

**Village of Cold Spring
Village Board of Trustees
85 Main Street, Cold Spring, New York 10516**

**Trustees Monthly Meeting
7-14-2020**

The Village of Cold Spring Board of Trustees held its monthly meeting via video conference pursuant to Executive Order 202.1 on Tuesday July 14, 2020 at 6:30pm. Present were: Mayor David Merandy and Trustees Marie Early, Lynn Miller and Frances Murphy and Steve Voloto. Also present were Village Accountant Michelle Ascolillo and Village Clerk Jeff Vidakovich.

FINANCIAL REPORT

Village Accountant M. Ascolillo presented the financial highlights noting that:

Tax Collection

- As of July 8th, the Village has collected \$1,652,429 for Village Taxes, Fireman's Service Award, and past due Water & Sewer charges. This is about 92.5% of the total levy. Taxpayers have until January 31, 2021 to pay before they are placed on the delinquent list (sent to Putnam County.) During same time period last year, the collection rate was 92.8%, and the year before was 92.7%

Other Revenues

- For FY19-20, the Village did receive an AIM payment of \$16,537. This money is typically received in the first half of the fiscal year, but moved to May when the AIM funding sources changed. It was uncertain when/if this money would be received because of the pandemic.
- Fines & Fees from the Court as well as Recreation Department fees have been minimal for April/May/June. Building permits were also minimal, with activity starting up again the past few weeks.

Bond Anticipation Note (BAN)

- New BAN Funding was received via wire transfer on May 7, 2020 for \$2,672,300
 - TD Bank had the lowest interest rate of 1.44%
 - 2.4% had been budgeted, resulting in total savings of about \$24,000 for FY20-21 between Water & Sewer Funds combined
 - The low interest rate was unexpected, and given the COVID-19 situation, had been expected to be much higher & over budget.
 - The old BAN was paid off via wire transfer on May 8, 2020

Annual Update Document (AUD)

The AUD is due on August 1, 2020 for Fiscal Year 19-20. M. Ascolillo is working on the multiple reports for submission.

External Auditors

EFPR Group, the Village's Independent Auditors, will be doing a virtual audit this year for FY19-20 (due to the pandemic.) We anticipate that it will take longer to scan everything, but EFPR says they don't anticipate any problems.

Financial Report – Current Year

- Revenues & Expenses: with only one month into the new fiscal year, there isn't anything that stands out, other than previously mentioned tax collection rate.
- The potential impacts of COVID on the Village's revenues will be monitored throughout the upcoming months.

Preliminary Financial Report for Fiscal Yearend May 31, 2020

- Revenues for the General Fund are projected to be more than \$200,000 greater than expenses. The numbers aren't completely finalized or audited, but no large impact changes are anticipated. This was projected in March during the budget process as well.
- Some expense categories that contribute to the revenue over expenses
 - \$38K savings attorney fees
 - \$36K less in health insurance due to one less family plan and less than budgeted increase
 - \$31K unspent between storm drain work & sidewalk repair
 - \$21K savings in Police Personal Services, partly due to not being able to attend budgeted additional training classes for officers, partly due to turnover in staff results in a lower average rate of pay
 - \$17K savings for various snow removal accounts due to a mild winter
 - \$9K reserved for Judgements and Contingencies
 - \$8K NYS Pension savings due to more employees in new Tiers

Budget Resolution

A budget resolution is being prepared for the next meeting. Transfers between accounts will be made to reconcile account lines that appear to be over budget.

POLICE DEPARTMENT REPORT

In a written report, Officer in Charge Larry Burke reported for the month of June 2020 that:

- There were 59 calls for service (for a YTD total of 327)
- There were 58 tickets issued (for a YTD total of 359)
- There were no arrests

Mayor Merandy noted that graffiti at Mayor's Park has been cleaned up and the matter is being investigated.

MONTLY REPORTS

Recreation Commission

None

Planning Board - None

Zoning Board of Appeals

In a written report for the month of June, Chair Aaron Wolfe noted that:

- ZBA received an application for a variance to construct a bike/gardening shed in the side yard setback at 2 Locust Ridge. A workshop was held on 7-2-2020.

- ZBA received an application for a variance to construct a garage in the front yard setback at 11 Benedict Road. A workshop is scheduled for 8-6-2020
- A public hearing was held for an application requiring variance at 192 Main Street on 7-2-2020
- The public hearing for 21 Parsonage remains open

Cold Spring Fire Company

Chief Tom Merrigan in an email, noted that for the month of June:

- There was one mutual aid call from Garrison for a structural fire
- There were three carbon monoxide alarms
- There were four activated fire alarms
- There were three EMS assists
- There were two motor vehicle accidents
- There was one mountain rescue on Breakneck

Trustee Voloto noted that:

- Mold abatement at the firehouse is proceeding

Mayor Merandy said that the side door into the meeting room needs to be replaced. Trustee Voloto said he would look into replacing it.

Trustee Early noted that the Fire Company will prepare laminated ID tags for Water and Wastewater staff (when pandemic conditions permit.)

Town of Philipstown

In a written report Bob Flaherty noted that during the month of June:

- The Town Hall and building department remain open, are very busy and providing all the services that our community requires,
- Courts remain closed until further notice.
- Town Hall renovations are on schedule for completion late this year or early next
 - The restoration of the original Tin ceiling on the 2nd floor is complete
 - Electrical, AV and Data cabling is roughed in
 - Sheetrock is completed
 - Insulation is completed
 - A mock-up for the siding was done and is much better than last month, but still needs to be modified to make it look better (at the place where the coins and the siding come together)
 - Approved a few change orders
 - Installation of new windows is complete
 - Colors of the interior wall have been selected and the first coat of paint is in progress
- The Town will build a new highway garage. Two garage bays will be rented from Whoville LLC (the old Allen Coal garage.) This space will be used for all maintenance and mechanical work for the trucks and equipment. All equipment required for day-to-day maintenance activities have been moved to these garages. Completion is anticipated before winter. Badey & Watson was

hired for site work engineering, Mike Carr was hired for the structural work, and Gerard was hired for mechanical and electrical engineering.

- We are offering \$100 FoodTown vouchers for those who have fallen on difficult times. The Town will no longer deliver these cards but they may be picked up at the food pantry on Saturday's from 10- 12. Drug World gift cards are capped at \$100/month. To date we have supplied over \$200,000.
- The Town Board discussed a moratorium on New Land use on properties located on Upland Drive, Ridge Road and Cliffside Court in Continental Village
- The Town reminds everyone to complete their 2020 US Census
- The Planning Board has two public hearings scheduled Thursday July 16th at 7:30 PM via zoom.
- Workshop for new Leaf community Garden schedule for July 22nd at Rec Center 7pm

Historic District Review Board

In a written report for the month of June, Sean Conway noted the following applications:

- 2 Depot Square – storefront modification
- 18-20 Garden Street – re-approval of expired COA for window replacement
- 2 Locust Ridge – re-approval for garden shed
- 192 Main Street – held workshop
- 6 Paulding Avenue – kitchen expansion and modification of front porch
- 224 Main Street – new pergola
- 14 Furnace Street – front porch reconstruction
- 24 Parsonage Street – window replacement
- 65 Paulding Avenue – new single family home at Butterfield development

The HDRB continued its work to update the Historic District Design Guidelines and has met with Kirsten Heincke (KH Creative, Inc) to complete the graphic design.

The HDRB has modified its submission requirement to include digital submissions.

Tree Advisory Board (TAB)

TAB chair Jennifer Zwarich noted that:

- Monthly meetings will resume on July 22, 2020 at 7:30pm
- Pending applications include:
 - Removal of Mulberry tree on Village property in front of 33 Market Street
- Planning work, including the DEC grant, will restart
- TAB thanks the Highway Department for installation of permeable pavers on Main Street

WATER DEPARTMENT

In a written report Water & Wastewater Superintendent Matt Kroog noted that for the month of June 2020:

- Reservoir status is at 90.38% capacity
- Flow to System is 8.95 MG/298 k/day (a 6% decrease from 2019)
- 2019 Flow to System was 9.52 MG/317 k/day
- Rainfall: 1.30"
- Bacteria Lab Test sampling: all routine testing samples were found in good standing
- Annual Drinking Water Quality Report has been submitted to PCDOH for approval before distribution
- Hach Equipment Service Plan awaits authorization (*which has since been granted*)
- Catskill DEP Project: Badey & Watson survey conducted and report received on 3-2-2020. Bart Clark reached out to the DEP on 5-10-2020, but there has been no response.

WASTEWATER DEPARTMENT

In a written report Water & Wastewater Superintendent Matt Kroog noted that for the month of July 2020:

- Plant inflow was 6.32 million gallons
- Average daily flow was 211K gallons
- Biochemical Oxygen Demand: 95.6% removal
- Total Suspended Solids: 95.6% removal
- Sludge Hauled Offsite: 23,000 gallons

BUILDING DEPARTMENT

In a written report the department noted that for the month of June 2020:

- 23 new building permit applications were received
- 15 building permits were issued
- 1 operating permit was issued
- 1 dumpster permit was issued
- 6 Certificates of Occupancy were issued
- 4 record searches were completed
- 2 complaints were received
- 4 referrals to the HDRB were made
- 2 referrals to the ZBA were made
- 2 referrals to the CSPB were made
- \$3,530 in application and permit fees were collected
- \$300 in record search fees were collected
- \$30 in other fees were collected

HIGHWAY DEPARTMENT

Crew Chief Robert Downey noted that during the month of June 2020:

- 61.99 tons of garbage were picked up
- 20.97 tons of recyclables were picked ups
- Sapling on Main Street removed
- Two dead trees cut down at Dockside
- Dockside brush chipped and removed

- Broken tree limbs removed on Northern Avenue
- Two broken water lines repaired at Mayor's Park Pavilion
- Tree guard in front of Village Hall repaired
- There was one brush collection
- 16' of curbing removed and re-poured on Main Street
- New pavers installed on north side of Main Street from Garden Street to the Cheese Factory shop
- Restored bench at 21 Main Street
- Sanded and painted Parrott Gun at the dock
- Two firms have given estimates to repair damage to the '93 International garbage truck:
 - Freightline: \$134K including cab, chassis and installation
 - International: \$101K, including cab and chassis only. Installation estimated at \$8.4K
 - Kenmore: inspecting vehicle on 7-15-2020

The Yard Debris dump site on Benedict Road was discussed. Alberto and Mary Jean Ruiz, residing at 21 Benedict Road (directly adjacent to the dump site) have emailed the Village complaining of illegal dumping, overflow conditions, smells and wild animals. They request that road access be closed off, except for Village vehicles. During the discussion it was noted that:

- An outdoor furnace could be used to dispose of debris, but finding a location is problematic
- Debris can be hauled away, but Village would have to pay for this service
- A mulch pile could be created, but location and maintenance would be problematic
- The Board agreed to erect a gate or some other method to prevent unauthorized access

JUSTICE COURT

In a written report Village Justice Costello noted that for the month of June 2020:

- \$500 in fines, forfeited bails and civil penalties were collected
- \$935 in parking fines were collected
- \$70 in civil fees were collected
- \$558 mandatory state surcharges were collected
- There were 7 Penal Law charges
- There were 0 Vehicle & Traffic Law charges
- There were no Civil charges

REPORT OF MAYOR AND TRUSTEES

Trustee Murphy noted that the Village insurance application has been submitted.

Trustee Miller asked about Village participation in the NYS Comprehensive Police Review. Mayor Merandy replied that OIC Burke has been looking into the matter. Village participation remains undetermined at this time due to concerns about different issues from other municipalities

Mayor Merandy suggested the Board review the Master Fee Schedule, with an eye toward increases.

DISCUSSION ON REOPENING OF PUBLIC RESTROOMS

Mayor Merandy prefaced the discussion with the following questions:

- Should they be reopened at this time?

- If they reopen, what would Village liability be?
- Who will clean, sanitize and maintain them?

During the discussion it was noted that:

- The County Department of Health has issued guidelines, recommending cleaning and sanitizing three times/day
- Bathrooms can't be reopened unless DOH guidelines are met
- Ballpark costs (to Village) to comply with DOH guidelines are \$580/week
- Use of Highway Department staff to maintain bathrooms will have a significant financial cost and potential exposure to Covid-10 is undesirable
- Liability issues preclude the Village using volunteers
- Chamber of Commerce (COC) board member Jack Goldstein described a plan (that was submitted to the Board.) The proposal notes:
 - COC would like to reopen the information booth, but can't unless restrooms are open
 - Restrooms would only be open Sat-Sun for limited hours
 - There would be a complete cleaning and sanitizing once a day, with frequent sanitizing of high touch areas (door push/pull handles, faucets, toilet flush handle, sinks, etc.) throughout the day
 - COC volunteers would be used
 - COC understands that decision is up to the Village Board, but is ready at such time as the bathrooms reopen
- The bathrooms are a courtesy service provided by the Village and are not mandated by any agency
- Should COC volunteers be tested and, if so, how often?
- High volume of visitors to the Village, especially during the summer months increases maintenance issues
- A trial run (of the COC proposal) is not unreasonable, but liability and health issues remain
- A Memorandum of Understanding between the COC and the Village would be required prior to any action. Jack Goldstein agreed to draft an MOU.
- Cleaning schedule should revolve around Metro-North train schedule, when an influx of visitors is to be expected

DISCUSSION OF COMMUNITY DAY EVENT

During the discussion it was noted that:

- Health concerns remain about holding a large-scale event given the current state of the pandemic
- Many state-wide festivals and events have been canceled
- When conditions change and large events are permitted, the Village application needs to be revised especially regarding parking, supervision of parking areas and event coordination
- Seniors Picnic/Volunteer Appreciation day should be canceled
- If no large-scale events are permitted then the Seastreak should not be permitted to dock

Mayor Merandy made a motion to cancel all large-scale events for 2020. Trustee Early seconded and the motion passed unanimously.

CORRESPONDENCE

The Village received an email from the Putnam Wine & Food Festival requesting approval to reschedule their event to August 2021. The Board agreed to give tentative approval, subject to health conditions. Festival will need to reapply, but fees paid will carry over to the new date.

The Village received an email from Nina Abney, who recently purchased the property at 37 Fair Street, requesting approval to purchase village-owned property adjacent to hers. During the discussion it was noted that:

- The property in question is not a buildable lot
- There is no foreseeable use of the property by the Village
- Abney would be required to construct a retaining wall, on her property, between it and the Village Highway Department lot
- Previous sales of Village property have been priced at \$4/SF, but those were small parcels
- Abney will be requested to provide an appraisal of the property before the Village can set a sales price
- Abney to have markers placed to identify and locate adjacent properties
- Sidewalk in front of property to be extended north and south to connect with existing sidewalks
- Trustee Early will investigate comparable prices for similar properties

APPROVAL OF BILLS

Trustee Miller made a motion to approve Batch #5637 in the amount of \$38,735.75. Mayor Merandy seconded and the motion passed unanimously.

MINUTES

Trustee Early made a motion to adopt the 7-7-2020 minutes as submitted. Trustee Murphy seconded and the motion passed 4-0, with Mayor Merandy abstaining.

PUBLIC COMMENT

Luke Hilpert inquired about the silt/drainage situation at 64 Fair Street.

Eliza Starbuck thanked the Board for consideration of the COC plan to reopen the public bathrooms.

Kathleen Foley thanked the Board for consideration of the COC plan to reopen the public bathrooms and asked whether funding might be available from the County Tourism Office.

John Scherer, who had submitted a revised plan for a festival at Mayor's Park asked what number constituted a "large" event. Mayor Merandy responded that no figure had been established but it would be in the range of 50 persons or less. Trustee Murphy noted that this question is moot as the Board has canceled all events.

Heide Shira Bender thanked the Board for their concern about health issues for business owners and the Village as a whole.

Kathleen Foley thanked the Board for their concern about health issues.

ADJOURNMENT

Mayor Merandy made a motion to adjourn. Trustee Early seconded and the motion was passed unanimously at 8:54 pm.

Submitted by: M. Mell

Mayor David Merandy

Date