Fiscal Year	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	Net Cash
Average	18	1.8	18	0	55,976	0			29,160	27,300	112,436	0
'21	18	9	9	9	0	49,651	-39,588	18,814	18,814	24,570	53,448	58,988
'22	18	1	8	10	0	59,167	-12,488	17,665	17,665	24,267	88,611	23,825
'23	18	2	6	12	0	75,821	-34,900	15,366	15,366	23,660	79,947	32,489
'24	18	5	1	17	0	111,844	-91,675	9,618	9,618	22,143	51,930	60,506
'25	18	1	0	18	0	118,193	-32,100	8,469	8,469	21,840	-24,129	136,565
'26	18	9	0	18	0	118,193	-9,170	8,469	8,469	21,840	139,332	-26,896
'27	18	1	0	18	0	118,193	-30,481	8,469	8,469	21,840	118,021	-5,586
'28	18	2	0	18	0	118,193	-71,494	8,469	8,469	21,840	77,008	35,428
'29	18	5	0	18	0	118,193	-16,681	8,469	8,469	21,840	131,821	-19,386
'30	18	1	0	18	0	118,193	-140,532	8,469	8,469	21,840	7,971	104,465
											\$400,398	\$17,605

Current Fleet Equity Analysis

QTY	9	1	2	5	1	0
Est \$	\$4,399	\$12,488	\$17,450	\$18,335	\$32,100	\$0
TOTAL	\$39,588	\$12,488	\$34,900	\$91,675	\$32,100	\$0
					\$210,750	

KEY OBJECTIVES

- Lower average age of the fleet**
50% of the current light and medium duty fleet is over 10 years old
Resale of the aging fleet is significantly reduced
- Reduce operating costs**
Newer vehicles have a significantly lower maintenance expense
Newer vehicles have increased fuel efficiency with new technology implementations
- Maintain a manageable vehicle budget**
Challenged by inconsistent yearly budgets
Currently vehicle budget is underfunded

* Lease Rates are conservative estimates

** Estimated Current Fleet Equity is based on the current fleet "sight unseen"

and can be adjusted after physical inspection

Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.



Reopening New York

Implementing CDC Guidance



Effective May 19, New York has adopted the Centers for Disease Control and Prevention's (CDC) "Interim Public Health Recommendations for Fully Vaccinated People," issued May 13, for most businesses and public settings.

Businesses are authorized to require masks and six feet of social distancing for employees and/or patrons within their establishments OR adhere to CDC guidance, which advises that fully vaccinated individuals do not need to wear masks or be socially distanced, but unvaccinated individuals must continue to wear masks and be socially distanced in most settings.*

- The Department of Health strongly recommends masks and six feet of social distancing in indoor settings where vaccination status of individuals is unknown. Any mask requirements that businesses choose to implement must adhere to all applicable federal and state laws and regulations (e.g., Americans with Disabilities Act)
- *This provision applies across most commercial settings, including but not limited to retail, food services, offices, gyms and fitness centers, amusement and family entertainment, hair salons, barber shops and other personal care services, among other settings. However, Pre-K to 12 schools, public transit, homeless shelters, correctional facilities, nursing homes, and healthcare settings are exempt and must continue to follow the State's existing COVID-19 health guidelines until more New Yorkers are fully vaccinated.

For businesses that do not congregate patrons and/or that operate below the State's social gathering limit of 250 indoors or 500 outdoors (e.g., retail, food services, offices)

If businesses are implementing the CDC guidance, they may require proof of full vaccination status through paper form, digital application, or the State's Excelsior Pass. Alternatively, such businesses may rely upon self-reporting of vaccination status (e.g., honor system).

- If the business is following the CDC guidance, fully vaccinated individuals do not need to wear masks or be socially distanced, but unvaccinated individuals must continue to wear masks and be socially distanced.
 - The business may decide to apply this guidance to the entire establishment or a separate, designated part of the establishment.
- If the business is not following the CDC guidance, all individuals must wear masks and maintain six feet of social distancing.
 - Business capacity is only limited by the space available for patrons or parties of patrons to maintain the required social distance.

For businesses that congregate patrons and operate above the State's social gathering limit (e.g., event venues, sports competitions, performing arts and entertainment, catering halls, conventions)

Business capacity is only limited by the space available for patrons or parties of patrons to maintain the following required distance:

Unvaccinated individuals** and individuals who have an unknown vaccination status must be spaced six feet apart in assigned sections. Masks are required indoors, except while seated and eating or drinking. Masks are optional outdoors while seated and socially distanced.

- **For indoor events above the gathering limit, attendees over the age of four who are not presenting proof of full vaccination status must instead present proof of recent negative COVID-19 test result (i.e., PCR/NAAT within 72 hours or antigen within 6 hour prior to admission). Outdoor events do not require proof of recent negative COVID-19 test result.

Fully vaccinated individuals do not need to be socially distanced in assigned sections. Masks are optional.

- Businesses seeking to implement fully vaccinated sections, eliminating social distancing and increasing capacity, must require proof of vaccination status and cannot rely upon self-reporting of vaccination status (e.g., honor system). Businesses can operate up to 100% capacity so long as all attendees are fully vaccinated, consistent with all applicable federal and state laws and regulations.

Children under the age of 12 who are not yet vaccine eligible, and under the age of 16 who have not yet been vaccinated, may accompany and be seated with a vaccinated adult in a fully vaccinated section.

 A MASK.

 TESTED.

 LIVES.



NEW YORK STATE

Reopening New York

OPEN

Implementing CDC Guidance

New York State's Reopening Guidance, Effective May 19

Businesses are authorized to keep the current guidance in place:

- Require 6 feet of social distancing and masks for all individuals, including employees and/or patrons

OR

Businesses can adhere to CDC guidelines:

- **Unvaccinated individuals:** Require 6 feet of social distancing and wear masks in most settings
- **Vaccinated individuals:** No social distancing or masks required, except certain settings

Businesses that congregate patrons and operate **above** the social gathering limit*

Businesses that do not congregate patrons and/or that operate **below** the social gathering limit

Businesses must require proof of vaccination via:

- Paper form
- Digital application
- State's Excelsior Pass

Businesses may rely upon self-reporting of vaccination status (e.g., honor system)

Businesses may decide to apply CDC guidance to the entire establishment or a separate, designated part of the establishment**

- Business capacity is only limited by the space available for patrons or parties of patrons to maintain the required distance
 - Businesses can operate up to 100% capacity so long as all attendees are fully vaccinated
- Implementation options to consider:
 - Assign part of space for vaccinated individuals based on % of the total capacity or absolute #
 - Assign different times to vaccinated and unvaccinated individuals

Businesses may decide to apply CDC guidance to the entire establishment or a separate, designated part of the establishment

- Business capacity is only limited by the space available for patrons or parties of patrons to maintain the required distance

See prior page for more detailed guidance on New York State's implementation of CDC guidance.

*As of May 19, the State's social gathering limits are 250 attendees indoors and 500 attendees outdoors.

**Indoor events above the gathering limit require unvaccinated individuals to present proof of recent negative COVID-19 test result.

A MASK.

TESTED.

LIVES.

EMERGING FROM THE PANDEMIC RESTRICTIONS: PLANNING FOR A RAPIDLY CHANGING FUTURE

Thursday, May 20, 2021

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Rebecca Ruscito
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Topics to be Covered Today

1. Conducting Meetings
2. COVID Restrictions on Municipal Property
 - Access to City/Village Hall
 - Meetings
 - Parks/Playgrounds/ Pools
3. Parades & Concerts



Topics to be Covered Today

4. Enforcement of New Regulations
5. Regulating COVID Locally
6. COVID in the Municipal Workplace



Theme of Today's Webinar

Choose Your Own Adventure

or

Treat it Like a Hostage Situation

- Wait it Out



Meetings & Hearings

-EO 202.108

- a. EO 202.1 - Remote Meetings
- b. EO 202.1 Extended Through June 16th
- c. Local Officials Should Anticipate that this Remote Meeting Authorization will be Extended for the Duration of the Declared Pandemic



Municipal Property

- Guidance Was Never Issued Specifically for Local Governments
- Local Governments Needed to Refer to Other Industry Specific Guidance for Reference (e.g., Offices)



Municipal Property

- Municipal Officials Were Left With:
 - Face Masks
 - 6 feet Distancing
 - Cleaning/Disinfecting
 - Screening



Municipal Property

- EO 202.108 Issued May 17th
- EO 202.108 Adopted CDC's May 13th Guidance



Municipal Property - Capacity

-Capacity Limits (EO 202.107 & .108)

1. Social Gatherings
 - 250 Indoors
 - 500 Outdoors
2. Residential Gatherings
 - 50 Indoors
 - No Limit Outdoors



Municipal Property - Capacity

-Capacity Limits

3. Houses of Worship, Places of Public Amusement, Dining/Food Services
 - Lifted - Subject to DOH Guidance
4. Outdoor Stadiums (10,000+) And Outdoor Performing Arts Venues (2,500+) (Sports, Performing Arts And Live Entertainment, And Horse And Auto Racing Venues
 - Lifted - Subject to DOH Guidance



Municipal Property - Capacity

-Capacity Limits

5. Large Indoor Event Venues (Above 250)
 - 30% Capacity Per DOH



Municipal Property

-Two Options:

1. Continue As Is with Masks & Social Distancing for Everyone **OR**
2. Accommodate Vaccinated Individuals While Still Dealing with Unvaccinated Individuals



Municipal Property - Masks

-Fully Vaccinated Individuals Do NOT Need to Wear Masks **OR** be Socially Distanced

-Unvaccinated Individuals Must **Continue** to Wear Masks & Be Socially Distanced in Most Settings



Municipal Property - Masks

- Businesses & Local Governments **MAY Require** Masks & 6 Ft Social Distancing of Any and ALL Individuals, Vaccinated & Unvaccinated
- NYS DOH Recommends **Masking & Social Distancing** When Vaccination **Status is Unknown**



Municipal Property - Vaccinated

Congregate

v.

Non-Congregate

What is It?

└─(ツ)└─

No, I'm Asking



Municipal Property - Vaccinated

- Congregate + Above Social Gathering Limits (250 Indoors/500 Outdoors)
 1. Must Require Proof of Vaccination
 2. May Have Uniform CDC Standards for Entire Premises
 3. May Have Separate Areas for Vaccinated & Un-Vaccinated
 4. 100% Capacity for Vaccinated Areas



Municipal Property

- Non-Congregate or Below Social Gathering Limits (250/500)
 1. May Rely on Self-Reporting of Vaccination Status
 2. May Have Uniform CDC Standards for Entire Premises



Municipal Property

- Each Municipality Must Set Its Own Policy



A Word About HIPAA

- HIPAA **DOES NOT APPLY** to Business or Municipalities
- HIPAA Applies to "Covered Entities"
 - A Covered Entity
 1. Health Plans
 2. Healthcare Providers, &
 3. Healthcare Clearing House



Municipal Property

- Municipal Offices
- Meetings
- Parks/Playgrounds/ Pools
 - Congregate + Above Social Gathering Limits (250 Indoors/500 Outdoors)?
 - Non-Congregate or Below Social Gathering Limits (250/500)?



Municipal Property

- May Municipalities Require Masks for Everyone? Yes
- May Municipalities Allow Vaccinated to Go Mask Free & Require Masks for Unvaccinated? Yes
- May Municipalities Require Proof of Vaccination? Yes



Municipal Property

- May Municipalities Restrict Access to Vaccinated Only? It Depends
 - Meetings & City/Village Hall to Conduct Public Business - No
 - Senior Services - Maybe



Municipal Events

- Parades & Concerts - Outdoors
 - Congregate + Above Social Gathering Limits (250 Indoors/500 Outdoors)?
 - Non-Congregate or Below Social Gathering Limits (250/500)?



Municipal Events

- Parades & Concerts - Outdoors
 - Unvaccinated & Unknown Vaccination Status Attendees - 6 ft Apart
 - Fully Vaccinated Attendees - 100% Capacity, Sections Designated Solely for Fully Vaccinated Individuals



Enforcement of State COVID Regs

Same as it Always Was



Local COVID Regulations

- Chapter 71 of the Laws of 2021 Restored Local COVID Emergency Powers
- Local Regulations
- Local Emergency Orders Pursuant to Executive Law § 24



Local COVID Regulations

- Can Local Governments Re-Institute Mask & Capacity Limits Lifted by the Governor? It Depends
 - Legally on Its Face - Likely Yes
 - In Light of CDC Guidance AND Falling COVID Numbers - Perhaps Not
 - Wait and See What Happens?



COVID in the Workplace

- Dealing with Vaccinated & Unvaccinated Employees
- Mandatory Vaccination?
Can You v. Should You?
What About Incentives?
- The Honor System?
- What Does Your Union Contract Say?



COVID in the Workplace

- Potential Liability



* NEW METER READING EQUIPMENT

Issue Statement

Issue Summary: The current billing system utilizes an Itron software program that will no longer be supported by the end of 2021. Additionally, the handheld unit for this software is becoming increasingly difficult to work with as the connection pins that transfer the information from the handheld to the main computer are close to being worn out.

- Issues:**
- 1) Software will no longer be supported as of Dec 31, 2021.
 - 2) Handheld becoming problematic. Cost to replace handheld \$2,095.00.
 - 3) Meter reads take nearly 2 weeks to get all readings.
 - 4) Sole source supplier.

Who: The utility billing system affects the water, sewer, electric, and administrative departments. Specific personnel include the meter reader, deputy clerk, treasurer and associated department heads.

What: The current Itron software will no longer be supported. This means if the Village does nothing, it will continue to use the software until it is no longer usable. In the event the software becomes unusable, a decision will need to be made to either purchase new software, or it goes back to manual meter reading. If the Village goes back to manual meter reading, significantly more personnel time and energy will be required to accomplish the same tasks. If the Village does decide to purchase the new software, because of the new technology, meter reading could be reduced to 2 or 3 days instead of 2 weeks. Additionally, the proposed software has leak detection. Leaks may be identified in a much shorter time frame than just keeping track of usage on a monthly basis

Where: Meter readings cover the entire village, the Town of Dix, and part of the Town of Reading within the Village service area.

When: A decision will need to be made regarding which fiscal year to make the purchase. Other considerations include if the handheld stops working before a purchase is made, and when the software is no longer supported. Staff is currently working on changing the meter reading duties from water to electric to better align with staff allocation and duties.

Why: 1) If nothing is done, the software support will run out on Dec 31, 2021. This affects how data is implemented into the Harris software (main software for accounts receivables, billing, accounts payable, general ledger, payroll, etc). The handheld will eventually stop transmitting data making electronic meter reading obsolete. Personnel will spend more hours manually obtaining and entering data. If the handheld is replaced, the software used will still continue to not be supported at the end of the year – effectively wasting those funds on a short-term fix.

2) If waiting for a new fiscal year is supported, then funds could be budgeted. The possibility exists that an order could be placed promptly and invoiced/shipped in the new fiscal year. Possible risk of handheld failing.

3) Because Itron is the sole source for this program, it means there are no competing bids for the same services. If another supplier is chosen, that will mean that every meter and electronic reading transmitter (ERT) that is currently being used will need to be replaced. Staff reviewed another program by Badger, but it only addressed water meters and not electric.

Proposal Breakdown:

1) **Temetra Software Implementation -** \$ 4,850.00

This includes evaluating current database and moving it to the new software. Includes configuration for both "home base" and mobile unit hardware. Testing and training included.

**Price is quoted for remote set up and on-site training. Travel expenses will be invoiced at actual costs up to GSA per diem rates of \$96.00/night for lodging and \$0.56/mile.*

2) **Itron Hardware** \$ 2,095.00

This is for the mobile radio unit that is attached to a vehicle

Annual Maintenance Fee \$ 144.00

3) **iCloud Services - One Time Setup Fee** \$ 1,680.00

Annual Subscription Fee \$ 4,875.00

4) **Mobile Collection System** \$ 19,000.00

Mobile Collector Radio Software System with 10" Toughpad tablet, wiring kit, and pedestal mounted tablet dock

Annual Maintenance for Core Unit \$ 1,320.00

TOTALS:	Initial Costs	\$ 27,625.00
	Annual Maintenance Costs	<u>\$ 6,339.00</u>
		\$ 33,964.00

Subject:New Meter Reading Program

Date:2021-04-07 10:01 am

From:Barbara Peterson <deputyclerk@watkinglen.us>

To:Administrator <Administrator@townofdix.com>, "readingtownclerk@htva.net"
<readingtownclerk@htva.net>

Cc:Rhonda Slater <villagetreasurer@watkinglen.us>

Good Morning,

Last night at a regularly scheduled meeting of the Village of Watkins Glen Board of Trustees meeting, the board approved a new meter reading program that includes software and hardware. No new meters or ERTs are required. I've attached the information that was presented to the board for your perusal.

Total cost is approximately \$30,000. We understand if you need to budget \$10,000 for your next fiscal year. We will be happy to invoice your respective portions (1/3 of total cost) in either January or February, if necessary. Please advise your preference.

After reading the attached, let us know if you have any additional questions that we may be able to address.

Thank you~

Barbara J Peterson

Deputy Clerk/Treasurer
Village of Watkins Glen
303 North Franklin Street
Watkins Glen, NY 14891
607/535-2736 Office
607/535-7621 Fax

From: readingsupervisor@htva.net <readingsupervisor@htva.net>
Sent: Friday, April 16, 2021 1:53 PM
To: Barbara Peterson <deputyclerk@watkinsglen.us>
Subject: Re: Fwd: New Meter Reading Program

Barbara

I am Stephen Miller the supervisor for the Town of Reading. Please in the future, if you would direct any items concerning the budget to my attention the budget is my responsibility. Technology is a wonderful thing but I being a luddite I don't always appreciate it, as fully as I should. That being said I see remote meter reading as one heck of an improvement. After reviewing the information provided without and supplemental sources. My view as follows (everyone has an opinion it's like something else everyone has)

1) You (The Village of Watkins Glen) don't have much of an option the equipment (hardware) is failing and the software isn't going to be supported.

A) the positive attributes are: The new equipment (hardware) and software seems to be supported by your users in the various departments, this will insure that the investment will provide returns. Savings of at least 18 weeks labor minimum annually, dependent on how many employees are assigned to meter reading and data entry functions. This savings could be much greater based on employees involved. (2 weeks to 3 days per month)

B) the Negatives attributes \$21,095.00 worth of hardware requires \$7,803.00 annual maintenance cost; 37% seems pretty steep to me on an annual basis. I'm familiar with a higher initial software fee and a lower annual fee the reverse seem to be the case with your vendor.

The Town of Reading has 45 water meters currently monitored by the Village of Watkins Glen. Our town residents currently pay 1 1/2 times as much for their water as village residents. We have no electric meters in the Town of Reading. This leaves me wondering how anyone could assume that the Town would be proportionally responsible for 1/3 of this cost. I brought this request to the attention of our Town Council on April 14 during our meeting. There is no appetite for including this in our budget for 2022.

Sincerely;
Steve